The procedure for schedule changes begins with the advisor. Advisors and students are instructed to keep class changes to a minimum. Although students are placed in classes according to their requests, the master schedule is designed to work for the greatest number of students and should not be altered unnecessarily.

Dropping yearlong courses at mid-year is discouraged. Each student may, however, with the approval of the director of academic affairs drop one yearlong course while at LSMSA and earn ½ unit of credit for the semester's work. Any other yearlong course dropped will receive no course credit. Under most circumstances, students will be strongly discouraged from changing teachers at the end of the first semester of a yearlong course. A student with an incomplete at the end of the fall semester in a yearlong course will not be allowed to change instructors.

Deadlines for schedule changes are given below. (Production courses in the arts may carry earlier drop deadlines than other courses. These drop deadlines will be posted with each casting or selection.) All paperwork must be completed on or before the deadline. When dropping a course, the student must continue to attend the class until the schedule change has been officially made in the Registrar's Office. After the deadline for dropping with a W has passed, a grade of D will be recorded for the dropped course.

Deadline to Add:	Seventh class day of a semester
Deadline to Drop Without W:	Fourteenth class day of a semester
Deadline to Drop With W:	Thirtieth class day of a semester

NOTE: A student who drops a course taken at Northwestern State University will pay for the course. The grade recorded for the course will be the grade assigned by NSU.

Students registered for private music lessons (MU 174, 273, 283, 373, 383), or any course for which Louisiana School pays NSU tuition, must sign an agreement stating that if the student drops or fails the class, he/she will pay the cost of the course (approximately $425). Students will sign the agreement in the Registrar's Office within the timeframe for adding a class as set by NSU. **Students will also be required to contact their private instructor to arrange the lesson or meeting time by the end of the first complete week of classes**. Students who fail to do this will be dropped from the course with a D and assessed the cost of the course. The director of academic affairs with advice of the area department chair has final approval regarding a student taking an NSU course.