

# Drop an Online Course (Before or After Start Date)

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## Before it starts:

- If there are no holds on account – the student can drop in MyLoneStar.
- If there are holds on account – go to [Schedule Change Form For Dropping Online Courses \(https://www.lonestar.edu/departments/advising/12.07.17.01%20ARC-015\\_Schedule%20Change%20Form\\_FINAL-FILLABLE.pdf\)](https://www.lonestar.edu/departments/advising/12.07.17.01%20ARC-015_Schedule%20Change%20Form_FINAL-FILLABLE.pdf).
  - Read the instructions carefully.
  - Download and complete the form.
  - Email it using your **LSC Student Email account** to: [OnlineAdvisor@lonestar.edu \(\)](mailto:OnlineAdvisor@lonestar.edu)

## After it starts:

*All drop and withdrawal requests must be received in our email inbox by 5:00 PM on the **Last Day to Drop with a W** deadline. Requests received after the deadline will not be processed.*

- Check [Important Dates \(https://vlac.lonestar.edu/help/important-dates\)](https://vlac.lonestar.edu/help/important-dates) to find the **W** days for your class session.
- Complete the **Schedule Change Form** below.
- Send an email with the completed form attached from your **LSC Student Email account** before the 5:00 PM deadline to **OnlineAdvisor@LoneStar.Edu**

### How to open the Schedule Change Form:

1. Right-click the [\[Schedule Change Form\] \(https://www.lonestar.edu/departments/advising/12.07.17.01%20ARC-015\\_Schedule%20Change%20Form\\_FINAL-FILLABLE.pdf\)](https://www.lonestar.edu/departments/advising/12.07.17.01%20ARC-015_Schedule%20Change%20Form_FINAL-FILLABLE.pdf) and select **[Save Target As]** or **[Save Link As]** to save the file to your computer.
2. Navigate to the saved file.
3. Double-click the file.
4. Fill the file out and save.

**NOTE:** All schedule change requests must come from your **LSC student email account**. Enrollments and withdrawals cannot be processed from a personal email account.

## Financial Aid Impact

If you have any questions about how dropping a course may impact your Financial Aid, you can contact Financial Aid personnel by phone at 281-290-2700. See the [Financial Aid page \(http://www.lonestar.edu/financial-aid.htm\)](http://www.lonestar.edu/financial-aid.htm) for more information and a link to Live Chat.

## To Drop a Traditional or Hybrid Course

The Schedule Change Form is for online courses only. Contact an advisor at the campus to drop hybrid or face-to-face courses.

## **Refer to Important Dates**

- [Important Dates \(https://vlac.lonestar.edu/help/important-dates\)](https://vlac.lonestar.edu/help/important-dates)
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