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:

Payment Options

After you receive confirmation of your course registration:

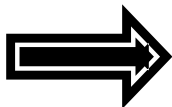| PAYMENT: UCCS Student Portal ***PREFERRED***	PAYMENT: By Phone
Go to www.uccs.edu/~portal ➢ Sign in to your UCCS student portal ➢ Click on "Student Financials (Bursar)" ➢ Click on "Pay Your Bill"	Call Academic Outreach office to make a credit card payment by phone ➢ 719-255-3498 ➢ All credit card payments 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 08/2019