

Drop an Online Course (Before or After Start Date)

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Dropping a Fully-Online course

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 **my.lonestar email account** to: OnlineAdvisor@lonestar.edu ()

After it starts:

All drop and withdrawal requests must be received in our email inbox by 5:00 p.m. 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/a284) (<https://vlac.lonestar.edu/help/a284>) to find "W" days for your class session.
- Complete the **Schedule Change Form** below.
- Send an email with the completed form attached **from your myLoneStar email account** before the 5:00 PM deadline to **OnlineAdvisor@LoneStar.Edu**

How to open the Schedule Change Form:

1. Right-click the hyperlink below and choose "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.

[Schedule Change Form] (https://www.lonestar.edu/departments/advising/12.07.17.01%20ARC-015_Schedule%20Change%20Form_FINAL-FILLABLE.pdf)

IMPORTANT!

All schedule change requests must come from **your myLoneStar 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/a284) (<https://vlac.lonestar.edu/help/a284>)