

REGISTRATION

ADD/DROP/WITHDRAW COURSES



Name: _____

ID Number: _____

Semester: Fall Spring Summer Year: 20 _____

LTU Athlete ?
If yes, list sport: _____

***To ADD new courses during the 2nd week of the semester, students first obtain the Course Instructor's signature, then the Department Chair's signature that the course is listed under. (For all Natural Sciences courses, this form can only be submitted by email to the instructor). DROPS and WITHDRAWALS do not require Instructor or Department Chair signatures but does require the last date of attendance.**

if WITHDRAWAL, Last Date of Attendance:

	Course Reference Number (CRN)	Course Prefix, Number & Section (ex: ARC 1213-02)	Course Instructor Authorization (Required for ADD only, after 1 st week of semester)*	Department Chair Authorization (Required for ADD only, after 1 st week of semester)*	Type of Override (Enrollment Service Use Only)	Signature of Authorized Override User
ADD REMOVE						
ADD REMOVE						
ADD REMOVE						
ADD REMOVE						
ADD REMOVE						
ADD REMOVE						

By registering for the course(s) indicated, I agree to pay the assessed tuition and fees in accordance with the established University deadlines. I further agree to abide by all established University policies and procedures that are published in the Undergraduate and Graduate catalogs, the Student Handbook and on the University's website. Please be aware that after the designated Add/Drop period there is no refund for removed courses and a "W" will appear on your transcript.

In the event of delinquency and the account is referred to a collection agency and/or attorney, I agree to pay in addition to tuition, fees and late charges for the reimbursement of the fees of any collection agency. The fees are based on an additional percentage at a maximum of 33.3% of the debt, and all costs and expenses, including reasonable attorney's fees, we incur in such collection efforts.

Your tuition/fees statement will be sent to you via your Lawrence Tech email account. Please contact the Help Desk if you do not have an established Lawrence Tech email account.

Lawrence Technological University and Third Party agencies contracted by LTU to collect the educational debt reserve the right to contact the student via all means of communication as established under the student's profile. By signing this form you are agreeing to these terms.

Student Signature (Handwritten Signature required)

Date

Registration Processed by:

Enrollment Services Staff Signature

Date

Lawrence Technological University | Office of Enrollment Services | 21000 West Ten Mile Road, Southfield, MI 48075-1058 | 248.204.2280 p | 248.204.2228 f | enrollmentservices@ltu.edu | ltu.edu

Revised 2/2/2023