

Checklist for students who are leaving Ohio University

If you are withdrawing from the classes you are currently enrolled in, you must speak to a staff member in your college office:

Arts & Sciences 104 Wilson 740.593.2845	Business 214 Copeland 740.593.2000	Communication 497A RTV Bldg 740.597.2197	Education 124 McCracken 740.593.4400
Engineering & Technology 159 Stocker 740.593.1483	Fine Arts Jennings House 740.593.1812	Health & Human Services W364 Grover 740.593.9334	University College 140 Chubb Hall 740.593.1935

If you are not returning next quarter:

- Schedule a re-entry/exit appointment with an advisor at the Allen Student Help Center (740.566.8888, 419 Baker Center) to discuss your situation.
- If you are registered for courses for the following quarter, drop these courses online via course registration (www.ohio.edu/registrar).
- If you live in a residence hall, contact Residential Housing (740.593.4090, 060 Chubb Hall) **and** see a Residence Life staff member in your hall to officially check out of your room. Otherwise, you will continue to be billed.
 - If you believe that you should receive a refund for your housing and dining, contact Residential Housing (740.593.4090, 060 Chubb Hall).
- If you are receiving loans, grants, or scholarships, contact the Financial Aid office (740.593.4141, 020 Chubb Hall) to notify them that you are not returning. They will help you prepare for the next financial step in your education.
- If you have a job on campus, let your supervisor know that you are not returning. Confirm receipt of any remaining paychecks, as needed.
- If you believe that you should receive a refund from Ohio University, contact the Bursar's office (740.593.4130, 010 Chubb Hall).
- If you believe that you should receive a refund for a parking permit, contact Parking Services (740.593.1917, 100 Factory Street).
- If you need a copy of your Ohio University transcript, you can order a copy online at www.ohio.edu/registrar, or at the Registrar's office (1st floor Chubb Hall).

Re-Entry/Exit Interviews Script

The questions below are suggestions. You do not need to ask every question, but do ask the bolded questions to each student. Feel free to create and ask questions that are relevant and helpful to the conversation.

- Think back to your decision to attend Ohio University. What factors had a role in your decision to come here?
- **At what point did you first consider leaving Ohio University?**
- **What would you identify as the main reason(s) you are leaving Ohio University?**
- How would you describe your experience in your classes at Ohio University?
- How would you describe your out of class experiences?
- What student services did you use while at Ohio University?
- Are there student services that you wish you would have used or had known about which might have helped you?
- **If you could change any part of your experience at Ohio University, what would you change?**
- **If there was an opportunity, would you want to return to Ohio University at some point in the future?**
- **Is there anything Ohio University can do to prevent you from leaving?**
- If there's one thing you would like for me to know about your experience here that we have not talked about, what would that be?
- **Is there anything we can do to assist you with your transition to what you are doing next?**
 - ✓ See [Checklist for students who are leaving Ohio University](#)