ADDINGS & DROPPING COURSES

Adding and dropping courses is governed by Davis Division Regulation 547. 

Adding Courses

Students may add courses during Pass One, Pass Two, Open Hours, Open Registration and Schedule Adjustment. The last day to add courses using Schedule Builder (https://my.ucdavis.edu/schedulebuilder/) is by the end of the 12th day of instruction (https://registrar.ucdavis.edu/calendar/web/quarter/).

1. To Late Add a course with a Permission to Add number (PTA), see the Late Actions webpage (https://registrar.ucdavis.edu/registration/schedule-adjustments/late-actions/).
2. To Retroactively Add a course after the last day of instruction, see the Retroactive Actions webpage (https://registrar.ucdavis.edu/records/retroactive/).

Dropping Courses

Students may drop courses using Schedule Builder (https://my.ucdavis.edu/schedulebuilder/) during Pass One, Pass Two, Open Hours, Open Registration & Schedule Adjustment.

All courses are designated with either a 10-day or 20-day drop deadline displayed in the details view using Schedule Builder (https://my.ucdavis.edu/schedulebuilder/) or the Class Search Tool (http://registrar-apps.ucdavis.edu/courses/search/). Courses designated with a 10-day drop can be dropped without the permission of the college Dean's Office through the end of the 10th day of instruction (https://registrar.ucdavis.edu/calendar/web/quarter/). Similarly, courses designated with a 20-day drop can be dropped without the permission of the college Dean's Office through the end of the 20th day of instruction (https://registrar.ucdavis.edu/calendar/web/quarter/).

1. To Late Drop a course with a Permission to Drop (PTD) number, see the Late Actions webpage (https://registrar.ucdavis.edu/registration/schedule-adjustments/late-actions/).
2. To Retroactively drop a course after the last day of instruction, see the Retroactive Actions webpage (https://registrar.ucdavis.edu/records/retroactive/).

Note: Students who erroneously register for a 10-day drop course or are moved from the waitlist into a 10-day drop course after the drop deadline have a 72-hour grace period to contact the Office of the University Registrar (https://registrar.ucdavis.edu/about/contact/), to drop the course. This grace period is only for students who erroneously register or are added from the waitlist into a 10-day drop course after the 10th day of instruction.

Registered students or those added from a waitlist who do not attend or submit any work for a class will receive a failing grade and are financially liable for the registration. All students are responsible for reviewing their course schedule and should check and adjust their schedule accordingly during the designated registration and schedule adjustment periods.