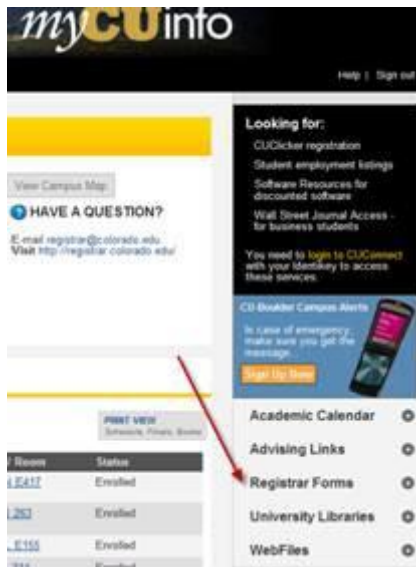


Step 7: Drop/Add

Dropping and Adding Courses	Enrollment Appointments
Web Registration Hours	Administrative Drops
Deadlines	Further Questions

Dropping and Adding Courses

- Courses may be dropped or added through web registration up until the drop deadline.
- Late drops of individual classes for students in the programs of Arts & Sciences and Environmental Design can be done via the myCUinfo after the drop deadline (through the 10 week deadline in spring and fall terms). To access this form go to the Student Tab in myCUinfo. Click on the “+” sign to expand the section for Registrar Forms, on the right hand side of the page. Select the Late Drop form, and follow the instruction.



- During the fall and spring final drop/add periods, new students can make changes to their schedule after their drop/add Enrollment Appointment begins, and continuing students can make changes during the open enrollment period.
- Please be aware of [Web Registration Hours](#) and [Drop/Add Deadlines](#).
 - Dropping ALL of your courses constitutes a withdrawal from the entire term. For information about how to withdraw from ALL courses, click here: [Withdrawal Information](#).

Add Deadlines

ADD DEADLINES – Spring 2013	
January 23 (Wed.), 11:59 p.m.	<p>Deadline (11:59 p.m.) to add a course without an instructor's signature. This includes independent study and thesis.</p> <p><i>After the deadline: Deadline to add a course</i>, including independent study and thesis, without the instructor's signature. <i>After this date, the instructor's signature is required on a special action form to add a course through February 1.</i> After this date, the system is only available for dropping courses through January 30, the drop deadline. See Drop/Add.</p>
February 1 (Fri.), 5:00 p.m.	<p>Deadline (5:00 p.m.) to add a course without petitioning your dean. <i>NOTE: Instructors' signature is required on an enrollment form to add a course. In general, instructors only approve an add if students have been regularly attending and there's space in the course.</i> See Drop/Add.</p>

Drop Deadlines

DROP DEADLINES – SPRING 2013	
January 30 (Wed.), 11:59 p.m.	<p>Drop Deadline: the deadline (11:59 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><i>After the Deadline:</i></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 January 30 and through February 27, you must have a special action form signed by your instructor and turned in to the registrar's office. (EXCEPTION: Students whose only program is Arts & Sciences or Environmental Design have until March 22 to drop a course without approval signatures, but these students still have a W grade on their transcript for courses dropped after

	<p>January 30 and no refunds for tuition for fees are given for dropped classes. Late drops for Arts & Sciences and Environmental Design students can be done via myCUinfo after the drop deadline through March 22. To access this form go to the Student Tab in myCUinfo. Click on the "+" sign to expand the section for Registrar Forms on the right hand side of the page. Select the Late Drop form and follow the instructions. Mac users click here for help instructions on how to use Adobe Reader for all CU forms.)</p>
<p>February 27 (Wed.), 5:00 p.m.</p>	<p>Deadline (5:00 p.m.) to drop a course without petitioning the dean's office. (EXCEPTION: Students whose only program is Arts & Sciences or Environmental Design have until March 22 to drop a course without approval signatures. For drops after January 30, students in Arts & Sciences and Environmental Design should use the Registrar's late drop form online). More information.</p> <p>Note: Courses dropped after January 30 appear with a W grade on the transcript and no refunds for tuition or fees are given for course drops.</p> <p>Dropping after the Deadline:</p> <ul style="list-style-type: none"> 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 an enrollment form or your request will not be processed.
<p>March 22 (Fri.), 5:00 p.m.</p>	<p>Deadline for Arts & Sciences and Environmental Design students to drop a course without approval signatures. For drops after January 30, students in Arts & Sciences and Environmental Design can use the Registrar's late drop form online through March 22. More information. Note: <i>Courses dropped after January 30 appear with a W grade on the transcript and no refunds for tuition or fees are given for course drops. See Drop/Add.</i></p>

Web Registration Hours

January 11 - January 30

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

Exceptions:

January 23 (Wed.)	<i>The Add and Wait List Deadline:</i> Web registration is only available until 11:59 p.m. for adding courses and adding your name to course wait lists. After January 23, web registration is only available for dropping courses (through 11:59 p.m. on January 30, the drop deadline).
January 30 (Wed.)	7:00 a.m. -11:59 p.m.(the drop deadline)

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.

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](#).