University of Colorado Boulder

Office of the Registrar
Regent Administrative Center 101
20 UCB
Boulder, Colorado 80309

t 303 492 6970
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withdraw@colorado.edu

Withdrawal Checklist for Boulder Main Campus Students

Before Withdrawing or Dropping All Courses - 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 & Psychological Services, C4C S440, 303-492-6766. ▪ Wardenburg Student Health Center, 303-492-5101. ▪ 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 possible **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.
☐	**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.
☐	**Active Duty: Reservists, National Guard and Natural Disaster Emergency Workers ordered to duty** should contact the Withdrawal Coordinator in the Office of the Registrar, withdraw@colorado.edu or 303-492-6970.

How to Withdraw from the University

☐	Visit the Office of the Registrar's webpage to learn how to withdraw from all Boulder Main Campus classes.
☐	Students may request to withdraw from Boulder Main Campus and from Division of Continuing Education and Professional Studies courses. Contact Continuing Education, ceregistration@colorado.edu or 303-492-5148, to find out how to register for CEPS courses after withdrawing.
☐	To withdraw from a prior semester, contact your school's advising office or advisor regarding policies.

After Withdrawing or Dropping All Courses - Checklist

☐	Check your MyCUInfo portal and CU email account frequently for the next six months for important communications from CU-Boulder about your withdrawal or CU account.
☐	Check your financial account under the financial tab of 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** on your MyCUInfo portal.
☐	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 Veteran's Services, veterans@colorado.edu or 303-492-7322, if you are receiving **veteran's education benefits.**
☐	**Undergraduate student employees** must stop working as of the date they withdraw, unless they have a non-work-study position and have applied for the StayConnected Program. Contact the Student Employment Office, 303-492-7349, with questions. Update your address through your payroll liaison.

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After Withdrawing or Dropping All Courses - Continued

☐	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 the Residence Halls, reservations@colorado.edu or 303-492-8491, 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 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 the insurance office at the Wardenburg Student Health Center, 303-492-5107, for your **health plan coverage options** if you purchased insurance. You may check your insurance selection on MyCUInfo.
☐	Contact the student health billing office at the Wardenburg Student 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 Book Store, 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 Athletic Ticket Box office, 303-492-8337, for a refund of **athletic tickets.**
☐	Contact the office you supported if you selected any Student Opportunities and are interested in a refund.
☐	To order **official transcripts**, visit the Office of the Registrar's website.

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 reapply through Admissions. View the 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.

Graduate students must apply for the Time-Off Program in order to hold their place for up to three 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