

# How Do I Withdraw Online?

1. Log in to AP Self Service of OneStop
2. Under Registration, choose **Withdraw from APSU**.

[Personal Information](#) [Student](#) [Faculty Services](#) [Employee](#) [Finance](#) [Financial Aid and V](#)

## Registration

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[OneStop Advising Page](#)

[Select Term](#)

[Active Registration](#)

[Change Class Options](#)

[Change or Declare Major, Concentration and/or Minor](#)

[How to Change Major](#)

[Degree Compass\(Course Recommendations\)](#)

### **DEGREE EVALUATION SYSTEMS**

[Degree Works](#)

For all undergraduate students under the 2014-15 Bulletin and forward and all certificate seeking graduate students

[Degree Evaluation](#)

For all undergraduate students under the 2013-14 Bulletin and all degree seeking graduate students

[Declare Graduate Program of Study](#)

[Look Up Classes](#)

[Schedule of Classes - Printable](#)

[Schedule of Classes - Winter Term](#)

### **Registration**

[How to Register](#)

[How to register for Winter Term \*\*New!!!\*\*](#)

[AP Schedule Planner](#)

How to use AP Schedule Planner [PDF Video](#)

[AP Schedule Planner – Class Cart Wish List](#)

[Add or Drop Classes](#)

How to Add/Drop Classes

[Late Add Course Request](#)

How to Late Add

[Course Choice Counts](#)

[Registration Fee Assessment](#)

[Registration History](#)

[Registration Status](#)

[Student Detail Schedule](#)

[Student Printable Schedule with Textbook Express](#)

[VA Certification Request](#)

[Week at a Glance](#)

[Drop All Courses for a Selected Term/Semester](#)

Drop All Courses for a Selected Term/Semester



3. Choose effective term for withdrawal, then **Continue**.

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

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### Withdraw from University

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Choose the effective term for withdrawal: Summer Session 2009 

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

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### Withdraw from University

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**By clicking Continue, you will be withdrawn from the following course(s):**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

Are you sure you want to **withdraw** from Austin Peay State University for Summer Session 2009?



\*\*\*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**.

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## Withdraw from University


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### 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.**



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

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## Withdraw from University

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

Select reason for withdrawal...

Additional comments (optional):




7. You will receive a **Reference Number** that you will need to write down.

Search  Go

## Withdraw from University

New freshmen will be contacted by the Academic Alert Coordinator and athletes will be contacted by the Athletic coordinator. New Freshmen and Athletes must speak to the appropriate coordinator before your official withdrawal will be processed for Spring Semester 2017.

Your reference number is **21049**. Please print this page and keep with your student records. 

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](mailto: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](mailto:sfao@apsu.edu) or (931)221-7907.

**Veterans Affairs** - If you withdraw from the University, you may have an overpayment with the U.S. Department of Veterans Affairs (VA will determine your overpayment and will notify you by mail). If you have received a VA fee deferment to confirm your registration and your tuition/fees have not been paid, you must follow-up with the Bursar's Office to assure your account is paid in full. For questions regarding your VA education benefits, please contact us at (931) 221-7760 main campus, (931) 221-1462 Ft Campbell campus, or email at [ova@apsu.edu](mailto:ova@apsu.edu)

**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)221-6285.

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

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

COURSE TERM	COURSE	COURSE TITLE	SECTION	INSTRUCTOR
Spring Semester 2017	MUS-5470	Indiv Instruc Percussion	87	STEINQUEST, DAVID

Notifications will be sent to your APSU student e-mail account as you are withdrawn from the individual courses and when the withdrawal process has been completed. If you have any questions regarding your online withdrawal, please contact the Office of the Registrar at (931)221-7121.

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