

If you wish to formally withdrawal from the University, please contact these offices **PRIOR** to completing the withdrawal or cancellation form. If you are not affiliated with any of these student groups, proceed with the withdrawal process.

- ✓ **Veteran's Benefits:** Contact a Veteran's Benefits representative to discuss your current benefits, and make sure there are no implications with withdrawing from the University.
 - Phone: 540-568-6281, option #3
 - Email: veteran@jmu.edu

- ✓ **International Students:** Contact the International Student and Scholar Services team to discuss your withdrawal from JMU as students on F and J visas will lose the JMU sponsorship of their immigration status in the US.
 - Phone: 540-568-5209
 - Email: iss@jmu.edu

- ✓ **Student Athletes:** Contact the Athletics Compliance Office to talk about withdrawing from JMU and any implications it may have on your scholarship and/or your NCAA eligibility at JMU, or the new institution to which you are transferring.
 - Phone: 540-568-7357
 - Email: laportsp@jmu.edu

Other Information Regarding Your Withdrawal:

- ✓ When processing your withdrawal request, the date the form is submitted to the Office of the Registrar is the effective date for your withdrawal when dropping classes. For example, if the add/drop deadline is 1/21/2020, and the form is submitted on 1/20/2020, we will process the form using the 1/20/2020 date, even if it occurs after the deadline.

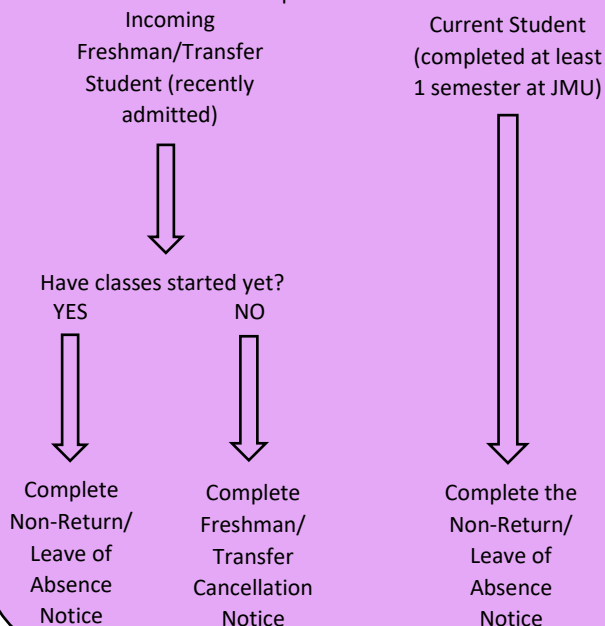
- ✓ Some instructors that use Canvas may not always update their class rosters after a student withdraws—therefore, you may continue receiving emails/notifications from the instructor, or Canvas. If you have received confirmation from the Office of the Registrar that the withdrawal has been processed, you can assure your classes have been dropped/withdrawn. You can ignore any emails sent to you from Canvas, and you may contact any instructors if you choose to do so.

- ✓ It is recommended that you save a PDF version of your unofficial transcript before you leave the university. Once your MyMadison account is disabled, you will NOT be able to access your unofficial transcript, and you will need to request your official transcript.

- ✓ If you need to request your official transcript, you will go to the Registrar's Website at www.jmu.edu/registrar, and click on the Request a Transcript picture, and then click on the Order My Transcript link. This will take you to the National Student Clearinghouse website where you will request your official transcript.

Which form do I complete?

NOTE: Failure to complete the correct form to notify JMU of your cancellation/withdrawal may result in delays. Contact the Office of the Registrar if you have any questions.



Coming Back to JMU in the Future?

- ✓ If you are a current student, and plan to return to JMU in the future, please review this website regarding your re-entry back to JMU: <https://www.jmu.edu/registrar/students/Reentry.shtml>

- ✓ If you are an incoming student, and plan to return to JMU in the future, you will need to re-apply to the University through the Office of Admissions. Contact their office for additional information regarding that application process.

For more information regarding your withdrawal from JMU, please refer to our website at https://www.jmu.edu/registrar/students/Leaving_JMU.shtml

You can also contact the Office of the Registrar by phone or email below, or visit us in the Student Success Center on the 5th Floor.

Phone: 540-568-6281, option #4
 Email: registrar@jmu.edu

Full withdrawal steps can be found on reverse page.

Withdrawal Steps:

NOTE: If you are not affiliated with any of these offices, you may skip that step.

- ✓ **Office of the Registrar:** Fill out the correct form per the chart. This process consists of dropping your classes (if enrolled). You will lose access to MyMadison, Canvas, JAC Card, etc. when this has been processed, but will retain access to your JMU email account. You will be notified through the preferred email provided in the form when the process is completed.
 - Phone: 540-568-6281, option #4
 - Email: registrar@jmu.edu

- ✓ **Office of Residence Life:** If you currently live on campus, you will need to check out of your residence hall room with your RA or Hall Director. Be sure to check out within 48 hours of your withdrawal date because your JAC card access will be terminated at that time, and you will not be able to enter your building. See this link for check out information: <https://www.jmu.edu/orl/housing/checkoutinfo.shtml>
 - Phone: 540-568-4663
 - Email: res-life@jmu.edu

- ✓ **Office of Financial Aid & Scholarships:** If you have financial aid, or scholarships at JMU, please note that financial aid eligibility can change as a result of withdrawing from all of your classes. Students may be subject to Federal Return of Title IV Funds regulations, which could require an immediate repayment of all, or part of, the financial aid funds you received during the term you are withdrawing.
 - Phone: 540-568-7820
 - Email: fin_aid@jmu.edu

- ✓ **University Business Office (UBO):** Before leaving the University, make sure that you have no holds on your account related to your finances. You can verify any balance on your M3 account, or contact UBO directly to resolve any holds. Finalizing your account can take up to a month. Once your account is finalized if there is a balance, you will be mailed a billing statement. If you have a refund, it will be processed through your BankMobile preference. Make sure your preference is setup before submitting your withdrawal. Follow the link for more information about refunds: <https://www.jmu.edu/ubo/refunds.shtml>
 - Phone: 540-568-6505
 - Email: ubo@jmu.edu

Withdrawal Steps: (cont'd)

NOTE: If you are not affiliated with any of these offices, you may skip that step.

- ✓ **Card Services:** If you have a Meal Plan, Dining Dollars Gold, or Flex money, you may qualify for a prorated refund once you withdraw from the University. Contact Card Services for more information about the process.
 - Phone: 540-568-6446
 - Email: cardsrvc@jmu.edu

- ✓ **Parking Services:** If you have a student parking permit, you may qualify for a prorated refund once you withdraw from the University. Contact Parking Services for more information about the process.
 - Phone: 540-568-3300
 - Email: parkingservices@jmu.edu
 - Location: Champions Parking Deck (280 Champions Drive, Harrisonburg, VA)

- ✓ **Office of Admissions (INCOMING UNDERGRAD STUDENTS ONLY):** The Office of Admissions will process a Tuition Deposit Refund if your Freshman/Transfer Cancellation Notice is submitted prior to your refund date indicated on your Tuition Deposit Invoice. If you have questions about your deposit refund, contact the Office of Admissions. Requests for a Tuition Deposit Refund after the refund date indicated on your invoice must be submitted in writing to the Dean of Admissions, 100 E. Grace Street—MSC 0101, Harrisonburg, VA 22807
 - Phone: 540-568-5681
 - Email: admissions@jmu.edu

- ✓ **The Graduate School (GRADUATE/DOCTORAL STUDENTS ONLY):** In accordance with the Graduate School's continuous enrollment policy, all students enrolled in graduate degree programs must enroll each fall and spring semester for a minimum of one graduate credit hour. If a graduate student needs to take a temporary leave from their graduate program and intends to complete no coursework toward their degree in a given semester, the student may enroll in the leave from study course, GRAD 597. Tuition for this course is \$50. Students should consult with their program director or advisor prior to enrolling in GRAD 597 to discuss the impact that taking a leave from study may have on their program of study and time limit to complete.
 - Phone: 540-568-6131
 - Email: grad@jmu.edu