

Late Add/Drop

If dropping to zero credits, you must submit a withdrawal form

Late Add/Drop Fees

• **When adding a class:**

- Up to and including the first day of class after the Add/Drop period: you can add classes online using WebAdvisor at no additional fee.
- After the first day of class after the Add/Drop period: you must submit a Late Add/Drop form, and you will be charged a \$25 late fee per transaction.
- **Please Note:** If adding a class after the semester has begun, payment of course tuition/fees (plus any applicable late registration fee) is due at the time of registration.

• **When dropping a class:**

- Up to the end of the Add/Drop period: you can drop classes online using WebAdvisor at no additional fee.
- After the end of the Add/Drop period but before the first day of class: you must submit a Late Add/Drop form, and you will be charged a \$25 late fee per transaction.
- On or after the first day of class after the end of the Add/Drop period: you must submit a Late Add/Drop form, and you will be charged a percentage of the tuition. (See the back of this form for details.)

Refer to the Academic Calendar for class dates and Add/Drop periods.

Date: _____ Term: SU FA SP 20_____

Name: _____
Last First M.I.

Program Major: _____ LCID or SS #: _____

Telephone #: _____ LC Email: _____

Signature: _____

(Not required if emailing from LC Email address)

To Late ADD: List course(s) below

Synonym	Dept.	Crse. #	Sec.#	CR Hrs	Course Title	Dept. Init.

To Late DROP: List course(s) below

Synonym	Dept.	Crse. #	Sec.#	CR Hrs	Course Title	Dept. Init.

Total credits before Add/Drop: _____ Total credits after Add/Drop: _____

INSTRUCTIONS:

Adding or Dropping Courses After the Add/Drop Period

If you are dropping to zero credits, you must submit a **Withdrawal Form**. Withdrawal forms can be obtained from the Registrar's office or online.

The dates for Add/Drop periods are published on the Graduate School [Academic Calendar](#) web page.

To add or drop a course BEFORE the end of the Add/Drop period:

- Log on to WebAdvisor at http://www.lclark.edu/graduate/offices/registrar/online_services/ to add or drop the class. You will not be charged a late fee.

To add or drop a course AFTER the end of the Add/Drop period:

- **PLEASE NOTE THE ADD/DROP FEE POLICY:**

	Before and During the Add/Drop Period (ADP)	After the end of the ADP, but before the first day of the class	On the first day of the class after the ADP	After the first day of class after the ADP
Adding a course	Complete this transaction using the WebAdvisor at no charge.	Complete this transaction using the WebAdvisor at no charge.	Complete this transaction using the WebAdvisor at no charge.	Use the Late Add/Drop form; \$25 fee per transaction.
Dropping a course	Complete this transaction using the WebAdvisor at no charge.	Use the Late Add/Drop form; \$25 fee per transaction.	Use the Late Add/Drop form; you will be charged a percentage of the tuition based on the day the Registrar receives the form (see below).	Use the Late Add/Drop form; you will be charged a percentage of the tuition based on the day the Registrar receives the form (see below).

* If adding courses after the semester has begun, payment of course tuition/fees (plus any applicable late registration fee) is due at the time of registration.

Tuition Adjustment Policy After the Add/Drop Period

- 0% - 1.0% of course completed – Reverse 100% of tuition charges
- 1.01% - 10.0% of course completed – Reverse 80% of tuition charges
- 10.01% - 25.0% of course completed – Reverse 50% of tuition charges
- 25.01% - 50.0% of course completed – Reverse 25% of tuition charges
- 50.01% or more of course completed – No reversal of tuition charges

- Individual section fees are nonrefundable when dropping a course on or after the first day of class.
- Mail, fax, email (using your lclark.edu email/network account) or deliver the completed form to the Registrar's office at the address listed below.

Location: Rogers Hall, Room 301
 Address: Graduate Registrar's Office, Mail Station 90
 Graduate School of Education & Counseling
 Lewis & Clark College
 0615 SW Palatine Hill Road
 Portland OR 97219-7899

Phone No.: 503-768-6030 Fax No.: 503-768-6035

E-mail Address: gradreg@lclark.edu

Financial aid recipients are encouraged to contact the Office of Student Financial Services at 503-768-7090 or sfs@lclark.edu before dropping a course, as eligibility for financial aid may be affected.