Offices You May Need to Contact After Filing Your Withdrawal Request

When the CSS has approved your withdrawal request, be sure to follow up with the following departments or offices (if applicable):

- **On Campus Housing** (Mata’yuum Crossroads, 619-260-4777, housing@sandiego.edu)
  Cancel your housing contract for the upcoming semester/year. This is a separate contract from the Withdrawal form and will not be canceled automatically.

- **Campus Card Services** (UC-127, 619-260-5999, campuscard@sandiego.edu)
  Meal plans will be refunded automatically. Contact if you have specific questions.

- **One Stop Student Center** (UC-126, 619-260-2700, onestop@sandiego.edu)
  - **Financial Aid Questions**
    Cancel loans for the upcoming semester/year, or for questions about scholarships, grants, or to see how your financial aid package is affected.
  
  - **Student Account Questions**
    Take care of any outstanding balances or check on the tuition refund process.

- **Student Health Insurance Plan** (wellness@sandiego.edu)
  If a withdrawal is taken in the first 31 business days of the effective date of coverage the student cannot remain enrolled in the SHIP and coverage will be cancelled. After 31 business days, the student will need to remain enrolled for the portion of the plan that has been paid for. Only full-time students are eligible to have coverage.
  *Effective date of coverage: August 1 for international students and August 15 for domestic students

- **Summer School/Intersession Office** (FH-117, 619-260-2742, sio@sandiego.edu)
  Cancel registration for upcoming summer or intersession courses. Completing a withdrawal request will not drop these classes automatically.

- **International Center** (SH-315, 619-260-4598, international@sandiego.edu)
  Cancel an upcoming study abroad trip. This will not be cancelled automatically.

- **Athletics**
  Inform your coach of your withdrawal.

- **Faculty Advisor**
  Inform your advisor of your withdrawal.

- **Work Study**
  If you work on campus, inform your supervisor of your withdrawal.

- **Clubs and Organizations**
  Inform your respective clubs/organizations about your withdrawal.