

Drop/Add for Spring Semester 2005 (archived 3/1/05)

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Drop/Add Time Assignments

After the registration deadline (January 6), you may not make any adjustments to your schedule until your drop/add time assignment begins on either January 7 or 9. Once your drop/add time assignment begins, you may make final adjustments to your schedule through the add and drop deadlines.

Time assignments during the final drop/add period are based on the last two digits of your student number. You are not able to drop or add courses at a department office or via web registration until your drop/add time assignment begins. Time assignments are changed each semester to ensure fairness.

Last Two Digits of Your Student Number:	Drop/Add Time Assignment Begins
Incoming freshman and transfer students	
00-99	8:30 a.m. January 7
All other students	
12-19	9:30 a.m. January 7
20-27	10:30 a.m. January 7
28-35	11:30 a.m. January 7
36-43	12:30 p.m. January 7
44-52 (and all law students)	1:30 p.m. January 7
53-60	2:30 p.m. January 7
61-68	3:30 p.m. January 7
69-77	11:00 a.m. January 9
78-85	12:00 p.m. January 9
86-93	1:00 p.m. January 9
94-03	2:00 p.m. January 9
04-11	3:00 a.m. January 9

Dropping and Adding Courses

You may drop and add courses via web registration (at cuconnect.colorado.edu or www.colorado.edu/plus) any time after your drop/add time assignment begins. If you have questions or concerns about your schedule, you should see your academic advisor or dean's office. If you have questions about a course in particular (regarding restrictions, prerequisites, wait lists, etc.), you should see the appropriate academic department. If you have questions or concerns about how dropping or adding a course will affect your bill, please contact the [Bursar's Office](#).

Web Registration Hours During Drop/Add

January 7-26

Monday -Friday

7:00 a.m. - midnight

Sundays

11:00 a.m. - midnight

(including Labor Day holiday)

Exceptions: On January 19 (Wed.), the add and wait-list deadline, web registration is only available until 5:00 p.m. for adding courses and adding your name to course wait lists. After 5:00 p.m. on January 19, the Web is only available for dropping courses (through 5:00 p.m. on January 26, the drop deadline).

January 26, 7:00 a.m.-5:00 p.m.

NOTE: After 5:00 p.m. on January 26 you may only view your spring class schedule on the Web.

Administrative Drops

Administrative drops are initiated by departments. If you have not met all the course requirements or do not attend your courses regularly during the first few weeks, you may be administratively dropped from any course. Check with departments for policies concerning administrative drops.

Deadlines for Drop/Add

Deadlines for Adding Courses

- **Add Deadline** - The deadline to add a course, including independent study and thesis, without the instructor's signature is **5:00 p.m., Wednesday, January 19**. To add a course after January 19 through January 28 you must have the signature of your instructor on a special action form. In general, instructors only approve an add if you've been attending regularly and there's space in the course.
- **Deadline to Add without Petitioning Your Dean** - The deadline to add a course without petitioning your dean is **5:00 p.m., Friday, January 28**. (NOTE: You must have instructor's signature on a special action form to add a course after January 19 and through January 28.)

No adds are permitted after January 28, unless there are extenuating circumstances clearly beyond your control (accident, illness, etc.).

January 28 (5:00 p.m.) is also the deadline to change variable-credit hours, pass/fail, and no-credit status on courses. These changes can be made at the

registrar's office in Regent 105 through 5:00 p.m. on January 28.

Deadlines for Dropping Courses

- **Drop Deadline** - The deadline to drop a course without the instructor's signature, without being assessed tuition and fees for that course, and without a W grade showing on your transcript is **5:00 p.m., Wednesday, January 26.**

For courses dropped after Wednesday, January 26 (5:00 p.m.), no tuition and fee adjustments are made and you will receive a W grade on your transcript for dropped courses.

To drop a course after January 26 and through February 23, you must be passing the course, and a special action form must be signed by your instructor and turned into the registrar's office. No tuition or course fees will be refunded.

- **Deadline to Drop without Petitioning Your Dean** - The deadline to drop a course without petitioning your dean is **5:00 p.m., Wednesday, February 23.**

After **February 23** you cannot drop a course unless there are circumstances clearly beyond your control (accident, illness, etc.). Such petitions are considered only if there is documentation of extraordinary circumstances beyond your control that are demonstrated to affect your performance in one course but not in all courses.

To drop a course after this date, you must have your dean's approval, as well as the approval of your instructor. Their signatures must be on a special action form or your request will not be processed.

NOTE: Dropping all your Boulder main-campus courses constitutes withdrawing from the university. [Click Here for withdrawal information.](#)