



## CCP SCHEDULE CHANGE AUTHORIZATION FORM

Student Name \_\_\_\_\_ LID \_\_\_\_\_

High School \_\_\_\_\_ Phone Number \_\_\_\_\_

Term of attendance:       Summer \_\_\_\_\_       Fall \_\_\_\_\_       Spring \_\_\_\_\_

ADDING A COURSE		Preferred Schedule*			
Lakeland Course Dept. and Course No. (ex. ENGL 1110)	High School Requirement Subject Area (ex. Math, Social Studies, Elective)	CRN	Day	Time	Credit Hours

DROPPING A COURSE		CRN	Credit Hours
Lakeland Course Dept. and Course No. (ex. ENGL 1110)	High School Requirement Subject Area (ex. Math, Social Studies, Elective)		

CCP students who withdraw from a class after the second week of the semester assume full financial responsibility for the course and related expenses payable to the high school.

Withdrawing after the second week of class will result in a W on your Lakeland transcript. Please consult your high school's policy regarding grade posting on the high school transcript.

Students who drop or withdraw from a class must return books directly to the bookstore to receive credit on their account. Lakeland will bill students for any book that is not returned.

Instructor permission is required if a student wants to add a course to the schedule after the class has met.

Students are required to submit this form with all required signatures before any changes can be made to their schedule.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_