


# Drop/Add

## Step 6: Drop/Add

<a href="#">Dropping and Adding Courses</a>	<a href="#">Time Assignments</a>
<a href="#">Web Registration Hours</a>	<a href="#">Administrative Drops</a>
<a href="#">Deadlines</a>	<a href="#">Further Questions</a>

### Dropping and Adding Courses

- Courses may be dropped or added through web registration via [CUConnect](#) up until the drop deadline.
- After the [drop deadline](#), courses may be dropped through the Registrar Forms Channel on CUConnect. [Instructions for adding the Registrar Forms Channel.](#)  

- During the fall and spring final drop/add periods, students can make changes to their schedule after their drop/add Time [Time Assignment](#) begins.
- Please be aware of [Web Registration Hours](#) and [Drop/Add Deadlines](#).
  - Dropping all your Boulder main-campus courses constitutes withdrawing from the university. Click here for [Withdrawal Information](#).

[Return to Top](#)

### Add Deadlines

#### ADD DEADLINES – SPRING 2009

<b>January 21 (Wed.)</b>	<p><b>Deadline (5:00 p.m.)</b> to add a course without an instructor's signature. This includes independent study and thesis.</p> <p><b>After the deadline:</b> To add a course after January 21 through January 30 you must have the signature of your instructor on a special action form. Instructors usually only approve an add for students who have been attending regularly and if there is space in the course. (See <a href="#">Drop/Add</a>)</p>
--------------------------	---

<b>January 30 (Fri.)</b>	<p><b>Deadline (5:00 p.m.) to add a course without petitioning your dean.</b> You must have instructor's signature on a special action form to add a course after January 21 and through January 30. (See <a href="#">Drop/Add</a>)</p> <p><b>After the Deadline:</b> No adds are permitted after January 30 unless there are extenuating circumstance, clearly beyond your control (accident, illness, etc.). See your dean's office for more information. (NOTE: If a resident undergraduate student adds a course after January 30, according to CCHE COF policy guidelines, the student will pay full tuition for the course, including the amount normally paid by COF and the course will NOT be credited to COF hours used. (See <a href="#">COF</a> for more information.)</p> <p><b>Deadline (5:00 p.m.) to change variable-credit hours, pass/fail, and no-credit status on courses.</b> These changes must be made at the registrar's office in Regent 105. (See <a href="#">Credit and Grading Options</a>)</p>
--------------------------	---

[Return to Top](#)

## Drop Deadlines

<b>DROP DEADLINES – SPRING 2009</b>	
<b>January 28 (Wed.)</b>	<p><b>Drop Deadline:</b> the deadline (5:00 p.m.) to drop a course without being assessed tuition and fees for that course and without a W grade appearing on the transcript.</p> <p><b>After the deadline:</b></p> <ul style="list-style-type: none"> <li>▪ For courses dropped after this deadline, no tuition and fee adjustments are made and you will receive a W grade on your transcript for dropped courses. (See <a href="#">Drop/Add</a>)</li> <li>▪ To drop a course after January 28 and through February 25, you must have a special action form signed by your instructor and turned in to the registrar's office.</li> </ul> <p><b>(EXCEPTION:</b> Students whose primary college is arts and sciences, as well as nondegree students, have until March 20th to drop a course without approval signatures.)</p>
<b>February 25 (Wed.)</b>	<p><b>Deadline (5:00 p.m.) to drop a course without petitioning the dean's office.</b> You must have instructor's signature on a special action form to drop a course after January 28 and through</p>

	<p>February 25. No tuition and fee adjustments are made and you will receive a W grade on your transcript for dropped courses</p> <p><b><i>Dropping after the Deadline:</i></b></p> <ul style="list-style-type: none"> <li>▪ Courses cannot be dropped after February 25 <i>unless</i> there are circumstances clearly beyond the student's 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.</li> <li>▪ 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.</li> </ul> <p><b>(EXCEPTION:</b> Students whose primary college is arts and sciences, as well as nondegree students, have until March 20th to drop a course without approval signatures.) <i>Note, however, that courses dropped after January 28 appear with a W grade on the transcript and no refunds for tuition or fees are given for course drops after January 28.</i></p>
<p><b>March 20 (Fri.)</b></p>	<p><b>Deadline (5:00 p.m.) for arts and sciences students (whose only college is arts and sciences) and nondegree students to drop a course without any approval signatures.</b> After this date, arts and sciences students and nondegree students must petition their dean's office to drop a course. <b>Note:</b> <i>Courses dropped after January 28 appear with a W grade on the transcript and no refunds for tuition or fees are given for courses dropped after January 28.</i></p>

[Return to Top](#)

---

## Drop/Add Time Assignments

After the registration deadline (January 8, 6:00 pm), you may not make any adjustments to your schedule until your drop/add time assignment begins on either January 9 or 11. 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
<b>Incoming freshman and transfer students</b>	
00-99	8:30 a.m. January 9
<b>All other students</b>	
53-60	9:30 a.m. January 9
61-68	10:30 a.m. January 9
69-77	11:30 a.m. January 9
78-85	12:30 p.m. January 9
86-93 (and all law & MBA students)	1:30 p.m. January 9
94-03	2:30 p.m. January 9
04-11	3:30 p.m. January 9
12-19	11:00 a.m. January 11
20-27	12:00 p.m. January 11
28-35	1:00 p.m. January 11
36-43	2:00 p.m. January 11
44-52	3:00 p.m. January 11

[Return to Top](#)

---

## Web Registration Hours During Drop/Add

<b>JANUARY 9 – 28</b>	
<b>Monday - Friday</b>	7:00 a.m. - midnight
<b>Sundays</b>	11:00 a.m. - midnight

<b>EXCEPTIONS:</b>	
<b>January 21 (Wed.)</b>	<i>The Add and Wait List Deadline:</i> 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 January 21, the Web is only available for dropping courses (through 5:00 p.m. on January 28, the drop deadline).
<b>January 28 (Wed.)</b>	7:00 a.m. - 5:00 p.m. (the drop deadline)

[Return to Top](#)

---

## Administrative Drops

You must attend regularly to guarantee your place in a course during the first two weeks of the semester. If you fail to do so, you may be administratively dropped at the discretion of the department offering the course. Check with your instructor regarding their specific policy regarding being dropped for nonattendance.

You may also be dropped at the discretion of the department if you do not have the proper course prerequisites. It is your responsibility to know whether or not you are still registered in each of your classes at the end of the drop/add period. **Note:** Nonattendance does not constitute withdrawal and **you may still be charged for your classes unless you officially withdraw** before the published deadline.