

Withdrawal from the University Process – **3** Simple Steps



I need to withdraw from the university but what steps do I have to take?

#1

Talk to your Advisor, the Dean of Students, or your Student Success Specialist to discuss all your options first. Ask them to raise the “Withdrawal from the University Process” To-Do tracking item for you in CU Succeed if you decide to move forward with the process.



From notices@starfishsolutions.com
Reply To CUSucceed@commonwealthu.edu
BCC
Subject CU Succeed - IMPORTANT: If you are withdrawing from CU, complete this Withdrawal Checklist

Dear Roongo,

We are sorry to see you go. We recognize that sometimes it is necessary for students to withdraw from CU. To assist you in making this a smooth transition, what follows is a checklist to help you. The three steps are necessary to alert the appropriate offices of your decision.

Once the To-Do item is raised, you will receive this message in your CU Succeed Messages and your CU email detailing the important steps to take

In order to withdraw from the university, you MUST complete the following three steps:

- 1. Review all information contained in this email.**
- 2. Once you officially decide to withdraw from Commonwealth University, you MUST "Raise your hand" in CU Succeed using the "I am Officially Withdrawing from Commonwealth University" option to alert the Registrar's Office of your decision.**
- 3. Complete the [Student Exit Form](#) in CU Succeed.**

Before You Withdraw – Discuss Your Options

1. Talk to your [advisor](#) and discuss how withdrawing will impact your academic progress.
2. Check the withdrawal calendar and contact [Student Billing](#) at studentbilling@commonwealthu.edu or 570-389-4013 to determine the financial impact of withdrawing.
3. Review the [Financial Aid impacts and satisfactory progress policies](#) for withdrawal. Contact the [Financial Aid Office](#) at financialaid@commonwealthu.edu or 570-389-4297.
4. If you're an international student, contact the [Office of Global and Multicultural Education](#) at globaleducation@commonwealthu.edu or 570-389-4199.
5. If you're a student athlete, refer to your Student-Athlete Handbook and contact your Athletic Office (Bloomsburg – www.BUHuskies.com, Lock Haven – www.GoLHU.com, Mansfield – www.gomounties.com).

#2

"Raise Your Hand" in CU Succeed

CU Succeed

☰ **CU Succeed**

Login to CU Succeed



Hey Students!

Welcome to the Spring 2024 semester at Commonwealth University!

Have questions about how to use CU Succeed? Email

CUSucceed@commonwealthu.edu for the answers!



☐ **Dashboard**

📅 **Calendar**

To alert the Registrar's Office of your intention to withdraw, you will click on this icon on your CU Succeed Dashboard and complete the pop-up



Raise Your Hand

Select the “I am Officially Withdrawing from CU” option from your drop-down list, add a comment, then click SUBMIT

The screenshot shows a web form titled "Need assistance with something?". Below the title is a paragraph: "Need assistance? Complete the form below to get started. We encourage you to be proactive in seeking help on our campus. We believe you can be successful!". A section titled "CU Succeed Help Resources" contains three items: a phone icon with the number "(570) 389-3862", an email icon with the address "CUSucceed@commonwealthu.edu" and the text "Click email to copy/paste", and a website icon with the link "CU Succeed Support Website" and the text "This link will open a new tab". Below this is a section titled "* Type of help needed" with a dropdown menu. The dropdown menu is open, showing the text "Select the type of help needed" and a list of options. The option "I am Officially Withdrawing from Commonwealth University" is highlighted in blue. Below this option is a text box containing the following text: "Do not use this option unless you have already discussed withdrawing from the university with your advisor, a Success Specialist, or the Dean of Students Office, and someone has raised the Withdrawal Process to-do item in CU Succeed for you. Raise your hand using this option when you have officially decided to withdraw from CU. This will be used by the Registrar Office to deactivate your school accounts and/or to unenroll you from courses." Below the text box is a radio button labeled "I need help from WALES". At the bottom of the form are two buttons: "CANCEL" and "SUBMIT". The "SUBMIT" button is highlighted with a yellow border.

Need assistance with something?

Need assistance? Complete the form below to get started. We encourage you to be proactive in seeking help on our campus. We believe you can be successful!

CU Succeed Help Resources

(570) 389-3862 CUSucceed@commonwealthu.edu CU Succeed Support Website
Click email to copy/paste This link will open a new tab

* Type of help needed

Select the type of help needed

your latest contact information.

I am Officially Withdrawing from Commonwealth University

Do not use this option unless you have already discussed withdrawing from the university with your advisor, a Success Specialist, or the Dean of Students Office, and someone has raised the Withdrawal Process to-do item in CU Succeed for you. Raise your hand using this option when you have officially decided to withdraw from CU. This will be used by the Registrar Office to deactivate your school accounts and/or to unenroll you from courses.

I need help from WALES

[CANCEL](#) [SUBMIT](#)



From CUSucceed@commonwealthu.edu

Reply To CUSucceed@commonwealthu.edu

BCC

Subject CU Succeed **Roongo Starr (276758)** - Confirmation of Withdrawing from CU Notification

You will receive a notification in your CU email and CU Succeed messages confirming that the message was sent to the Registrar's Office

This is to notify the Registrar's Office that **Roongo Starr (276758)** has officially decided to withdraw from Commonwealth University. The student has received the following message in their CU email and in their CU Succeed messages.

Dear Roongo,

This is a confirmation that, by raising your hand in CU Succeed using the "I am Officially Withdrawing from Commonwealth University" option, you have notified the Registrar's Office of your withdrawal from Commonwealth University. Should you have any questions or if this action was taken by mistake, please reach out immediately to registrar@commonwealthu.edu.

Also, please be sure to complete the [Student Exit Form](#) in CU Succeed.

Thank you



You will be prompted to complete the Student Exit Survey within CU Succeed, if you haven't done it already

#3

Complete the *Student Exit Form* Survey in CU Succeed



Roongo Starr



Home



Appointments



Students



My Success Network



Upcoming



Student Surveys

Hey Students!

Welcome to the Spring 2024 semester at Commonwealth University!

Have questions about how to use CU Succeed? Email CUSucceed@commonwealthu.edu for the answers!



Raise Your Hand

You can find the Student Exit Form in your Student Surveys tab within your CU Succeed account

Student Surveys

Completed responses can be edited until the due date. Closed Student Surveys cannot be viewed or revised.

[FORM TO WITHDRAW FROM CU AND ALL COURSES -
Student Exit Form](#)

DUE 12-31-9999 8:00 am ET

[START RESPONSE >](#)

Click the link to the Survey

Complete the Survey to the best of your ability with the information you have at this time and with what you would like to share

< [Back to Student Surveys](#)

FORM TO WITHDRAW FROM CU AND ALL COURSES - Student Exit Form

Completing this form is one of the steps that lets CU know that you are withdrawing from the university. Please read the questions carefully. Should you have any questions while completing this form, please contact the Student Success Center.

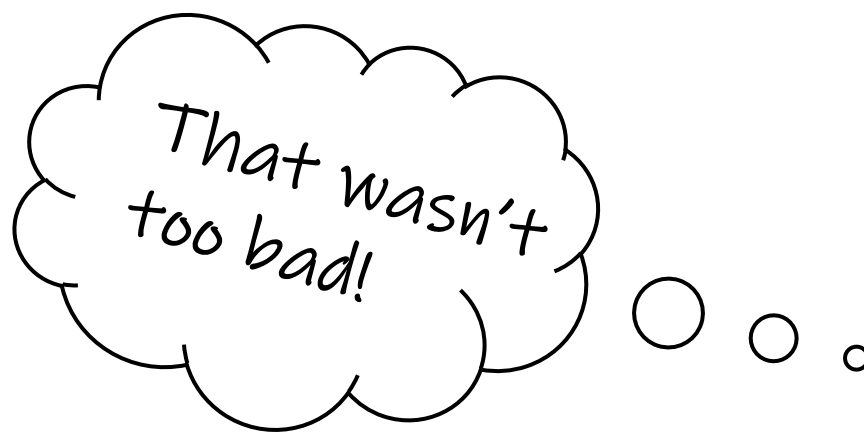
***1. Are you withdrawing immediately or at the end of this semester?**

- ☐ I'm withdrawing immediately.
- ☐ I'm withdrawing at the end of this semester.

2. If you are withdrawing from the university immediately, what is the date of your withdrawal?

Month	▼	Day	▼	Year	▼
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E.g: September 20, 1987



Questions?

Regarding the withdrawal process,
contact [Student Success](#) or the [Registrar](#)

Regarding CU Succeed, contact
CUSucceed@commonwealthu.edu or call 570-389-3862

