

Attention!!!!!! Attention!!!!!!

You will **NOT** be able to **WITHDRAW** via Web-Advisor or after the close of Registration.

If you need to **WITHDRAW** from the University for any term or summer session (drop all of your courses):

On campus students:

1. Please stop by the **Student Success Center**, Caldwell Hall room 209, to complete an Official Withdrawal Form.
2. Complete a Withdrawal Exit Survey. <https://www.surveymonkey.com/r/7XYC8Y7>

Off campus students:

1. View your financial aid account summary through Web-Advisor, so you will be aware of any pending balances if applicable. Call the financial aid office or your financial aid counselor 870-575-8302, if you have questions or concerns about how your withdrawal will affect your future financial aid eligibility.
2. Please email or fax a statement to the **Student Success Center** containing the following information:

Request to be withdrawn for the specific term (e.g., fall 20xx, spring 20xx, Summer I 20xx) and reason

Course Title(s)

Course Number(s) and Section(s)

Instructor(s)

Your UAPB ID Number

Your UAPB E-mail Address

Your Signature and Current Date (Specifically Required)

3. Complete a Withdrawal Exit Survey. <https://www.surveymonkey.com/r/7XYC8Y7>

Students are required to utilize UAPB e-mail accounts when conducting University affairs.

Student Success Center

870-575-4615 (Fax)

870-575-8366 (Phone)

870-575-8368 (Phone)