



**Help Us, Help You!** Before making any final decisions to completely withdraw, please understand the financial & academic ramifications. Please visit the Campus Financial Services Center and Academic Advisement Center FIRST to completely understand the impact withdrawing has on you as a student.

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### Saginaw Valley State University Student Withdraw Checklist

**Note:** Each office listed below should be consulted with prior to withdrawing from the university.

**Academic Advisement Center:** Wickes Hall 117, (989) 964-4286, aacsvsu@svsu.edu  
Contact an SVSU Academic Advisor or the Office of Multicultural Services (W260) to discuss your intentions to withdrawal. Academic Advisors will assist you in discussing your academic options, academic standing, and plans for pursuing academic goals at Saginaw Valley or another institution.

**Career Services:** Wickes Hall 270, (989) 964-4954, careers@svsu.edu  
Any student that is employed on campus through Regular Student Employment, Michigan Work-Study Funds, and/or Federal Work-Study Funds must contact Career Services and notify them of their withdrawal, as employment will be affected immediately.

**Campus Financial Services Center:** Wickes Hall 131A, (989) 964-4900, cfsc@svsu.edu  
Any student interested in completely withdrawing, that has any type of financial aid (loans, work-study, grants, and scholarships) or needs to resolve any unpaid charges and/or outstanding balance(s) on your university account must contact the Campus Financial Services Center.

**Housing Operations and Dining Services:** Curtiss Hall 118, (989) 964-4255, housing@svsu.edu  
If you live on-campus, contact the Housing Operations office to cancel your housing contract. Cancellation fees and pro-rated daily charges may apply. Additionally, if you have a meal plan and/or declining balance, make sure those are also cancelled on your student account.

**Office of International Programs:** Wickes Hall 230, (989) 964-4473, oip@svsu.edu  
Note: This step of the checklist only applies to international students. Any international student interested in a withdrawal must consult with the Office of International Programs and Housing Operations if living on-campus.

**Registrar's Office:** Wickes Hall 151, (989) 964-4085, registrar@svsu.edu  
Once the withdrawal checklist is completed and each department has been contacted, please check with a representative from the Registrar's Office to make sure all of your classes have been dropped.

**Note:** Any student that finalizes their withdrawal from Saginaw Valley State University should complete the following exit survey at <https://www.surveymonkey.com/s/svsuexitsurvey>.