Important information affecting all students:

Lansing Community College is committed to helping students succeed. To that end, the College has made some policy changes regarding registration, course withdrawal and audit, and course cancellation that will take effect this fall 2006 semester. These changes were adopted after an in-depth review and discussion on how best to serve students and create a supportive educational environment. Please read the following policy changes carefully.

**NEW LATE REGISTRATION / LATE ADD POLICY**

Our research has shown that students who plan for and enroll in their courses with the assistance of a counselor or advisor well before courses begin are much more likely to be successful. A new policy and procedure for registering late or adding courses is being implemented to encourage students to seek academic advising and register early. Students attempting to late register or late add into a course must follow these procedures:

1. If the START DATE of the section has **not** occurred, you may web register at www.lcc.edu.

   START DATES for Standard Teaching Periods are defined below:

<table>
<thead>
<tr>
<th>Standard Teaching Period</th>
<th>START DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-semester</td>
<td>August 24, 2006</td>
</tr>
<tr>
<td>First 8-weeks</td>
<td>August 24, 2006</td>
</tr>
<tr>
<td>First 12-weeks</td>
<td>August 24, 2006</td>
</tr>
<tr>
<td>Last 15-weeks</td>
<td>August 31, 2006</td>
</tr>
<tr>
<td>Last 14-weeks</td>
<td>September 7, 2006</td>
</tr>
<tr>
<td>Last 8-weeks</td>
<td>October 19, 2006</td>
</tr>
</tbody>
</table>

   **Note:** Sections less than 8 weeks, or sections that do not fit into one of the Standard Teaching Periods above, are Variable Start and the START DATE is section specific (usually the first day the course meets).

2. If the START DATE **has** occurred, the steps below should be followed:

   If the course section **has** not met:

   1. Verify that a seat is available in the section by:
      - visiting a *Student Service Area, or
      - calling (517) 483-1200 (select “Registrar” from the menu), or
      - calling the appropriate department.
   2. Determine that all of the required course prerequisites have been met.
      - Prerequisite overrides and section seat adds are managed within each division/department.
   3. Go to a *Student Service Area to register.

   If the course section **has** met:

   1. Verify that a seat is available in the section by:
      - visiting a *Student Service Area, or
      - calling (517) 483-1200 (select “Registrar” from the menu), or
      - calling the appropriate department.
   2. Determine that all of the required course prerequisites have been met.
      - Prerequisite overrides and section seat adds are managed within each division/department.
   3. Obtain the **Registration Form**
      - In Person – Visit a *Student Service Area
If the course section has **NOT** met:

<table>
<thead>
<tr>
<th><em>Student Service Areas are:</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Downtown Campus: GVT 2nd floor lobby (517) 483-1200</td>
</tr>
<tr>
<td>2. West Campus: 1st floor Student Services</td>
</tr>
<tr>
<td>3. Clinton County Center in St. Johns</td>
</tr>
<tr>
<td>4. Livingston County Center in Howell</td>
</tr>
<tr>
<td>5. LCC East in East Lansing</td>
</tr>
</tbody>
</table>

If the course section **HAS** met:

a) Acquire the instructor’s or designee’s signature and department stamp from the academic office.

b) Return the completed form to a *student service area to finalize enrollment.

---OR---

- Via E-mail **(may take 2 business days for processing)**
  
a) E-mail the department and request written permission to enroll.

b) If granted, student must forward the department’s e-mail, along with student’s enrollment information listed below, to onlineappr@lcc.edu for processing. **Failure to provide all information below will delay registration.**

Enrollment information needed:

- Student Name
- Student Number (Oracle ID)
- Semester
- Course call number
- Unit Code
- Is this the first time enrolled in the course THIS semester?

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**NEW WITHDRAWAL AND AUDIT POLICY**

The length of time students have to withdraw from (drop) a course without receiving a grade and not have it show on their record, or change their status to audit, has been shortened for most courses (see table below). These changes in enrollment status may affect Financial Aid recipient awards. Students are responsible for dropping all courses they are not planning to attend and are responsible for payment of courses in which they are enrolled. Students should not assume they will be dropped from a course or courses for non-payment, as there are many factors which will determine whether and when a student is dropped for non-payment. Students should verify their enrollment status by logging into the Oracle Student System or visiting a Student Service Area*. 

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<table>
<thead>
<tr>
<th>Teaching Period</th>
<th>Start Date</th>
<th>End Date</th>
<th>100% Refund Date Ends</th>
<th>50% Refund Date Ends</th>
<th>Last Date to Drop with No Grade</th>
<th>Last Date to Add Online</th>
<th>Last Date to Drop Online</th>
<th>Last Date to Change to Audit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Semester</strong></td>
<td>08/24/06</td>
<td>12/17/06</td>
<td>08/30/06</td>
<td>09/06/06</td>
<td>09/06/06</td>
<td>08/23/06</td>
<td>09/06/06</td>
<td>09/06/06</td>
</tr>
<tr>
<td><strong>First 8 week</strong></td>
<td>08/24/06</td>
<td>10/18/06</td>
<td>08/30/06</td>
<td>09/06/06</td>
<td><strong>09/06/06</strong></td>
<td>08/23/06</td>
<td>09/06/06</td>
<td>09/06/06</td>
</tr>
<tr>
<td><strong>Last 8 week</strong></td>
<td>10/19/06</td>
<td>12/17/06</td>
<td>10/25/06</td>
<td>11/01/06</td>
<td>11/01/06</td>
<td>10/18/06</td>
<td>11/01/06</td>
<td>11/01/06</td>
</tr>
<tr>
<td><strong>First 12 week</strong></td>
<td>08/24/06</td>
<td>11/15/06</td>
<td>08/30/06</td>
<td>09/06/06</td>
<td><strong>09/06/06</strong></td>
<td>08/23/06</td>
<td>09/06/06</td>
<td>09/06/06</td>
</tr>
<tr>
<td><strong>Last 14 week</strong></td>
<td>09/07/06</td>
<td>12/17/06</td>
<td>09/13/06</td>
<td>09/20/06</td>
<td><strong>09/20/06</strong></td>
<td>09/06/06</td>
<td>09/20/06</td>
<td>09/20/06</td>
</tr>
<tr>
<td><strong>Last 15 week</strong></td>
<td>08/31/06</td>
<td>12/17/06</td>
<td>09/06/06</td>
<td>09/13/06</td>
<td><strong>09/13/06</strong></td>
<td>08/30/06</td>
<td>09/13/06</td>
<td>09/13/06</td>
</tr>
</tbody>
</table>

**Variable Start Courses**

<table>
<thead>
<tr>
<th>Teaching Period</th>
<th>Start Date</th>
<th>End Date</th>
<th>100% Refund Date Ends</th>
<th>50% Refund Date Ends</th>
<th>Last Date to Drop with No Grade</th>
<th>Last Date to Add Online</th>
<th>Last Date to Drop Online</th>
<th>Last Date to Change to Audit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Continuing Education (Credit and Non-Credit Courses)</strong></td>
<td>Section specific</td>
<td>Section specific</td>
<td>100% refund 7 workdays (M-F) prior to start of class</td>
<td>70% refund 2-6 workdays (M-F) prior to start of class</td>
<td>Day prior to start of class</td>
<td>Day prior to start of class</td>
<td>Day prior to start of class</td>
<td>Midpoint of class</td>
</tr>
<tr>
<td><strong>Open Entry Courses/Modules</strong></td>
<td>Based on learning contract</td>
<td>Based on learning contract</td>
<td>Day prior to learning contract start date</td>
<td>NONE</td>
<td>Day prior to learning contract start date</td>
<td>Variable</td>
<td>Not applicable</td>
<td>Day prior to learning contract start date</td>
</tr>
<tr>
<td><strong>Non Credit Community Education (NCCE Courses)</strong></td>
<td>Section specific</td>
<td>Section specific</td>
<td>Please refer to the rows below for applicable drop/adds, refunds and audit status change for these course offerings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Less than 8 weeks</strong></td>
<td>Section specific</td>
<td>Section specific</td>
<td>Day prior to start of class</td>
<td>NONE</td>
<td>Day prior to start of class</td>
<td>Day prior to start of class</td>
<td>Day prior to start of class</td>
<td>Midpoint of class</td>
</tr>
<tr>
<td><strong>8 weeks or more variable start</strong></td>
<td>Section Specific</td>
<td>Section Specific</td>
<td>7 days into class</td>
<td>14 days into class</td>
<td>14 days into class</td>
<td>Day prior to start of class</td>
<td>14 days into class</td>
<td>14 days into class</td>
</tr>
</tbody>
</table>
COURSE CANCELLATION POLICY

To minimize student uncertainty about course scheduling, the College will not cancel certain courses due to low enrollment after 2 pm on Monday, August 21. This policy applies only to courses with a Standard Teaching Period Start Date of August 24.

If you have any questions regarding the above policy changes, please contact Enrollment Services at (517) 483-1200 or 1-800-644-4522.
Division/Department Contact Information

**Business, Media, and Information Technologies Division**
Business Department ........................................ bmit_busdept_info@lcc.edu  GVT 190 ........ 483-1522
Media, Art, and Information Technologies Department .................................................. bmit_maitdept_info@lcc.edu  GVT 131 ........ 483-1546

**Extension and Community Education**
exec_ece_info@lcc.edu  LCCEAST ................ 483-1860

**Human, Health and Public Service Careers Division**
Health and Human Services Department ................................................... nurshhs@lcc.edu  HHS 108 ........ 483-1410
Nursing Careers Department ........................................ nurshhs@lcc.edu  HHS 108 ........ 483-1410
Public Service Careers Department ........................................ pubservcar@lcc.edu  WCB M127 .... 483-1570

**Liberal Studies Division**
Communication Department ........................................... ls_com_info@lcc.edu  A&S 211 ........ 483-1040
Humanities and Performing Arts Department .................................... ls_hpa_info@lcc.edu  A&S 255 ........ 483-1018
Math and Computer Science Department ................................... ls_mcs_info@lcc.edu  A&S 301 ........ 483-1087
Office of Instruction ................................................. ls_oi_info@lcc.edu  A&S 110 ........ 483-1010
Physical Fitness and Wellness Department .................................. ls_pfw_info@lcc.edu  GVT 351 ........ 483-1227
Science Department .................................................... ls_sci_info@lcc.edu  A&S 301 ........ 483-1092
Social Science Department .............................................. ls_ss_info@lcc.edu  A&S 301 ........ 483-1126

**Student and Academic Support Division**
Language Skills .......................................................... dls@lcc.edu  A&S 253 ........ 483-1061
Mathematical Skills .................................................... sas_math_info@lcc.edu  A&S 309 ........ 483-1073
Student Development .................................................. sas_sd_info@lcc.edu  A&S 253 ........ 483-1061

**Technical Careers Division**
Environmental, Design, and Building Technologies Department .......... tc_edbt_info@lcc.edu  WCB M103 .... 483-1319
Manufacturing Engineering Technologies Department ..................................... tc_met_info@lcc.edu  WCB M103 .... 483-1339
Transportation Technologies Department ............................................ tc_trntech_info@lcc.edu  WCB M103 .... 267-6406