

Withdrawal Checklist

Student Name: _____ Date: _____

Step One: Withdrawal

- Regular Withdrawal - Login to AppalNet and fill out the Enrollment Discontinuation form. For questions contact Martha Wilson: (828)262-2050 or wilsonmq@appstate.edu
- Medical Withdrawal-Meet with Health Services professional. For questions contact Alicia Roberts (828)262-3100 or robtsaj@appstate.edu
- Psychological Withdrawal-Meet with Counseling Center professional. For questions contact Chris Hogan (828)262-3180 hogancj@appstate.edu

Step Two: (If you are living on campus)

- Within 24 hours after completing your withdrawal, you must check out of the Residence Hall. This includes meeting with a Resident Assistant or Residence Director/Coordinator to complete your RIC (Room Information Card) and to return your key. For questions contact your Residence Director/Coordinator or the University Housing Office at (828)262-2160.

Step Three: (If you have financial aid)

- Contact your Financial Aid counselor and explain your withdrawal from Appalachian State University. For questions contact Financial Aid (828)262-2190 or financialaid@appstate.edu

Step Four: Student Accounts

- Check your student account regarding any remaining balance due to the university. You will be responsible for paying any balance after the withdrawal refund is applied, if applicable, to your account.

Step Five: Books

- All rental books must be returned to the University Bookstore. For questions contact Pam Walker (828)262-3070 or walkerpd@appstate.edu
- All library books must be returned to the Carol Grotnes Belk Library and Information Commons. For questions contact Jason Stamper (828)262-6904 or stamperjs@appstate.edu

Step Six: Health Insurance

- Make sure your insurance coverage will continue while withdrawn from the university. For questions, contact your local insurance representative.
- If you have Student Health Insurance, please contact Alicia Roberts/Angie Norris at (828) 262-3100 or via e-mail: robtsaj@appstate.edu, norrisak@appstate.edu to discuss continued insurance coverage.

Step Seven: ASU Post Office

- Go by the ASU Post Office during regular business hours and complete a change of address form.

Step Eight: Questions

- For questions about the Withdrawal Process and/or Returning to Appalachian State University contact the Registrar's Office (828)-262-2050 unless you have history with the Office of Student Conduct. If you have history with the Office of Student Conduct, you should contact the Office of Student Conduct **first** at (828)262-2704 or email studentconduct@appstate.edu with any questions.

Returning to Campus? You must reapply!

<http://www.registrar.appstate.edu/records/readmission.html>