Before Leaving Mason

We are sorry to hear that you plan to leave Mason, but want to make sure that you do so successfully. We recommend that you visit and/or call the offices listed below in order to avoid any future problems.

OFFICES TO VISIT….THINGS TO DO

- **ACADEMIC DEPARTMENT**
  - ✓ **Be sure to visit your Academic Department and meet with your Academic Advisor**
- **FINANCIAL AID (703) 993-2353—South Chesapeake Module (http://financialaid.gmu.edu/)**
  - ✓ **Contact your Financial Aid Advisor**
- **HOUSING (http://housing.gmu.edu/)**
  - ✓ **Check with your RA regarding the proper checkout procedures**
- **MASON MONEY/MEAL PLAN (http://www.gmu.edu/univserv/allunivcard/masonmoney/index.html)**
- **PARKING (http://parking.gmu.edu/)**
  - ✓ **Be sure to check if you have a refund on your account**
- **REGISTRATION (703) 993-2441—North Chesapeake Module (http://registrar.gmu.edu/)**
  - ✓ **Make sure your address is correct on Patriot Web**
  - ✓ **Drop or Withdraw from all of your classes**
    - **Through the last day to drop – Drop all of your classes via Patriot Web**
    - **After the last day to drop – Visit your Academic Dean and follow the appropriate steps for withdrawal**
- **STUDENT ACCOUNTS (703) 993-2484—North Chesapeake Module (http://studentaccounts.gmu.edu/)**
  - ✓ **Satisfy all your financial obligations**

Name _____ **G Number** _____

Major_____

Term of Separation from Mason: **Fall** _____ (Year) **Spring** _____ (Year) **Summer** _____ (Year)

Do you plan to return to George Mason University? Yes or No If yes, when?_____

If not, why? _____

_____

Will you be attending another institution? Yes or No If yes, what university? _____

May we have someone contact you about your reasons for leaving Mason? Yes or No

_____ _____

e-mail address **telephone number**

Return this portion to: Student Academic Affairs in JC 245, or mail to Student Academic Affairs, 4400 University Drive, MS 2C4, Fairfax, VA 22030