Rockhurst University Exit Checklist

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

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

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

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

Office Rep
Initials

______________________________  ________________________________  ________________________________
Student signature                          Current date                                    Plan to return to RU? If so, when?
<table>
<thead>
<tr>
<th>Student Name</th>
<th>ID Number</th>
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