

Withdrawal Checklist for Boulder Main Campus Students

Before Withdrawing from the University – Discuss Your Options

<input type="checkbox"/>	Talk to your academic advisor about how withdrawing will impact your academic requirements.
<input type="checkbox"/>	<p>You may make an appointment with one or more counseling services for support:</p> <ul style="list-style-type: none"> ▪ Counseling and Psychiatric Service (CAPS), C4C S440, 303-492-2277, or Wardenburg Health Center, 303-492-5654. ▪ Cultural Unity and Engagement Center, C4C N320, 303-492-5667. ▪ Office of Victim Assistance, C4C S440, 303-492-8855. ▪ Student Support and Case Management, Regent Administrative Center, room 206, 303-492-7348.
<input type="checkbox"/>	Check the withdrawal calendar to determine the financial impact of withdrawing or call 303-492-6970.
<input type="checkbox"/>	If you have financial aid , check with the Office of Financial Aid , financialaid@colorado.edu or 303-492-5091, to find out how withdrawing will impact your aid at CU Boulder.
<input type="checkbox"/>	International students must contact International Student and Scholar Services , 303-492-8057, before withdrawing.
<input type="checkbox"/>	Student athletes must contact the Herbst Academic Center , 303-492-6591, before withdrawing.
<input type="checkbox"/>	If you are receiving veteran's education benefits , contact Veteran's Services at veterans@colorado.edu or 303-492-7322 before withdrawing to ensure they are aware of your situation.
<input type="checkbox"/>	If you are a reservist, National Guard member or natural disaster emergency worker ordered to active duty , contact the Office of the Registrar at withdraw@colorado.edu or 303-492-6970.

How to Withdraw from the University

<input type="checkbox"/>	Visit the Withdraw from CU page for instructions on how to drop all Boulder Main Campus classes.
<input type="checkbox"/>	Students may request to withdraw from Main Campus classes but remain enrolled in Continuing Education classes. Contact Continuing Education, ceregistration@colorado.edu or 303-492-5148, to find out how to register for Continuing Education classes after withdrawing.
<input type="checkbox"/>	To withdraw from a prior semester, contact your school's advising office or advisor for more information on your school, college or program's policies.

After Withdrawing from the University – Checklist

<input type="checkbox"/>	Check your MyCUInfo portal and CU email frequently for the next six months . Important communications from CU Boulder about your withdrawal will be sent to your CU email account.
<input type="checkbox"/>	Check to see if you owe money to the university by clicking on the "Billing Information" tab in MyCUInfo . Additional charges may appear up to six weeks after you withdraw. Contact the Bursar's Office , bursar@colorado.edu or 303-492-5381, if you have questions about your financial account.
<input type="checkbox"/>	Update your permanent address in MyCUInfo .
<input type="checkbox"/>	Check with the Office of Financial Aid , financialaid@colorado.edu or 303-492-5091, to let them know that you have been withdrawn.
<input type="checkbox"/>	Contact Scholarship Services , scholarships@colorado.edu or 303-492-4533, to adjust your scholarship .
<input type="checkbox"/>	Contact Student Loans & Debt Management , studentdebtmanagement@colorado.edu or 303-492-5571, if you have a Federal Perkins loan , a short-term loan or if you need debt counseling to pay an outstanding balance.

<input type="checkbox"/>	Graduate students with RA or TA appointments must stop working as of the date of their withdrawal. Contact Gretchen O'Connell, gretchen.oconnell@colorado.edu or 303-492-6143, for more information.
<input type="checkbox"/>	Contact Occupancy Management, studenthousing@colorado.edu or 303-492-6673, if you signed a housing contract . You need to officially check out of the residence halls and turn in your key.
<input type="checkbox"/>	Contact your Residence Hall Academic Program (RAP) coordinator or call 303-492-6673 to be withdrawn from your RAP and request an account adjustment.
<input type="checkbox"/>	Contact Graduate & Family Housing , graduatefamilyhousing@colorado.edu or 303-492-6384, if you signed a lease for on-campus family housing.
<input type="checkbox"/>	Contact Patient Services at Wardenburg Health Center, 303-492-5107, for your health plan coverage options if you purchased insurance. You may check your insurance selection in MyCUInfo .
<input type="checkbox"/>	Contact the Billing & Payments Office at Wardenburg Health Center, 303-492-4196, if you have been a patient at Wardenburg and have questions about your bill.
<input type="checkbox"/>	Read the book return policy at the CU Book Store , 303-492-6411, if you want to return books.
<input type="checkbox"/>	Contact Parking Services , 303-492-7384, regarding parking permits or unpaid citations .
<input type="checkbox"/>	Contact the University Libraries , 303-492-8705, to return library books and pay overdue book fines .
<input type="checkbox"/>	Check with the OIT Help Desk , help@colorado.edu or 303-735-4357, regarding computer accounts .
<input type="checkbox"/>	Call the Recreation Center , 303-492-6561, if you signed up for an instruction program to see if you qualify for a refund.
<input type="checkbox"/>	Contact the athletics ticket office , 303-492-8337, for a refund of athletics tickets .
<input type="checkbox"/>	Contact the office you supported if you selected any student opportunities and want to request a refund.
<input type="checkbox"/>	Visit the Transcripts page for information about ordering an official transcript .
<input type="checkbox"/>	Undergraduate student employees must stop working as of the date they withdraw, unless they have a non-work-study position and submitted a Leave of Absence Application . Contact the Student Employment Office , 303-492-7349, with questions. Update your address through your payroll liaison.

How to Return to the University

Undergraduate degree-seeking students are eligible to take a leave of absence from the university for up to two semesters plus one summer from their last graded semester without having to reapply. View the [return chart](#).

To access certain benefits while away, undergraduate students can fill out the [Undergraduate Leave of Absence Optional Benefits Application](#). For a list of benefits available through the application, see the [Leave of Absence](#) page.

Graduate students must fill out the [Graduate Leave of Absence Application](#) in order to hold their place for up to two semesters without having to reapply.

Contact Information

	Boulder Main Campus Students	Continuing Education Students
Mailing addresses	Office of the Registrar 20 UCB Boulder, CO 80309-0020	Continuing Education and Professional Studies 178 UCB Boulder, CO 80309-0178
Phone numbers	303-492-6970	303-492-5148
Email addresses	withdraw@colorado.edu	ceregistration@colorado.edu