If you must leave the University, please review the following information. This guide will help you navigate tasks you should complete upon departure from the University. It also includes helpful contacts and information that will help facilitate your return to Carolina.

**All students leaving the University should...**

- **CONNECT CAROLINA**
  Address any checklist items (on your to-do list) or holds on your account in ConnectCarolina.

- **UNIVERSITY CASHIER**
  Call the University Cashier to review the billing schedule and to settle your financial accounts. The University Cashier's Office, 2215 SASB North, cashier.unc.edu, or 919-962-1368.

- **SCHOLARSHIPS and STUDENT AID**
  Discuss how withdrawal from school may affect your current and future financial aid eligibility, and how to reapply for aid if you are planning to return at a later date. For more information on financial aid policies, please visit studentaid.unc.edu or call 919-962-8396.

- **DEPARTMENT of HOUSING and RESIDENTIAL EDUCATION**
  Please contact your Resident Advisor to schedule a move-out inspection, and return your key(s) to the community office. Students leaving at any point during the semester must vacate their room within 48 hours of withdrawing. For more information, please visit housing.unc.edu or 919-962-5401.

- **READMISSIONS**
  Any student who withdraws or fails to complete a semester and wishes to re-enroll as a regular, full-time student must reapply for admission. Student leaving the University with an academic deficiency must restore their eligibility and complete the application at admissions.unc.edu/Apply/Readmission_Students.

**Additional checklist items that may apply to you...**

- **Graduate and Professional students** should contact their respective Student Affairs offices or the Graduate School for information related to policies and procedures for time away from the University.

- **Do you have any books, materials or equipment borrowed from the campus libraries or recreation facilities?** Go to www.lib.unc.edu to find the appropriate library contact information.

- **Are you a non-immigrant international student?** Contact International Student and Scholar Services, 2004 FedEx Global Education Center, iiss.unc.edu, 919-962-5661.

- **Do you receive Veterans Administration educational benefits?** Contact the VA Office, Suite 3100 SASB North, registrar.unc.edu/AcademicServices/VeteranAffairs.

- **Contact Campus Health Services** to discuss options for treatment and care as necessary. Visit campushealth.unc.edu.

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**Leaving Carolina CHECK LIST**

If you are leaving the University, it is important that you take steps to manage the up-coming changes to your on-campus information before your official departure date.
If you are leaving the University due to other than "Good Academic Standing," please read the following information carefully and contact the Academic Advising Program or Undergraduate Retention with questions.

### Academic Eligibility

You must have an academic status of Eligible – In Good Standing or Eligible – On Academic Probation to return to campus for full-time study during a fall or spring semester. A student leaving the University with an academic status of Ineligible must restore their eligibility and complete the readmission application.

If the academic ineligibility is due to an insufficient grade-point average, the student must raise their cumulative GPA by enrolling in additional UNC-Chapel Hill courses to restore. Students with an academic status of Ineligible or Ineligible – Pending may only attend summer school or take Carolina Courses Online.

Students who complete summer courses on campus with satisfactory grades may be eligible to continue their studies at UNC without further action. For more information on remaining in "Good Standing," please visit studentsuccess.unc.edu/content/goodstanding.

### Medical Emergencies

If you must leave the University for a Medical Emergency, please secure documentation from your health care professional. If you do not complete coursework, and become Ineligible, you may have to submit an appeal to return to campus. Having documentation of your medical emergency will help with this process. To discuss an academic appeal, contact the Academic Advising Program.

### Academic Appeals Process

A student with an academic status of Ineligible may be permitted to return to the University through the academic appeals process. Contact the Academic Advising Program for more information.

### Readmissions

Students who wish to return to the University need to apply for readmission if they have not been enrolled in classes, withdrew from classes, or were withdrawn from those classes. Students leaving the University not in "Good Academic Standing" must restore their eligibility and complete the application at admissions.unc.edu/Apply/Readmission_Students.

A student leaving the University for medical, psychological or disciplinary reasons must complete the readmission application and have clearance from either Counseling & Wellness Services or the Office of the Dean of Students as appropriate before being readmitted.

To learn more about academic eligibility as well as resources the University offers to promote student success, please visit studentsuccess.unc.edu.

It is important to check your eligibility status in ConnectCarolina at the end of each academic term. If you have a question, please contact the Academic Advising Program or Undergraduate Retention.

### Important Contacts & Information

Several offices are dedicated to helping you make the transition away from the University and to supporting successful return to campus. You may need to contact the following key offices as your plan your next steps.

- **The Academic Advising Program**
  919-966-5116 • advising.unc.edu

- **Undergraduate Retention**
  919-843-6443 • studentsuccess.unc.edu

- **The Office of the Dean of Students**
  919-966-4042 • deanzofstudents.unc.edu

- **The Office of the Registrar**
  919-962-3954 • registrar.unc.edu

- **One Card Office**
  919-962-8024 • onecard.unc.edu

- **Department of Housing & Residential Education**
  919-962-5401 • housing.unc.edu

- **Carolina Dining Services**
  919-962-0200 • dining.unc.edu

- **Campus Health Services**
  919-966-2281 • campushealth.unc.edu

- **Counseling & Wellness Services**
  919-966-3658 • campushealth.unc.edu/cws

- **Summer School**
  919-966-4364 • summer.unc.edu

- **The Office of Undergraduate Admissions**
  919-966-3621 • admissions.unc.edu

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Photos by Dan Sears, UNC-Chapel Hill