




Below is the update from the Office of the Registrar for March 16, 2015. If you have questions, please contact the person associated with the update. Thank you!

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- Registrar's E-memos:
  - Fall 2015 Course Reservation Eligibility
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**Registrar's E-memos ([Crystal Eilerman](#))**

- 1) The following e-memo was sent on Monday, March 9, to students whose names remained one or more class waitlists through the Spring 2015 waitlist deadline.

Office of the Registrar  
UNIVERSITY OF COLORADO BOULDER

Dear [first],

Our records indicate that in Spring 2015, you remained on the waitlist for [col1] [col2] [col3]. You may be eligible for [Course Reservation](#) for Fall 2015, if:

1. Your name was added to the official class waitlist in Spring 2015, and you did not remove yourself prior to the posted waitlist deadline.
2. All registration holds are cleared from [MyCUInfo](#).
3. All course restrictions are met.
4. The course is an eligible undergraduate course (controlled-enrollment courses are excluded) that is offered in Fall 2015.\*

If all requirements for Course Reservation are met:

1. Log in to [MyCUInfo](#) and make note of the desired class section number of the course for which you were waitlisted in Spring 2015.
2. Between March 16 and 26, visit the Office of the Registrar to complete the Course Reservation Form in person.
3. An enrollment representative will register you for the requested class.

**\*Please note:** Some courses are only offered in fall or spring semesters. If your course is not available for Fall 2015, you may be eligible for Course Reservation in Spring 2016 instead. Please contact the Office of the Registrar to verify.

**The deadline to submit a completed Course Reservation Form for Fall 2015 is 5 p.m. on Thursday, March 26. Late or incomplete reservations will not be honored.**

Please contact our office with any questions.

Regards,

Office of the Registrar


20 UCB Boulder, CO 80309

[Map: Regent Administrative Center Room 101](#)

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303-492-6970 | [registrar@colorado.edu](mailto:registrar@colorado.edu) | [colorado.edu/registrar](http://colorado.edu/registrar)

2) The following e-memo was sent on Thursday, March 12, to students enrolled in Spring 2015 Main Campus classes.



## Office of the Registrar

UNIVERSITY OF COLORADO BOULDER

Dear [first],

**Friday, Mar. 20, 2015 (11:59 p.m.), is the last day to drop a class in [MyCUInfo](#).**

After this date, dropping any Main Campus class requires the instructor's and dean's signatures on a Special Action Form, available from the instructor's department. Additional approval, such as petitioning the dean, may be required (check with your school or college). See [Add/Drop Classes](#) for more information.

NOTE: Any Main Campus class dropped after Jan. 28 is assessed full tuition and fees, and a W grade appears on your transcript.

Dropping all of your classes initiates the withdrawal process; see [Withdrawing from the University](#) for more information.

To drop a class online:

1. Log in to [MyCUInfo](#).
2. In the **Student** tab, under **Academic Resources**, select **Register for Classes**.
3. In the **drop** tab, select the current term and then **Continue**.
4. Select the class from the menu, and click **Drop Selected Classes**.
5. Click **Finish Dropping Courses** to complete the drop.
6. Review your class schedule to verify that the class was successfully dropped.

Visit the [MyCUInfo mobile site](#) to view your MyCUInfo profile, class schedules, book lists and grades on your mobile device.

Regards,

Office of the Registrar

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