

**Schedule Change Service Policy**

- This form is only to be used to add or drop classes after you have initially registered for classes through LCC's Dual Credit Office. This form cannot be used as an initial form of registration for a given term.
- Schedule Change Form must be received by the LCC Office of the Registrar by established deadlines. Refer to either the current schedule of classes or current catalog for specific dates.
- If you are withdrawing from **ALL** of your courses, you must submit the Complete Withdrawal Form instead. **Make sure you are using the correct form.** Call the Dual Credit Office at 505.454.5374 if you have any questions.
- Your Schedule Change Form will be processed by the Registrar's Office on the day it is received unless a class is closed, you have a Fiscal/Admission Hold or we have no record of you completing the appropriate pre-requisite course(s).
- Fax your completed form to the LCC's Dual Credit Office at 505.454.2553 or mail it to:  
Luna Community College, Dual Credit Office, 366 Luna Drive, Las Vegas, NM 87701.
- Once your Schedule Change Form is processed, you must immediately contact the LCC Business Office at 800.588.7232 or 505.454.2500 ext. 1001 to inquire about your tuition and fee balance with the college to avoid being disenrolled for nonpayment.
- Keep in mind, as a result of adding and/or dropping classes, you may be responsible for any unpaid obligations to the college. Disenrolling, dropping or withdrawing from a class does not necessarily entitle you to a refund. Contact the Dual Credit Office at 505.454.5374 for more information.
- **The following signatures** will be required on this form: student, parent and high school designee.

In the event questions arise during the processing of this form, please provide a daytime telephone number and email address where you may be contacted.

Daytime Telephone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email address: \_\_\_\_\_



**Schedule Change Form for  
Dual-Credit /Concurrent Enrollment Students Only**

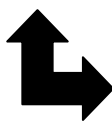
Student: \_\_\_\_\_ LCC ID#: \_\_\_\_\_ **or** SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Semester: Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Summer 20 \_\_\_\_\_ High School: \_\_\_\_\_

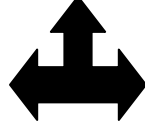
**COURSE(S) TO ADD:**

**COURSE(S) TO DROP/WITHDRAW:**

**REASON:**



Course #	Section	DC	CE		Course #	Section



Moving _____	Financial _____
Failing Course _____	Personal _____
Transportation _____	Health _____
Change of Major _____	Transferring _____
Dissatisfied w/Instruction _____	
Dissatisfied w/Program _____	
Work/School Conflict _____	

**REQUIRED SIGNATURES:**

\_\_\_\_\_  
Date Student

\_\_\_\_\_  
Date Parent / Guardian

\_\_\_\_\_  
Date High School Counselor / Principal

\_\_\_\_\_  
Date Dual-Credit / Concurrent Enrollment Office

\_\_\_\_\_  
Date VP for Instruction (for late add and withdrawal only)

Late Add       Late Withdrawal

**Note:** All transactions must be processed by published deadlines. The actual date the transaction is processed will determine whether the record is processed as a drop or withdrawal based on drop and withdrawal periods. In general, courses processed as a drop do not appear on the student's transcript whereas courses processed as a withdrawal will appear on the student's transcript as a 'W'. Please refer to the LCC Catalog or Schedule of Classes for information on what impact dropping/withdrawing from a class will have on your tuition charges, academic transcript and GPA.