CU-Denver Schedule Adjustment Form

Please read the instructions on the reverse before completing this form. Print using black or blue ink.
COMPLETE PARTS I and II IF YOU ARE ADDING OR DROPPING SOME OF YOUR COURSES;
PARTS I AND III IF YOUR ARE WITHDRAWING FROM ALL OF YOUR COURSES.

_____   _____   _____
Last Name   First Name   M.I.   Student Number   Term/Year

Graduate_____   Arts & Media   Education   Non-Degree
Undergraduate_____   Arch & Planning   Engineering   Public Affairs
Circle appropriate school/college   Business   Liberal Arts

I understand that I am academically and financially responsible for the course adjustments I request. I am responsible for knowing schedule adjustment deadlines and signature requirements as published in the Academic Calendar for this term. I am required to submit this form within 5 working days after obtaining the required signatures.

_____
Student Signature   Date

(Part II)

Action: A = Add; D = Drop; TC = Time Conflict; OV = Overload; WL = Waitlist; P/F = Pass/Fail; NC = No Credit (see instructions on reverse)

Action	Subject and Course Number	Section	Hours	Faculty Signature and Date	Deans/Advising Office Signature and Date
Example: **A**	**CHEM 2811**	**001**	**3.0**		

(Part III)

Request for Withdrawal Form
(complete only if dropping ALL courses for the term)

I request permission to be withdrawn from all classes. I acknowledge responsibility for any tuition and fees.

_____   _____   _____
Student's Signature   Date   Dean's Signature   Date   Financial Aid Office Signature   Date

Form must be complete before submitting to the Service Center (North Classroom 1003) or Records Office (Annex 100). The date the form is received in the Service Center or Records Office is the effective date of the action requested.

Office Use Only

Date Processed on SIS: _____   Records Clerk: _____

Course Adds (A)
Web registration (S.M.A.R.T.) should be used to add a course through the end of the drop/add period. Consult the Academic Calendar for this date.

Instructor and dean's signatures are required for adding courses after the drop/add period.

Waitlist (WL)
If you are eligible to take a course but find the course is closed you may put yourself on the waitlist by using web registration (S.M.A.R.T.).

Faculty permission to add a closed class is allowed after the wait-list option has been removed from web registration (S.M.A.R.T.). Consult the wait-list section in the Academic Calendar for this date.

Pass/Fail (P/F)
During the drop/add period, you may change your grade type in a course to pass/fail without instructor's permission. Consult the Academic Calendar for this date. Changing to or from pass/fail after the drop/add period requires dean's approval from your school/college.

Restricted Courses
For 'restricted courses' contact your school/college.

Course Drops (D)
Web registration (S.M.A.R.T.) should be used to drop a course through the end of the drop/add period. Courses dropped before the end of the drop/add period will not be included in your tuition bill or appear on your transcript. Consult the Academic Calendar for this date.

Courses dropped after the drop/add period will be included in your tuition bill. Instructor's permission is required. The tenth week of the Fall/Spring term and the sixth week of the Summer term are the deadlines for dropping a course with the instructor's signature.

After the tenth week of the Fall/Spring term and the sixth week of the Summer term, drops are generally not permitted. Consult the dean of your school/college for further information.

No-Credit (NC)*
You may register for a course on a no-credit basis through the drop/add period. Consult the Academic Calendar for this date. Request for no-credit courses after the drop/add period requires approval from instructor and dean from your school/college. No-credit course's are billed the same as credit courses.
*No credit is not to be confused with Metro's drop code of NC; contact your school/college for more information.

Overload (OV)
If you wish to take more than 18 semester hours during the Fall/Spring term or more than 12 hours during the Summer term, you must obtain dean's approval from your school/college.

Time Conflict (TC)
The student should use web registration (S.M.A.R.T.) to register for the first course in which a time conflict exists. The instructor of the second course must approve attendance in her/his course. <u>Faculty Note: Please indicate on this schedule adjustment form that you are allowing this student to register for your course even though a time conflict exists.</u>

Withdrawal (W)
Web registration (S.M.A.R.T.) should be used to drop all of your courses through the end of the drop/add period. Refunds will be made for withdrawals processed by the end of the drop/add period. Consult the Academic Calendar for this date.

After the drop/add deadline, complete Part I and Part III of this form. Appropriate signatures must be obtained before submitting this form to the Records Office. Consult the Academic Calendar for appropriate signatures and additional information on withdrawing.

School/College	Location/Phone Number
College of Arts & Media	AR 176; 303-556-2279
College of Business	CU 2nd Floor; Undergrad 303-556-5800; Grad 303-556-5900
School of Education	NC 5012; 303-556-2717
College of Engineering	NC 3024; Undergrad and Grad 303-556-2870
College of Architecture and Planning	CU 3rd Floor; 303-556-3382
Graduate School of Public Affairs	LW 500; 303-556-5970
College of Liberal Arts and Sciences (Undergrad)	NC 2024; 303-556-2555
College of Liberal Arts and Sciences (Graduate)	CU 110; 303-556-2557
Non-Degree Undergrad (Registrar's Office)	CU Annex 100; 303-556-2389
Non-Degree Graduate	School or College defined by each course