

# FALL SEMESTER 2009

## Adjusting Your Schedule

Students should make adjustments to their schedules, **via the Web, drops** allowed through 50% refund, and **add** classes until the Teaching Period for the class begins. For important deadline details see the chart below. Register early for best class selection! For additional information, call LCC at (517) 483-1957 or toll-free at 1 (800) 644-4522. Refer to variable-date options list for classes beginning throughout the semester.

### Selective Drop for Nonpayment

**Students are responsible for dropping all courses they are not planning to attend, and are responsible for payment of classes in which they are enrolled.** Students should **not** assume they will be dropped from a class or classes for nonpayment, as there are many factors which will determine whether and when a student is dropped for nonpayment. It is the student's responsibility to verify his or her enrollment status. To verify enrollment status, students can view their schedule on the LCC Web site at [www.lcc.edu](http://www.lcc.edu).

### DEADLINES for Drops, Adds, Refunds, and Audits

Teaching Period	Start Date	End Date	100% Refund TUITION and FEES	50% Refund TUITION and FACILITY FEES ONLY	Last Date to Drop With No Grade	Last Date to Change to Audit/Credit	Last Date to Add Online	Last Date to Drop Online	Last Date to Drop With W Grade NO Instructor Signature Required	Last Date to Drop Course With W Grade with Instructor Signature if Passing Course
<b>Standard Teaching Periods</b>										
Full Semester	8/20	12/13	8/26	9/2	9/2	9/2	8/19	9/2	10/14	11/25
First 8 week	8/20	10/14	8/26	9/2	9/2	9/2	8/19	9/2	9/16	10/7
Last 8 week	10/15	12/13	10/21	10/28	10/28	10/28	10/14	10/28	11/11	12/4
First 12 week	8/20	11/11	8/26	9/2	9/2	9/2	8/19	9/2	9/30	11/2
Last 12 weeks	9/17	12/13	9/23	9/30	9/30	9/30	9/16	9/30	10/28	12/2
Last 14 week	9/3	12/13	9/9	9/16	9/16	9/16	9/2	9/16	10/21	12/1
Last 15 week	8/27	12/13	9/2	9/9	9/9	9/9	8/26	9/9	10/19	11/30
<b>Variable Start Courses</b>										
Continuing Education (Credit and Non Credit Courses)	Section Specific	Section Specific	100% refund 7 workdays (M-F) prior to start of class	70% refund 2-6 workdays (M-F) prior to start of class	Day prior to start of class	Midpoint of class	Day prior to start of class	Day prior to start of class	Apply <i>less than 8 weeks</i> or <i>8 weeks or more</i> Variable-start date rules as appropriate	
Open Entry Courses or Modules	Based on learning contract	Based on learning contract	Day prior to learning contract start date	NONE	Day prior to learning contract start date	Day prior to learning contract start date	Variable	Not Applicable	Per Learning Contract	
Non Credit Community Ed (NCCE Courses)	Section Specific	Section Specific	Please refer to the rows below for these course offerings							
Less than 8 weeks	Section Specific	Section Specific	Day prior to start of class	NONE	Day prior to start of class	Midpoint of class	Day Prior to start of class	Day prior to start of class	End of class, no instructor signature required	Not Applicable
8 weeks or more	Section Specific	Section Specific	7 days into class	14 days into class	14 days into class	14 days into class	Day Prior to start of class	14 days into class	Midpoint of class	Day prior to last week of class

Register early! For the most current online information about course offerings go to: [www.lcc.edu/schedule/](http://www.lcc.edu/schedule/)