Withdrawal Checklist

Additional steps may be required depending on your situation. Please contact the University’s Withdrawal Coordinator at 803-777-5061 with any questions.

If you are planning to drop or withdraw from a single course:

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 to discuss the withdrawal process in detail and create a Withdrawal Plan.
  📧 Close-Hipp, Suite 381
  ☎ 803-777-5061

☐ 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

☐ Contact your Academic Advisor if you have questions about academic guidelines and advisement.

☐ To finalize your withdrawal, 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? Contact the Withdrawal Coordinator for more information.
  ☎ 803-777-5061

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. For additional information, please contact the Office of Undergraduate Admissions.
  ☎ 803-777-7700
  🖥 sc.edu/admissions