



## **Student Checklist Not Attending**

While we are disappointed you won't be attending Cleveland State University, we do need you to engage with us on some important items to make the transition smooth and ensure your record is accurately updated. Overlooking an important step could have unexpected negative impacts. We hope in the future you reconsider Cleveland State University.

If you are an enrolled undergraduate student and have decided not to attend Cleveland State University this semester, please address the items below.<sup>1</sup>

- Sign into CampusNet to drop all of your classes. You may have a hold preventing the drop, so please contact your advisor. You can find your advisor assignment in Starfish (accessed through CampusNet). Please be sure to drop classes for ALL semesters you have registered.<sup>2</sup>
- Contact All-in-1 at 216.687.5411, or visit them in the Berkman Hall 116, to discuss about possible financial aid implications.
- Newly admitted? Contact CSU Admissions at [admissions@csuohio.edu](mailto:admissions@csuohio.edu). They will need to update your admission record and ensure you don't continue to receive new student communications.<sup>3</sup>

The following may also be applicable:

- Did you plan on living on campus? Contact Residence Life at 216.687.5196, if you have signed a housing contract. You will need to submit a contract cancellation.
- Did you purchase a meal plan? Contact Dining Services at 216.687.5001 to cancel your meal plan. (This will happen automatically if your meal plan was purchased with housing.)
- Did you sign up for health insurance? Cancel your health insurance by calling 216.687.3500.
- Bought a Parking Permit? You will need to return it. Contact Parking Services at 216.687-2023 for more information.

If you have more questions or need assistance with any of the above items, please stop by All-in-1 in the Berkman Hall 116 or contact them by phone at 216.687.5411 or by email at [allin1@csuohio.edu](mailto:allin1@csuohio.edu).

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<sup>1</sup>The student is required to complete these steps themselves. Cleveland State University will not cancel enrollment, financial aid or contracts on behalf of the student.

<sup>2</sup>Please consult the Academic Calendar for important dates. Classes dropped after certain dates may not be eligible for a full refund.

<sup>3</sup>As a new first-year undergraduate student, to see if you are eligible for an enrollment fee refund, please visit <http://www.csuohio.edu/welcome/welcome>.