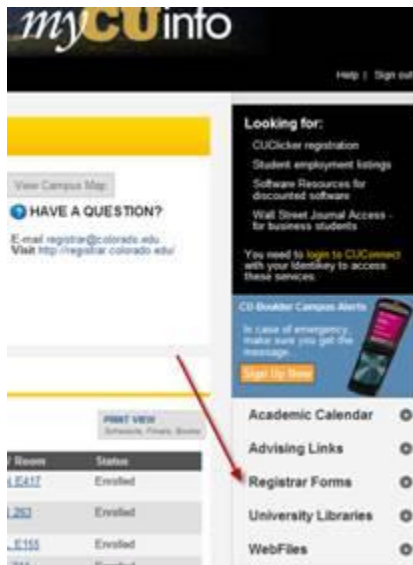


Step 7: Drop/Add

Dropping and Adding Courses	Enrollment Appointments
Web Registration Hours	Administrative Drops
Deadlines	Further Questions

Dropping and Adding Courses

- Courses may be dropped or added through web registration up until the drop deadline.
- Late dropsof individual classes for Arts & Sciences, Architecture and Planning, and non-degree undergraduates can be done via the MyCUInfo after the drop deadline (through the 10 week deadline in spring and fall terms). To access this form go to the Student Tab in MyCUInfo. Click on the “+” sign to expand the section for Registrar Forms, on the right hand side of the page. Select the Late Drop form, and follow the instruction.



- During the fall and spring final drop/add periods, new students can make changes to their schedule after their drop/add Enrollment Appointment begins, and continuing students can make changes during the open enrollment period.

- Please be aware of [Web Registration Hours](#) and [Drop/Add Deadlines](#).
 - Dropping ALL of your courses constitutes a withdrawal from the entire term. For information about how to withdraw from ALL courses, click here: [Withdrawal Information](#).

Add Deadlines

ADD DEADLINES – FALL 2011	
August 31 (Wed.)	<p><i>Deadline (11:59 p.m.) to add a course without an instructor's signature.</i> This includes independent study and thesis.</p> <p><i>After the deadline:</i> To add a course after August 31 through September 9 you must have the signature of your instructor on a special action form. Instructors usually only approve an add for students who have been attending regularly and if there is space in the course. (See Drop/Add)</p>
September 9 (Fri.)	<p><i>Deadline (11:59 p.m.) to add a course without petitioning your dean.</i> You must have instructor's signature on a special action form to add a course after August 31 and through September 9. (See Drop/Add)</p> <p><i>After the Deadline:</i> NOTE: If a resident undergraduate student adds a course after September 9, according to CCHE COF policy guidelines, the student will pay full tuition for the course, including the amount normally paid by COF and the course will NOT be credited to COF hours used. (See COF for more information.)</p> <p><i>Deadline to change variable-credit hours, pass/fail, and no-credit status on courses.</i> These changes must be made at the Office of the Registrar in Regent 105, or in MyCUInfo using the Registrar's web forms. (See Credit and Grading Options)</p>

Drop Deadlines

DROP DEADLINES – FALL 2011	
September 7 (Wed.)	<p>Drop Deadline: the deadline (11:59 p.m.) to drop a course without being assessed tuition and fees for that course and without a W grade appearing on the transcript.</p>

	<p><i>After the deadline:</i></p> <ul style="list-style-type: none"> ▪ For courses dropped after this deadline, no tuition and fee adjustments are made and you will receive a W grade on your transcript for dropped courses. (See Drop/Add) ▪ To drop a course after September 7 and through October 5, you must have a special action form signed by your instructor and turned in to the Office of the Registrar. <p>(EXCEPTION: Students whose primary college is Arts and Sciences, Architecture and Planning, as well as nondegree students, have until October 28 to drop a course without approval signatures.)</p>
October 5 (Wed.)	<p>Deadline (5:00 p.m.) to drop a course without petitioning the dean's office. You must have instructor's signature on a special action form to drop a course after September 7 and through October 5. No tuition and fee adjustments are made and you will receive a W grade on your transcript for dropped courses</p> <p><i>Dropping after the Deadline:</i></p> <ul style="list-style-type: none"> ▪ To drop a course after this date, you must have your dean's approval, as well as the approval of your instructor. Their signatures must be on a special action form or your request will not be processed. <p>(EXCEPTION: Students whose primary college is Arts and Sciences, Architecture and Planning, as well as nondegree students, have until October 28 to drop a course without approval signatures.) <i>Note, however, that courses dropped after September 7 appear with a W grade on the transcript and no refunds for tuition or fees are given for course drops after September 7.</i></p>
October 28 (Fri.)	<p>Deadline (5:00 p.m.) for Students whose primary college is Arts and Sciences, Architecture and Planning, and nondegree students to drop a course without any approval signatures. After this date, arts and sciences students and nondegree students must petition their dean's office to drop a course. <i>Note:</i> <i>Courses dropped after September 7 appear with a W grade on the transcript and no refunds for tuition or fees are given for courses dropped after September 7.</i></p>

Web Registration Hours

August 19 – September 7	
Monday - Friday	7:00 a.m. - midnight

Sundays	11:00 a.m. - midnight (including Labor Day holiday)
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Exceptions:	
August 31 (Wed.)	<i>The Add and Wait List Deadline:</i> Web registration is only available until midnight for adding courses and adding your name to course wait lists. After August 31, the Web is only available for dropping courses (through midnight. on September 7, the drop deadline).
September 7 (Wed.)	7:00 a.m. - 11:59 p.m.(the drop deadline)

Administrative Drops

You must attend regularly to guarantee your place in a course during the first two weeks of the semester. If you fail to do so, you may be administratively dropped at the discretion of the department offering the course. Check with your instructor regarding their specific policy regarding being dropped for nonattendance.

You may also be dropped at the discretion of the department if you do not have the proper course prerequisites. It is your responsibility to know whether or not you are still registered in each of your classes at the end of the drop/add period. **Note:** Nonattendance does not constitute withdrawal and **you may still be charged for your classes unless you officially withdraw** before the published deadline.

Further Questions?

- If you have questions or concerns about your schedule, you should see your academic advisor or dean's office.
- If you have questions about a course in particular (regarding restrictions, prerequisites, wait lists, etc.), you should see the appropriate academic department.
- If you have questions or concerns about how dropping or adding a course will affect your bill, please contact the [Bursar's Office](#).