

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.