ADD/DROP FORM

LAKE MICHIGAN® COLLEGE

LAST NAME (Leave a blank space between Last Name and First Name) FIRST NAME MIDDLE INITIAL ☐ MALE ☐ FEMALE

LMC ASSIGNED ID PHONE NUMBER ☐ HOME ☐ CELL CITIZENSHIP ☐ US CITIZEN ☐ NON-US CITIZEN

E-MAIL @ ☐ EMAIL.LAKEMICHIGANCOLLEGE.EDU ☐ GMAIL.COM ☐ HOTMAIL.COM ☐ YAHOO.COM ☐ OTHER_____

SEMESTER/TERM YEAR:_____

☐ FALL ☐ SPRING ☐ SUMMER

CHECK ONLY ONE BLOCK PER COURSE TITLE

CRN	SUBJECT	COURSE TITLE	INSTRUCTOR (PRINT NAME)	ADD	DROP	AUDIT

ADVISOR/FACULTY: INITIAL BOX FOR APPROPRIATE PERMISSION

Prerequisite	Overload Course	Late Add	Date

By signing this form, I agree that I am fully responsible to ensure payment arrangements for tuition and fees for the above courses unless I initiate a DROP within the published DROP dates for this semester. I understand a WITHDRAWAL does not merit a refund of tuition and fees.

STUDENT SIGNATURE _____ **DATE** _____

PERMISSIONS EXPIRE ON (DATE):_____

HOLDS

ADVISOR: INITIAL APPROPRIATE BOX FOR OVERRIDE OF REGISTRATION HOLD(S) AND PROVIDE SIGNATURE BELOW

- ☐ **Mandatory Advising (MA)**
- ☐ **Academic Probation**
- ☐ **Academic Intervention**
- ☐ **Prohibited Enrollment**
- ☐ **Benton Harbor Promise Zone**
- ☐ **Moral Character Disclosure**
- ☐ **Athletics Hold**
- ☐ **Financial Aid Warning**
- ☐ **Housing Hold**
- ☐ **Underage Admission**
- ☐ **Other (*Note below*)**

SPECIAL APPROVALS

☐ **Program-Specific Hold** (***Health Science, Co-Op, Casino, etc.***) DIRECTOR/ADVISOR: INITIAL BOX AND NOTE PROGRAM BELOW WITH SIGNATURE

CRN	Additional Comments:	Signature:

Use this form to REGISTER for, ADD, or DROP courses during the specified ADD/DROP period, which is noted in the College Catalog and Class Schedule.

Students must have instructor's permission to register for or add classes that have already met. Late registration fees may apply.

Financial Aid may not be available for classes added after the first drop date of the semester. To find out how a drop or withdrawal may affect financial aid, contact the Financial Aid office.

REFUNDS

1. A 100% tuition refund will be issued until the end of the DROP date.
2. After the DROP date, students may withdraw from a class. No refund is issued when withdrawing from a class. A Withdrawal Form and other permissions may be required.
3. Full refunds are made if the college cancels a class.

For a complete list of ADD/DROP dates, go to: www.lakemichigancollege.edu/schedule and click the Class Schedule for the applicable semester, which includes that semester's Academic Calendar.

5/15 KK

FOR OFFICE USE ONLY ☐ Residency Verified

Processed By _____

Date _____