



Term: ___ Fall ___ Summer ___ Spring

Year: _____

Step 1: Fill out your Personal Information

Name: _____ Student ID Number: _____ Date of Birth (if SID Unknown): _____

UCCS Email: _____ Phone Number: (_____) _____

Step 2: Complete Class Information and Obtain Approvals

Please see information on page 2 for assistance

Action: (See Below)	Reason: (See Below, can be multiple per action)	Subject and Course Number: (ex. MATH 1040)	Section Number: (ex. 001, OL1)	Credit Hours	Instructor Signature:	Dean/Approval Authority Signature:
Always refer to course deadlines: (registrar.uccs.edu/course-deadlines)					Bursar Signature: (Required for adds after Census Date)	

Action Options:

Reason Options:

Add (See info on page 2)	D (Past Deadlines) To add after 'last day to enroll' requires instructor signature. To add after census date requires instructor, dean, & bursar signatures. To drop after 'last day to drop' requires instructor & dean signatures.	P (Instructor/Department Permission Required) (Approvals vary)
	Drop (See info on page 2)	
		WL (Waitlist) Must be in position #1 on WL before adding.

Step 3: 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: _____



General Information:

- This form can be filled out electronically and, if sent by email, must be sent by the approver's UCCS email address.
- The effective date for adding/dropping a course is the date in which this form is received by the Office of the Registrar.
- Falsification of an Add/Drop form is a violation of UCCS Student Conduct Policies and is subject to discipline.
- It is the responsibility of the student to adhere to their academic and financial requirements for adding or dropping courses. It is always recommended students talk with any departments applicable to their situation (ie. advising, financial aid, veteran affairs, international affairs, athletics, etc).
- **Always refer to course deadlines: (registrar.uccs.edu/course-deadlines)**

Adds:

- Permissions numbers should be utilized before census date for: late adds, permission required, or course requirements have not been met. Contact your academic advisor or the specific department for the course
- Any course add that creates a credit overload for the term must have an approved Credit Overload Form signed by the student's Academic Advisor before the course can be added
- Adds 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.

Drops/Withdrawals:

- **Always refer to course deadlines and the Academic Calendar for drop dates and refund periods: (<http://www.uccs.edu/registrar>)**
- 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.
- Drops processed after the Census Date of the course will not receive a refund and will show on the student's record and transcript with a grade of "W" (Withdrawn). This W grade does not impact the student's GPA.
- There are **no refunds** for courses dropped after the Census Date.
- Students wanting to withdraw from all courses for a term should refer to the Office of the Dean of Students withdrawal guidelines. These guidelines and the necessary Withdrawal Request Form can be found online (<https://dos.uccs.edu/withdrawal-request-form>).

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 2 nd Floor	(719) 255-3460	finaidse@uccs.edu

Dean's/Approval Authority Points of Contact:

College	Location	Phone
Business	DWIR 311	(719) 255-3113
Education	COLU 3023	(719) 255-3927
Engineering and Applied Science	ENGR 205	(719) 255-3543
Letters, Arts and Sciences	COLU 2025	(719) 255-4550
Nursing/Health Science	UHAL 128	(719) 255-4411
Public Service	ACAD 323	(719) 255-4669