

Lakes Region Community College

| WINTER 2011 | | | | | |
|-----------------------------------|--------|--------------------|----------------------|-----------------------------------|----------------------------|
| | P/Term | TERM DATES | PAYMENT DUE DATE | LAST DATE TO DROP WITH REFUND | LAST DATE TO DROP WITH "W" |
| Cooperative Education II (winter) | LC1 | 11/21/11 - 2/17/12 | 11/11/11 | 11/28/11 | 1/13/12 |
| SPRING 2012 | | | | | |
| Winterim Classes | LWT | 1/3/12 - 1/13/12 | 12/25/2011 | 1/3/12 | 1/9/12 |
| Day and Evening Classes | 1 | 1/23/12 - 5/10/12 | 1/13/2012 | 2/6/12 | 3/28/12 |
| 100% Online Learning | LDL | 1/23/12 5/10/12 | 1/13/2012 | 2/6/12 | 3/28/12 |
| 8-wk Hybrid Term I | LS1 | 1/3/12 - 2/24/12 | 12/25/2011 | 1/9/12 | 2/3/12 |
| 8-wk Hybrid Term II | LS2 | 3/19/12 - 5/10/12 | 3/9/2012 | 3/26/12 | 4/19/12 |
| Cooperative Education III | LC1 | 2/21/12 - 5/18/12 | 2/11/2012 | 2/27/12 | 4/13/12 |
| Variable | V | variable | 10 days before start | per drop policy (see below) | 60% |
| Running Start | LRS | variable | at registration | n/a | 60% |
| Workshops | W | variable | 10 days before start | 3 business days before start date | n/a |

* Online Registration for Fall (for returning students) is available from 11/16/11 - 1/13/12. All Add/Drops after 1/13/12 must be processed through the Registrar's Office.

* Open Registration to ALL new and returning students for Fall is available beginning 12/1/11.

REFUND POLICY: Effective Fall Semester, 2011, students who officially withdraw from the college or an individual course by the end of the fourteenth (14th) calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees. Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) will have seven (7) calendar days from the designated start of the class to withdraw for a full refund. If the seventh (7th) or fourteenth (14th) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the weekend or holiday. Exception: students in courses that meet for two weeks or fewer must drop by the end of the first day of the class in order to get a 100% refund.

Students registered for workshops must drop in writing at least three (3) business days prior to the first workshop session in order to receive a full refund of tuition and fees.

ADDING A COURSE: Students may add a course up to and including the first 7 calendar days of the semester (prorated for alternative semester lengths), if space is available. Online courses may be added up to the first day of the semester. Students must have instructor approval to add a course after the official add period.

DROPPING A COURSE: Drops may be done online during the online registration period, by phone, fax, or in person with the Registrar's Office. Courses dropped after the "Drop With Refund" date will not be refunded tuition. Courses dropped after "Last Date to Drop With W" must be completed on a Withdraw Passing/Withdraw Failure form (a withdrawal notation will be recorded on transcript). This form may be obtained from the Registrar's Office or on the LRCC website. It must be completed and submitted to course instructor who will return directly to the Registrar's Office for processing.

rev 9/12/11