

Drop/Add for Spring Semester 2006 (Archived 3/2/06)

Dropping and Adding Courses

- Courses may be dropped and added with web registration via [CUConnect](#).
- Students can do this any time during the final drop/add period, 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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Add Deadlines	
January 25 (Wed.), 5:00 p.m.	<p><i>Deadline to Add a Course Without an Instructor's Signature:</i> This includes independent study and thesis courses.</p> <p><i>Adding After the Deadline:</i> To add a course after January 25 through February 3 you must have the 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's space in the course.</p>
February 3 (Fri.), 5:00 p.m.	<p><i>Deadline to Add Without Petitioning Your Dean:</i> You must have instructor's signature on a special action form to add a course after January 25 and through February 3.</p> <p><i>After the Deadline:</i> No adds are permitted after February 3 unless there are extenuating circumstances clearly beyond your control (accident, illness, etc.) See your dean's office for more information.</p> <p><i>Deadline to Change Variable-Credit Hours, Pass/Fail, and No-Credit Status on Courses:</i> These changes must be made at the registrar's office in Regent 105.</p>

Drop Deadlines	
February 1 (Wed.), 5:00 p.m.	<p><i>Drop Deadline -</i> The deadline to drop a course without the instructor's signature, without being assessed tuition and fees for that course, and without a W grade showing on your 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. • To drop a course after February 1 and through March 1, you must be passing the course, and a special action form must be signed by your instructor and turned into the registrar's office.
<p>March 1 (Wed.), 5:00 p.m.</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 February 1 and through March 1. 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 March 1st <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/Add Time Assignments

After the registration deadline (6:00 p.m. on January 12), you may not make any adjustments to your schedule until your drop/add time assignment begins on either January 13 or 15. 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	

00-99	8:30 a.m., January 13
All other students	
28-35	9:30 a.m., January 13
36-43	10:30 a.m., January 13
44-52	11:30 a.m., January 13
53-60	12:30 p.m., January 13
61-68 (and all law students)	1:30 p.m., January 13
69-77	2:30 p.m., January 13
78-85	3:30 p.m., January 13
86-93	11:00 a.m., January 15
94-03	12:00 p.m., January 15
04-11	1:00 p.m., January 15
12-19	2:00 p.m., January 15
20-27	3:00 p.m., January 15

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Web Registration Hours During Drop/Add

January 13 - February 1	
Monday - Friday	7:00 a.m. - midnight
Sundays	11:00 a.m. - midnight (including Labor Day holiday)

Exceptions:	
January 25 (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 January 25, the Web is only available for dropping courses (through 5:00 p.m. on February 1, the drop deadline).
February 1 (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](#).