Withdrawal Checklist for Boulder Main Campus Students

Before Withdrawing from the University – Discuss Your Options

☐ Talk to your academic advisor about how withdrawing will impact your academic requirements.

☐ Check the withdrawal calendar to determine the financial impact of withdrawing or call 303-492-6970.

☐ If you have financial aid, check with the Office of Financial Aid, financialaid@colorado.edu or 303-492-5091, to find out how withdrawing will impact your aid at CU Boulder.

☐ International students must contact International Student and Scholar Services, 303-492-8057, before withdrawing.

☐ Student athletes must contact the Herbst Academic Center, 303-492-6591, before withdrawing.

☐ If you are receiving veteran’s education benefits, contact Veteran’s Services at veterans@colorado.edu or 303-492-7322 before withdrawing to ensure they are aware of your situation.

☐ If you are a reservist, National Guard member or natural disaster emergency worker ordered to active duty, contact the Office of the Registrar at withdraw@colorado.edu or 303-492-6970.

☐ If you need additional support, consider making an appointment with one or more counseling services:
  ▪ Counseling and Psychiatric Service (CAPS), C4C S440, 303-492-2277, or Wardenburg Health Center, 303-492-5654.
  ▪ Cultural Unity and Engagement Center, C4C N320, 303-492-5667.
  ▪ Office of Victim Assistance, C4C S440, 303-492-8855.
  ▪ Student Support and Case Management, Regent Administrative Center, room 206, 303-492-7348.

How to Withdraw from the University

☐ Visit the Withdraw from CU page for instructions on how to drop all Boulder Main Campus classes.

☐ Students may request to withdraw from Main Campus classes but remain enrolled in Continuing Education classes. Contact Continuing Education, ceregistration@colorado.edu or 303-492-5148, to find out how to register for Continuing Education classes after withdrawing.

☐ To withdraw from a prior semester, contact your school’s advising office or advisor for more information on your school, college or program’s policies.

After Withdrawing from the University – Checklist

☐ Check your MyCUInfo portal and CU email frequently for the next six months. Important communications from CU Boulder about your withdrawal will be sent to your CU email account.

☐ Check to see if you owe money to the university by clicking on the “Billing Information” tab in MyCUInfo. Additional charges may appear up to six weeks after you withdraw. Contact the Bursar’s Office, bursar@colorado.edu or 303-492-5381, if you have questions about your financial account.

☐ Update your permanent address in MyCUInfo.

☐ Check with the Office of Financial Aid, financialaid@colorado.edu or 303-492-5091, to let them know that you have been withdrawn.

☐ Contact Scholarship Services, scholarships@colorado.edu or 303-492-4533, to adjust your scholarship.

☐ Contact Student Loans & Debt Management, studentdebtmanagement@colorado.edu or 303-492-5571, if you have a Federal Perkins loan, a short-term loan or if you need debt counseling to pay an outstanding balance.
Undergraduate degree-seeking students are eligible to take a leave of absence from the university for up to two semesters plus one summer from their last graded semester without having to reapply. View the return chart.

To access certain benefits while away, undergraduate students can fill out the Undergraduate Leave of Absence Optional Benefits Application. For a list of benefits available through the application, see the Leave of Absence page.

Graduate students must fill out the Graduate Leave of Absence Application in order to hold their place for up to two semesters without having to reapply.

Contact Information

<table>
<thead>
<tr>
<th>Mailing addresses</th>
<th>Boulder Main Campus Students</th>
<th>Continuing Education Students</th>
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<tbody>
<tr>
<td></td>
<td>Office of the Registrar</td>
<td>Continuing Education and Professional Studies</td>
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<tr>
<td></td>
<td>20 UCB</td>
<td>178 UCB</td>
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<td></td>
<td>Boulder, CO 80309-0020</td>
<td>Boulder, CO 80309-0178</td>
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<tr>
<td>Phone numbers</td>
<td>303-492-6970</td>
<td>303-492-5148</td>
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<tr>
<td>Email addresses</td>
<td><a href="mailto:withdraw@colorado.edu">withdraw@colorado.edu</a></td>
<td><a href="mailto:ceregistration@colorado.edu">ceregistration@colorado.edu</a></td>
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Undergraduate student employees must stop working as of the date they withdraw, unless they have a non-work-study position and submitted a Leave of Absence Application. Contact the Student Employment Office, 303-492-7349, with questions. Update your address through your payroll liaison.