**Census Day**

**Census Day** is the deadline to:

- Add or drop courses
  - Summer Only – Students may not drop their last class on Trailhead (see Summer Withdrawals for more information).
- Change course sections
- Request courses for no credit
- Complete Registration Action Forms
- Withdraw from term completely with 100% refund
- Add or drop waitlists from courses
- Authorize College Opportunity Fund

Check the Academic Calendar for census days for upcoming census days

**Fall/Spring Withdrawals**

After Census Day, a student may withdraw from a course online in Trailhead. Withdrawals are due by the Last Withdrawal date.

Students who withdraw will receive a “W” on their transcript and will not receive a refund for the course.

To begin a complete withdrawal, start here.

If a student wishes to drop a class and have it removed from his or her schedule, or if a student wishes to register for additional classes after the census day, he or she must complete a Petition for Late Course Add or Withdrawal. This
form must be picked up from the Registrar’s office. The Petition for Late Course Add or Withdrawal may only be completed for extenuating circumstances defined as **medical or legal only**.

**Summer Withdrawals**

Students may complete an Undergraduate/Graduate Summer Only Withdrawal Form to withdraw from all of their summer courses. If a student has multiple summer courses and chooses to withdraw from one of those courses, they may withdraw on Trailhead prior to census.

**NOTE** Students may not drop their last summer course online through Trailhead. They must complete the Undergraduate/Graduate Summer Only Withdrawal form.

**Contact**

**Registrar's Office**
Student Center, Suite E280  
1200 16th Street  
Golden, CO 80401  
Hours: Mon-Fri, 8 am-5 pm

Registration or student record questions  
registrar@mines.edu  
303-273-3200  
FAX: 303-384-2253

_________________________________________
Residency petition questions or to submit a petition  
residency@mines.edu

Transfer Credit  
transfer@mines.edu

Scheduling
scheduling@mines.edu

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