

Lakeland ID Number (LID)

0	0						
---	---	--	--	--	--	--	--

Last Name: _____ First Name: _____

Has your program of study changed?* Yes No Has your address or phone number changed?* Yes No

**If you answered yes to either of the above questions, you must complete a Student Record Change form.*

Course(s) to ADD

CRN	Subject	Course Number	Day	Time	Credit Hours

Course(s) to DROP/WITHDRAW**

CRN	Subject	Course Number	Day	Time	Credit Hours

**Students receiving financial aid should check with Lakeland's Financial Aid Office or Lakeland's Student Service Center prior to making schedule changes.

**Students are able to withdraw from a 16-week course from the beginning of the third week through the end of the twelfth week of the semester. A course withdrawal will be indicated on a student's academic record by a grade of "W." After the twelfth week, no withdrawal is permitted.

**Students registered for courses other than the standard 16-week semester should consult the Lakeland website or the session enrollment guide for appropriate deadlines regarding withdrawal.

Student's Signature: _____ Date: _____

COURSE OVERRIDE *(to be filled out by instructor for adding a class only)*

Instructor's Name: _____ Course: _____

Reason for override (check all that apply): Prerequisite Over Capacity Course has already started

Instructor's Signature: _____ Date: _____

Complete this form and return:*

- | | | | |
|--|--|---|----------------------------------|
| By Fax: | 440.525.7651 | • 7700 Clocktower Drive | • Kirtland, OH 44094-5198 |
| By Mail: | Lakeland Community College | • Under RelatedLINKS (right side of page), | |
| By Secure Upload: | Visit lakelandcc.edu/web/about/registrar | select Registrar Documents Secure Upload link | |
| In Person: | Lakeland's Student Service Center | • located in Building A-1003 | |

**Please do not send documents through email as it is not a secure format.*