

Schedule Change 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.
- 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 deadline dates.
- If you are withdrawing from **ALL** of your courses, you must submit the Complete Withdrawal Form rather than the Schedule Change Form.
- 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 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 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 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: _____



Schedule Change Form

Student: _____ LCC ID#: _____ **or** SSN: _____ - _____ - _____

Semester: Fall 20 _____ Spring 20 _____ Summer 20 _____ Major: _____

COURSE(S) TO ADD:

COURSE(S) TO DROP/WITHDRAW:

REASON:

Course #	Section #	Course #	Section #

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

Date Student Signature

Academic Advisor ACCESS Center (for non-majors)

Date VP of 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.

Distribution: White - Office of the Registrar Canary - Academic Department Pink - Student