

## Withdrawal Checklist

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### ✓ Drop your class(es).

If you are leaving the University for any reason, you must withdraw from your classes to avoid receiving failing grades. Requests must be received by the published deadlines for the semester.

Students may withdraw from the University in one of the following ways:

- Drop courses online using [My.IllinoisState.edu](http://My.IllinoisState.edu)
- Come in person to the Registrar Service Center located in 107 Moulton Hall. Photo id is required. The Registrar Service Center is open Monday-Friday, 8am-4:30pm.
- Email a request to have all courses dropped to [Registrar@IllinoisState.edu](mailto:Registrar@IllinoisState.edu). Only requests sent from a student's Illinois State University email account will be processed. Requests made through Yahoo, Google, etc. will not be accepted.
- Mail a letter requesting withdrawal from the University. The letter must be signed and can be mailed to: Illinois State University, Office of the University Registrar, Campus Box 2202, Normal, IL 61790-2202.
- Fax a request to the Registrar Service Center. The request must be signed, contain a copy of a photo id and can be faxed to (309) 438-8652.

### ✓ Contact the Financial Aid Office.

If you have financial aid, you may be required to repay all or part of your financial aid, including scholarships, grants, loans and any refunds received from these programs in the current term. If you are transferring to another institution, you may need to cancel your financial aid at Illinois State University in order to be awarded aid at your new school. If you do not officially withdraw from your courses and receive failing grades, you may be required to repay all or part of your financial aid including scholarships, grants and loans. Contact the Financial Aid Office at [FinancialAid@IllinoisState.edu](mailto:FinancialAid@IllinoisState.edu) or (309) 438-2231.

### ✓ Cancel your housing contract.

If you live in on-campus housing, contact the University Housing Office at [Housing@IllinoisState.edu](mailto:Housing@IllinoisState.edu) or (309) 438-8611 for information on how to cancel your housing contract. If you rent off-campus, contact your landlord to discuss your options. There may be financial penalties for canceling your housing contract or lease. These penalties often increase over time so check on these as soon as possible when you are considering withdrawing from the University. The severity of these penalties may influence your decision.

### ✓ Cancel your meal plan.

If you have a meal plan, please contact Campus Dining at [CampusDining@IllinoisState.edu](mailto:CampusDining@IllinoisState.edu) or (309) 438-8351 for information on how to cancel your plan.

### ✓ Pay any remaining tuition, fees and other charges on your student account.

You may be responsible for all or part of tuition and fees if you withdraw after the first day of classes. Please visit <http://comptroller.illinoisstate.edu/studentaccounts/withdrawal-dates/> for more information on the amount you may be charged for tuition and fees based on your date of withdrawal. You will not be able to re-enroll at ISU or request an official transcript if any unpaid past due charges remain on your account. Past due accounts may be referred to a collection agency and/or result in legal action. To inquire about your account status, contact the Student Accounts Office at (309) 438-5643. Please be aware that it may take up to a week following your withdrawal for your account to reflect the accurate balance.

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### ✓ Return any books, equipment or materials on loan from the University.

Library books, lab equipment, keys and other University materials must be returned promptly to avoid late fees and/or replacement costs.

### ✓ Check on your Insurance.

Depending upon the date of withdrawal, you may still be covered or still be eligible for health insurance coverage for the semester through the University. For more information, please contact the Student Health Insurance Office at (309) 438-2515.

Withdrawing from the University may also have an impact on private health insurance or other types of private insurance such as car insurance and other types of student discounts. It is recommended that you contact your policy provider to discuss ramifications, if any, your withdrawal may have on your policy.

### ✓ Contact your on-campus employer.

If you have an on-campus job or a graduate assistantship, contact your employing department to let them know you are withdrawing from the University.

### ✓ Contact the Veteran Services Office.

If you received veterans' benefits, you will need to notify the Veteran Services Office of your intent to withdraw. The Veteran Services Office can be reached at [Veterans@IllinoisState.edu](mailto:Veterans@IllinoisState.edu) or (309) 438-2207.

### ✓ Update your address and phone number.

Update your address and phone number by using [My.IllinoisState.edu](http://My.IllinoisState.edu) or by contacting the Registrar Service Center at [Registrar@IllinoisState.edu](mailto:Registrar@IllinoisState.edu) or (309) 438-2188.

### ✓ Order your transcript.

If you need to have your ISU transcript sent to another institution, you can place your order in person at the Registrar Service Center located in 107 Moulton Hall. You may also order online through the Clearinghouse at [www.studentclearinghouse.org](http://www.studentclearinghouse.org). All outstanding financial obligations must be cleared before transcripts can be released. Please contact the Registrar Service Center at (309) 438-2188 with any questions.

### ✓ Plan for the future.

If you plan to return to Illinois State University, you should contact your academic advisor.

In addition, if you are planning on returning to Illinois State University, you will likely need to re-apply for admission. Please be aware that there are application deadlines and space limitations in some major programs. For more information on how to re-apply to Illinois State University, please contact the Office of Admissions at (309) 438-2181 or [Admissions@IllinoisState.edu](mailto:Admissions@IllinoisState.edu).

#### *Contacts:*

<i>Registrar@IllinoisState.edu</i>	<i>(309) 438-2188</i>
<i>FinancialAid@IllinoisState.edu</i>	<i>(309) 438-2251</i>
<i>Housing@IllinoisState.edu</i>	<i>(309) 438-8611</i>
<i>CampusDining@IllinoisState.edu</i>	<i>(309) 438-8351</i>
<i>Student Accounts Office</i>	<i>(309) 438-5645</i>
<i>Student Health Insurance Office</i>	<i>(309) 438-2515</i>
<i>Veterans@IllinoisState.edu</i>	<i>(309) 438-2207</i>