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 (828)262-3100
• Psychological Withdrawal-Meet with Counseling Center professional.
  For questions contact Chris Hogan (828) 262-3180 or 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• Make sure your insurance coverage will continue while withdrawn from the university.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 the Insurance Coordinator at (828) 262-7463 or 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 or Karla Rusch ruschkp@appstate.edu

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