



# 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.

	Subject and Course Number: (EX: MATH 1040)	Section Number: (EX: 001, OL1)	Credit Hours: (EX: 3.0)	Override Code: (See Below)	Instructor Signature:	Dean/Approval Authority Signature:
<b>ADD</b>						
<b>ADD</b>						
<b>Pre/Co-Requisite Override:</b> If you have not completed the pre/co-requisite course for the course you are adding, this form must be signed by the Department's Approval Authority.  Department Approval Authority Signature: _____					<b>Bursar Signature (Required for adds after Census Date):</b>	
<b>Time Conflict With Another Course:</b> If the scheduled time for the course overlaps with another course, you will need the Instructor signature from BOTH courses in order to be enrolled.  Conflicting Course and Section: _____  Instructor Name: _____  Instructor Signature: _____					<b>Override Reason Code Explanations:</b> P—Instructor/Dept Permission Required R—Pre/Co-Requisite Override (Additional Information on left) WL—Wait Listed (Must be in position #1 on WL before adding) SC—Section Closed (Room Fire Code will be checked before adding) TC—Time Conflict (Additional Information on left)	
	Subject and Course Number:	Section Number:	Credit Hours:		Instructor Signature:	Dean/Approval Authority Signature:**
<b>DROP</b>						
<b>DROP</b>						
<b>Financial Aid Office Signature (if applicable):</b>						

\*\* If dropping a course that is a co-requisite for another course, Department Approval is required.

## 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.

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

<b>Registrar Office Use Only:</b>	
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 the academic and financial requirements for adding or dropping courses late.

**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 incur a \$50 late registration fee and may not be eligible for the College Opportunity Fund stipend.**

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.

If you wish to Withdraw from all courses for a term, please complete a Withdrawal Form, available in the Office of the Registrar located in Main Hall room 108.

**General Points of Contact:**

Office	Location	Phone	Email
Office of the Registrar	Main Hall 108	(719) 255-3361	registrar@uccs.edu
Undergraduate Admissions	Cragmor Hall 004	(719) 255-3084	ugapp@uccs.edu
Graduate Admissions	Cragmor Hall 110	(719) 255-3417	gradapp@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

**Dean's/Approval Authority Points of Contact:**

College	Location	Phone
Business (BUS)	DWIR 310	(719) 255-3777
Education (EDUC)	COLU 3024	(719) 255-4119
Engineering (ENGR)	ENG 203	(719) 255-3543
Letters, Arts and Sciences (LAS)	COLU 2025	(719) 255-4550
Nursing/Health Science (NURS/HSCI)	UHAL 128	(719) 255-3771
Public Affairs (PAFF)	ACAD 328	(719) 255-4302