

Exact deadlines for all course changes including registration/adds, drops, withdrawals, and audits are established and published prior to the start of each academic year. Schedule changes made beyond the published add/drop dates require a consultation with an academic advisor and the approval of the appropriate faculty and dean. Approval is based on a good faith determination that the student will be successful in classes added after the regular add/drop period; **approval is not guaranteed**. All students are responsible for their own semester schedule and any changes made to it.

A student may drop for a refund only during the regular add/drop period. A late added class may have little or no time to drop and receive a refund. To drop a class, use the Add/Drop Form.

LMC ID #: _____ Name: _____

Today's date: ____/____/____ Semester: ☐Fall ☐Spring ☐Summer Year: _____

Phone: (____) - _____ May we text you? ☐Yes ☐No

I am requesting consideration for adding the following classes after the deadline to do so has passed:

5-digit CRN	Subject/ Number (ex: BIOL 101)	Title (ex: Biology)	Instructor	<i>Instructor/Advisor Signature* and Date</i>	<i>Late Add</i>	<i>Pre-req.</i>	<i>Overload</i>

*Instructor permission required for late add, pre-requisite override and course overload. **Permission is granted solely at the discretion of the instructor and is not guaranteed.**

By signing below, I understand that I am fully responsible to ensure payment arrangements for tuition and fees for the classes above unless I initiate a drop within the published drop for refund dates for the semester. A withdrawal beyond the published drop for refund dates is not eligible for a refund of tuition and fees.

Student Signature: _____ **Date:** _____

Office Use Only

Current GPA: _____ Major: _____ Academic Probation (Y/N): _____

Number of: _____ D Grades: _____ E Grades: _____ Withdrawals: _____ # of Credits Adding: _____

Advisor Recommendation for Late Add (Y/N): _____

Notes: _____

Processed by: _____ Date: _____ ☐ Residency/tuition rate verified