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.

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 _______________________

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

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

CRN ADDED COMMENTS: ____________________________ SIGNATURE: ____________________________

FOR OFFICE USE ONLY
Residency Verified

Processed By _______________________________________
Date _________________________________________

5/15 KK