Withdrawal from Winona State Checklist

Are you leaving Right Now?

- **Housing** – You will need to complete an intent to vacate form (Kryzsco 130). You will also need to get formally checked out of your room by your RA. You can reach Housing at 507-457-5305.

- **Drop Classes** – You will need to go online and drop your classes. You will want to bear in mind deadlines connected with refund, last day to drop classes, etc. [Academic deadlines](#) are available online.

- **Financial Aid** – (Warrior Hub – 507-457-2800) Contact Financial Aid and let them know that you are no longer attending. If you have already accepted loans for the term from which you are withdrawing, you will want to cancel those loans. You may also need to do [lending exit counseling](#), which can be done online. Look in the [Quick Links](#) section.

- **Tech Support** – (Somsen 207 - 507-457-5240) Turn in your laptop in a timely fashion. Failure to do so may result in additional charges on your account.

- **Accounts Receivable** – (Warrior Hub – 507-457-2800) Pay any remaining charges you may have. You can check your charges within your account information through the Registration screen.

- **Contact your Campus Employer (if you work on Campus)**

Are you transferring/leaving at Semester End?

- Did you apply to transfer school?

- Did you send a transcript (likely send a 2nd after grades are posted)? Current students can [request transcripts online](#) through the Registrar’s office

- Did you talk with an advisor regarding what classes to take (at your new school)?

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- **Housing** – You will need to complete an intent to vacate form (Kryzsco 130). You will also need to get formally checked out of your room by your RA. You can reach Housing at 507-457-5305.
• **Tech Support** – (Somsen 207 - 507-457-5240) Turn in your laptop in a timely fashion, likely at the end of the semester after you have finished your coursework. Failure to do so may result in additional charges on your account.

• **Accounts Receivable** – (Warrior Hub – 507-457-2800) Pay any remaining charges you may have. You can check your charges within your account information through the Registration screen.

• Contact your Campus Employer (if you work on Campus).

**Are you transferring/leaving at the end of the year?**

• Did you apply to transfer school?

• Did you send a transcript (likely send a 2nd after grades are posted)? Current students can request transcripts online through the Registrar’s office

• Did you talk with an advisor regarding what classes to take (at your new school)?

• **Financial Aid** – (Warrior Hub – 507-457-2800) Contact Financial Aid and let them know that you are no longer attending. If you have already accepted loans for the term from which you are withdrawing, you will want to cancel those loans. You may also need to do lending exit counseling, which can be done online. Look in the Quick Links section. You may also need to change the information within your FAFSA application to enable them to send your information to the school to which you are transferring. You will want to enter a new school’s code into the appropriate section.

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