Withdrawal Checklist*

Planning to Leave the University

☐ Attend a Withdrawal Consultation with the University Advising Center Withdrawal Coordinator
   • Discuss the withdrawal process in detail and create a Withdrawal Plan
     Location: Close-Hipp Building, Suite 102
     Phone: 803-777-5061

☐ Speak with the Office of Financial Aid and Scholarships
   • Discuss impact that withdrawing may have on your financial aid and scholarships
     Location: 1714 College Street
     Phone: 803-777-8134

☐ Contact your Academic Advisor
   • If you have questions about academic guidelines and advisement, contact your academic advisor

☐ To finalize your withdrawal – visit my.sc.edu and Drop Your Classes
   • If you are not currently registered for courses, please make sure not to enroll
   • If you have a housing contract, please see “Cancel Housing Contract” under Additional Steps BEFORE dropping your courses

☐ Seeking a Withdrawal for Extenuating Circumstances?
   • Contact the Withdrawal Coordinator in the University Advising Center for more information
     Location: Close-Hipp Building, Suite 102
     Phone: 803-777-5061
   * Also includes medical withdrawal

Additional Steps

Please note that these steps may not apply to every student situation.

☐ Cancel Housing Contract
   • Dropping courses does not automatically cancel housing reservations
   • BEFORE dropping courses, student may decline housing contracts (see address below). There is $200 cancellation fee.
     Location: 1520 Devine Street/Patterson Hall (Garden Level)
     Phone: 803-777-4283

☐ Cancel Meal Plan
   • Visit http://www.carolinacard.sc.edu to request prorated meal plan refund
   • Student must have dropped courses before requesting refund

☐ Cancel School-Purchased Insurance (AIG)
   • Contact AIG to cancel insurance
   • Certain Circumstances may qualify student for insurance enrollment after withdrawing from the University
     Phone: 1-888-722-1668

☐ Turn in Pre-Paid Parking Decal
   • Decals expire at the end of the semester. To receive a prorated refund return your decal to Parking Services
     Location: 1501 Pendleton Street
     Phone: 803-777-5160

Readmission to the University of South Carolina

If a student misses a major semester (fall or spring) they MUST submit a readmission application to the Office of Undergraduate Admissions.
   • Readmission is not automatic and is based on a student’s academic record.
   • For additional information on the readmission process, please contact the Office of Undergraduate Admissions
     Phone: 803-777-7700
     Website Address: sc.edu/admissions

University Advising Center
803-777-1222
advising@sc.edu
sc.edu/advising