

Winter Term: Add and Drop Dates

The last day to add classes for Winter Term will be the first day of class: for Online classes - December 18 (MATH) and December 20 (HLT & KIN); for Face-to-Face classes - January 5.

The last day to drop classes for Winter Term **without a grade** is 6:00 pm on the third class day: for Online classes - December 20 (MATH) and December 22 (HLT & KIN); for Face-to-Face classes - January 7. Students may drop themselves through [myUH](#)

The last day to drop a class **with a "W"** will be: for Online classes - January 7 for MATH and January 9 for HLT & KIN; for Face-to-Face classes January 10. These drops will be counted in the 6 W's allowed for undergraduate students.

Processing for these drops will be as follows:

For Online classes –

- Students should email their instructors with the request to drop with a copy to slozano@uh.edu in Office of Educational Outreach – the request must include the student's name, the class number, the course number and the instructor's name
- Instructors should "reply all" with their acknowledgement of the drop
- Drop forms will be processed by Office of Educational Outreach. **[NOTE: Requests and Acknowledgements MUST be received by Office of Educational Outreach by 6:00 pm on the drop date – NO LATE DROPS WILL BE PROCESSED.]**

For Face to Face classes –

- Students should take the completed drop form to the instructor
- Instructors should sign the drop form acknowledgement
- Students must deliver the drop form to Office of Educational Outreach in Room 101B of the C.N. Hilton building (west wing with Continuing Education – for directions call 713/743-3327). **[NOTE: Fully executed drop forms MUST be received by Office of Educational Outreach by 6:00 pm on the drop date – NO LATE DROPS WILL BE PROCESSED.]**

Winter Term: Grading

Due to processing issues, it will be necessary for RAR to post "I" (Incomplete) grades on the third class day. Please do not be concerned if you see an "I" as a grade for your Winter Term class. The "I" will be replaced by the actual grade when you have completed the Winter Term class. Efforts will be made to post grades for Winter Term classes earlier than Spring classes, but may not show on your record until the end of the Spring semester.

If you are using a Winter Term class as a pre-requisite for a Spring class, please contact Office of Educational Outreach at 713/743-3327. We need to identify students in this situation so we can be sure they have proof of their grade to show the instructor of the class requiring the pre-requisite.