

# 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](mailto:wilsonmq@appstate.edu)
- Medical Withdrawal-Meet with Health Services professional.  
For questions contact Norma Adisey (828)262-3100 or [adiseyna@appstate.edu](mailto:adiseyna@appstate.edu)
- Psychological Withdrawal-Meet with Counseling Center professional.  
For questions contact Carol O'Saben or Dan Jones (828)262-3180  
or [osabencl@appstate.edu](mailto:osabencl@appstate.edu) or [jonesdl@appstate.edu](mailto:jonesdl@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 Kay Stroud (828)262-8687 or [stroudkn@appstate.edu](mailto:stroudkn@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](mailto:walkerpd@appstate.edu)
- All library books must be returned to the Carol Grotnes Belk Library and Information Commons.  
For questions contact Jack Love (828)262-6904 or [lovejj@appstate.edu](mailto:lovejj@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- Make sure your insurance coverage will continue while withdrawn from the university.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 Robin Mash/ Norma Adisey at (828) 262-3100 or via e-mail at [adiseyna@appstate.edu](mailto:adiseyna@appstate.edu), [mashrn@appstate.edu](mailto:mashrn@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 Judy Haas [haasjm@appstate.edu](mailto:haasjm@appstate.edu) or Karla Rusch [ruschkp@appstate.edu](mailto:ruschkp@appstate.edu)

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