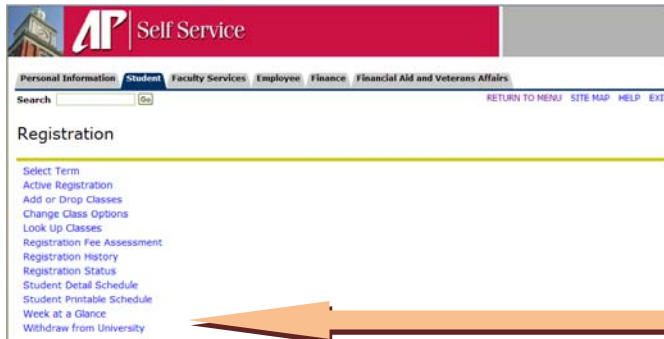


How Do I Withdraw Online?

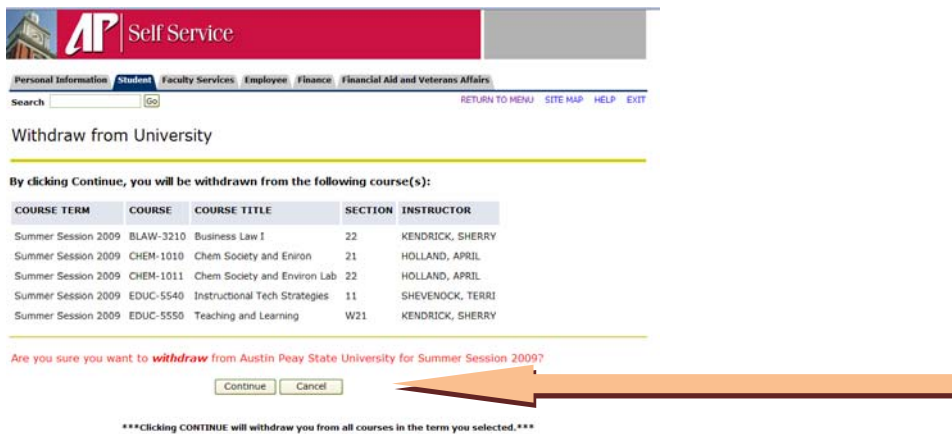
1. Login to AP Self Service or OneStop
2. Under Registration, Choose “**Withdraw from University**”



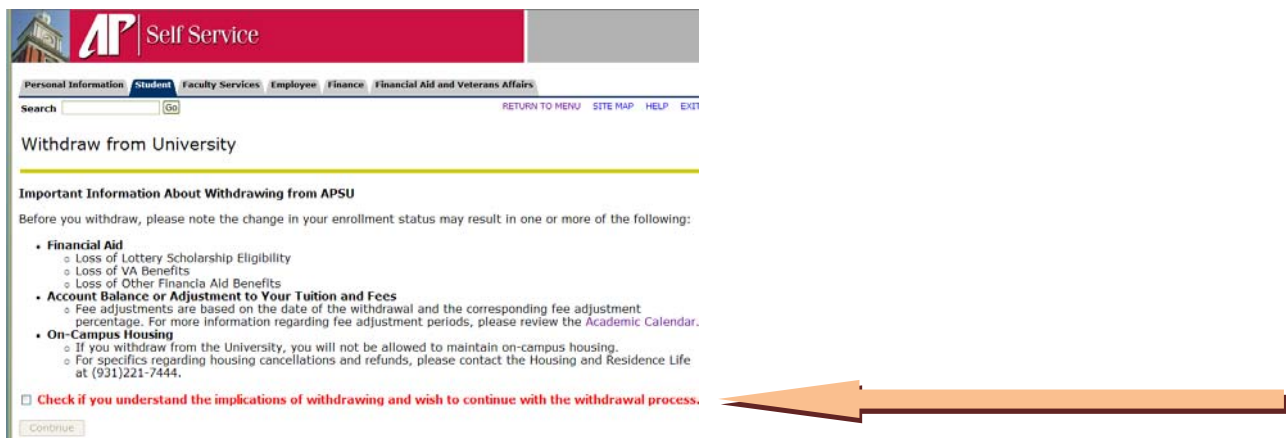
3. Choose Effective Term for Withdrawal, then Continue.



4. Choose “**Continue to confirm withdrawal**”.



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



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

AP Self Service

Personal Information Student Financial Aid and Veterans Affairs

Search [] (Go) RETURN TO MENU SITE MAP HELP EXIT

Withdraw from University

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

Select reason for withdrawal... [v]

Additional comments (optional): []

Continue

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

Personal Information Student Faculty Services Employee Finance Financial Aid and Veterans Affairs Page (All)

Search [] (Go) RETURN TO MENU SITE MAP HELP EXIT

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You will be withdrawn from the following course(s):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

8. You will receive an email as you are withdrawn from each course and once your withdrawal of all courses is complete.