

Instructions for Withdrawing

Complete the **Withdrawal Form**. Fill in all blanks. Be sure to note your last day in class. Meet with your advisor and have your advisor sign your completed **Withdrawal Form**.

1. Complete the **Withdrawal Exit Interview Form**. Only your answers will be submitted, not your name.
2. Complete the **Course Record**, if presently enrolled in classes. Take to all instructors for signatures and grade assignment of “W” or “WF” along with last date attended. Meet with your advisor and have your advisor sign your completed **Course Record** (Students withdrawing medically do **not** have to complete this form. Medical withdrawals will be assigned an automatic “WS”).
3. Turn the completed and signed Withdrawal Form, Exit Interview, and Course Record to Academic Services, room 242 in Hermann Hall or mail in the self-addressed envelope provided. No postage is required.

Things you need to do:

- Contact the Mount Berry post office at (706) 236-2201. Turn in your postal box key and complete change-of-address form.
- Contact the library at (706) 236-1740. Turn in all library books and clear any fines.
- If living on campus, contact Residence Life Office, turn in room keys and complete paperwork.
- If you need to order a transcript from the Registrar’s Office, you can do so by going to the National Student Clearinghouse website at www.getmytranscript.org or www.studentclearinghouse.org Choose Berry College and follow their instructions. Mark “after grades are posted” for end of term transcripts.

**CALL CAMPUS EXTENSION 2229 OR COME BY HERMANN HALL ROOM
242, IF YOU HAVE QUESTIONS OR NEED ASSISTANCE WITH
COMPLETEING THE WITHDRAWAL PROCESS.
Academic Services: tel. 706-236-2229; fax: 706-238-7972**

BERRY COLLEGE

WITHDRAWAL FORM

Name _____ Student No. _____

Date of Birth _____

Classification: Freshman _____ Sophomore _____ Junior _____ Senior _____ Advisor: _____

How many semesters have you been at Berry? _____

My last day in classes *was / will be (date)* _____

Do you plan to return to Berry? No _____ Yes _____ When _____

Reason for withdrawal _____

Major _____ Campus P.O. Box # _____

Commuter _____ Resident _____ Residence Hall _____ Telephone No. _____

Forwarding Address _____
_____ Telephone No. _____

Check if you are receiving: Federal Perkins Loan _____ Georgia Tuition Grant _____
VA Benefits _____ Federal Stafford Loan _____

I understand that any remaining financial obligations to Berry College will be deducted from my account and that the Registrar will not release copies of my academic record until all such obligations have been cleared.

NOTE: For refund of the housing deposit, this form must be received by the office of the Dean of Academic Services by the final date of the official pre-registration for the subsequent semester. The form for this refund must be completed in the office of residence life before any refund can be authorized.

Student's Signature *Date* *Advisor's Signature* *Date*

For Office Use Only:

Business Office: Financial Obligations: Satisfactory _____ Unsatisfactory _____

Business Office Approval Signature Date

Office of the Dean: Request approved _____ Letter sent to student _____ (date)
Copy to advisor (s) _____ (date)

Distribution of form: *Original – Office of Registrar*

*Financial Aid Office
Dean of Academic Services*

*Business Office
Dean of Students*

Name _____ ID # _____ Date _____
Permanent mailing address _____
Telephone number at the above address _____
Date withdrawal effective _____ Date you last attended class(es) _____
Lived on campus __Yes__No Classification__Freshman__Sophomore__Junior__Senior
Major _____ Advisor _____ Hours Completed _____

1. What attracted you to Berry?

2. Has the factor that attracted you to Berry changed? __yes __no If so, how?

3. What have you liked most about your experience at Berry?

4. What have you liked least about your experience at Berry?

5. Did you visit Berry before your SOAR session?

6. At the time you enrolled, how long did you plan to attend Berry? _____years

7. Do you plan to return to Berry? __yes __no __maybe If so, when? _____

8. What are your plans for the immediate future? IF transferring to another school, why did you select that college or university? What will you major in?

9. What would have improved your experience at Berry?

10. Are there other comments you would like to make about your Berry experience?
(Please feel free to use back of sheet.)