

## Withdrawal checklist - to be retained by the student

**You are responsible for contacting the appropriate offices below to complete your withdrawal from OSU.**

- Submit the completed and signed Withdrawal Form to the Office of the Registrar.** You are not officially withdrawn without this step. Students who withdraw after the automatic W drop/withdraw deadline but within the W/F withdrawal deadline will receive final grades of "W" or "F" assigned by each instructor. **Students called to active duty military service should use the [Military Leave of Absence/Withdrawal request form](#).**

**Office of the Registrar** / 322 Student Union / Email: [registrar@okstate.edu](mailto:registrar@okstate.edu) / Phone: (405) 744-6876 or  
1st Floor Administration Hall / Phone: (918) 594-8100 - Tulsa Campus

- Readmission to OSU as an Undergraduate Student** - If you will not be returning to OSU in the next fall or spring semester, but plan to return to OSU in the future, you will need to apply for readmission to OSU. Visit <https://admissions.okstate.edu> and click on the "APPLY" link for readmission information and deadlines.

- Readmission to OSU as a Graduate Student** - All correspondence for readmission into a graduate program should be done through the Graduate College. Visit <https://gradcollege.okstate.edu> for more information.

- Bursar Account** - Contact the Office of the Bursar to pay any remaining balance on your account. Please note that an outstanding balance may result in holds on your account that could prevent future registration or your ability to obtain a transcript.

**Office of the Bursar** / 113 Student Union / Email: [bursar@okstate.edu](mailto:bursar@okstate.edu) / Phone: (405) 744-5993 or  
1st Floor Administration Hall / Phone: (918) 594-8320 - Tulsa Campus

- Scholarships and Financial Aid** - If you have financial aid (grants, loans, work-study) or scholarships, you must contact a financial aid counselor about how your withdrawal impacts your aid. If you have a departmental scholarship, you should also notify the department that provided the scholarship.

**Office of Scholarships and Financial Aid** / 119 Student Union / Email: [finaid@okstate.edu](mailto:finaid@okstate.edu) / Phone: (405) 744-6604 or  
130 North Classroom Building / Phone: (918) 594-8273 - Tulsa Campus

- Residential Life** - If you live in an OSU residence hall or other student housing, you must contact the Residential Life office to notify them of your withdrawal. Please note your OSU ID card will no longer work to access residence halls, so please contact the housing office if you need temporary access.

**Office of Housing and Residential Life** / Iba Hall / Email: [reslife@okstate.edu](mailto:reslife@okstate.edu) / Phone: (405) 744-5592

- Fraternity and Sorority Affairs** - If you are a member of a student organization such as a fraternity or sorority, contact Fraternity and Sorority Affairs to notify them of your withdrawal.

**Office of Fraternity and Sorority Affairs** / 211 Student Union / Email: [gogreek@okstate.edu](mailto:gogreek@okstate.edu) / Phone: (405) 744-5490

- Veteran Education Benefits** - If you have received education benefits through the Veterans Administration, you must contact the Veterans Benefit Office to determine the consequences of your withdrawal as it relates to your current and future veteran education benefits.

**Veterans Benefit Services, Office of the Registrar** / 322 Student Union / Email: [veteransbenefits@okstate.edu](mailto:veteransbenefits@okstate.edu) / Phone:  
(405) 744-6343

- Contact Information** - Update your mailing address and phone number by logging into your Banner account at [my.okstate.edu](http://my.okstate.edu) and updating your Personal Information. You may also forward your OSU email address to another email account by logging into O-Key at <http://okey.okstate.edu> and selecting the Email Destination menu item. Your OSU email address will expire automatically 30 days after you have withdrawn. Please update your alternate email address in the O-Key system by selecting the Alternate Email menu item. This will allow the University to contact you electronically after your OSU email address expires.

- Transcripts** - You can request official OSU transcripts by logging into your Banner account or by making the request in person at the Office of the Registrar or Enrollment Services on the Tulsa campus. For more information visit <https://registrar.okstate.edu/transcripts/>. Note: Your OSU email address (and your O-Key account) will expire approximately 30 days after you have withdrawn. You may continue to access Banner using your Banner ID and 6-digit Banner PIN once your O-Key account has expired. If you have forgotten your Banner PIN, please contact the Office of the Registrar or Enrollment Services on the Tulsa campus for assistance.

- Meal Plan** - If you have a meal plan, you must contact the meal plan office to notify them of your withdrawal.

**Meal Plan Office** / Student Union Administrative Services / 301 Student Union / Email: [dining@okstate.edu](mailto:dining@okstate.edu) / Phone  
(405) 744-4920

## Withdrawal checklist, continued - to be retained by the student

**You are responsible for contacting the appropriate offices below to complete your withdrawal from OSU.**

- Sports Pass** - If you purchased a sports pass you must request a refund through the ticket office. If you do not request a refund and cancel your pass you will be responsible for the bursar charge.

**Ticket Office** / 398 W. Hall of Fame / Email: [tickets@okstate.com](mailto:tickets@okstate.com) / Phone: (877) 255-4678

- Parking Services** - If you desire a refund on a paid parking permit you may do so by surrendering the permit to the OSU Parking Office. Refunds are pro-rated according to date returned. Permits applied for, but not used, are subject to the same prorated schedule. Refunds will be given according to prorated refund schedule. No refunds issued after April 30th. Important change to credit card refund: Refunds to credit card transactions older than 6 months from purchase date can be posted to the Bursar account only.

**Parking Services** / 1006 W. Hall of Fame / Email: [parking@okstate.edu](mailto:parking@okstate.edu) / Phone: 405-744-6525