

Drop/Add for Fall Semester 2005 (archived 9/20/05)

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Drop/Add Time Assignments

After the registration deadline (August 18 for incoming freshmen and transfers, and August 12 for all other students), you may not make any adjustments to your schedule until your drop/add time assignment begins on either August 19 or 21. Once your drop/add time assignment begins, you may make final adjustments to your schedule through the add and drop deadlines.

Time assignments during the final drop/add period are based on the last two digits of your student number. You are not able to drop or add courses at a department office or via web registration until your drop/add time assignment begins. Time assignments are changed each semester to ensure fairness.

Last Two Digits of Your Student Number:	Drop/Add Time Assignment Begins
Incoming freshman and transfer students	
00-14	8:30 a.m. August 19
15-29	9:30 a.m. August 19
30-44	10:30 a.m. August 19
45-58	11:30 a.m. August 19
59-71	12:30 p.m. August 19
72-86 (and all law students)	1:30 p.m. August 19
87-99	2:30 p.m. August 19
All other students	
81-01	11:00 a.m. August 21
02-21	12:00 p.m. August 21
22-41	1:00 p.m. August 21
42-60	2:00 p.m. August 21
61-80	3:00 a.m. August 21

Dropping and Adding Courses

You may drop and add courses via web registration (at cuconnect.colorado.edu or <http://plus.colorado.edu/>) any time after your drop/add time assignment begins. If you have questions or concerns about your schedule, you should see your academic advisor or dean's office. If you have questions about a course in particular (regarding restrictions, prerequisites, wait lists, etc.), you should see the appropriate academic department. If you have questions or concerns about how dropping or adding a course will affect your bill, please contact the [Bursar's Office](#).

Web Registration Hours During Drop/Add

August 19 - September 6
Monday -Friday
7:00 a.m. - midnight
Sundays
11:00 a.m. - midnight
(including Labor Day holiday)

September 7, 7:00 a.m.-5:00 p.m.

Exception: On August 31 (Wed.), the add and wait-list deadline, web registration is only available until 5:00 p.m. for adding courses and adding your name to course wait lists. After 5:00 p.m. on August 31, the Web is only available for dropping courses (through 5:00 p.m. on September 7, the drop deadline).

Administrative Drops

Administrative drops are initiated by departments. If you have not met all the course requirements or do not attend your courses regularly during the first few weeks, you may be administratively dropped from any course. Check with departments for policies concerning administrative drops.

Deadlines for Drop/Add

Deadlines for Adding Courses

■ **Add Deadline** - The deadline to add a course, including independent study and thesis, without the instructor's signature is **5:00 p.m., Wednesday, August 31**. To add a course after August 31 through September 9 you must have the signature of your instructor on a special action form. In general, instructors only approve an add if you've been attending regularly and there's space in the course.

■ **Deadline to Add without Petitioning Your Dean** - The deadline to add a course without petitioning your dean is **5:00 p.m., Friday, September 9**. (NOTE: You must have instructor's signature on a special action form to add a course after August 31 and through September 9.)

No adds are permitted after September 9, unless there are extenuating circumstances clearly beyond your control (accident, illness, etc.).

September 9 (5:00 p.m.) is also the deadline to change variable-credit hours, pass/fail, and no-credit status on courses. These changes can be made at the registrar's office in Regent 105 through 5:00 p.m. on September 9.

Deadlines for Dropping Courses

■ **Drop Deadline** - The deadline to drop a course without the instructor's signature, without being assessed tuition and fees for that course, and without a W grade showing on your transcript is **5:00 p.m., Wednesday, September 7**.

For courses dropped after Wednesday, September 7 (5:00 p.m.), no tuition and fee adjustments are made and you will receive a W grade on your transcript for dropped courses.

To drop a course after September 7 and through October 5, you must be passing the course, and a special action form must be signed by your instructor and turned into the registrar's office. No tuition or course fees will be refunded.

■ **Deadline to Drop without Petitioning Your Dean** - The deadline to drop a course without petitioning your dean is **5:00 p.m., Wednesday, October 5**.

After **October 5** you cannot drop a course unless there are circumstances clearly beyond your control (accident, illness, etc.). Such petitions are considered only if there is documentation of extraordinary circumstances beyond your control that are demonstrated to affect your performance in one course but not in all courses.

To drop a course after this date, you must have your dean's approval, as well as the approval of your instructor. Their signatures must be on a special action form or your request will not be processed.

NOTE: Dropping all your Boulder main-campus courses constitutes withdrawing from the university. [Click Here for withdrawal information.](#)