Request for Course Administrative Record Change

Please type or print legibly in blue or black ink only. This form can be used by either an LSSC Administrator or the Student for the purpose of initiating a course record change. If the request is from an LSSC Administrator please complete the selections marked with an asterisk (*). For a student request please complete all selections. Please attach supporting documentation. Submit completed petition to the Admissions & Records Office.

<table>
<thead>
<tr>
<th>Add (A), Drop (D), Reinstate (R)</th>
<th>CRN</th>
<th>Prefix</th>
<th>Course Number</th>
<th>Credit Hour</th>
<th>Title</th>
</tr>
</thead>
<tbody>
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Identify the course(s) involved in the request.* (Use additional form if needed)

1. Was financial aid awarded in the term identified in the term above? If yes, the Financial Aid Office must review first.
   - [ ] Yes
   - [ ] No

2. Will financial aid cover any courses being reinstated?
   - [ ] All related fees covered
   - [ ] Partial related fees covered
   - [ ] None

Signature of Financial Aid Representative: ____________________  Date: __________

I understand that any registration changes made and approved after the add/drop period are final. After these changes are made, I no longer have the right to drop the course with a refund. Furthermore, I have reviewed and understand the College’s add/drop and withdrawal policies as published in the current LSSC catalog. I will notify the instructor(s) of my request. I accept responsibility for payment of my semester tuition and fees. I understand that if I fail to pay my tuition and fees by the deadline, my courses will be dropped, my records will be put on hold, my account will be referred to a collection agency, and I may incur other financial consequences.

Signature of Student: ____________________  Date: __________

For Office Use Only
Processed Date: __________
By: ______

LSSC is an equal access/equal opportunity institution.