

Letter from the Registrar

Dear Student,

We are sorry to hear that you are withdrawing. Just as you went through the process of admission and the process of registering for classes each semester, there is a process to leave the University of Miami (UM).

Please take the time to visit the offices on this form. By doing so, you will ensure the maintenance of your academic record, that your student service accounts are satisfied, and the ability to reclaim your academic scholarship should you return. You will jeopardize the chance to reclaim your institutional scholarship if you take courses at another institution without prior approval from UM.

Whether your leave is for a semester, a year or forever, it is important to complete this process.

We, at the University of Miami, wish you the best over your leave and look forward to welcoming you back in the future.

Sincerely,  
Dr. Scott Ingold  
Associate Vice President for  
Enrollment Management & Registrar

Important Phone Numbers

- Department of Residence Halls 305.284.4505
- Office of the Registrar 305.284.2294
- Office of Student Account Services 305.284.6430
- School of Architecture 305.284.3731
- College of Arts and Sciences 305.284.4333
- School of Business 305.284.4641
- School of Communication 305.284.5234
- School of Education 305.284.3711
- College of Engineering 305.284.2408
- School of Music 305.284.2241
- School of Nursing 305.284.3666

# Withdrawing Student Responsibility Form

## Visit Your School/College Advising Office

- If you are enrolled in courses, complete Drop Form
- Obtain Dean's signature for drop form, and if possible, bring to Registrar's Office

## Visit Registrar's Office

- UC 121, across from Rathskeller, 305.284.2294*
- Complete Withdrawing Student Survey
  - Sign and submit the top copy of this Responsibility Form
  - Complete Readmission Application, if you intend to return to the University of Miami

## Visit Department of Residence Halls (if applicable)

- 153 Eaton Residential College, 305.284.4505*
- Discuss check out procedure with housing personnel
  - Check out of housing

## Visit Student Account Services

- Ashe Building, Room 158, 305.284.6430*
- If you will miss more than six months of school and have any student loans, complete exit interview for student loans.  
**To complete exit interview, have 2 names of reference, addresses, and phone numbers.**
  - Complete your final payment arrangements

## Visit Parking and Transportation Services (if applicable)

- 102 Ponce Leon Garage, 305.284.3096*
- If you keep a car on campus, surrender your parking permit

**I have read and understand the steps involved in this responsibility form.**

Print Name \_\_\_\_\_ Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Number (C#) or SSN \_\_\_\_\_ School or College \_\_\_\_\_

In my absence, I wish to continue to receive the following communication from UM:

- E-mails
- Letters
- Information on returning to UM