

# Drop/Add for Spring Semester 2007 (Archived 2/22/07)

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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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### SPRING 2007

ADD DEADLINES	
<b>January 24 (Wed.)</b>	<p><b>Deadline (5:00 p.m.)</b> to add a course without an instructor's signature. This includes independent study and thesis.</p> <p><b>After the deadline:</b> To add a course after January 24 through February 2 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 <a href="#">Drop/Add</a>)</p>
<b>February 2 (Fri.)</b>	<p><b>Deadline (5:00 p.m.)</b> to add a course without petitioning your dean. You must have instructor's signature on a special action form to add a course after January 24 and through February 2. (See <a href="#">Drop/Add</a>)</p> <p><b>After the Deadline :</b> No adds are permitted after February 2 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 February 2, according to CCHE COF policy guidelines, the student will pay full tuition for the course, including the amount normally paid by COF and the course will</p>

	<p>NOT be credited to COF hours used. (See <a href="#">COF</a> for more information.)</p> <p><b>Deadline (5:00 p.m.)</b> 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 <a href="#">Credit and Grading Options</a>)</p>
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### DROP DEADLINES - FALL 2006

<p><b>October 11 (Wed.), 5:00 p.m.</b></p>	<p><i>Deadline to Drop without Petitioning Your Dean:</i> You must have instructor's signature on a special action form to drop a course after September 13 and through October 11. No tuition and fee adjustments are made and you will receive a W grade on your transcript.</p> <p><i>Dropping After the Deadline:</i> Courses cannot be dropped after October 11 <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.</p> <p>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.</p>
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### DROP DEADLINES - SPRING 2007

<p><b>January 31 (Wed.)</b></p>	<p><b>Drop Deadline:</b> 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><b>After the deadline:</b></p> <ul style="list-style-type: none"> <li>● 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 <a href="#">Drop/Add</a>)</li> <li>● To drop a course after January 31 and through February 28, you must be passing the course, and a special action form must be signed by your instructor and turned in to the registrar's office.</li> </ul> <p><b>(EXCEPTION:</b> Students whose only college is arts and sciences, as well as nondegree students, have until March 23rd to drop a course without approval signatures.)</p>
<p><b>February 28 (Wed.)</b></p>	<p><b>Deadline (5:00 p.m.) to drop a course without petitioning the dean's office.</b> You must have instructor's signature on a special action form to drop a course after February 2 and through February 28. No tuition and fee adjustments are made and you will receive a W grade on your transcript for dropped courses.</p> <p><b>Dropping after the Deadline:</b></p>

	<ul style="list-style-type: none"> <li>• Courses cannot be dropped after February 28 unless 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.</li> </ul>
	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
	<p><b>(EXCEPTION:</b> Students whose only college is arts and sciences, as well as nondegree students, have until March 23rd to drop a course without approval signatures.) <i>Note, however, that courses dropped after January 31 appear with a W grade on the transcript and no refunds for tuition or fees are given for course drops after January 31.)</i></p>
<b>March 23 (Fri.)</b>	<p><b>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.</b> After this date, arts and sciences students and nondegree students must petition their dean's office to drop a course. Note: Courses dropped after January 31 appear with a W grade on the transcript and no refunds for tuition or fees are given for courses dropped after January 31.</p>

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## Drop/Add Time Assignments

After the registration deadline (January 11, 6:00 p.m.), you may not make any adjustments to your schedule until your drop/add time assignment begins on either January 12 or 14. 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
<b>Incoming freshman and transfer students</b>	
00-99	8:30 a.m. January 12
<b>All other students</b>	
36-43	9:30 a.m. January 12
44-52	10:30 a.m. January 12
53-60	11:30 a.m. January 12
61-68	12:30 p.m. January 12

69-77 (and all law students)	1:30 p.m. January 12
78-85	2:30 p.m. January 12
86-93	3:30 p.m. January 12
94-03	11:00 a.m. January 14
04-11	12:00 p.m. January 14
12-19	1:00 p.m. January 14
20-27	2:00 p.m. January 14
28-35	3:00 p.m. January 14

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## Web Registration Hours During Drop/Add

January 12 - January 31	
<b>Monday - Friday</b>	7:00 a.m. - midnight
<b>Sundays</b>	11:00 a.m. - midnight (including Labor Day holiday)

Exceptions:	
<b>January 24 (Wed.)</b>	<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 January 24, the Web is only available for dropping courses (through 5:00 p.m. on January 31, the drop deadline).
<b>January 31 (Wed.)</b>	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](#).