



# Office of the Registrar

UNIVERSITY OF COLORADO  
COLORADO SPRINGS

## Add/Drop Course Form

Term:  Fall  Spring  Summer

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 Appropriate Approvals

Please see instructions on reverse for required approvals and Points of Contact.

Action: (See Below)	Subject and Course Number: (ex. MATH 1040)	Subject Number: (ex. 001, OL1)	Credit Hours: (ex. 3.0)	Instructor Signature:	Dean/Approval Authority Signature:
				<b>Bursar Signature (Required for adds after Census Date):</b>	

#### Action Options:

- Add**  
Instructor and Authority signature required after semester deadlines. Please refer to the Registrar website for specific dates ([registrar.uccs.edu/course-deadlines](http://registrar.uccs.edu/course-deadlines)).
- Drop**  
Courses dropped after the semester Census Date do not receive a refund and are assigned a grade of 'W' (Withdrawn). Please refer to the Registrar website for specific dates ([registrar.uccs.edu/course-deadlines](http://registrar.uccs.edu/course-deadlines)).
- TC (Time Conflict)**  
If the scheduled time for the course overlaps with another course, you will need instructor signatures for **BOTH** courses to be enrolled.
- WL (Waitlist)**  
Must be in position #1 on WL before adding.
- P (Department Permission Required)**  
A permission number should be used or this form must be signed by the Department's Approval Authority.
- R (Pre/Co-Requisite Override)**  
If you have not completed the pre/co-requisite course for the course you are adding or are dropping a course that has a co-requisite attached to it then this form must be signed by the Department's Approval Authority.

### Step 3: Student Signature

Please sign and date this form below and return it to the Office of the Registrar in Main Hall 108 or Email to [registrar@uccs.edu](mailto:registrar@uccs.edu).

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Registrar Office Use Only:

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_



**General Information:**

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.

This form can be filled out electronically and, if sent by email, must be sent by the approver's UCCS email address.

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).

**Adds:**

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 to the student's schedule.

Adds processed after the Census Date for the course that were not previously enrolled (or waitlisted) **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 also **cannot** be processed for various safety/logistical reasons including, but not limited to: breach of classroom capacity and/or classroom fire code limits.

**Drops/Withdrawals:**

Please refer to the Academic Calendar on the Office of the Registrar website 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 schedule and a full refund 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 schedule and transcript with a posted grade of "W" (Withdrawn). This W grade does not affect the student's grade point average.

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 <sup>nd</sup> 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