

Withdrawal Checklist

Additional steps may be required depending on your situation.

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

- Contact your Academic Advisor** if you have questions about academic guidelines, progression to degree, and advisement.
- Speak with the Office of Financial Aid and Scholarships** to discuss the impact that withdrawing may have on your financial aid and scholarships. Withdrawal from courses may result in additional charges on your bill. Please contact Financial Aid for further information.
 - 1244 Blossom Street
 - 803-777-8134
- Drop your classes.** If you are not currently registered for courses, *DO NOT* enroll. If you have a housing contract, please see "Cancel On-Campus Housing" under Additional Steps on this sheet *BEFORE* dropping your courses.
 - my.sc.edu
- Seeking a Hardship Withdrawal?** Learn more about the Hardship Withdrawal process and submit your petition online.
 - sc.edu/withdrawal

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 the student's academic record. Students must meet major and/or transfer requirements to be readmitted. For additional information, please contact the Office of Undergraduate Admissions.

- 803-777-7700
- sc.edu/admissions

Notes

Student Name/USC ID#

Additional Steps:

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

- Speak with the Bursar's Office** if you have questions about fee payments, payment plans, or refunds.
 - 1244 Blossom Street
 - 803-777-4233
- Cancel On-Campus Housing** contract. Dropping courses does not automatically cancel housing reservations. *BEFORE* dropping courses, students may decline their housing contract. There may be a cancellation fee.
 - Patterson Hall, Garden Level, 1520 Devine Street
 - 803-777-4283
- Cancel Off-Campus Housing** contract. Contact the leasing manager/office for information on how to cancel off-campus housing arrangements.
- Cancel your Meal Plan.** Students must have dropped courses before requesting a refund.
 - carolinacard.sc.edu
- Cancel School-Purchased Insurance (AIG)** by contacting AIG. Certain circumstances may affect insurance enrollment after withdrawing from the University.
 - 1-888-722-1668.
- Member of Greek Life?** Contact Fraternity and Sorority Life for information on next steps.
 - 803-777-3506
- Turn in Pre-Paid Parking Decal.** Decals expire at the end of the semester. Students must return decals to Parking Services before requesting a refund.
 - Pendleton Street Garage, 1501 Pendleton Street
 - 803-777-5160

For more information or to view upcoming withdrawal deadlines, visit us online at sc.edu/withdrawal.