



Checklist for Not Returning after Semester End

Financial Aid 218-477-2251 (Owens Hall 210)

Complete Direct Loan exit loan counseling at www.studentloans.gov (if you have borrowed through the Federal Direct Loan program)

Complete Perkins Loan exit loan counseling (if awarded). The website link will be mailed from ECSI/Heartland
Withdrawing may impact future financial aid eligibility, if you fall below the standards required to maintain satisfactory academic progress: <https://www.mnstate.edu/academics/support/asc/satisfactory-academic-progress/>

Review your student account in eServices approximately one month after leaving MSUM for any adjustments to previously disbursed financial aid required due to withdrawing

Contact the Office if you are returning in the future for instructions on restarting your financial aid

If you are transferring, be sure to have your financial aid transferred to your new school

Contact: _____

Housing 218-477-2118 (Ballard Hall 120)

Visit <https://www2.mnstate.edu/housing/myhousing/> to submit an Approved Release of Contract form (**if leaving at the end of fall semester**)

Make an appointment with an RA to check out of your room

View the Housing Moving Out Procedures at <https://www.mnstate.edu/student-life/housing/myhousing/moving/out/>

If you are in a Learning Community, send an email to Housing (housing@mnstate.edu), notifying the office of your departure from MSUM. Also, make an appointment with your Dragon Mentor to let them know when you'll be leaving

Return keys to the RA at your check out appointment

Contact: _____

Miscellaneous Items

Return library books

Return any academic materials belonging to the University, such as laboratory materials or technology equipment

Return rented textbooks to the Bookstore, MacLean 176. You will be charged for rented textbooks that are not returned

If you are a student-athlete, notify the Assistant Athletic Director for Compliance & Student Service (218-477-2963)

Return non-housing related campus keys to Public Safety (218-477-2925).

If you are employed on campus, contact your supervisor and indicate you are no longer available for work because you are no longer taking classes at the University.

International students must talk to [International Student Services](#) to maintain their immigration record. If not, students will be in violation of U.S Immigration regulations.

If you have a parking pass, contact [Public Safety](#) (218.477.2449) to inquire on if you are eligible for a refund (**if leaving at the end of fall semester**)

If you are leaving for military reasons please contact Gail Schmidt, Records Office, at 218-477-5941 or schmidga@mnstate.edu

Contact: _____

Business Services 218-477-2221 (Owens Hall 106)

Pay any outstanding bills to the university either online or in Business Services. You must clear all past due balances in order to avoid holds on your official transcript, grades, diploma, etc

Contact: _____

Registrar's Office 218-477-2565 (Owens Hall 104)

If you intend to transfer, did you apply to the school and order an official transcript?

To order an official transcript: <http://www.mnstate.edu/records/transcripts.aspx>

(All holds must be cleared before transcripts are released)

Contact: _____

Drop Classes

If you are registered for future terms at MSUM you will need to drop your classes. If you do not drop your classes you will be billed for them. You may drop your courses on eServices.

Contact: _____