

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- Make sure your insurance coverage will continue while withdrawn from the university.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>

10-08-15