Withdrawal Checklist

Student Name: ___________________________ Date: ___________________________

Step One: Withdrawal

• Regular Withdrawal-Contact Registrar’s Office to sign appropriate 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 robrtsaj@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 your completed 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 the balance after any withdrawal credit may be applied.

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• Make sure your insurance coverage will continue while withdrawn from the university.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: robrtsaj@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 and the Dean of Students (828)262-2060.
• For questions about the withdrawal process and/or returning process to ASU as a student with Office of Student
  Conduct history, contact the Office of Student Conduct first at (828)262-2704 or email
  studentconduct@appstate.edu

Returning to Campus:
http://www.registrar.appstate.edu/records/readmission.html 

7-16-2018