

ADD/DROP Service Policy

- This form is only to be used to add or drop classes after you have registered for the semester on a regular registration card. This form cannot be used as an initial form of registration for a given term.
- ADD/DROP 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 deadline dates.
- If you are withdrawing from **ALL** of your courses, you must submit the Complete Withdrawal Form rather than the ADD/DROP Form.
- Your ADD/DROP 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 Office of the Registrar at 505.454.5348 or mail it to:
Luna Community College, Office of the Registrar, 366 Luna Drive, Las Vegas, NM 87701.
- **Once your Add/Drop 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 assessed tuition and fee charges and make financial arrangements to avoid being administratively disenrolled for non-payment.**
- Keep in mind, as a result of adding and/or dropping classes, you are responsible for any unpaid obligations to Luna Community College. Disenrolling, dropping or withdrawing from a class does not necessarily entitle you to a refund. Contact the Business Office for more specific information.
- **No other signatures** will be required on this form other than the student's. However, it may be routed to the LCC ACCESS Center to verify that you meet pre-requisite requirements.

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

Daytime Telephone #: _____-_____-_____

Email address: _____



ADD/DROP FORM

Student: _____ SSN: _____ - _____ - _____ DOB: _____ / _____ / _____

Semester: Fall 20 _____ Spring 20 _____ Summer 20 _____

Major: _____ Academic Advisor: _____

COURSE(S) TO ADD:

COURSE(S) TO DROP/WITHDRAW:

Course #	Section #	Course Title	Course #	Section #	Course Title

Date  _____
Student Signature

Attach justification for late add, drop and overload.

Date Academic Dean (for late add, drop and overload only)

Late Add Late Drop Overload

Note: 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.