



Add/Drop Information

Adding/Dropping courses through the sixth day of the fall or spring semesters, or fourth day of the summer semester:

Students can add or drop courses online using Anchor Access through the sixth day of the fall or spring semesters. (Students attending during the summer semester can add or drop courses online through the fourth day of the summer semester.)

Students wishing to add courses that are full, or students wishing to add courses without having the necessary prerequisites, must contact the instructor of the course to request permission. If the instructor approves the request, the instructor will complete an Instructor Override for the student. The student must then go online and register for the course. Courses dropped through the sixth day (fourth day for the summer semester) will not appear on the student's academic transcript.

Adding Courses after the sixth day of the fall or spring semesters, or after the fourth day of the summer semester:

Online registration ends on the sixth day of the fall and spring semesters (summer semester online registration ends on the fourth day). Students wishing to add into a course after this date must have the instructor's permission. Students need to complete a Schedule Adjustment Form, have the instructor sign it giving permission, then process the form at the Student Service Counter, located in the Fletcher Center for Student Services. Instructors may also complete an Instructor Override in Anchor Access as permission to add. Payment of any additional tuition and fees is due at the time of registration.

Dropping Courses after the sixth day of the fall or spring semesters, or the fourth day of the summer semester:

The time period for dropping a course will be approximately equal to one-half of the course instructional period. Students dropping courses will receive an N grade on their academic transcripts. N grades are counted in students attempted credits, but not counted in the academic GPA. Please check the Important Dates Sheet in Anchor Access or go online to: http://www.lssu.edu/scheduling/important_dates.php for the official drop dates.

Dropping Courses after the sixth day of the fall or spring semesters, or the fourth day of the summer semester (Continued):

Students may drop courses online until the course drop date has passed. Once the course is dropped, the student, the instructor, and the student's advisor will receive an email verifying the drop.

PLEASE NOTE: When a student drops a course during this time, the student's Billed credits do not decrease. If a student is registered for 16 credits and drops a three-credit course, the student is still billed for 16 credits. If the student then adds an additional three-credit course, the student will now be billed for 19 credits. The student will owe additional money.

16	Registered Credits	16	Billed Credits
<u>-3</u>	Credit dropped	<u>-3</u>	Credit dropped
13	Registered Credits	16	Billed Credits
<u>+3</u>	New Course Added	<u>+3</u>	New Course Added
16	Registered Credits	19	Billed Credits

Because 12-17 credits costs the same amount, the student will owe for the two additional credits. To be cost effective, it is important to make course adjustments before the end of the sixth day of the fall and spring semesters and the fourth day of the summer semester.