

SCHEDULE CHANGE FORM

Lakeland ID Number (LID)		Date	
Last Name		First Name	Initial

ADDS	CRN Number	Subject	Course Number	Credit Hours	Override

DROPS	CRN Number	Subject	Course Number	Credit Hours	Late Withdraw

- If you are receiving financial aid, and you are dropping a course, check with the Financial Aid office prior to dropping.
- Withdrawing after the 1st week of class will result in a WD on your transcript.
- Refund Policy for 8 or 16 week semesters: 100% refund during the first week; 50% during the second week; no refund after the second week. **This refund schedule applies regardless of the date a class starts during the first week of the semester.**
- If you drop after the 100% refund period and have a Tuition Payment Plan, you are still responsible for the balance.

Reason for schedule change _____

Student Signature (REQUIRED)	
*Instructor Name (printed)	*Instructor Signature

*Instructor signature is REQUIRED prior to processing an override.