

RESIGNING FROM THE UNIVERSITY

After enrolling in classes on the Web, a student who wants to resign from the University must take the following action:

- Drop to “0” hours on-line on the dates and times specified in the Registration Schedule calendar **or** notify the Registrar’s Offices to cancel classes:

TO CANCEL CLASSES CONTACT REGISTRAR’ OFFICE:

Address: ADMN 1-109, Administration Building

Phone number: 318-342-5262

Fax: 318-342-5274

Students must submit a signed letter or fax to cancel classes.

PLEASE NOTE: If you received financial aid and are resigning from the University, it is important that you contact your financial aid counselor to discuss how this resignation will affect your current and future financial aid. For more information about the withdrawal policy, please review the following web address: <http://finaid.ulm.edu/studentinfo.html>

- **TO CANCEL HOUSING CONTACT OFFICE OF RESIDENTIAL LIFE:**

Address: 700 University Avenue, University Commons II

Phone number: 318-342-5240

Email: ulmreslife.com

Fax: 318-342-3507

Fax must include student’s signature, CWID, and phone number

- **TO CANCEL MEAL PLANS CONTACT SACS OFFICE:**

Address: University Commons II, Room 153

Phone number: 318-342-5002

Email: sacs@ulm.edu

Fax: 318-342-3390

PLEASE NOTE: Discontinuing class attendance is not considered to be a formal resignation from the university. Students who discontinue class attendance and who fail to follow the established resignation procedure will be held responsible for all tuition and fees and will be graded at the end of the semester.