

Registration Procedure	Procedure Number	3.3P
	Effective Date	June 28, 2011

1.0 PURPOSE

In accordance with Board Policy 3.3 Registration, the purpose of this procedure is to outline registration, schedule changes (add and drop), withdrawal, and drop for non-attendance parameters for all students at LCCC.

2.0 REVISION HISTORY

Adopted on: 6/28/11

Revised Board Policy 3.3 Registration (g) 19(c) 0 Tw 3.587 0 T043 Th Iudentong a student

secondary institution following high school
ended classes at LCCC.

- G. **OpenRegistration**- The period of time when all students may register for the next available semester(s).
- H. **PriorityRegistration**- A designated period of time when only currently enrolled students may register for the next available semester(s).

- I. **Registration Hold**—A code placed on the student's record in the student information system to prevent

a. Waitlists close the day before the class starts. Students left on the waitlist who want to register for the class must follow the steps outlined in 5.0 A2a-c.

4) Students who withdraw from a course after the last day to drop receive a "W" grade on their

2(e)-B7(0)1009.Td 0009501(8012)03 Course 2 The "W" grade period for a (c) or (c)-3 (e) Ban 2 full semesters arth hw4) cri(5