

# SPRING SEMESTER 2010

## 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.

**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<br>TUITION and<br>FEES                               | 50% Refund<br>TUITION and<br>FACILITY<br>FEES ONLY                | Last Date to<br>Drop With<br>No Grade              | Last Date to<br>Change<br>to Audit/Credit          | Last Date to<br>Add Online     | Last Date to<br>Drop Online    | Last Date to Drop<br>With W Grade<br>NO Instructor<br>Signature Required                             | Last Date to Drop Course<br>With W Grade with<br>Instructor<br>Signature if Passing Course |
|---|----------------------------------|----------------------------------|--|---|--|--|--------------------------------|--------------------------------|--|--|
| <b>Standard Teaching Periods</b>                              |                                  |                                  |  |   |  |  |                                |                                |  |  |
| Full Semester   | 1/09/10                          | 5/7/10                           | 1/15/10  | 1/22/10   | 1/22/10  | 1/22/10  | 1/08/10                        | 1/22/10                        | 3/05/10  | 4/23/10  |
| First 8 week  | 1/09/10                          | 3/05/10                          | 1/15/10  | 1/22/10   | 1/22/10  | 1/22/10  | 1/08/10                        | 1/22/10                        | 2/05/10  | 2/26/10  |
| Last 8 week   | 3/13/10                          | 5/07/10                          | 3/19/10  | 3/26/10   | 3/26/10  | 3/26/10  | 3/12/10                        | 3/26/10                        | 4/09/10  | 4/30/10  |
| First 12 week   | 1/09/10                          | 4/09/10                          | 1/15/10  | 1/22/10   | 1/22/10  | 1/22/10  | 1/08/10                        | 1/22/10                        | 2/19/10  | 3/31/10  |
| Last 12 weeks   | 2/06/10                          | 5/07/10                          | 2/12/10  | 2/19/10   | 2/19/10  | 2/19/10  | 2/05/10                        | 2/19/10                        | 3/26/10  | 4/28/10  |
| Last 14 week  | 1/23/10                          | 5/07/10                          | 1/29/10  | 2/05/10   | 2/05/10  | 2/05/10  | 1/22/10                        | 2/05/10                        | 3/19/10  | 4/27/10  |
| Last 15 week  | 1/16/10                          | 5/07/10                          | 1/22/10  | 1/29/10   | 1/29/10  | 1/29/10  | 1/15/10                        | 1/29/10                        | 3/17/10  | 4/26/10  |
| <b>Variable Start Courses</b>                                 |                                  |                                  |  |   |  |  |                                |                                |  |  |
| Continuing<br>Education<br>(Credit and Non<br>Credit Courses) | Section<br>Specific              | Section<br>Specific              | 100% refund<br>7 workdays<br>(M-F) prior to<br>start<br>of class | 70% refund<br>2-6 workdays<br>(M-F) prior to<br>start<br>of class | Day prior to<br>start of class                     | Midpoint<br>of class                               | Day prior to<br>start of class | Day prior to<br>start of class | Apply <i>less than 8 weeks</i> or <i>8 weeks or more</i><br>Variable-start date rules as appropriate |  |
| Open Entry Courses<br>or Modules                              | Based on<br>learning<br>contract | Based on<br>learning<br>contract | Day prior to<br>learning<br>contract start<br>date               | NONE  | Day prior to<br>learning<br>contract start<br>date | Day prior to<br>learning<br>contract start<br>date | Variable                       | Not Applicable                 | Per Learning Contract  |  |
| Non Credit<br>Community Ed<br>(NCCE Courses)                  | Section<br>Specific              | Section<br>Specific              | Please refer to the rows below for these course offerings        |   |  |  |                                |                                |  |  |
| Less than 8 weeks   | Section<br>Specific              | Section<br>Specific              | Day prior to<br>start of class                                   | NONE  | Day prior to<br>start of class                     | Midpoint<br>of class                               | Day Prior to<br>start of class | Day prior to<br>start of class | End of class, no<br>instructor signature<br>required   | Not Applicable   |
| 8 weeks or more   | Section<br>Specific              | Section<br>Specific              | 7 days<br>into class   | 14 days<br>into class   | 14 days into<br>class                              | 14 days<br>Into class                              | Day Prior to<br>start of class | 14 days<br>into class          | Midpoint of class  | Day prior to last week of<br>class   |

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