



## Dual Credit/Concurrent Enrollment ADD/DROP FORM

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

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

### ADD Course(s):

Course	Sect.	Hours	Title	Days	Times	Campus

### DROP Course(s):

Course	Sect.	Hours	Title	Days	Times	Campus

**The following signatures are required on this form before it can be processed:**

_____	_____	_____	_____
Date	Student	Date	Parent / Guardian
_____	_____	_____	_____
Date	High School Counselor / Principal	Date	Dual-Credit / Concurrent Enrollment Office
_____	_____	<input type="checkbox"/> Late Add	<input type="checkbox"/> Late Withdrawal
Date	VP for Instruction (for late add and withdrawal only)		

**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.

**THIS FORM MUST ONLY BE USED BY HIGH SCHOOL STUDENTS WHO ARE REGISTERED AND WANT TO ADD/DROP CLASSES.**

### Schedule Change Service Policy

- This form must be received by the Registrar's Office by established deadlines. Refer to either the current schedule of classes or current catalog for specific dates.
- This 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).
- Once this 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/dropping classes, you may be responsible for any unpaid obligations to the college. Disenrolling and dropping from a class does not necessarily entitle you to a refund.
- Email form to: [msalas@nmhu.edu](mailto:msalas@nmhu.edu) or mail: Luna Community College, Dual Credit Office, 366 Luna Drive, Las Vegas, NM 87701. If you have questions call the Dual Credit Office at (505) 454-5316.

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: \_\_\_\_\_

**If you are withdrawing from ALL of your courses, you must submit the Complete Withdrawal Form.**