

WINTER 2009 and SPRING 2010			
	TERM DATES	LAST DATE TO DROP WITH REFUND	LAST DATE TO DROP WITH "W"
Cooperative Education II (winter)	11/23/09 - 2/19/10	11/30/09	1/13/10
Cooperative Education III	2/22/10 - 5/14/10	3/1/10	4/12/10
Day and Evening Classes	1/19/10 - 5/6/10	1/26/10	3/28/10
100% Online Learning	1/19/10 - 5/6/10	1/26/10	3/28/10
Winterim Classes	1/4/10 - 1/15/10	1/4/10	n/a
8-wk Hybrid Term I	1/4/10 - 2/26/10	1/11/10	2/5/10
8-wk Hybrid Term II	3/1/10 - 4/30/10	3/8/10	4/8/10
Variable	1/4/10 - 5/6/10	per drop policy (see below)	60%
Running Start	1/4/10 - 6/30/10	per drop policy (see below)	n/a
Running Start Full Year	n/a	n/a	60%
Workshops	1/4/10 - 5/24/10	3 days before start date	n/a

- *Advance* Online Registration for returning students is available beginning [11/23/09](#) through 1/10/10
- Open Registration for all students is available beginning [12/7/09](#)

DROP POLICY:

- Courses officially dropped in writing with the Registrar's Office prior to the end of the 8th calendar day of the semester/session/term, or other prorated enrollment periods, will be refunded 100%. 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 withdraw in writing at least three (3) days prior to the first workshop session in order to receive a full refund of tuition and fees.
- Drops may be done online, 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.