If you are planning to drop or withdraw from a course(s) (not full semester):

Meet with your Academic Advisor to discuss academic implications of dropping a course.
If you are withdrawing from the course after the Drop/Add deadline, then you are still responsible for tuition and fees associated with that course.

If you are planning to leave the University of South Carolina:

☑ Attend a Withdrawal Consultation with the University’s 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 the impact that withdrawing may have on your financial aid and scholarships.
   Location: 1244 Blossom Street
   Phone: 803-777-8134
   *Withdrawal from courses may result in additional charges on your bill. Please contact Financial Aid for further information.

☑ 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 Hardship Withdrawal?
   Contact the Withdrawal Coordinator at 803-777-5061 for more information.

Additional Steps
*Please note that these steps may not apply to every student situation

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

☑ Off-Campus Housing
   Contact the leasing manager/office for information on how to cancel off campus housing arrangements.

☑ Cancel Meal Plan
   Visit carolinacard.sc.edu to request prorated meal plan refund.
   Student must have dropped courses before requesting a refund

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

☑ Member of Greek Life?
   Contact 803-777-3506 for information on next steps.

☑ 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: sc.edu/admissions

University of South Carolina
withdrawal@sc.edu  803-777-5061