Office of the Registrar
UNIVERSITY OF COLORADO **BOULDER**

Regent Administrative Center 105
20 UCB
Boulder, Colorado 80309

t 303.492.6970
f 303.492.8748
withdraw@colorado.edu

Withdrawal Checklist for Boulder Main Campus Student

Before Withdrawing or Dropping All Courses - Discuss Your Options

☐	Talk with your academic advisor, www.colorado.edu/advising, about academic requirements.
☐	If necessary, make an appointment with one or more of the counseling or health centers: ▪ Counseling & Psychological Services, www.colorado.edu/counseling, 303-492-6766. ▪ Wardenburg Student Health Center, http://www.colorado.edu/healthcenter/, 303-492-5101. ▪ The Center for Multicultural Affairs Withdrawal Support and Advocacy, www.colorado.edu/StudentAffairs/cma, C4C N320, 303-492-0444 or 303-492-5668. ▪ Victim Assistance, cuvictimassistance.com, 303-492-8855.
☐	Check the Withdrawal Calendar, http://www.colorado.edu/registrar/calendars-schedules/withdrawal-calendar, to determine the possible **financial impact**, or call 303-492-6970.
☐	Students with **financial aid** should check with the **Office of Financial Aid**, www.colorado.edu/finaid, finaid@colorado.edu, 303-492-5091, to find out how withdrawing will impact their financial aid.
☐	**International Students** must contact the **International Student and Scholar's Office**, www.colorado.edu/oie/isss, 303-492-8057, before withdrawing.
☐	**Student Athletes** must contact **Herbst Academic Center**, www.cubuffs.com, 303-492-6591, before withdrawing.
☐	**Active Duty: Reservists, National Guard and Natural Disaster Emergency Workers ordered to duty** should contact the Withdrawal/Time-Off Program Coordinator in the Registrar's Office for special assistance, withdraw@colorado.edu, 303-492-6970 or see online for procedures: http://www.colorado.edu/registrar/withdrawing-university.

How to Withdraw from the University

☐	Visit the Office of the Registrar's webpage, http://www.colorado.edu/registrar/withdrawing-university, to learn how to withdraw from all Boulder main campus classes.
☐	NOTE: Students may request to withdraw from Boulder main campus and from the **Division of Continuing Education and Professional Studies** (CEPS) courses. Contact the Division of Continuing Education, conted.colorado.edu, ceregistration@colorado.edu, and 303-492-5148 to find out how to register for CEPS courses after withdrawing.
☐	To withdraw from a prior semester, contact your college or school's advising office regarding policies and procedures.

After Withdrawing or Dropping All Courses - Checklist

☐	Check your account under the financial tab of **MyCUInfo**, mycuinfo.colorado.edu, to see **if you owe money** to the university. Additional charges may appear up to 6 weeks after you withdraw. Contact the Bursar's Office, bursar.colorado.edu, bursar@colorado.edu, 303-492-5381, if you have questions about your financial account.
☐	**Update your permanent address** on the **MyCUInfo** student portal, mycuinfo.colorado.edu.
☐	Check with the **Office of Financial Aid**, www.colorado.edu/finaid, finaid@colorado.edu, or 303-492-5091, about the effects on your **loans or scholarships** if you withdraw.
☐	Contact the **Scholarship Office**, http://www.colorado.edu/scholarships/, schlp@colorado.edu, 303-492-4533, to adjust your **scholarship**.
☐	Contact **Veteran's Services**, veterans.colorado.edu, veterans@colorado.edu, 303-492-7322, if you are receiving **veteran's education benefits.**
☐	**Undergraduate student employees** must stop working as of the date of their withdrawal unless they have applied for **StayConnected Program**, http://www.colorado.edu/registrar/withdrawls/stay-connected-program, stayconnected@colorado.edu. Contact the Student Employment Office, www.colorado.edu/studentemployment, 303-492-7349, with questions. In addition to updating your address on **MyCUInfo**, mycuinfo.colorado.edu, student employees should update their address through their departmental payroll liaison.
☐	Contact **Student Debt Management**, bursar.colorado.edu, bursar@colorado.edu, 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.Oconnell@colorado.edu, 303-492-6143, for more information.

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After Withdrawing or Dropping All Courses - Continued

☐	Contact the **Residence Halls**, housing.colorado.edu, reservations@colorado.edu, 303-492-8491, if you signed a **housing contract**. You'll need to officially check out of the residence halls and turn in your key.
☐	Contact your **Residence Hall Academic Program (RAP)** coordinator, housing.colorado.edu/resources-tips/contact-us, or 303-492-6673), to be withdrawn from RAP and request an account adjustment.
☐	Contact **Family Housing**, housing.colorado.edu/residences/graduate-family, familyhousing@colorado.edu , 303-492-6384, if you signed a lease for on campus family housing.
☐	Contact the insurance office located in **Wardenburg Student Health Center**, www.colorado.edu/healthcenter, 303-492-5107, for your **health plan coverage options** if you purchased insurance. Check to see if you have Student Gold Health Insurance by logging on to MyCUInfo, mycuinfo.colorado.edu,
☐	Contact the student health billing office at the **Wardenburg Student Health Center**, www.colorado.edu/healthcenter, 303-492-4196, if you have been a **patient** at Wardenburg Student Health Center and have questions about your bill.
☐	Read the **book return policy** at the **CU Bookstore**, www.cubookstore.com, 303-492-6411, if you want to return books purchased at the CU Bookstore
☐	Contact **Parking Services**, www.colorado.edu/parking, 303-492-7384, regarding **parking permits**, or **unpaid citations.**
☐	Contact the **University Libraries**, ucblibraries.colorado.edu/norlin , 303-492-8705, to **return library books** and take care of **overdue book fines.**
☐	Check with the **ITS Help Desk**, www.colorado.edu/oit, help@colorado.edu , 303-735-4357, regarding **computer accounts.**
☐	Call the **Recreation Center**, www.colorado.edu/rec-center, 303-492-6880, if you signed up for an instruction program to see if you qualify for a refund.
☐	Contact the **Colorado Buffalos,** www.cubuffs.com, 303-492-8337, to refund **athletic tickets.**
☐	Contact the office you supported if you selected any **Student Opportunities**, www.colorado.edu/registrar/student-opportunities, and are interested in a refund.
☐	To order **official transcripts**, visit the Registrar's website, www.colorado.edu/registrar/transcripts/order-transcript/ordering, 303-492-6970.

How to Return to the University

Undergraduate degree-seeking students are eligible to take a leave of absence from the University for up to three semesters from their last graded semester without having to re-apply through Admissions, View Return Chart.

To access certain benefits while away, undergraduate students can apply for the **StayConnected Program**. For a complete list of benefits available through the program, visit the Registrar's website, www.colorado.edu/registrar/withdrawls/stay-connected-program, or send an email to stayconnected@colorado.edu,

Graduate students can apply for the **Time-Off Program,** www.colorado.edu/registrar/withdrawls/time-program, to hold their place for up to three semesters. For more information, visit the Registrar's website, send an email to timeoff@colorado.edu, Live Chat at http://www.colorado.edu/registrar/, or call 303-492-6970.

Contact us for more information	**Boulder main campus students:**	**Continuing Education students:**
Mailing Addresses	University of Colorado at Boulder Office of the Registrar 20 UCB, 105 Regent Admin. Ctr. Boulder, Colorado 80309-0020	Division of Continuing Education and Professional Studies 1505 University Ave 178 UCB Boulder , CO 80309-0178
Phone numbers	303-492-6970	303-492-5148
Email addresses	registrar@colorado.edu	ceregistration@colorado.edu