

## Withdrawal Form

This form is used to officially drop **all** classes during the semester (from the 1st day of classes to the last day of classes) and constitutes a complete withdrawal from college. Mere absence from class does not constitute due notice of withdrawal.

Name: \_\_\_\_\_ SBID#: \_\_\_\_\_

Major \_\_\_\_\_ Reason(s) \_\_\_\_\_ (On file in SS210)

**Directions for Withdrawal: Submit this form to the Registrar's Office to process.**

### Student Checklist (It is the student's responsibility to follow up with the following offices):

- 1. If you are receiving financial aid and/or loans, contact the Financial Aid Office, Student Services Building Room 111, to inform them of your withdrawal and to discuss the effects on your aid and/or loans.
- 2. Speak with the Student Accounts Office, SS-113, to understand your financial responsibility to the college as a result of withdrawing from your classes.
- 3. I confirm that I have spoken to my academic advisor regarding any implications of my withdrawal. List all courses to drop/withdraw from below:

CRN	Course subject, number, and section

I understand that I must clear all outstanding financial obligations to the college (such as tuition and fees, Library fines, parking tickets, etc.).

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date