

Drop/Add for Fall Semester 2006 (Archived 9/19/06)

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](#).

FALL 2006

ADD DEADLINES	
<p>September 6 (Wed.), 5:00 p.m.</p>	<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 September 6 through September 15 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>
<p>September 15 (Fri.), 5:00 p.m.</p>	<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 September 6 and through September 15.</p> <p><i>After the Deadline:</i> No adds are permitted after September 15 unless there are extenuating circumstances 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 September 15, 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.)</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	
<p>September</p>	<p><i>Drop Deadline</i> - The deadline to drop a course without the</p>

<p>13 (Wed.), 5:00 p.m.</p>	<p>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 September 13 and through October 11, 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>October 11 (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 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>

Drop/Add Time Assignments

After the registration deadline (August 24 for incoming freshman and transfers, and August 18 for all other students), you may not make any adjustments to your schedule until your drop/add time assignment begins on either August 25 or 27. 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 25
15-29	9:30 a.m. August 25
30-44	10:30 a.m. August 25
45-58	11:30 a.m. August 25
59-71	12:30 p.m. August 25
72-86 (and all law students)	1:30 p.m. August 25
87-99	2:30 p.m. August 25
All other students	
02-21	11:00 a.m. August 27
22-41	12:00 p.m. August 27
42-60	1:00 p.m. August 27
61-80	2:00 p.m. August 27
81-01	3:00 p.m. August 27

Web Registration Hours During Drop/Add

August 25 - September 13	
Monday - Friday	7:00 a.m. - midnight
Sundays	11:00 a.m. - midnight (including Labor Day holiday)

Exceptions:	
September 6 (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 6, the Web is only available for dropping courses (through 5:00 p.m. on September 13, the drop deadline).
September 13 (Wed.)	7:00 a.m. - 5:00 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.