

Drop/Add for Fall Semester 2007 (Archived 9/28/07)

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Step 6: Drop/Add

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Dropping and Adding Courses

- Courses may be dropped and added with web registration via [CUConnect](#).
- During the final drop/add period, students can make changes to their schedule after their drop/add [Time Assignment](#) begins.
- Be aware of the [Web Registration Hours](#) during this period.
- Also, be aware of the [Drop/Add Deadlines](#).
 - Dropping all your Boulder main-campus courses constitutes withdrawing from the university. Click here for [Withdrawal Information](#).

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ADD DEADLINES	
September 5 (Wed.) 5:00 p.m.	<p>Deadline (5:00 p.m.) to add a course without an instructor's signature . This includes independent study and thesis.</p> <p>After the deadline: To add a course after September 5 through September 14 you must have signature of your instructor on a special action form Instructors usually only approve an add for students who have been attending regularly and if there is space in the course. (See Drop/Add)</p>
September 14 (Fri.) 5:00 p.m.	<p>Deadline (5:00 p.m.) to add a course without petitioning your dean. You must have instructor's signature on a special action form to add a course after September 5 and through September 14. (See Drop/Add)</p> <p>After the Deadline : No adds are permitted after September 14 unless there are extenuating circumstance, clearly beyond your control (accident, illness, etc.). See your dean's office for more information. (NOTE: If a resident undergraduate student adds a course after September 14, according to CCHE COF policy guidelines, the student will</p>

	<p>pay full tuition for the course, including the amount normally paid by COF and the course will NOT be credited to COF hours used. (See COF for more information.)</p> <p>Deadline (5:00 p.m.) to change variable-credit hours, pass/fail, and no-credit status on courses. These changes must be made at the registrar's office in Regent 105. (See Credit and Grading Options)</p>
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DROP DEADLINES - FALL 2007

<p>September 12 (Wed.) 5:00 p.m.</p>	<p>Drop Deadline: the deadline (5:00 p.m.) to drop a course without being assessed tuition and fees for that course and without a W grade appearing on the transcript.</p> <p>After the deadline:</p> <ul style="list-style-type: none"> • For courses dropped after this deadline, no tuition and fee adjustments are made and you will receive a W grade on your transcript for dropped courses. (See Drop/Add) • To drop a course after September 12 and through October 10, you must have a special action form signed by your instructor and turned in to the registrar's office. <p>(EXCEPTION: Students whose primary college is arts and sciences, as well as nondegree students, have until November 2 to drop a course without approval signatures.)</p>
<p>October 10 (Wed.) 5:00 p.m.</p>	<p>Deadline (5:00 p.m.) to drop a course without petitioning the dean's office. You must have instructor's signature on a special action form to drop a course after September 12 and through October 10. No tuition and fee adjustments are made and you will receive a W grade on your transcript for dropped courses</p> <p>Dropping after the Deadline:</p> <ul style="list-style-type: none"> • Courses cannot be dropped after October 10 <i>unless</i> there are circumstances clearly beyond the student's 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 s the approval of your instructor. Their signatures must be on a special action form or your request will not be processed. <p>(EXCEPTION: Students whose primary college is arts and sciences, as well as nondegree students, have until November 2 to drop a course without approval signatures.) <i>Note, however, that courses dropped after September 12 appear with a W grade on the transcript and no refunds for tuition or fees are given for course drops after September 12 .</i></p>
<p>November 2 (Fri.) 5:00 p.m.</p>	<p>Deadline (5:00 p.m.) for arts and sciences students (whose only college is arts and sciences) and nondegree students to drop a course without any approval signatures. After this date, arts and sciences students and nondegree students must petition their dean's office to drop a course. Note: <i>Courses dropped after September 12 appear with a W grade on the transcript and no refunds for tuition or fees are given for courses dropped after September 12.</i></p>

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Drop/Add Time Assignments

After the registration deadline (August 23 for incoming freshman and transfers, and August 17 for all other students), you may not make any adjustments to your schedule until your drop/add time assignment begins on either August 24 or 26. 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	
00-14	8:30 a.m. August 24
15-29	9:30 a.m. August 24
30-44	10:30 a.m. August 24
45-58	11:30 a.m. August 24
59-71	12:30 p.m. August 24
72-86 (and all law students)	1:30 p.m. August 24
87-99	2:30 p.m. August 24
All other students	
22-41	11:00 a.m. August 26
42-60	12:00 p.m. August 26
61-80	1:00 p.m. August 26
81-01	2:00 p.m. August 26
02-21	3:00 p.m. August 26

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Web Registration Hours During Drop/Add

August 24 - September 12	
Monday - Friday	7:00 a.m. - midnight
Sundays	11:00 a.m. - midnight (including Labor Day holiday)

Exceptions:

September 5 (Wed.)	<i>The Add and Wait List Deadline:</i> 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 September 5, the Web is only available for dropping courses (through 5:00 p.m. on September 12, the drop deadline).
September 12 (Wed.)	7:00 a.m. - 5:00 p.m. (the drop deadline)

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Administrative Drops

You must attend regularly to guarantee your place in a course during the first two weeks of the semester. If you fail to do so, you may be administratively dropped at the discretion of the department offering the course. Check with your instructor regarding their specific policy regarding being dropped for nonattendance. You may also be dropped at the discretion of the department if you do not have the proper course prerequisites. It is your responsibility to know whether or not you are still registered in each of your classes at the end of the drop/add period.

Note: Nonattendance does not constitute withdrawal and **you may still be charged for your classes unless you officially withdraw** before the published deadline.

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Further Questions?

- 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](#).

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