

Drop/Add


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Step 7: Drop/Add

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Dropping and Adding Courses

- Courses may be dropped or added through web registration via [CUConnect](#) up until the drop deadline.
- After the [drop deadline](#), courses may be dropped through the Registrar Forms Channel on CUConnect. [Instructions for adding the Registrar Forms Channel.](#)

- During the fall and spring final drop/add periods, students can make changes to their schedule after their drop/add Time [Time Assignment](#) begins.
- Please be aware of [Web Registration Hours](#) and [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

ADD DEADLINES - FALL 2009	
September 2 (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 2 through September 11 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 11 (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 2 and through September 11. (See Drop/Add)</p> <p>After the Deadline: If a resident undergraduate student adds a course after September 11,</p>

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 NOT be credited to COF hours used. (See [COF](#) for more information.)

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Drop Deadlines

DROP DEADLINES – FALL 2009	
September 9 (Wed.), 5:00 p.m.	<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> <ol 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 9 and through October 7, you must have a special action form signed by your instructor and turned in to the registrar's office. <p>(EXCEPTION: Students whose only college is arts and sciences, as well as non-degree students, have until October 30 to drop a course without approval signatures.)</p>
October 7 (Wed.), 5:00 p.m.	<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 9 and through October 7. 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> <ol 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 a special action form or your request will not be processed. <p>(EXCEPTION: Students whose only college is arts and sciences, as well as nondegree students, have until October 30 to drop a course without approval signatures.) <i>Note, however, that courses dropped after September 9 appear with a W grade on the transcript and no refunds for tuition or fees are given for course drops after September 9.</i></p>
October 30 (Fri.), 5:00 p.m.	<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 9, appear with a W grade on the transcript and no refunds for tuition or fees are given for courses dropped after September 9.</i></p>

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Drop/Add Time Assignments

After the registration deadline (August 20 for incoming freshman and transfers, and August 14 for all other students), you may not make any adjustments to your schedule until your drop/add time assignment begins on either August 21 or 23. 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 21
15-29	9:30 a.m. August 21
30-44 (and all MBA students)	10:30 a.m. August 21
45-58	11:30 a.m. August 21
59-71	12:30 p.m. August 21
72-86 (and all law students)	1:30 p.m. August 21
87-99	2:30 p.m. August 21
All other students	
61-80	11:00 a.m. August 23
81-01	12:00 p.m. August 23
02-21	1:00 p.m. August 23
22-41	2:00 p.m. August 23
42-60	3:00 p.m. August 23

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Web Registration Hours During Drop/Add

August 21 – September 9	
Monday - Friday	7:00 a.m. - midnight
Sundays	11:00 a.m. - midnight (including Labor Day holiday)

Exceptions:

September 2 (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 2, the Web is only available for dropping courses (through 5:00 p.m. on September 9, the drop deadline).
September 9 (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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