# UCCS 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.

| | 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: |
|---|---|---|---|---|---|---|
| **ADD** | | | | | | |
| **ADD** | | | | | | |

**Pre/Co-Requisite Override:**

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:_____

**Time Conflict With Another Course:**

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:_____

**Bursar Signature (Required for adds after Census Date):**

**Override Reason Code Explanations:**

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:** |
|---|---|---|---|---|---|
| **DROP** | | | | | |
| **DROP** | | | | | |

** 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:_____

## 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 |