

Lakes Region Community College

FALL 2018						
	P/T	TERM DATES	PAYMENT DUE DATES	LAST DATE TO DROP WITH REFUND (Last date to drop online)	LAST DATE TO DROP WITH "W"	LAST DATE TO ADD ON SIS
Day and Evening Classes	21	8/27/18-12/14/18	8/13/18	9/10/18	10/31/18	8/31/18
100% Online Classes	2DL	8/27/18-12/14/18	8/13/18	9/10/18	10/31/18	8/26/18
8-wk Term I	2T1	8/27/18-10/18/18	8/13/18	9/4/18	9/27/18	8/27/18
8-wk Term II	2T2	10/22/18-12/14/18	10/8/18	10/29/18	11/22/18	10/22/18
Cooperative Education	2C1	8/27/18-11/16/18	8/13/18	9/4/18	10/14/18	8/27/18
Toyota/Lexus Term I	2L1	8/27/18-9/21/18	8/13/18	9/4/18	9/11/18	8/27/18
Toyota/Lexus Term II	2L2	9/24/18-10/19/18	9/10/18	10/1/18	10/19/18	9/24/18
Toyota/Lexus Term II	2L3	10/22/18-11/16/18	10/8/18	10/29/18	11/6/18	10/22/18
LNA	2V3	10/15/18-12/14/18	10/1/18	10/22/18	11/20/18	10/15/18
5 Week Term I	2FH	9/10/18-10/12/18	8/27/18	9/17/18	9/29/18	9/10/18
5 Week Term II	2SH	10/15/18-11/16/18	10/1/18	10/22/18	11/3/18	10/15/18
Late Start	2LS	9/24/18-12/14/18	9/10/18	10/01/18	11/11/18	9/24/18
Workshops	2W	8/28/17-12/30/17	14 days prior to start	3 business days prior start	n/a	n/a

WINTER 2018-2019						
	P/T	TERM DATES	PAYMENT DUE DATES	LAST DATE TO DROP WITH REFUND	LAST DATE TO DROP WITH "W"	LAST DATE TO ADD ON SIS
Cooperative Education	2C1	11/19/18-2/22/19	9/5/18	9/26/18	1/15/19	11/19/18
Toyota/Lexus Term I	2L1	11/19/18-12/21/18	9/5/18	9/26/18	12/08/18	11/19/18
Toyota/Lexus Term II	2L2	1/02/19-1/25/19	12/19/18	2/8/18	1/15/19	1/2/19
Toyota/Lexus Term III	2L3	1/28/19-2/22/19	1/14/19	2/4/19	2/12/19	1/28/19

**REFUND POLICY:** 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 (17-18 weeks) will have seven (7) calendar days from the designated start of the alternative semester 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 seven(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 email, 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 and must be submitted no later than ten(10) days before the last day of the semester. It must be completed and submitted to course instructor who will return directly to the Registrar's Office for processing.

Rev. 2/5/18