

# Spring 2026 Faculty & Staff Memo

## Dates and Deadlines | Policies | Course Enrollment | Faculty Grading



Office of the Registrar  
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Dear UCCS Faculty and Staff:

As we begin the spring 2026 semester, the Office of the Registrar would like to remind you of some important changes, policies, and deadlines. Important semester dates and deadlines can be reviewed on page **ten** of this document. You can also visit some of our helpful resources below:

[Course Deadlines](#)  
[Faculty/Staff Resources](#)  
[Student Resources](#)  
[Course Information Center](#)  
[Academic Calendar](#)  
[Contact Us](#)

Let's have a great semester!

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## Significant Changes and Reminders

### Portal Fluid Update

- In fall 2025, the myUCCS portal underwent an upgrade for easier navigation. The Campus Solutions Student Self-Service upgrade will enable students to move from the Student Center in their portal to browser pages on desktops, smartphones and tablets.
- In addition to the changes to the Student Center, new navigation menus and other changes will improve student self-service pages including: student records, registration, financial aid, student financials, the graduation application, etc.
- Please visit the Registrar's [Class Registration Guide](#) for helpful tools on the new navigation for student records and registration.

### Grade Rosters in 'Approved' Status

- To meet grading deadlines, please ensure that all grade rosters have been 'Approved' and 'Posted' by the grading deadline of 11:00pm (MST) on Tuesday, May 19.
  - Effective fall 2025: once grade rosters are created, any left in 'Approved' status will be administratively 'Posted' by the Office of the Registrar.

### Waitlist Form

- The Office of the Registrar offers a [Waitlist Roll-In Request Form](#) found on our [Faculty/Staff webpage](#). This form must be submitted by instructors or approved department administrators to accommodate students on a waitlist over the published enrollment capacity through January 26 for full semester length courses. See the '[Understanding Waitlists](#)' section below for more information.

## Family Educational Rights and Privacy Act (FERPA)

The University of Colorado complies with the provisions of [The Family Educational Rights and Privacy Act](#). This act was designed to protect the privacy of educational records. Please consider taking a [Percipio](#) course in your portal (CU: FERPA for Faculty or CU: FERPA for CU-SIS Access) to best acquaint yourself with the law. Additional information about FERPA can be found under Student Rights and Responsibilities in the online [Academic Catalog](#) and on our [Faculty/Staff Policies and Updates](#) webpage.

Practices, such as posting grades to office doors or on the web, leaving exams or papers where others can access such records, and sending emails to multiple students at once with student numbers or personal information included are a violation of student privacy rights. **Best practice: If any person other than the university staff of the student themselves will ever see a document, do not include personal identifiable information on the document including student ID numbers.**

**FERPA Full Privacy Students:** Students may also ask the university not to publicly disclose directory information. Students can choose full privacy or limited privacy. Full privacy students are identified in CU-SIS with a **PRIVATE** flag on student data screens and on class/grade/advisor rosters. If information is requested by third parties for students who have the **PRIVATE** flag, no information can be given. The proper response is: **"Due to data privacy policies, we are unable to respond to your request."**

- **Exception:** UCCS email is the official means of communication (UCCS Policy 700-001). You may conduct university business with **PRIVATE** students through their UCCS email account.
  - Full privacy students may choose to have a security passphrase on their account to be identified over the phone. This is located in CU-SIS by clicking the **PRIVATE** flag on a student data screen then selecting 'CU Security Passphrase.' If unsure, always direct the student to the Office of the Registrar.
- **Full Privacy Students in the Classroom:** Students with full privacy do not have the right to anonymity in the classroom (in person or online) as it only protects them from having information released to outside third parties. As such, instructors may continue to refer to students by name in the classroom or in an online forum.

If you have questions about FERPA, please contact the Office of the Registrar. [FERPA Guidelines for Faculty and & Staff](#) can be found on our [Faculty/Staff Policies and Updates webpage](#).

## Confirming Student Enrollment

**Students must be officially enrolled in a course to attend.** Students are **not** permitted to sit in a course to make up an incomplete grade from a prior semester or to audit without officially registering and paying for the course. Students who approach you about attending your course to make up an incomplete grade should be referred to the Office of the Registrar.

Everyone attending a class must be registered and listed on the CU-SIS class roster. 'Audit' or 'Listening-In' students must have instructor approval *and* be officially registered for the course through the [Extended Studies Academic Outreach Office](#). Instructors will be notified of these students who will appear on a course's separate CU-SIS noncredit class roster.

Faculty can log into their myUCCS portal to view their class roster(s). If you are unsure if a student is registered in your class, department administrative assistants or the Office of the Registrar staff can help determine accurate registration.

Please notify the Office of the Registrar of any individuals who are attending your course but are not listed on your class roster.

## Enrolling in Courses

Students must be admitted to the university, eligible to enroll with no enrollment barriers or holds, and complete pre-registration tasks (updating addresses, phone numbers, and emergency contacts) *each* semester prior to registering for courses. If you are unsure about a student's eligibility to enroll for a semester, please contact the [Office of the Registrar](#).

**Important:** Although most courses scheduled are *full semester length courses (Main Campus Session)*, students have the option to register for courses in different sessions: Session A, Session B, Spring Break, Pre-term, and Intensive. If students enroll in different sessions then academic, enrollment, and financial deadlines will differ.

**Short Courses:** Pre-term (CPT) and Intensive (CDD) courses, also known as short courses, have varying enrollment and financial deadlines that are determined by the number of days/weeks the course meets. Please visit our [Short Course Deadlines webpage](#).

**Adding Courses through the Last Day to Enroll/Waitlist:** Students can enroll or waitlist for full semester length courses in the myUCCS portal without any approvals until **11:50 pm on January 26**. If students have any other enrollment barriers (e.g., time conflicts, holds, etc.) then special approvals may be required. In some cases, a permission number may be utilized.

**Adding Courses after Last Day to Enroll/Waitlist:** To add a full semester length course in the myUCCS portal after **January 26 through February 4 (census date)**, students must be issued a permission number through the corresponding academic department or their academic advisor. Students may also have a course manually added by submitting a completed [Add Course Form](#) with the instructor's signature to the Office of the Registrar. Waitlists are no longer available after **January 26**.

**Important:** For those who generate or issue permission numbers, permission numbers must have the 'Permission Time Period' box checked for full semester length courses **after January 26 through February 4 (census date)**. If left unchecked, the number will be invalid. Permission numbers *cannot be used* after census date. If you have questions about permission numbers, please contact the Office of the Registrar. You can also refer to our instructions here: [Issuing Permission Numbers](#).

**Adding Courses after Census Date:** After **census date (February 4)**, approvals from the instructor, academic dean, and Bursar's Office are required to add a full semester length course. Students must submit a completed and signed [Add Course Form](#) to the Office of the Registrar (Main Hall 108 or [registrar@uccs.edu](mailto:registrar@uccs.edu)) for processing. Students will only be added if no other enrollment barriers are present on their student account.

Enrollment Deadlines by Session			
Session	Last Day to Enroll/Waitlist without Approval	Instructor Approval Required to Enroll through Census Date	Instructor, Dean, & Bursar Approvals Required to Enroll Beginning
<b>Full Semester Length Courses: Main Campus Semester (C/CEC)</b>	Monday, January 26th	Tuesday, January 27th - Wednesday, February 4th	Thursday, February 5th
<b>First 8 weeks: Session A (CMA/CE1)</b>	Friday, January 23rd	Saturday, January 24th – Wednesday, January 28th	Thursday, January 29th
<b>Second 8 weeks: Session B (CMB/CE2)</b>	Friday, March 20th	Saturday, March 21st – Thursday, March 26th	Friday, March 27th
<b>Short Courses: Pre-Term (CPT) &amp; Intensive (CDD/CED) &amp; Spring Break (CSB)</b>	See <a href="#">Short Course Deadlines</a>	See <a href="#">Short Course Deadlines</a>	See <a href="#">Short Course Deadlines</a>

## Understanding Waitlists

The only way for students to enroll in a course that is closed (at capacity) is by placing themselves on the waitlist. Waitlists are available through **11:50pm (MST) on January 26** for full semester length courses.

**Canvas and Waitlisted Students:** Waitlisted students will display in Canvas. Please note that even though students may be on the Canvas class roster, it does not mean that they are fully enrolled in the course. Once waitlists are deleted the morning of **January 27**, students will no longer display in Canvas.

**Waitlisting for Multiple Sections:** The system **will** allow students to waitlist for more than one closed section of the same class. If a student is added from one section's waitlist, then they will be automatically dropped from the other section's waitlist. In addition, the system will allow students to fully register for an open section of a course and waitlist for another closed section of that same course. To do this, a student **must** enroll in the open section first before placing themselves on the waitlist for the closed section. If a student is currently waitlisted for a closed section and then registers for an open section after, the student will automatically be dropped off the waitlist for the closed section at the time of registration.

**Important:** If a student is fully enrolled in an open section of a course and waitlisted for a closed section of that same course, the student will be dropped from the open section if they are added off the waitlist for the closed section (unless that specific class is repeatable for credit). Students on the waitlist are automatically enrolled in a closed course if any of the following occur: a seat becomes available, enrollment limits are increased, or an approved [Waitlist Roll-In Request Form](#) is submitted to the Office of the Registrar to allow students over the published enrollment capacity. Contact your department chairs for any enrollment capacity increases. See below for allowing students over the published enrollment capacity.

**Waitlist Roll-Ins:** For full semester length courses, students can get onto a waitlist until **11:50pm (MST) on January 26**. Instructors may accommodate these wait-listed students over the course's published enrollment capacity up until the morning of **January 27** by requesting for the Office of the Registrar to manually roll students into the course. This must be requested by submitting a [Waitlist Roll-In Request Form](#) found at the bottom of our [Faculty/Staff Forms and Access webpage](#). In-person courses cannot go over the established fire capacity for the classroom. Please contact [registrar@uccs.edu](mailto:registrar@uccs.edu) for any questions about waitlist requests.

**Waitlist Deleted:** Full semester length course waitlists will be deleted the morning of **January 27**. After the Last Day to Enroll/Waitlist deadline, waitlists are deleted. Students may enroll in a closed course after this date by using a permission number issued from the academic department or advisor, or by using an [Add Course Form](#) with instructor signature through census date. Please see the previous 'Enrolling in Courses' section for more information.

**Short Course Waitlists:** For Pre-term (CPT) and Intensive (CDD) courses, also known as short courses, waitlists will be deleted the following business day after the course's Last Day to Enroll/Waitlist deadline. Please visit our [Short Course Deadlines webpage](#) for all short course deadlines.

Waitlist Deadlines by Session		
Session	Waitlist Available Until (11:50pm MST)	Waitlists Deleted (9:00am MST)
<b>Full Semester Length Courses: Main Campus Semester (C/CEC)</b>	Monday, January 26th	Tuesday, January 27th
<b>First 8 weeks: Session A (CMA/CE1)</b>	Friday, January 23rd	Monday, January 26th
<b>Second 8 weeks: Session B (CMB/CE2)</b>	Friday, March 20th	Monday, March 23rd
<b>Short Courses: Pre-Term (CPT), Intensive (CDD/CED), &amp; &amp; Spring Break (CSB)</b>	See <a href="#">Short Course Deadlines</a>	See <a href="#">Short Course Deadlines</a>

## Dropping and Withdrawing from Courses

**Important:** Although most courses scheduled are *full semester length courses (Main Campus Session)*, students have the option to register for courses in different sessions. By doing so, academic, enrollment, and financial deadlines can differ. *Students should always drop/withdraw from specific courses on their own in their myUCCS portal prior to deadlines.* Students can see the deadlines in their myUCCS Portal by clicking on the enrollment deadlines link within their class schedule. Visit our [Drop and Withdrawal Policies and Procedures webpage](#) for more details.

**Short Courses:** Pre-term (CPT) and Intensive (CDD/CED) courses, also known as short courses, have varying enrollment and financial deadlines that are determined by the number of days/weeks the course meets. There is no refund for courses withdrawn from after the course census date and a notation of 'W' will be assigned. Please visit our [Short Course Deadlines webpage](#).

**Dropping Courses before Census Date:** Students can drop full semester length courses via the myUCCS portal until **11:50pm on February 4** and receive a full refund and avoid receiving any grade for the course(s). Students are not permitted to attend or participate in the course after dropping. Any course being dropped *after* census date is considered a course withdrawal.

**Partial Withdrawals before Last Day to Withdraw:** Students may withdraw from full semester length courses *without* approval via the myUCCS portal after census date through **11:50pm on April 3**. These withdrawals are nonrefundable, and a grade of 'W' will be assigned.

**Partial Withdrawals after Last Day to Withdraw:** Students requesting to withdraw late from a full semester length course while remaining enrolled in at least one course must obtain academic approvals *after April 3*. Students must submit a [Late Withdrawal Form](#) for the course(s) they are requesting to withdraw late from. This online form routes to specific individuals for decisions based on college/department policies. These types of requests are not guaranteed and are only granted to students who have extenuating circumstances. If approved, course withdrawals after this date are assigned a 'W' notation with no refund given.

**Withdrawing from All Courses:** If a student is requesting to withdraw from *all courses*, they are completely withdrawing for the semester. See 'Complete Semester Withdrawals' section on the next page.

Withdrawal Deadlines by Session		
Session	Census Date	Last Day to Withdraw without Approval
<b>Full Semester Length Courses: Main Campus Semester (C/CEC)</b>	Wednesday, February 4th	Friday, April 3rd
<b>First 8 weeks: Session A (CMA/CE1)</b>	Wednesday, January 28th	Friday, February 20th
<b>Second 8 weeks: Session B (CMB/CE2)</b>	Thursday, March 26th	Monday, April 20th
<b>Short Courses: Pre-Term (CPT) &amp; Intensive (CDD/CED) &amp; Spring Break (CSB)</b>	See <a href="#">Short Course Deadlines</a>	See <a href="#">Short Course Deadlines</a>

## Complete Semester Withdrawals

**Dropping All Courses before Census Date:** Students may cancel their enrollment by dropping all courses (i.e., zero credit hours remaining) in the myUCCS portal by 11:50pm (MST) on the corresponding course census date. Dropping on the course census date will result in the student receiving no grades and a full refund. After the census date a student withdrawing from all courses (i.e., zero credit hours remaining), is completely withdrawing for the semester.

**Complete Withdrawals before Last Day to Withdraw:** For full semester length courses, students may withdraw in the myUCCS portal after census date through **April 3**. No approval is needed until *after April 3*. These courses are nonrefundable, and a 'W' notation will be assigned automatically.

**Complete Withdrawals after Last Day to Withdraw:** Students requesting to withdraw from all courses after **April 3**, must submit a [Complete Semester Withdrawal Request Form](#) through the Office of the Dean of Students. Information is available on the [Office of the Dean of Students webpage](#). These types of requests are not guaranteed and are only granted to students who have extenuating circumstances. If approved, courses are assigned a 'W' notation, and no refund will be given.

**Important:** The **April 3** withdrawal deadline only applies to full semester length courses. Although most courses scheduled are full semester length courses, students have the option to register for courses in different sessions. By doing so, academic, enrollment, financial, and withdrawal deadlines can differ. *Students should always drop/withdrawal from specific courses in their own in their myUCCS portal prior to deadlines.* Students can see the deadlines in their myUCCS Portal by clicking on the enrollment deadlines link within their class schedule.

Complete Semester Withdrawals are determined by the date the last class has been withdrawn from or the date the completed request form is approved by the Office of the Dean of Students. Visit the Office of the Registrar's [Drop and Withdrawal Policies and Procedures webpage](#) and the Office of the Dean of Students [Complete Semester Withdrawal webpage](#) for more details.

## Drop and Withdrawal Refund Policy

Students who drop any or all courses by 11:59pm (MST) on the course census date(s) will receive a refund of tuition and refundable fees associated with the course(s)\*. Any course being dropped after its specific census date is considered a course withdrawal (or partial withdrawal). Students who withdraw from any or all courses after the course census date(s) are not eligible for a refund of tuition and refundable fees and will have 'W' notation assigned.

\*Short courses -- courses that meet less than 16 weeks and have varying start/end dates -- have special drop, withdrawal, and financial deadlines that are determined by prorating the normal semester deadlines by the number of weeks the course meets. Students can see the deadlines in their myUCCS Portal by clicking on the enrollment deadlines link within their class schedule. There is no refund for courses withdrawn from after the course census date and a notation of 'W' will be assigned.

Visit our [Course Deadlines](#), [Short Course Deadlines](#), and [Drop and Withdrawal Policies and Procedures](#) webpages for more information.



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Students with extenuating circumstances that caused them to withdraw from a course or multiple courses after census date(s) may submit a Tuition Appeal to the Office of the Registrar. *Questions about the tuition appeal process should always be directed to the [Office of the Registrar](#) and our [tuition appeal resource webpage](#).*

## Grade Forgiveness

Starting with the spring 2022 semester, UCCS allows Grade Forgiveness for undergraduate degree-seeking students. Grade forgiveness can only apply to courses taken in the fall 2021 semester and forward. No grades prior to fall 2021 can be forgiven under this policy.

Students must submit a [Grade Forgiveness Form](#) by the census date of the repeated course. If submitted after the census date of the repeated course, students must provide a brief written statement on the form explaining why they were unable to submit the request form by the deadline. Any submission after the deadline is not guaranteed, only granted to students who have extenuating circumstances, and require approval.

If students have questions about grade forgiveness eligibility, please refer them to their academic advisor or the Office of the Registrar. You may also visit our [Grade Forgiveness webpage](#) for more information.

## Optional Student Enrollments

There are multiple enrollment options that students have the choice to opt-in to, if eligible. Please refer students to the Office of the Registrar if you or a student has specific questions about any of the following enrollment options.

### Pass/Fail Enrollment

Students who wish to register for a course on a pass/fail basis must do so during regular registration by submitting a [Pass/Fail Grading Option Form](#) through the Office of the Registrar. Pass/fail registration is for undergraduate students only. Graduate students wishing to request pass/fail registration should contact the Graduate School directly at [gradinfo@uccs.edu](mailto:gradinfo@uccs.edu). Eligible courses are courses graded on a letter grading basis. Classes that are graded on a satisfactory/unsatisfactory grading basis are not eligible to be taken under pass/fail enrollment.

Changes to or from a pass/fail basis have varying restrictions depending on the college in which the course is in and the student's major. Most pass/fail requests can be made prior to the course's census date. After census date, these changes must be approved by the academic dean of the college in which the course is in. All Business and College of Public Service courses, regardless of when the form is submitted, require approval by the academic dean of the college. Courses in the College of Letters, Arts & Sciences cannot be changed to or from pass/fail grading basis if the semester has ended. Business majors may not take any business courses as pass/fail.

Students should always refer to their academic advisor and the college and/or department the course is in for additional information regarding the guidelines and limitations of pass/fail enrollment. Only two courses or a maximum of six hours of coursework may be taken as pass/fail during the fall and spring semesters. Only three hours may be taken during the summer semester.

Academic deans and faculty will not normally be aware of specific student pass/fail registrations. All students who are registered on a pass/fail basis appear on the regular class roster and a normal letter grade is assigned on the final grade roster by the professor. Once grades are posted, students who have been approved for pass/fail will have their grades automatically converted. Grades of C- or higher convert to a grade of P+, grades of D+, D, or D- convert to a grade of P, grades of F remain. F grades will impact a student's GPA.

### Intercampus Enrollment

A student may take a course at another CU campus as a guest student when they are unable to take the course at UCCS through intercampus enrollment. Intercampus registrations will only be approved for courses that are required for graduation and are not available at the home campus. UCCS would be considered the student's *home* campus while the campus the UCCS student is 'visiting' would be considered the student's *host* campus. A student who wishes to register at more than one campus as a *non-guest* student must apply, be admitted, and pay tuition and fees to *each* campus for the number of credits being taken at each campus.



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To be eligible for intercampus enrollment, students must be enrolled in at least one main campus course at UCCS and classified as a degree-seeking student. Some graduate students in certain programs are exempt from registering at their home campus. Students may enroll for not more than two courses or six semester hours at another CU campus in the fall and spring semesters (whichever is greater). For summer semester students may enroll for not more than three hours at another CU campus. Students may not use intercampus enrollment to take continuing education or Coursera classes.

[Intercampus Enrollment Forms](#) are required to be reviewed, filled out completely, signed by the appropriate signature authority, and submitted to the Office of the Registrar. Undergraduate students must obtain the signature of their *academic advisor*. Graduate students must obtain the signature of the academic dean's office in which the course is under. Completed forms can be submitted in person (Main Hall 108), emailed to [registrar@uccs.edu](mailto:registrar@uccs.edu), or faxed to 719-255-3116. The Registrar's office at the student's home campus will manually enroll students in the course at the host campus during the open enrollment period, once all other students at the host campus have had access to enrollment.

Please visit the Office of the Registrar's [Intercampus Enrollment webpage](#) for additional information on the CU intercampus enrollment program.

### No Credit Enrollment

Current students wishing to take a course for no credit (also known as an audit) should request and complete a Credit Change Form with the Office of the Registrar after enrolling in the course as normal through their portal. No credit courses are assigned a grade of 'NC', and no academic credit is earned. Tuition and fees for courses taken as No Credit are the same as courses taken for credit. Courses taken as No Credit are also ineligible for financial aid. Deadlines and approvals for changing a No Credit course are the same as [Add/Drop deadlines](#).

Individuals who wish to attend a main campus course and are not currently registered students can contact the [Extended Studies Academic Outreach Office](#) to audit courses on a space available basis. No academic credit is earned.

### Credit Changes

Students enrolling in a variable credit course will have the option to choose the number of credits they wish to take the course for during the enrollment process in the portal. If they choose the incorrect number of credits and need to change this, they may do so by requesting and completing either a [Add/Drop Course Form](#) or a Credit Change Form with the Office of the Registrar. Deadlines and approvals for changing the credits for a variable credit course are the same as [Add/Drop deadlines](#). It is important for students to work with their instructor, academic department, and academic advisor to be sure they are taking the correct number of credits. Any credit adjustments will be reflected on the student's bill.

## Grading

\*\*\* Please visit our [Faculty Grading webpage](#) for additional details and resources regarding online grading \*\*\*

**Deadline:** Spring 2026 final grade submission deadline is **11:00pm (MST) on Tuesday, May 19.**

**Grade Roster Availability:** Grade rosters for most sessions will be created 10 days prior to the end of the session in which the course is offered. Grade rosters for fall 2025 full semester length courses will be created on **Wednesday, May 6**. Grade rosters for short courses will be created two business days before the end of the course.

University policy requires that faculty enter their course grades into the online grading system no later than 90 hours after each final exam has ended. Grades for short courses must be entered no later than 90 hours after either the final exam has ended or the last day of the course, whichever comes first. This does not mean that grading will shut off in the myUCCS portal/faculty center. Instructors are still able to input grades after the 90-hour deadline.

Effective fall 2025, once grade rosters are created, any left in 'Approved' status will be administratively 'Posted' by the Office of the Registrar. To meet grading deadlines, please ensure that all grade rosters have been 'Approved' and 'Posted' by the grading deadline of **11:00pm (MST) on Tuesday, May 19.**

For additional grading instructions, please review our [Online Grading Tutorial](#).



**Online Grade Changes:** You may submit an online grade change within the Faculty Center of the myUCCS portal after you have submitted a final grade roster. Please use the links below for instructions on submitting an online grade change through the myUCCS portal/faculty center. Also, please be sure to use the instructions that correlate with your academic role on campus. These instructions can also be found on our [Faculty Grading webpage](#).

**Instructors and Proxy Initiators:** [Online Grade Change - Instructions for Instructor/Proxy Initiator](#)

**Approvers and Deans:** [Online Grade Change - Instructions for Deans/Approver](#)

If you have any questions about the online grading process, please contact the [Office of the Registrar](#).

## Final Exam Schedule

The [Spring 2026 Final Exam Schedule](#) is available and located on the [Course Information Center webpage](#).

Classes with abnormal meeting patterns and/or meet on Friday at 7:30PM must make special arrangements for the final.

**SEE NEXT PAGE FOR IMPORTANT SPRING 2026 DATES & DEADLINES**



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## Spring 2026 Dates and Deadlines

Visit the [Office of the Registrar website](#), [Course Deadlines](#), and the [Academic Calendar](#) for additional details

- Dec. 22** Spring pre-term session begins (course start dates, end dates, and deadlines vary by class)
- [Short Course Deadlines](#)
- Dec. 24 – Jan. 2** Winter Break (No classes; Offices closed)
- Jan. 20** Spring semester begins
- Jan. 26** Last day to enroll/waitlist for full semester courses through myUCCS portal **without** instructor approval
- Jan. 27** Waitlists deleted for full semester courses
- Jan. 27 – Feb. 4** Instructor approval required to add full semester courses
- [Permission number](#) or [Add Course Form](#)
- Jan. 28** Session A census date
- Feb. 4** **Census date for full semester courses (Important Add/Drop Deadline)**
- Last day to drop with 100% refund of tuition and most fees.
  - Course withdrawals after this date are nonrefundable and assigned a 'W' notation.
  - Instructor, academic dean, & Bursar approval required for adding after this date.
- March 16** Session A ends
- March 17** Session B begins
- March 26** Session B census date
- April 3** Last day to withdraw from full semester courses in myUCCS portal without approvals
- Students withdrawing from less than all courses after this date must submit a [Late Withdrawal Form](#) for each course they are requesting to withdraw from.
  - Students withdrawing from all courses after this date must submit a [Complete Semester Withdrawal Request Form](#) through the Office of the Dean of Students.
- May 6** Grade rosters available for full semester length courses
- Grade rosters for short courses will be available 2 days prior to the end of the course.
  - Grades are due within 90 hours after the completion of your class
- May 11 – 14** [Finals Week](#)
- May 15** [Commencement](#)
- May 16** Semester ends
- May 19** Final deadline for grades to be entered in the myUCCS portal/faculty center by 11:00 pm