

1. Student must visit the Office of Admissions and fill out the “Complete Withdrawal Form” and visit the offices for counseling and instruction as follows.
2. Student must visit the Financial Aid Office for determination of repayment of any financial aid received for this term, and counseling on Satisfactory Academic Progress (SAP) and student loans (if appropriate).
3. Student must visit the Business Office to receive account balance and receive counseling on payment of outstanding debt.
4. Student must visit with the Housing Director to exit housing, return keys, and receive counseling on room condition, deposit return in part or full, and any remaining financial obligation.
5. Student must visit with the Viking Bookstore for textbook returns, and verify that textbook and educational supplies account balance is clear.
6. Student must visit with Joe E. White Library to receive clearance that all books have been returned.
7. Students may also be required to visit with other college personnel depending on their enrollment category, such as Athletic Director, Coach, International Advisor, Nursing Director, Physical Therapist Assistant Director, and others.

Students may call the Office of Admissions at 918-647-1300 for questions.