

Additional Course Change Information

Complete This Form:

Students can complete this form at any time before or during their studies. Once the request is submitted and processed, students will be able to view the changes on their schedule.

Changing Courses Within Self-Service:

If you wish to add, drop, or change a class, you can log into [Self-Service](#) and select Student Planning under the Academics Tab. For detailed instructions, please watch the video tutorials found in the [Self-Service Video section](#).

Special Case Registration:

- If you are unable to register for a course that is needed for you to complete your program, you may submit a Request for Special Case Registration form to your program area. Other reasons include, needing a course to be full time for funding purposes or for residency.
- Submitting a Request for Special Case Registration does not guarantee your enrolment in the course. Review of the request may take up to 4 weeks and you will be notified of the decision through your Lethbridge College email.
- Click this link to access the [Request for Special Case Registration](#) including instructions.

Tuition Refunds:

Refund information can be found on the Student Finance website. For potential refunds, please ensure that the address on file is up to date. If you need to update your address, please do so through your Self-Service Account.

- [Student Finance and Refund Policy](#)
- [Student Self-Service](#)

Resources:

The ADD/Drop and Extended Drop period policy and procedures are available in the published [Academic Calendar](#) under Academic Schedule.

Important dates and deadlines are available on the Lethbridge College website under [Dates & Deadlines](#).

Deadline Type	Deadline of Course(s)	Refund	Transcript Implications
Add/Drop	Courses less than 8 weeks in length have until the 3 rd business day of the course	Full Tuition Refund of Course	No entry on transcript
	Courses 8+ weeks in length have until the 6 th business day of the course.		
Extended Drop	Courses less than 8 weeks in length have until the 7 th business day of the course.	Refund of tuition less \$75	No entry on Transcript
	Courses 8+ weeks in length have until the 15 th business day of the course.		
Course Withdrawal	Last day of course	No refund of tuition	Grade of "W" on transcript (no impact on GPA)

Freedom of Information and Protection of Privacy Notification

Your personal information is being collected under the authority of subsection 33© of Alberta's Freedom of information and protection of privacy act for the purpose of determining your eligibility to add or drop a course and or processing your request for a change of registration. It may be used and disclosed to other College departments and employees for this purpose or for a use consistent with this purpose. If you have a question about the collection, use, disclosure or protection of your personal information, please contact Lethbridge College's Manager of Institutional Compliance by phoning (403)320-3202 ext. 5703, emailing privacy@lethridgecollege.ca, or writing to 3000 College Dr S, Lethbridge Alberta T1K 1L6 c/o Manager of Institutional Compliance.