

## 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 (828)262-3100
- Psychological Withdrawal-Meet with Counseling Center professional.  
For questions contact Chris Hogan (828) 262-3180 or [hogancj@appstate.edu](mailto: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](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 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 Jason Stamper (828)262-6904 or [stamperjs@appstate.edu](mailto: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- Make sure your insurance coverage will continue while withdrawn from the university.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 the Insurance Coordinator at (828) 262-7463 or [studentinsurance@appstate.edu](mailto:studentinsurance@appstate.edu)

### 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>