Withdrawal Checklist for Boulder Main Campus Students

Before Withdrawing from the University – Discuss Your Options

- Talk to your academic advisor about how withdrawing will impact your academic requirements.

- You may make an appointment with one or more counseling services for support:
  - Counseling and Psychiatric Service (CAPS), C4C S440, 303-492-6766, or Wardenburg Health Center, 303-492-5654.
  - The Cultural Unity and Engagement Center, C4C N320, 303-492-5667.
  - Office of Victim Assistance, C4C S440, 303-492-8855.

- Check the withdrawal calendar to determine the financial impact of withdrawing or call 303-492-6970.

- 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.

- International students must contact the International Student and Scholar’s Office, 303-492-8057, before withdrawing.

- Student athletes must contact the Herbst Academic Center, 303-492-6591, before withdrawing.

- 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.

- 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

- Visit Withdraw from CU for instructions on how to drop all Boulder Main Campus classes.

- 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.

- 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

- 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.

- Check your financial account under the financial tab in MyCUInfo to see if you owe money to the university. 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.

- Update your permanent address in MyCUInfo.

- Check with the Office of Financial Aid, financialaid@colorado.edu or 303-492-5091, to let them know that you have been withdrawn.

- Contact the Scholarship Office, scholarships@colorado.edu or 303-492-4533, to adjust your scholarship.

- Contact Student Debt Management, bursar@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 account balance.
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.

Contact Student Housing at 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.

Contact your Residence Hall Academic Program (RAP) coordinator using Housing’s contact information or by calling 303-492-6673 to be withdrawn from your RAP and to request an account adjustment.

Contact Family Housing, familyhousing@colorado.edu or 303-492-6384, if you signed a lease for on-campus family housing.

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.

Contact the billing and payments office at Wardenburg Health Center, 303-492-4196, if you have been a patient at Wardenburg and have questions about your bill.

Read the book return policy at the CU Bookstore, 303-492-6411, if you want to return books.

Contact Parking Services, 303-492-7384, regarding parking permits or unpaid citations.

Contact the University Libraries, 303-492-8705, to return library books and pay overdue book fines.

Check with the OIT Help Desk, help@colorado.edu or 303-735-4357, regarding computer accounts.

Call the Recreation Center, 303-492-6561, if you signed up for an instruction program to see if you qualify for a refund.

Contact the athletics ticket office, 303-492-8337, for a refund of athletics tickets.

Contact the office you supported if you selected any Student Opportunities and want to request a refund.

Visit Transcripts for information about ordering an official transcript.

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 Leave of Absence.

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

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<tr>
<th></th>
<th>Boulder Main Campus Students</th>
<th>Continuing Education Students</th>
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<tbody>
<tr>
<td>Mailing addresses</td>
<td>Office of the Registrar 20 UCB Boulder, CO 80309-0020</td>
<td>Continuing Education and Professional Studies 178 UCB Boulder, CO 80309-0178</td>
</tr>
<tr>
<td>Phone numbers</td>
<td>303-492-6970</td>
<td>303-492-5148</td>
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<tr>
<td>Email addresses</td>
<td><a href="mailto:withdraw@colorado.edu">withdraw@colorado.edu</a></td>
<td><a href="mailto:ceregistration@colorado.edu">ceregistration@colorado.edu</a></td>
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