UCCS Academic Outreach
UNIVERSITY OF COLORADO COLORADO SPRINGS

Add/ Drop/ Withdrawal Request Form

Year	Semester: ☐Spring ☐Summer ☐Fall	Student ID #		Email Address	Daytime Phone
Last Name	**First Name**	**Middle Name**		**Former Name, if applicable**	**Date of Birth**

ADD
($25 late fee charged if past course census date)

I wish to ADD the following course(s):

ADD COURSE *Subject/Number/Section (ex: MATH 1050-701)*	5 Digit Class # *(ex: 54375)*	Course Start Date	Instructor Permission *(if past the course deadline/census date)*
			Signature:
			Signature:

Afte After you receive confirmation of your course registration:

Payment Options

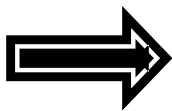| PAYMENT: UCCS Student Portal ***PREFERRED***	
Go to www.uccs.edu/~portal ➢ Sign in to your UCCS student portal ➢ Click on "Student Financials (Bursar)" ➢ Click on "Pay Your Bill"	Please note: ➢ All credit card payments will incur a 2.75% credit card processing fee that will appear as a separate charge on your credit card statement

DROP or WITHDRAW
(if request is past census date)

I wish to DROP/WITHDRAW from the following course *(If past the course census date, a grade of 'W' will be recorded on your transcript)*:

DROP COURSE *Subject/Number/Section (ex: MATH 1050-701)*	5 Digit Class #	Last Date Attended	Instructor Permission *(if past the course deadline/census date)*
			Signature:
Have you received an award from the UCCS Financial Aid Office? ☐No ☐Yes	Are you receiving benefits from VA? ☐No ☐Yes		Was your tuition paid by a third party? ☐No ☐Yes

Required Signature

I understand that it is my responsibility to know UCCS regulations concerning *add/drop/withdrawal* enrollment and I accept full academic and financial responsibility for each *add/drop/withdrawal.* Changes are not official until form is complete and received by the Academic Outreach office. Any registration after the course Census Date will be charge a $25 late registration fee. Any course drop/withdrawal past the census date will not receive a tuition refund.

STUDENT'S SIGNATURE:_____DATE:_____

(FOR OFFICE USE)   WITHDRAWAL: AMOUNT TO REFUND, IF ANY: **$**   PROGRAM MANAGER SIGNATURE: DATE: updated 08/2024