

PROCEDURES FOR WITHDRAWING FROM THE UNIVERSITY

Student obtains the *Withdrawal from the University* form from the Registration Office.

University officials' signatures need to be obtained in the order they are listed on the form.

If your advisor is gone, someone in that department needs to sign the form before you proceed to the Office of the Vice President for Strategic Partnerships and Student Life.

If Kendra Edelman is not available see Vicky Cooper in the Cashier's office (104 Plumb Hall) or Mary Mingenback in the Business Office (105 Plumb Hall).

Students signs and dates the form when they return it to the Registration Office.

If you have questions, please call the Registration Office at (620) 341-5211.