

How Do I Withdraw Online?

1. Login to AP Self Service or OneStop
2. Under Registration, Choose “Withdraw from University”



***Note: The following students may not withdraw from the University using the online process. Please follow the instruction below to complete the withdrawal process.**

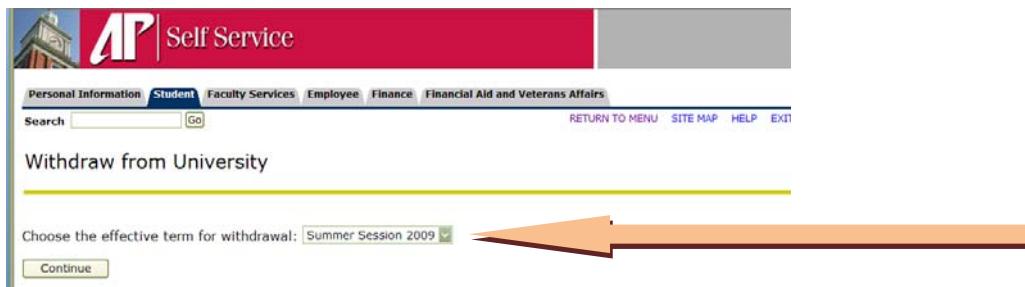
FRESHMAN-Based on your classification as a freshman, you must make an appointment with the Academic Alert Coordinator to withdraw from the University. To make an appointment, please call (931) 221-6555 or visit Marks 127.

ATHLETES-Based on your classification as an athlete, you must make an appointment with the Athletics Compliance Coordinator prior to withdrawing from the University. Please contact the coordinator at (931) 221-6119.

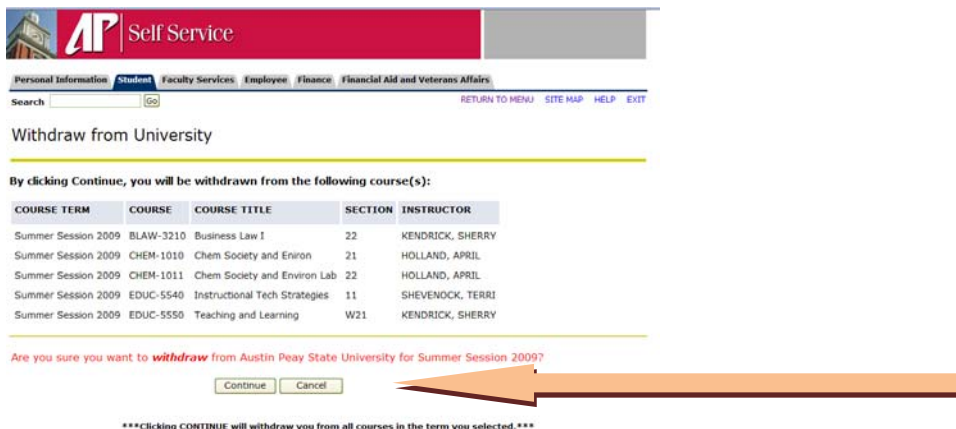
Active Duty – GoArmyEd-Based on your status as an Active Duty Soldier you are required to drop your courses through the GoArmyEd portal. If you have questions regarding this, please contact the Office of the Registrar at (931) 221-7150 or visit the Office of the Registrar in Ellington 316.

****Also be aware that withdrawing from the University may have an effect on your financial aid, lottery scholarship and may result in balance owed to the University. Please consult with your financial aid counselor if you have any questions about the effect withdrawing may have on your financial aid status.**

3. Choose Effective Term for Withdrawal, then Continue.



4. Choose “Continue to confirm withdrawal”.



Clicking CONTINUE will withdraw you from all courses in the term you selected.

5. Check that you understand the implications of withdrawing, then choose Continue.

AP Self Service

Personal Information Student Faculty Services Employee Finance Financial Aid and Veterans Affairs

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Withdraw from University

Important Information About Withdrawing from APSU

Before you withdraw, please note the change in your enrollment status may result in one or more of the following:

- **Financial Aid**
 - Loss of Lottery Scholarship Eligibility
 - Loss of VA Benefits
 - Loss of Other Financial Aid Benefits
- **Account Balance or Adjustment to Your Tuition and Fees**
 - Fee adjustments are based on the date of the withdrawal and the corresponding fee adjustment percentage. For more information regarding fee adjustment periods, please review the Academic Calendar.
- **On-Campus Housing**
 - If you withdraw from the University, you will not be allowed to maintain on-campus housing.
 - For specifics regarding housing cancellations and refunds, please contact the Housing and Residence Life at (931)221-7444.

Check if you understand the implications of withdrawing and wish to continue with the withdrawal process.

Continue

6. Select your main reason for withdrawing from the University, then Continue.

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Withdraw from University

Please select your **main reason** for withdrawing from the University.

Select reason for withdrawal...

Additional comments (optional):

Continue

7. You will receive a "Reference Number" that you will need to remember.

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Withdraw from University

This is to confirm that you have completed the online withdrawal process for Summer Session 2009. Your reference number is **86**. Please print this page and keep with your student records.

You will be withdrawn from the following course(s):

COURSE TERM	COURSE	COURSE TITLE	SECTION	INSTRUCTOR
Summer Session 2009	BLAW-3210	Business Law I	22	KENDRICK, SHERRY
Summer Session 2009	CHEM-1010	Chem Society and Eniron	21	HOLLAND, APRIL
Summer Session 2009	CHEM-1011	Chem Society and Environ Lab	22	HOLLAND, APRIL
Summer Session 2009	EDUC-5540	Instructional Tech Strategies	11	SHEVENOCK, TERRI
Summer Session 2009	EDUC-5550	Teaching and Learning	W21	KENDRICK, SHERRY

Please contact the following departments to ensure you have completed all necessary paperwork in order to withdraw from the University.

Housing and Residence Life - Please review the [Online Housing Withdrawal Information](#). When you completed your online housing application, you electronically signed our [housing and meal plan agreements](#), please review these agreements for more information about refund policies. For questions or clarifications regarding your housing, please contact us at housing@apsu.edu or (931)221-7444.

Financial Aid - Please review the [Online Withdrawal/Refund Policy](#). All student loan borrowers dropping below half time enrollment, withdrawing, or graduating must complete an [Exit Interview](#). For questions or clarifications regarding your financial aid, lottery scholarship or VA benefits, please contact us at sfao@apsu.edu or (931)221-7907.

Veterans Affairs - Veterans must complete a [Change In Status \(CIS\) Form](#) whenever enrollment status changes such as dropping/adding courses or withdrawal from the University. For questions or clarifications regarding your veteran benefits, please contact us at sfao@apsu.edu or (931)221-7907.

Business Office - Please review the [Withdrawal Dates and Fee Information](#). Your [account balance](#) will be updated once the withdrawal process has been completed. For questions or clarifications regarding your account balance, please contact us at (931)221-7671.

Student Holds - Please review and clear any [holds](#) on your account as soon as possible.