

**University of Colorado Denver  
Downtown Denver Campus  
College of Engineering and Applied Science Spring 2009 Registration and Academic Deadlines**

⌚ *All UCD students are required to have an official UCD e-mail account. To activate your official e-mail account, visit <http://www.cudenver.edu/Admissions/Registrar/>. On this page, select “New E-mail Policy” to enroll. You will need your Student ID and PIN to activate your account.*

⌚ *ALL students are responsible for completing financial arrangements with financial aid, family, scholarships, etc. DO NOT ASSUME ANYTHING WHEN DEALING WITH YOUR UCD FINANCIAL OBLIGATIONS.*

⌚ *Students taking any Engineering course MUST FOLLOW ALL PREREQUISITE REQUIREMENTS for registered courses. If you do not have the prerequisite(s) for a course you are enrolled in, you MAY be dropped without notice. The consequences of enrolling in a course without the proper prerequisites are your responsibility both financially and academically.*

- **January 19** Last day to withdraw from all classes and receive refund of \$200.00 advanced payment.
- **January 20** First day of Spring 2009 semester classes.
- **January 25** Last day to waitlist and/or add courses using SMART web registration. If your name does not appear on the official class roster, YOU ARE NOT ENROLLED IN THE COURSE.
- **January 26** No adds permitted on this day.
- **January 26** Last day to drop a course without a drop charge of \$100.00.
- **January 26** Students are responsible for verifying an accurate Spring 2009 registration via SMART.
- **January 27 thru February 4** Course adds using a Schedule Adjustment Form permitted with instructor approval. Drops via SMART system permitted. **Drop charges apply.\***
- **February 4 (5:00pm)** Last day to apply for Spring 2009 graduation!!! **Treated as an absolute deadline.** Students **MUST APPLY ONLINE** at <https://admin.cudenver.edu/reg/> Complete the online “INTENT TO GRADUATE FORM.”
- **February 4 (5:00pm)** Last day to drop full-term courses with tuition adjustment. **Drop charges apply.\***
- **February 4 (5:00 pm)** Last day to add structured courses. **Treated as an absolute deadline.** The February 4 deadline does not apply to independent study, internships, and late-starting modular courses.
  - **February 4** Graduate students must submit Application for Admission to Candidacy to Department.
- **March 23-29** Spring Break (no classes; campus open).
- **March 24** Last day to submit Thesis copies to Graduate School for Format Review. Submit to LSC 300.
- **April 6** Last day to drop a Spring 2009 course for Engineering students **without** an approved petition.
- **May 1** Last day to Submit **FINAL** copies of thesis to Graduate School (LSC 300). **FINAL THESIS COPIES MUST INCLUDE ALL REQUIRED SIGNATURES.**
- **May 2** Last day for Engineering students to drop a course **with** an approved petition. *Treated as an absolute deadline.*
- **May 11-16** Finals week.
- **May 16** End of Semester. Graduation ceremonies held.
- **May 25** Spring 2009 grades available on SMART.

\*A complete description of the UCDHSC Enrollment and Billing Policy can be obtained online:  
<http://www.ucdhsc.edu/admin/bursar/billandenroll/>

*All Engineering students are solely responsible for obtaining important date and deadline information. Failure to meet deadline dates may interfere with your satisfactory academic progress, Financial Aid eligibility, or your ability to graduate on time. Be responsible, be informed.*

*For questions or further information, contact Engineering Student Services at 303-556-4768.*