

Student Name

ID Number

Withdrawing from current term &/or
canceling classes for future terms?

Rockhurst University Exit Checklist

Please complete the **exit survey** before turning in your exit checklist:

<https://connect.rockhurst.edu/register/exitsurvey>

Office Rep
Initials

_____ 1. Notify Advisor of intent to transfer and receive add/drop form

Arts and Sciences- Rob Hamilton
Van Ackeren 217, ext. 4291

Health and Human Services- Terry Forge
Van Ackeren 300B, ext. 4062

Business, Influence, and Information Analysis- Paul Nunez
Conway 201B, ext. 4578

Helzberg School of Management- Jonnae Hill
Conway 201C, ext. 4823

Research College of Nursing- Leslie Burry
Room 127, 816-995-2820

_____ 2. Complete financial exit procedures

Financial Aid, Rockstop- Massman 119, ext. 4600

_____ 3. Check for outstanding charges

Student Accounts, Rockstop- Massman 119, ext. 4175

_____ 4. Cancel future classes and request official transcripts *athletes see M. Koehler first*

Registrar, Rockstop- Massman 119, ext. 4057

_____ 5. Turn in your completed exit checklist

Student Development- Massman 3, ext. 4826

May not apply to all students:

_____ 6. Athletes must meet with Michael Koehler before leaving

Athletics- Convocation 103C, ext. 4331

_____ 7. International students must meet with Emily Kempf before leaving

Residence Life- Massman 12, ext. 3571

_____ 8. Students with a meal plan must cancel their plan

Residence Life- Massman 3, ext. 4663

_____ 9. Students living on campus must complete a housing contract release

Residence Life- Massman 3, ext. 4663

By signing this document, I acknowledge that I am responsible for all of the above actions and understand that my access to the university will end on __/__/__, my departure date.

Student signature

Current date

Plan to return to RU? If so, when?

Student Name

ID Number

Withdrawing from current term &/or
canceling classes for future terms?

Student signature

Current date

Plan to return to RU? If so, when?