
**LONG ISLAND UNIVERSITY - BROOKLYN CAMPUS
SCHOOL OF BUSINESS, PUBLIC ADMINISTRATION AND
INFORMATION SCIENCES**

1 UNIVERSITY PLAZA, BROOKLYN, NEW YORK 11201-5372

PHONE (718) 488-1130

FAX (718) 488-1125

4.0 REQUIRED SIGNATURES FOR REGISTRATION and PROGRAM CHANGES

The Registrar of the Brooklyn Campus has established required signatures for all students registering for classes or changing programs. The policy is in effect for all students at the Brooklyn Campus. Signature requirements change during the semester, especially during week one, week two and week three. For the School of Business, Public Administration and Information Sciences, an Advisor is defined as one of the Academic Advisors reporting to the Associate Dean of the School. Deans may delegate their signing authority to specific program directors after providing written notification to the Registrar and the Academic Advisory Unit of the School.

Pre-Registration through Week #1 of Classes

Type of Transaction:	Signature(s) Required:	Form To Be Used:
Registration or Add/Drop	-Advisor and Student	-Registration or Program Change Form
Drop (one or more, not all)	-Advisor and Student	-Program Change Form
Drop (all classes)	-Advisor and Student	-If on Program Change Form
Drop (all classes)	-Dean and Student	-If on Withdrawal Form

Week #2 of Classes

Type of Transaction:	Signature(s) Required:	Form To Be Used:
Registration or Add only	-Advisor, Instructor and Dean	-Registration or Program Change Form
Add/Drop	-Advisor, Instructor and Dean	-Program Change Form
Drop (one or more, not all)	-Instructor and Bursar	-Withdrawal Form (75% Refund*)
Drop (all classes)	-Instructor, Dean and Bursar	-Withdrawal Form (75% Refund*)

Exceptions:

- Graduate Students -Advisor and Dean’s Approval *or* Advisor and Instructor
- Course Section Change -Advisor and Instructor’s signature
- Pharmacy Undergrad- (yr. 3,4,5) -Dean Martin Brown (in place of instructors)
- HEOP Workshops (WW, MW, SW) -HEOP Advisor signature

Week #3 of Classes

Type of Transaction:	Signature(s) Required:	Form To Be Used:
Registration or Add only	-Advisor, Instructor and Dean	-Registration or Program Change Form
Add/Drop (Misc.)	-Advisor, Instructor and Dean	-to add: Program Change Form -to drop: Withdrawal Form
Add/Drop (Sections)	-Advisor, Instructor and Dean	-Program Change Form
Add/Drop (one or more, not all)	-Instructor and Bursar	-Withdrawal Form (50% Refund*)
Drop (all classes)	-Instructor, Dean and Bursar	-Withdrawal Form (50% Refund*)

- Exceptions:
- Pharmacy Undergrad- (yr. 3,4,5) -Dean Martin Brown (in place of instructors)
 - Course Section Change -Advisor and Instructor and Dean’s signature
 - HEOP Workshops (WW, MW, SW) -HEOP Advisor signature

*Per Refund Schedule, unless **BURSAR** INDICATES DIFFERENTLY. Applicable to ALL students, except students, dropping ALL classes.

Revised DRM 29Aug01 Office of the Registrar

At any time all graduate students accepted by another School or College at L.I.U. wishing to change their program to a School of Business, Public Administration and Information Sciences graduate program must follow procedures outlined in Policy 3.0 Change of Program-Graduate in the Academic Policies and Procedures Manual of the School of Business, Public Administration and Information Sciences, Brooklyn Campus. A dean’s signature is required.

Policy 4.0 Continued

To: Tom Castiglione, Registrar
Alan Chaves, Dean of Admissions

From: Kathy Waldron, Dean, School of Business, Brooklyn Campus

Date: October 25, 2001

Re: Signing Authority School of Business, Public Administration and Information Sciences

This is to inform you that effective November 1, 2001 only the following individuals are authorized to waive an Admissions block on a student registration card for the School of Business students. This applies to all undergraduate or graduate students of the School.

A. For a waive of any type of Admissions block, any one of the following:

1. Kathy Waldron – Dean
2. Mohammed Ghriga – Associate Dean
3. Linette Williams – Academic Advisor
4. Veronica Gonzalez – Academic Advisor

B. For a waive of an Admissions block for MBA students, any one of the above 4 names in A or the MBA Director.

C. For a waive of an Admissions block for MPA students, any one of the 4 names in A or the MPA Director.

D. For a waive of an Admissions block for computer science and/or information sciences students, any one of the 4 names in A or the Chair of the Computer Science Department.

No other signatures are authorized at this time.