

## GUIDELINES FOR WITHDRAWAL

Students wishing to withdraw from the university are responsible for making contact with all applicable offices to ensure closure in all areas. Departments below may require action that differs from information in “Comments” section. It may also be necessary to consult *additional* offices, not listed here, to complete the withdrawal process.

**NOTE: Students requesting a leave of absence must go to their academic unit to complete paperwork. If this is the first semester of USC enrollment, a student will not be eligible for a leave of absence and must update their admission application with the Office of Admission.**

*“UPC” denotes University Park Campus*

*“HSC” denotes Health Sciences Campus*

| DEPARTMENT                               | PHONE                                       | OFFICE           | COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                           | CHECK WHEN COMPLETED |
|------------------------------------------|---------------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>Registration</b>                      | Office<br>740-8500<br><br>Fax #<br>740-7995 | REG              | Drop to 0 units, in person or by fax, & obtain registration confirmation reflecting change of status. Ensure forwarding address is entered on Student Information System. If student purchased Tuition Refund Insurance for the current semester, pick up claim form. Student Affairs can withdraw a student with written permission from that student, or parent permission if student is hospitalized or unable. |                      |
| <b>Major Department</b>                  | Varies                                      | Varies           | Make contact with academic advisor to inform them of withdrawal and discuss remaining degree requirements. If the student has not been declared a major, they must go to the College Advising Office.                                                                                                                                                                                                              |                      |
| <b>Office of Admission</b>               | 740-1111                                    | Admission Center | Students in their first semester at USC must contact the Office of Admission and complete an admission update form if they wish to return. They are not eligible to apply for a leave of absence.                                                                                                                                                                                                                  |                      |
| <b>Financial Aid</b>                     |                                             |                  |                                                                                                                                                                                                                                                                                                                                                                                                                    |                      |
| <b>UPC</b>                               | 740-1111                                    | JHH Lobby        | See a counselor to discuss effects of withdrawal on present and future financial status, as well as loans in deferment. If necessary, the student may need to contact Sallie Mae at 888-272-5543 as well as other outside lenders. Call 740-4077 for the federal Perkins loan.                                                                                                                                     |                      |
| <b>HSC</b>                               | (323)442-1016                               | KAM 420          |                                                                                                                                                                                                                                                                                                                                                                                                                    |                      |
| <b>Student Acct Svcs –UPC (cashiers)</b> | 740-7471                                    | KOH 200          | Students should check OASIS to see if they have an existing balance, if so, they must pay it off                                                                                                                                                                                                                                                                                                                   |                      |
| <b>Student Acct Svcs -HSC</b>            | (323)342-3040                               | SRH 101B         |                                                                                                                                                                                                                                                                                                                                                                                                                    |                      |
| <b>Collections</b>                       | 740-9087                                    | HSC 211          | If unable to pay off the existing balance, payment must be arranged with collections                                                                                                                                                                                                                                                                                                                               |                      |
| <b>Housing – UPC</b>                     | 740-2546                                    | PSX              | If applicable, take confirmation of withdrawal to Housing to cancel contract. Keys must be handed in at local Customer Service Center.                                                                                                                                                                                                                                                                             |                      |
| <b>Housing - HSC</b>                     | (323)442-1576                               | Seaver           |                                                                                                                                                                                                                                                                                                                                                                                                                    |                      |
| <b>USCard - UPC</b>                      | 740-8709                                    | STU              | If applicable, close print and discretionary accounts and show confirmation of withdrawal to cancel meal plan.                                                                                                                                                                                                                                                                                                     |                      |
| <b>USCard - HSC</b>                      | (323)442-2110                               | Seaver           |                                                                                                                                                                                                                                                                                                                                                                                                                    |                      |
| <b>Transportation Services (UPC)</b>     | 740-3575                                    | PSA              | If applicable, return parking permit for pro-rated refund and clear any outstanding fees.                                                                                                                                                                                                                                                                                                                          |                      |
| <b>HSC</b>                               | (323) 442-1201                              | KAM 120          |                                                                                                                                                                                                                                                                                                                                                                                                                    |                      |

|                                          |          |           |                                                                                                                                                                                                                             |  |
|------------------------------------------|----------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Libraries</b>                         | Varies   | Varies    | If applicable, return all outstanding materials and pay any fines.                                                                                                                                                          |  |
| <b>Health Insurance</b>                  | 740-5344 | SHC       | Check status of insurance.                                                                                                                                                                                                  |  |
| <b>Office for International Services</b> | 740-2666 | STU 300   | Applicable only for international students.                                                                                                                                                                                 |  |
| <b>Campus Employment</b>                 | Varies   | Varies    | If applicable, ensure that campus employer has forwarding address to send final paycheck.                                                                                                                                   |  |
| <b>Restrictions</b>                      |          |           | Check for holds on the student account via the web.                                                                                                                                                                         |  |
| <b>Update Address/phone</b>              |          | JHH Lobby | Update phone number and address. Local address information may be updated on the web.                                                                                                                                       |  |
| <b>Degree Progress (Transfer Credit)</b> | 740-7444 | JHH 010   | Courses completed during fall or spring semester at institutions other than USC do NOT transfer. Check with this office to ensure that courses taken during summer session at other institutions are eligible for transfer. |  |
| <b>Student Financial Services</b>        | 740-4077 | HSH 102   | If applicable, students with the Tuition Payment Plan or Tuition Prepayment Plan should contact this office.                                                                                                                |  |
| <b>Academic Review</b>                   | 740-7741 | JHH 113   | Check for academic disqualification or probation, pending or new petitions, and requests for grade changes.                                                                                                                 |  |

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