

Student Procedure for Withdrawal of Activated Military

**Student
Initials**

- ___ 1. Obtain a copy of "Policy for Students Called into Military Service," and a Withdrawal Form from the Office of the Registrar.
- ___ 2. Complete page one of withdrawal form, be sure accurate address is listed.
- ___ 3. Provide a copy of federal activation papers to the Office of the Registrar, 11 Swords Hall.
- ___ 4. If you have student loans, take federal activation papers and see a Direct Loan officer in 100 Swords Hall.
- ___ 5. If you are living in a residence hall, turn keys into Housing.
- ___ 6. Take textbooks to Bookstore for any refund.
- ___ 7. If you determine you want to withdraw from courses, you must make the request with the Office of the Registrar. If you want to take a grade of Incomplete you must make arrangements with the instructor of each class for which an Incomplete is taken.
- ___ 8. See Controller's Office regarding refunds per University Policy.
- ___ 9. Wellness & Counseling services are available to discuss any personal problems.
- ___ 10. Notify the Office of the Registrar, 11 Swords Hall, if pre-registered for the next semester.
- ___ 11. If you have been recalled for military duty by another country it is treated as a regular withdrawal.
 - a) Drop current classes by completing a Withdrawal Form and submitting it to the Office of the Registrar, 11 Swords Hall.
 - b) Provide the Office of the Registrar with a copy of Military activation papers.
 - c) Proceed with steps 1 – 6, and 8 – 11. All courses are noted with "W". There is no option of an Incomplete grade.
 - d) Any pre-registration will be cancelled.
 - e) Notify the Director of Multicultural Student Services of withdrawal.

Note: If you need additional assistance, contact the Office of Student Support Services.