

Student Procedure for Official Term Withdrawal

1. Log on to iRattler directly or go to the Registrar website to access the form from;

Navigation: <http://www.famu.edu/index.cfm?Registrar&Forms>

* [Official University Withdrawal Form](#) (This form can be typed in online before its printed)

2. Click on the form link for Current Term Withdrawal. The sign on page will appear. (Note: You can log on to iRattler directly)

Signon

FAMNET ID:

Password:

Sign In

**Please use your FAMNET ID and password to login.
DO NOT ENTER THE @famu.edu.**

[Forgot your FAMNET password?](#)

3. Enter your iRattler User ID and Password.

4. Click on **Sign In**. The iRattler Main Menu page appears.

iRattler Home Sign out

Main Menu
Personalize Content Layout

Self-Service

- Financial Aid
 - Begin Loan Process
 - Fin Aid Downloadable Forms
 - NSLDS Student Access Website
 - FAFSA on the web
- Course Catalog
 - Schedule of Classes
 - 2008-2011 Course Catalog
- Student Navigation Instruction

iRattler Applications

- iRattler Campus Solutions**
Access the FAMU Campus Solutions application
- iRattler Financial Management**
Access the FAMU Financials application
- iRattler Human Resources**
Access the FAMU Human Resources application

iRattler News

iRattler Access Form

- iRattler Access Request Form**

Campus Links

- Academic Life**
 - SGPA Official Website
 - Colleges & Schools
 - University Libraries
 - FAMU Bookstore
 - Housing
- Academic Offices

5. Click on the [iRattler Campus Solutions](#) link to go to your Student Center.



Personalize [Content](#) | [Layout](#)

Menu ⌂ - ×
Search:
 »
▷ [Self Service](#)
▷ [Set Up HRMS](#)
- [Guest Users](#)

The student center page appears

Academics
[Search](#)
[Enroll](#)
[My Academics](#)
[Order Textbooks](#)
[Request Official Transcript](#)
[Official Term Withdrawal Form](#)
 »
[enrollment shopping cart](#) ▶

Finances
My Account
[Account Inquiry](#)
[Payment Profile](#)
Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)
[Report Other Financial Aid](#)
[make a payment](#) ▶

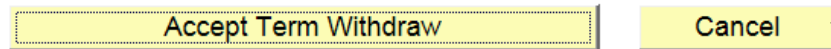
You are not enrolled in classes.
You have no outstanding charges at this time.

6. Then click on [Official University Withdrawal Form](#) link
7. This message will be displayed.

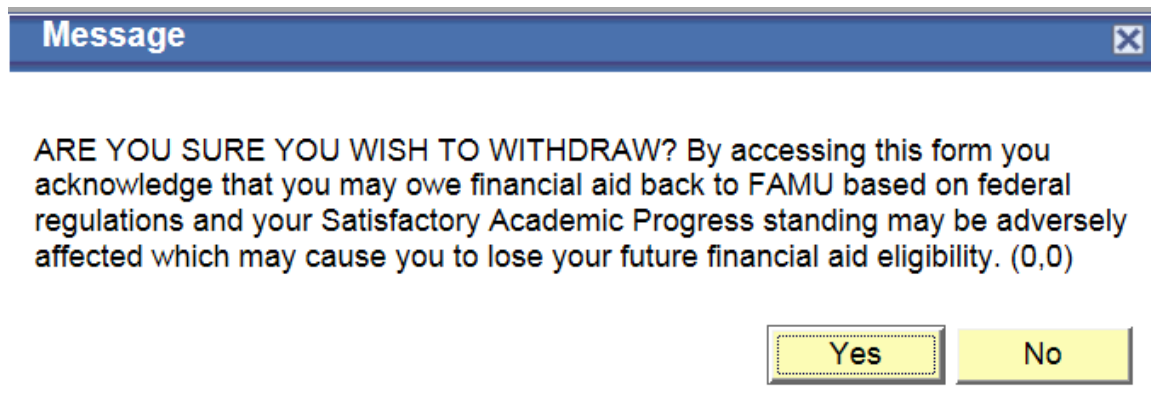
WARNING: This is an official notification that you intend to withdraw from ALL your courses for this term. Federal Regulation § 668.22 requires FAMU to use today's date to determine the amount of any financial aid funds that must be returned if you withdraw. (Your notification of intent to withdraw is the date you access the form, not the date you submit the form.)

Accessing this form serves as your acknowledgement that you may owe financial aid back to FAMU based on federal regulations and your Satisfactory Academic Progress standing may be adversely affected which may cause you to lose your future financial aid eligibility.

To cancel your intent to withdraw, click on the **CANCEL** button now.



8. If you do not cancel the intent to withdraw, click on the **Accept Term Withdraw** button
9. The following message will appear



10. Click no **No** to exit without completing the form. Click **Yes** to continue
11. Display the Official University Withdrawal form.

Click the link below to display the Official University Withdrawl form. The form is read-only so please fill out the form and print a copy.

[Display Official Term Withdrawl Form](#)

[Return to Student Center](#)

12. Click on the link [Return to Student Center](#) or click on [Display Withdrawal Form](#) to complete the form.
13. Complete the form in its entirety. Incomplete forms may lead to delay in processing. Remember to complete and print the form.

FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY



REGISTRAR'S OFFICE

1700 Lee Hall Drive, 112 Foote-Hilyer Administration Center

Tallahassee, FL 32307-3200

Office: (850) 599-3115 Fax: (850) 561-2428 Email: registrar@famu.edu

Official University Withdrawal Form

This form is to be used ***ONLY*** if you are withdrawing from ***ALL*** of your classes this term
(See Registrar's website for deadlines to withdraw by current term www.famu.edu/registrar)

NOTE: Federal regulations require this office to inform all appropriate University departments of your intent to withdraw from this institution. This action could affect your current and future federal financial aid award(s). The Financial Aid Office will use the intent-to-withdraw date captured at the time this form was accessed to process the Return of Funds if applicable.

PERSONAL INFORMATION (Please Type Text before Printing)

Last Name First Name Middle Initial

14. Obtain all required signatures and forward completed form to the Registrar's Office at registrar@famu.edu or turn in the completed form at Room 112 Foote-Hilyer Administration Center