

Guidelines for Withdrawal

Students wishing to withdraw from the university are responsible for making contact with all applicable offices/departments to ensure closure in all areas. Departments below may require action that differs from information in “Comments” section. It may also be necessary to consult additional offices, not listed here, to complete the withdrawal process.

NOTE: Students leaving USC in the first semester of enrollment will *not* be eligible for a leave of absence and must contact the Office of Admission. Continuing students requesting a leave of absence must visit an advisor in their academic unit to complete the appropriate paperwork.

	PROCESS	APPLIES TO	DEPARTMENT	COMMENTS	CHECK WHEN COMPLETE
REGISTRATION / ACADEMIC PROGRESS	Cancel course registration for the current and/or next term Determine eligibility for Tuition Refund Insurance	All students	Registrar One-Stop Center UPC – TRO 101 (213) 740-8500 Fax: (213) 821-3724 onestop@usc.edu	Drop to zero units for the current and/or next term on Web Registration, by email, in person, or by fax. Obtain registration confirmation reflecting change of status. <u>If Tuition Refund Insurance was purchased for the current semester, and you are withdrawing due to a medical emergency, request a Tuition Refund Insurance claim form.</u> <i>Note: Student Affairs may withdraw a student with written permission from that student, or can accept a parent’s request if the student is hospitalized and/or unable to do so on their own, due to medical reasons.</i>	
	Update your contact information	All students	Registrar One-Stop Center- UPC – TRO 101 (213) 740-8500 onestop@usc.edu	Ensure your current mailing address and phone number are updated. Contact information may be updated in person at TRO 101 or on the web through OASIS. Select “Change of Address” from the “Other Services” heading on the OASIS menu.	
	Inform your academic department	All students	Major Department (Academic Unit) Contact information varies for each major	Meet with your academic advisor to inform them of withdrawal and discuss remaining degree requirements. If you have not yet declared a major, you must contact an advisor in Academic Counseling Services located in STU 300, or by calling (213) 740-1741.	
	View and resolve holds on your account	All students	Restriction/Hold Department Contact information varies for each hold	Check for specific restrictions/holds on your student account via OASIS. Select “Restrictions” from the “Course Information” heading on the OASIS menu.	
	Check transfer eligibility	Students who plan to take courses away from USC	Degree Progress (Transfer Credit) UPC – TRO 101 (213) 740-7070 Fax: (213) 821-3757	Courses completed during the fall or spring semester at institutions other than USC, DO NOT transfer back to USC. Check with this office (or your academic advisor) to ensure that courses taken during summer session at other institutions are eligible for transfer. https://arr.usc.edu/services/articulation	
	Verify your academic standing	Students on academic probation or disqualified	Academic Review and Retention UPC – FIG 107 (213) 740-1196 Fax: (213) 821-0243	If applicable, students on academic probation or disqualification should meet with an Academic Review Counselor to discuss current academic standing and for assistance in canceling registration. https://arr.usc.edu/services/academicreview	

	PROCESS	APPLIES TO	DEPARTMENT	COMMENTS	CHECK WHEN COMPLETE
FINANCIAL ACCOUNTS	Inform Financial Aid of your leave	Students who receive scholarships, grants, loans, etc.)	Office of Financial Aid UPC – JHH Lobby (213) 740-4444 HSC – KAM B28 (323) 442-1016 www.usc.edu/contactfao	For more information, refer to "Withdrawal Implications for Recipients of Financial Aid" in the USC Catalogue . You may also consider meeting with a financial aid counselor to discuss your situation and the effects of withdrawal on present and future financial status, as well as loan deferment. For the Federal Perkins loan , please call Student Financial Services at (213) 740-4077 or visit their office at PSB 115 (UPC).	
	Check your student account balance and collections status	All students	Cashier's Office UPC – STU 106 (213) 740-7471 HSC – SRH 101B (323) 442-3040	Once you have dropped your classes, check OASIS or contact the Cashier's Office to see if you have an existing balance on your student account. If so, you are responsible for reconciling your account by paying off the existing balance. If you have a credit on your student account, the Cashier's office can process a refund. https://sfs.usc.edu/epay/	
	Make arrangements to settle your student account		Collections UPC – PSB 115 (213) 740-9087	If you are unable to pay off the existing balance, arrange a payment plan with Collections.	
			Student Financial Services – UPC – PSB 100 (213) 740-4077	If applicable, students with the USC Payment Plan or Tuition Prepayment Plan should contact this office. You may also check on their website: https://sfs.usc.edu/ .	
CAMPUS SERVICES	Cancel your USC Housing Contract	Students residing in USC Housing	USC Housing (housing@usc.edu) UPC – PSX 130 (213) 740-2546 HSC – Seaver (323) 442-1576	If applicable, take confirmation of withdrawal to the Housing Office to cancel the contract. Keys must be returned at the local Customer Service Center (CRC) of the student's building. For a specific CRC location, check housing contract or visit: http://housing.usc.edu/	
	Close or suspend discretionary spending on your USCard	All students	USCard (uscard@usc.edu) UPC – PSX (213) 740-8709 HSC – Seaver Residence Hall (323) 442-2110	Contact USCard regarding Discretionary and Dining Dollar accounts. If applicable, close out all discretionary accounts, as well as those for copying/printing; show confirmation of withdrawal to cancel meal plan.	
	Cancel your Parking Permit	Students who have a parking permit or rideshare subsidy	Transportation Services UPC – McCarthy Way Structure (213) 740-3575 HSC – KAM 120 (323) 442-1201	Contact Transportation Services (McCarthy Way Structure, formerly PSX) regarding permits, parking, and other transportation related questions. If applicable, return parking permit for pro-rated refund and clear any outstanding fees. http://transnet.usc.edu/	
	Check student health insurance status	All students	Engemann Student Health Center – ESH Lower Level (213) 740-9355	Check status of student health insurance. A one-semester only Leave of Absence plan is available. For questions, please e-mail: eshcins@usc.edu https://engemannshc.usc.edu/insurance/enrollment/	
	Return items to the Library	Students with items on loan from a USC Library	Libraries Contact information varies for each library	If applicable, return all outstanding books and library materials, and pay any outstanding fines. https://libraries.usc.edu/	

	PROCESS	APPLIES TO	DEPARTMENT	COMMENTS	CHECK WHEN COMPLETE
OTHER IMPORTANT CONTACTS	Confirm Visa status with OIS	All International Students	Office for International Services (OIS) UPC – PSD 101 (213) 740-2666 ois@usc.edu	Applicable for international students only. International students must maintain full-time enrollment to remain in the United States. Verify your current Visa type and status with OIS to determine if you are required to return to your home country. http://ois.usc.edu/	
	Defer your Admission	Students withdrawing from *all* classes in the first semester at USC	Office of Admission – UPC – Admission Center TCC 202 (213) 740-1111 Fax: (213) 821-0200	If you are withdrawing during your first semester and wish to return at a later date, contact the Office of Admission. Although you are not eligible for a Leave of Absence, admission deferrals are allowable in many situations. https://admission.usc.edu/admitted-students/academic-policies	
	Inform your on-campus supervisor	Students employed on campus (work-study, research, etc.)	Campus Employer Contact information varies for each office	If applicable, ensure that your campus employer or research supervisor has been given notice and has a forwarding address for your final paycheck.	
	Check in with DSP	Students who may have a disability that affects their studies at USC	Disability Services and Programs (DSP) UPC – GFS 120 (213) 740-0776 ability@usc.edu	If you have a disability or believe that your reason for requesting a leave of absence may qualify you as having a disability, please contact Disability Services and Programs (DSP) to assist you with the leave of absence process http://dsp.usc.edu	
	Complete a Voluntary Health Leave Contract	Students taking a leave for any health-related issue	USC Support and Advocacy UPC – STU 201 (213) 821-4710	In addition to working with the academic advisors in their major department, students taking a leave of absence for health-related issues must work with a Health Leave Coordinator to initiate their leave request and to create an individualized health leave plan.	