

Withdrawal Checklist for Boulder Main Campus Students

Before Withdrawing or Dropping All Courses - Discuss Your Options

<input type="checkbox"/>	Talk with your academic advisor about how withdrawing will impact your academic requirements
<input type="checkbox"/>	You may make an appointment with one or more of the counseling services for support: <ul style="list-style-type: none"> ▪ Counseling & Psychological Services, www.colorado.edu/counseling, C4C S440, 303-492-6766. ▪ Wardenburg Student Health Center, http://www.colorado.edu/healthcenter/, 303-492-5101. ▪ The Cultural Unity and Engagement Center http://cue.colorado.edu/, C4C N320, 303-492-5667. ▪ Office of Victim Assistance, cuvictimassistance.com, C4C S440, 303-492-8855.
<input type="checkbox"/>	Check the Withdrawal Calendar, www.colorado.edu/registrar/calendars-schedules/withdrawal-calendar , to determine the possible financial impact , or call 303-492-6970.
<input type="checkbox"/>	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.
<input type="checkbox"/>	International Students must contact the International Student and Scholar's Office , www.colorado.edu/oie/iss , 303-492-8057, before withdrawing.
<input type="checkbox"/>	Student Athletes must contact the Herbst Academic Center , http://www.cubuffs.com/ , 303-492-6591, <i>before</i> withdrawing.
<input type="checkbox"/>	Active Duty: Reservists, National Guard and Natural Disaster Emergency Workers ordered to duty should contact the Withdrawal Coordinator in the Office of the Registrar for assistance, withdraw@colorado.edu , 303-492-6970.

How to Withdraw from the University

<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	To withdraw from a prior semester, contact your school's advising office or advisor regarding policies.

After Withdrawing or Dropping All Courses - Checklist

<input type="checkbox"/>	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 , 303-492-5381, if you have questions about your financial account.
<input type="checkbox"/>	Update your permanent address on your MyCUInfo portal, mycuinfo.colorado.edu .
<input type="checkbox"/>	Check with the Office of Financial Aid , www.colorado.edu/finaid , finaid@colorado.edu , or 303-492-5091, to let them know that you have been withdrawn.
<input type="checkbox"/>	Contact the Scholarship Office , http://www.colorado.edu/scholarships/ , schlp@colorado.edu , 303-492-4533, to adjust your scholarship .
<input type="checkbox"/>	Contact Veteran's Services , veterans.colorado.edu , veterans@colorado.edu , 303-492-7322, if you are receiving veteran's education benefits .
<input type="checkbox"/>	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 , www.colorado.edu/registrar/withdrawals/stay-connected-program . Contact the Student Employment Office , www.colorado.edu/studentemployment , 303-492-7349, with questions. Student employees should update their address through their departmental payroll liaison.
<input type="checkbox"/>	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.

After Withdrawing or Dropping All Courses - Continued

<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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. You may check your insurance selection by logging on to MyCUInfo, mycuinfo.colorado.edu .
<input type="checkbox"/>	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.
<input type="checkbox"/>	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
<input type="checkbox"/>	Contact Parking Services , www.colorado.edu/parking , 303-492-7384, regarding parking permits , or unpaid citations .
<input type="checkbox"/>	Contact the University Libraries , ucblibraries.colorado.edu/norlin , 303-492-8705, to return library books and take care of overdue book fines .
<input type="checkbox"/>	Check with the ITS Help Desk , www.colorado.edu/oit , help@colorado.edu , 303-735-4357, regarding computer accounts .
<input type="checkbox"/>	Call the Recreation Center , www.colorado.edu/rec-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 Colorado Buffalos , www.cubuffs.com , 303-492-8337, to refund athletic tickets .
<input type="checkbox"/>	Contact the office you supported if you selected any Student Opportunities , www.colorado.edu/registrar/student-opportunities , and are interested in a refund.
<input type="checkbox"/>	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/withdrawals/stay-connected-program.

Graduate students must apply for the **Time-Off Program**, www.colorado.edu/registrar/withdrawals/time-program, in order to hold their place for up to three semesters without having to reapply.

Contact Information

	Boulder Main Campus Students	Continuing Education Student
Mailing Addresses	Office of the Registrar 20 UCB, 101 Regent Admin. Ctr. Boulder, Colorado 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