LUZERNE COUNTY COMMUNITY COLLEGE
COURSE CHANGE FORM

IT IS THE STUDENT’S RESPONSIBILITY TO OBTAIN INFORMATION FROM THE COLLEGE CATALOG RELATIVE TO THE POLICIES APPROPRIATE TO COURSE CHANGES. THESE POLICIES INCLUDE DEADLINE DATES FOR ADDING COURSES, WITHDRAWAL FROM THE COLLEGE AND THE REFUND POLICIES OF THE COLLEGE.

PROCEDURES
1. Secure your counselor’s approval for the desired change.
2. Submit this form to the Registrar’s Office for processing (Room 516, Building 5).

Failure to follow regulations and procedures on the date specified will result in a loss of credit, a grade of “F” or a loss of refund. The date this form is received in the Registrar’s Office is the effective date to comply with procedures.

Name: ______________________________________________________

Student I.D./Soc. Sec. Number: __________________________________

Telephone #: _________________________________________________

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<thead>
<tr>
<th>COURSE(S) Dropped</th>
<th>COURSE(S) Added</th>
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<tbody>
<tr>
<td>COURSE NO. &amp; SECTION</td>
<td>COURSE TITLE</td>
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Credit hour load before change ________ Credit hour load after change ________

Do you receive the following: Veteran Benefits ________ grants or loan ________
(If you receive Veteran Benefits, please report to the Veteran Affairs Office)

Term:  □ Fall   □ Spring  □ Summer I (4, 6, 8 or 11 weeks)
       □ Summer II (4 or 6 weeks)  □ Winter Intersession  Year _____________

Reason for Change:  □ College  □ Student  Comments: ________________________________

Student Signature: ____________________________________________ Date: ________________

Counselor’s Approval: ________________________________ Date: ________________

Registrar’s Office: ________________________________ Date: ________________

BUSINESS OFFICE DO NOT ACCEPT FORM WITHOUT REGISTRAR’S OFFICE SIGNATURE.

Business Office: ____________________________________________ Date: ________________

White: Registrar’s Office • Yellow: Business Office • Pink: Student Copy (after processing completed) • Gold: Counseling

LCCC F-75 (5/2016)