



## **COURSE ADD/DROP POLICIES AND PROCEDURES**

The Add/Drop and Extended Drop Period policy and procedures are available on the Lethbridge College website – type “Add/Drop Period” in the Search box on the homepage and follow the links.

Once completed this form **MUST** be returned to the Registrar’s Office for processing.

### **COURSE ADDS**

Students may register in (add) required courses for their program until the end of the Add/Drop period as defined in the current College Calendar. Based on seat availability, students may register in courses from other programs during the Add/Drop period.

- NOTE:**
1. *ESL program students require an approval signature from the English Language Centre in order to add courses.*
  2. *Academic Upgrading program students require an approval signature from an LC Career & Academic Advisor in order to add courses.*

### **COURSE DROPS**

Students may drop courses until the end of the Extended Drop period; and may withdraw from courses until the Last Day to Withdraw – as defined in the matrix below under Period 3 and Period 4. Dropped courses do not appear on the academic transcript and withdrawn courses are represented by a W grade.

Important dates & deadlines are available on the Lethbridge College website – type “Dates & Deadlines” in the Search box on the homepage and follow the links.

#### **INDIVIDUAL CREDIT COURSE DROP**

<p><b><u>PERIOD 1</u></b> Up to 20 business days prior to program start date a) full refund on tuition b) no entry on academic transcript</p>	<p><b><u>PERIOD 2</u></b> After PERIOD 1 and up to and including the last day of the ADD/DROP PERIOD a) full refund on tuition b) no entry on academic transcript</p>	<p><b><u>PERIOD 3</u></b> After PERIOD 2 and prior to and including the last day of the EXTENDED DROP PERIOD a) \$50 late drop fee for each course dropped b) no entry on academic transcript</p>
<p><b><u>PERIOD 4</u></b> After PERIOD 3 and prior to the last withdrawal date a) NO refund b) Grade W assigned on transcript</p>	<p><b><u>PERIOD 5</u></b> After last day to withdraw a) NO refund b) Final grade assigned on transcript</p>	<p><b><u>PERIOD 6</u></b> Student required to withdraw a) NO refund or credit b) Grade RW assigned on transcript</p>

#### **Freedom of Information and Protection of Privacy Notification**

Your personal information is being collected under the authority of subsection 33(c) 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@lethbridgecollege.ca](mailto:privacy@lethbridgecollege.ca), or writing to 3000 College Dr S, Lethbridge, Alberta T1K 1L6 c/o Manager of Institutional Compliance.