General Information:

- This form can be filled out electronically and, if sent by email, must be sent via UCCS email address.

- The effective date for adding/dropping/withdrawing from a course is the date in which this form is received by the Office of the Registrar.

- Falsification of this form is a violation of UCCS Student Conduct Policies and is subject to disciplinary action.

- It is the responsibility of the student to adhere to all academic and financial requirements and deadlines. It is always recommended students talk with any departments applicable to their situation (i.e. advising, financial aid, veteran affairs, international affairs, athletics, etc.) prior to submitting an Add/Drop Course Form.

- **Always refer to course deadlines (registrar.uccs.edu/course-deadlines) and short course deadlines (registrar.uccs.edu/short-course-deadlines).**

Course Adds:

- Permissions numbers should always be utilized before Census Date. Contact your academic advisor or the specific department for the course.

- Any course add that creates a credit overload for the semester cannot be processed until a student's maximum allowed credits have been increased. Contact your Academic Advisor first.

- Any course add processed after the Census Date for the course will not be eligible for the College Opportunity Fund stipend.

- Students adding a course after the Census Date who have not registered for any courses prior to Census Date will incur a $50 late registration fee.

- Course adds cannot be processed if there is any type of registration hold on a student's account.

- Course adds cannot be processed for some safety reasons including, but not limited to, breach of classroom capacity and/or classroom fire code limits.

Course Drops & Withdrawals:

- **Always refer to the Drop and Withdrawal Policies and Procedures and the Academic Calendar for deadlines and refund periods (registrar.uccs.edu)**

- Drops processed before the Census Date of the course will be removed from the student's record and a full refund of tuition issued for the course.

- Any course being dropped after its specified Census Date is considered a course withdrawal. A student wanting to withdraw from a single course or a portion of their courses while remaining enrolled in at least one course, is requesting a course withdrawal (or partial withdrawal). These are non-refundable and assigned an official notation of 'W' (withdrawn).

- Any denied course/partial withdrawal should be returned to the Office of the Registrar for a student's records.

- Students wanting to withdraw from all courses for a semester should refer to the Office of the Dean of Students complete semester withdrawal guidelines. These guidelines and the necessary Complete Semester Withdrawal Request Form can be found online (dos.uccs.edu).

General Points of Contact:

Office	Location	Phone	Email
Office of the Registrar	Main Hall 108	(719) 255-3361	registrar@uccs.edu
Office of the Dean of Students	Main Hall 201	(719) 255-3091	dos@uccs.edu
Veteran and Military Affairs	Gateway Hall	(719) 255-3252	military@uccs.edu
Academic Advising	Main Hall 208	(719) 255-3260	advising@uccs.edu
Student Financial Services (Bursar)	Main Hall 208	(719) 255-3391	bursar@uccs.edu
Financial Aid	Cragmor Hall 2nd Floor	(719) 255-3460	finaidse@uccs.edu

Academic Dean's Offices:

College	Location	Phone	Email
Business	DWIR 311	(719) 255-3113	business@uccs.edu
Education	COLU 3023	(719) 255-3927	education@uccs.ed
Engineering and Applied Science	ENGR 205	(719) 255-3543	eas@uccs.edu
Letters, Arts and Sciences	COLU 2025	(719) 255-4550	lasdean@uccs.edu
Nursing/Health Science	UHAL 128	(719) 255-4411	jbe@uccs.edu
Public Service	ACAD 323	(719) 255-4669	cps@uccs.edu

UCCS Office of the Registrar
UNIVERSITY OF COLORADO
COLORADO SPRINGS

Add/Drop/Withdraw Course Form

Term: ___ Fall ___ Summer ___ Spring

Year: _____

Step 1: Fill Out Personal Information

Student Name: _____   Student ID Number: _____   or Date of Birth: _____

UCCS Email: _____   Phone Number: (_____)_____

Step 2: Select Action(s), Complete Class Information, & Obtain Permissions

Based on the situation either instructor, dean, and/or bursar permission may be required. See Reason Options below for reference.

Add or Drop/Withdraw	Reason: (See below, may be multiple)	Subject and Course Number (ex. MATH 1040)	Section Number: (ex. 001, OL1)	Credit Hours	Instructor Name:	Instructor Signature:	Academic Dean Name:	Academic Dean Signature: (or put denied + comments in comments field)
Comments:						**Bursar Signature:**		

Reason Options:

P (Instructor/Department Consent Required) Instructor only required.	TC (Time Conflict) Adding with a TC requires instructors of BOTH courses.	C (Closed Course/Waitlisted) To be added into a closed course, instructor only required. If there is a WL, must be in position #1.
R (Pre/Co-Requisite Override) Adding w/o pre or co-req requires instructor and department chair. Dropping w/o also dropping co-req requires BOTH instructors and department chair.		**D (Past Deadlines)** Adding after 'Last Day to Enroll w/o Permission' requires instructor. Adding after ' Census Date' requires instructor, academic dean, & bursar. Course withdraws after 'Last Day to Withdraw w/o Permission' requires instructor & academic dean.

Step 3: Obtain Additional Permission(s)

Some situations require additional permission. For example, adding with a time conflict. See Reason Options above for reference.

Title: (Instructor, chair, etc.)	Name:	Signature:	Comments: (If applicable. Ex. Conflicting course's info)

Step 4: Student Signature

Sign and date below to confirm your requested change, then return to the Office of the Registrar in Main Hall 108 or email to registrar@uccs.edu from your UCCS email *only*.

Student Signature: _____   Date: _____

Registrar Office Use Only:

Received By:_____Date:_____

Processed By:_____Date:_____