

## Official Withdrawal from the University

Withdrawing for the University means you intend to withdraw from all classes that have not been completed up to that time.

- A student who leaves the University voluntarily before the end of the fall or spring semester must withdraw from all classes or notify the Office of the Registrar in writing.
- Students who do not withdraw officially from a class they fail to complete will receive an “F” in that class.
- Students with holds on their registration should contact the Office of the Registrar for assistance in processing the withdrawal.

**Important!** If you receive financial aid, please read this information carefully and contact the Student Accounts Office if you have questions.

### Withdrawing from All Classes

1. Log in to your **Student Center**.
2. Click the [Official Withdrawal Request](#) link.

The screenshot shows the Student Center interface. In the 'Academics' section, the 'Official Withdrawal Request' link is highlighted with a red box. Other visible elements include a search bar for classes, a 'Holds' section with a transcript and diploma hold, a 'To Do List' showing 'No To Do's', and an 'Enrollment Dates' section with an appointment for Spring 2016 on November 16, 2015. The 'Finances' section shows an account summary with a total balance of 7,286.47.

3. Select the term of your withdrawal to continue.

The screenshot shows a warning message: 'Withdrawal may result in required repayment of some financial aid. If you have questions, please contact the Student Accounts Office at 479-575-5651.' Below this, it asks the user to select the term and session for withdrawal, noting that LAW STUDENTS must consult with their Academic Dean. A dropdown menu is open, showing 'Spring 2016, All Sessions' as the selected option. A link at the bottom provides more information regarding the withdrawal policy.



- Click the **Begin Withdrawal Process** button to continue withdrawing from your classes.

Completed classes will remain on your record.

You will be withdrawn from the following term for all classes that have not been completed:

Spring 2016, All Sessions

[Begin withdrawal process](#)

- A questionnaire is available to provide the University important information about your withdrawal.

- You may choose to continue without taking the questionnaire.

Following is a short questionnaire regarding your decision to withdraw from the university. Please take a few minutes to provide us with your valuable feedback.

[Continue to Questionnaire \(7 questions\)](#)

[Withdraw without completing the questionnaire](#)

- Click **Yes** to continue with your withdrawal. *This is the last opportunity to retain your enrollment.*

- If you select **No**, the withdrawal process is cancelled and you are still enrolled in your classes.

**Message**

You are about to withdraw from Spring 2016, All Sessions. Are you sure you want to continue? (22001,34)

[Yes](#) [No](#)

- A verification message appears indicating your withdrawal is successful. Click **OK** to continue.

**Message**

You have been successfully withdrawn (22001,1000)

[OK](#) [Cancel](#)

**NOTE:** Remember to contact the Office of Student Accounts for possible financial obligations resulting from your withdrawal from the University.

