



Office of the Registrar

UNIVERSITY OF DENVER

Add/Drop Course Form

Name: _____

DU ID: _____

Term (check): ☐ Fall

☐ Winter

☐ Spring

☐ Summer

Year: _____

Instructor Approval Codes						Special Approval Codes	Registrar Approval Codes	
<i>Approvals should be given using my4D under Registration Overrides. Electronic approvals are easy, secure, and save paper</i> https://www.du.edu/registrar/faculty-staff-resources/registration-guide/registration-override								
C: Full Course	F: Field of study restriction	L: Class restriction	P: Prerequisite	O: Co-requisite	R: Course Repeat	S: Special Approval	D: Duplicate Course #	T: Time conflict
AS: Student Audit (No charge, not transcribed)			NC: No Credit (Tuition charged, transcribed)					

ADD COURSE		Faculty must specify an approval code and sign				
Approval Code	CRN	Subject	Course #	Sec	CR HR	Instructor Signature
<small>C: Full Course P: Prerequisite F: Field of study restriction L: Class restriction O: Co requisite R: Course Repeat AS: Student Audit NC: No Credit</small>					(0 for AS or NC)	

DROP COURSE		Students: Please refer to the Registration and Billing calendar for drop dates and refund periods https://www.du.edu/registrar/calendars-deadlines				
CRN	Subject	Course #	Sec	CR HR	Instructor Signature	Co Requisite

Credit Overload Required Signature
<small>Graduate student over 18 credits need approval from Office of Graduate Education</small>
<small>Undergraduate students need approval from program advisor or Academic Advising for undeclared students</small>

Special Approval Signature

Registrar Office Use Only

Received date: _____

Processed date: _____

Received by: _____

Processed by: _____

General Information:

The full add/drop policy can be found in the [undergraduate bulletin](#) and [graduate bulletin](#).

The official date of adding or withdrawing from a course is the date on which this form is received by the Office of the Registrar.

Falsification of an Add/Drop form is a violation of DU's Student Conduct Policies and is subject to discipline.

This form can be filled out electronically, and if sent by email, must be received from the approver.

ADDS

Students can add courses to their schedules through the first seven days of each quarter. After that, students must fill out the add/drop form and get approval from the instructor for each course they wish to add. It is up to the instructor's discretion to decide whether to allow a student to add the course late. Undergraduate students may also need approval from their adviser. Completed forms should be returned to the Office of the Registrar in University Hall.

Before seeking approval to add a class, students must check to ensure they have satisfied all prerequisites and have no registration restrictions. Students should review existing credits and course load — if by adding the course they would be enrolled in more than 18 credits, they must also get overload approval.

Students may not, under any circumstances, add a course after the eighth week of the quarter (the last 10 business days).

This form may not be used to register for independent study or research, experiential learning, or for undergraduates to register for graduate courses. Specific forms are available at <http://www.du.edu/registrar/forms.html>.

Graduate student credit overload (19 - 20 credits) require appropriate program approval. Added classes above 20 credit hours require approval from the Office of Graduate Education. Appropriate approval signature must be in the "Credit Overload" field.

Note: Check the Tuition and Fees page to make sure that your program is billed with a flatrate. Students who are eligible to be billed the flatrate will be billed for each hour that exceeds 18.

DROPS

Please refer to the Registration and Billing calendar for drop dates and refund periods <http://www.du.edu/registrar/calendar/index.html>. When a course will be deleted from your record, when a "W" notation appears on your transcript, when instructor permission is required to drop, the last day to drop, and tuition refund periods.

WITHDRAWAL

If you intend to drop all courses for the term or are completely withdrawing from the University use this form and complete the "Request to Withdraw" in the Student tab of my4DU or the "Withdrawal Form" found at <https://www.du.edu/registrar/other-student-services/forms>.

Override Codes:

(C) Full Course – The course has reached maximum enrollment and does not have a waitlist.

(P) Prerequisite – You have not completed the prerequisites for this course.

(F) Field of Study – The course restricts registration to only students within specified majors, minors or concentrations. Check your Profile on the student tab of my4DU to ensure you've officially declared your major.

(L) Class Restriction – The course only accepts students in specific class levels, such as sophomores and above.

(O) Co-requisite – The course requires that you register for a specific course at the same time (during the same registration transaction).

(R) Repeat Count – You've already received credit for the course – because you've already taken and received a passing grade for the course, or its equivalent via transfer credit. If you passed a course but the grade you received was too low to count toward your major, you may retake it with instructor approval. Both grades will count in your GPA. However, only the course will count only once for meeting degree requirements and the repeated course will **not** count in hours earned. A course repeated a third time will not be eligible for federal financial aid such as loans.

Time Conflict – You've registered for a course that meets at the same time as another you've already added to your schedule.

Duplicate Course # – You've already registered for a course with the same course number. This generally applies for Topics courses. Instructor signature is not required. Please contact the Registrar's Office to override.

Special Approval – The course requires special approval from the instructor/dean/department of the college/school.

(AS) Student Audit Registration – Fulltime DU students in certain programs may sit in on a course with instructor permission. No tuition is charged, and no record of the course is made.

(NC) No Credit Registration – The course is listed on the student's academic record with a grade of NC. The tuition charge for no-credit enrollment is the same as a course taken for credit.

Ritchie School of Engineering & Computer Science students:

All engineering courses with co-requisite errors must be approved by the department chair.

Daniels College of Business undergraduate students:

Students who wish to enroll in an undergraduate Daniels course and receive a restriction **MUST** bring this form to Daniels College of Business suite 255 to seek approval from a Daniels Advisor. No Daniels courses may be overridden without an advisor's approval.