

## Withdrawal Checklist

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

### \_\_\_ Step One: Withdrawal

- Ensure you are familiar with appropriate deadlines and University withdrawal processes and implications.
- Visit the Office of the Registrar website and locate the **Withdraw from the University** form. This will take you out of all of your classes with W grades assigned. You must complete this form prior to the official *Last Day to Withdraw* as noted on the academic calendar for that semester or term. For questions contact the Office of the Registrar: (828)262-2050 or [registrar@appstate.edu](mailto:registrar@appstate.edu)

### \_\_\_ Step Two: On-Campus Housing (if applicable)

- 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: Financial Aid (if applicable)

- 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](mailto: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 issued, if applicable, to your account.

### \_\_\_ Step Five: Books

- All rental books must be returned to the University Bookstore.
- All library books must be returned to the Carol Grotnes Belk Library and Information Commons.

### 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- Make sure your insurance coverage will continue while withdrawn from the university.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 **Health Services** to discuss continued insurance coverage.

### \_\_\_ Step Seven: ASU Post Office (if applicable)

- 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](mailto:studentconduct@appstate.edu) with any questions.

### \_\_\_ Step Nine: Readmission to Appalachian

- Students planning on returning to Appalachian State must apply for readmission and meet all applicable deadlines. Visit the Office of the Registrar website for more information.