![Lakeland Community College]

Course Registration
Add, Drop, Withdraw

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 Lecture	CRN Lab (if applicable)	Subject	Course Number	Day(s)	Time	Credit Hours

Course(s) to DROP/WITHDRAW**

CRN Lecture	CRN Lab (if applicable)	Subject	Course Number	Day(s)	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 <u>for adding a class only</u>)*

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

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

Revised 3/1/2024