

Late Add Policies and Procedures

By signing this form, I understand the following:

1. I am academically and financially responsible for enrollment in this course.
2. I will adhere to the schedule adjustment dates and deadlines published in the [Academic Calendar](#).
3. The deadline for submitting this form is the Census date of the corresponding semester. (Check [Academic Calendar](#) for Census date.)
4. This form cannot be processed if there are any registration holds on my student account.
5. This form cannot be processed if any signatures are dated prior to the Late Add period.
6. I will verify my registration through the student portal.
7. The Registrar’s Office may deny my request for enrollment for various safety or logistical reasons, including but not limited to: breach of classroom capacity and/or fire codes.
8. If the course is full or closed, the Registrar’s Office will request permission from the college to enroll me in the course.

Dropping a Course:

If you would like the Registrar’s Office to drop you from another course at the same time that we enroll you in this course, please indicate the course you wish for us to drop you from and sign. This will result in a \$100 drop fee.

COURSE PREFIX & NUMBER <small>(Example: MATH 1010, PMUS 1001, PUAD 1001)</small>	SECTION <small>(i.e., 001, E01)</small>	CLASS NUMBER <small>(i.e. 29105)</small>

Student Signature: _____ **Date:** _____

Advising Office Contact Information			
Business School	Business School, 4 th floor	Undergrad.advising@ucdenver.edu	(303) 315-8110
College of Architecture and Planning	CU Building, 2 nd Floor	CAP.UGAdvising@ucdenver.edu	(303) 315-1000
College of Arts and Media	ARTS room 177	CAMAdvising@ucdenver.edu	(303) 315-7400
College of Engineering, Design, and Computing	North Classroom, room 3034	engineering@ucdenver.edu	(303) 315-7510
College of Liberal Arts and Sciences	North Classroom, room 1030	clas_advising@ucdenver.edu	(303) 315-7100
The Graduate School	Lawrence Street Center, room 1251	Stephanie.puello@ucdenver.edu	(303) 315-0074
School of Education and Human Development	Lawrence Street Center, room 701	academicservices@ucdenver.edu	(303) 315-6300
School of Public Affairs	Lawrence Street Center, 5 th Floor	Spa.advising@ucdenver.edu	(303) 315-2228