

# Spring 2013

## REFUND SCHEDULE

NO FINANCIAL LIABILITY through January 28th

REFUND SCHEDULE	1/22 - 1/28 1 <sup>ST</sup> WEEK	1/29 - 2/4 2 <sup>ND</sup> WEEK	2/5 - 2/11 3 <sup>RD</sup> WEEK	2/12 - 2/18 4 <sup>TH</sup> WEEK	2/19 and on
REFUND	100%	75%	50%	25%	NO REFUND
LIABILITY	0%	25%	50%	75%	100%

### Signatures Required For Processing Enrollment Transactions

TRANSACTION	1/22 - 1/28 1 <sup>ST</sup> WEEK	1/29 - 2/4 2 <sup>ND</sup> WEEK	2/5 and beyond LATE TRANSACTIONS
REGISTER	Instructor & Chairperson if course is closed	Instructor & Chairperson if course is closed <u>or for lab course</u>	Consult with Academic Counselor
ADD	Instructor & Chairperson if course is closed	Instructor & Chairperson if course is closed <u>or for lab course</u>	Consult with Academic Counselor
DROP <i>(course will not appear on transcript or count towards units attempted for the term) Without W's</i>	Students May Drop Without Penalty		Consult with Academic Counselor
WITHDRAWAL <i>(course will count towards units attempted, and will appear on transcript with a grade of W)</i>	Not Applicable		No signatures required before deadline date of April 5th
APPROVAL TO REGISTER FOR COURSES WITH TIME CONFLICTS	Both Instructors Both Chairs		Consult with Academic Counselor
APPROVAL TO TAKE 20, 21, 22 OR MORE CREDITS	Dept. Chair of student's Major & Assoc. Provost for Student Success		Consult with Academic Counselor
APPROVAL FOR UNDERGRADUATE STUDENT (NON-DUAL) TO TAKE GRADUATE COURSE	Dept. Chair of graduate course		
LATE WITHDRAWAL SINGLE COURSE	After April 5th -Advisor, Professor, Chair and Dean's Signature Required		
LATE WITHDRAWAL ENTIRE PROGRAM	Academic Counselor only (no students) delivers card to Registrar on same day student fills out card.		Dean
LATE PASS/FAIL	After April 5th - Dean's Signature Required		
CHANGE IN AUDIT STATUS			Consult with Academic Counselor
LIABILITY (if appealing)	Assoc. Provost		

Signatures must be obtained in the order listed.

Signatures are obtained by course, not major.