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 BoTeThBBCTTh(m8313 rre)423 (g)19(l)c 0 Tw 3.587 0 T043 Th   l udenbong

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