

Registrar's Office

3000 College Dr. South Lethbridge, AB T1K 1L6 Phone: 403-320-3323 Fax: 1-888-819-9803

registration@lethbridgecollege.ca

Change of Registration Request

Who Uses This Form:

- Current students who wish to add or drop a course within the add/drop or extended drop period and cannot do so through Self-Service.
- Current students who wish to withdraw from one or more courses in their current term.

	ent Information: nt I.D.			Birthdate: YY\	(Y-MM-DD		
Last N				Middle Name	:		
Course Information:							
Term	ADD Course ID	Section	Term	Drop or Withda Course ID	Section		
					_		
•	wledge/understand that by dominate of I am a My eligibility to play if I am a My living arrangements if I am My study permit and post-gray My funding status if I am on some My progression within my promote of I am adding courses and on that my tuition will be paid (as I understand that If I am with courrent term, and that I will be	student athleton living in Residuation work student loans of ogram red courses for a student loan ind that a portidrawing after of the student of the studen	e dence permit if I a r external f the upcom r, I will ema on may be extended di	om on a study permit unding ning term il awards@lethbridgecollepayable by me) rop, no tuition will be refu	nded for the		
	Date:Stu	ıdent Signatur	e:				

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 <u>Self-Service</u> and select Student Planning under the Academics Tab. For detailed instructions, please watch the video tutorials found in the <u>Self-Service Video section</u>.

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 you 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
- <u>Student Self-Service</u>

Resources:

The ADD/Drop and Extended Drop period policy and procedures are available in the published <u>Academic Calendar</u> 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	Full Tuition	No entry on transcript
	until the 3 rd business day of the course	Refund of	
	Courses 8+ weeks in length have until the	Course	
	6 th business day of the course.		
Extended	Courses less than 8 weeks in length have	Refund of	No entry on Transcript
Drop	until the 7 th business day of the course.	tuition less	
	Courses 8+ weeks in length have until the	\$75	
	15 th business day of the course.		
Course	Last day of course	No refund of	Grade of "W" on
Withdrawal		tuition	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.