How to Withdraw from the University

Using Campus Connect
To completely withdraw from ASU–Beebe for the semester, you must first speak with your academic advisor to be cleared to withdraw. After speaking with your advisor you will need to have access to a computer with an internet connection.

It is your responsibility to completely withdraw from the semester if you decide to stop attending your courses. If you do not make the request, your courses will not be dropped and you will receive a grade in the course.
The first step, is to open your internet browser and go to the ASU–Beebe website, www.asub.edu.

You will then need to click on the down arrow beside “Students” and click on Campus Connect.
You will now need to enter your ID number and your pin number to login. Your ID number is your student id number or your social security number. Your pin number is your birthday in the format MMDDYY. After you have entered this information, click on the arrow button.
After you have logged into Campus Connect, you will need to click on “Registration”, then “Forms”, and then “Withdrawal Form”.
Now, you will be required to fill in some information including your name, student id number or social security number, your mailing address and a telephone number.

It is not required that you include your email address but, it is recommended.
As you scroll down the page, you will also be prompted to fill in the semester or term that you are dropping, how many hours you are withdrawing from, and if you are a concurrent high school student.

This is the number of hours you attempted this semester.

Only answer “yes” to this question if you are currently in high school.

When you have finished, click “Done.”
After you have completed the withdrawal form, you will be asked to complete a survey. This survey allows you to assess your experience at ASU-Beebe. Your responses are anonymous unless you decide to include your name in your responses.

Please open browser completely

1. Please identify the closest reason for your withdrawal:
   - Work
   - Military Activation
   - Medical/Health
   - Family Responsibilities
   - Financial/Money
   - Relocation
   - Personal Concerns
   - Insufficient Academic Preparation

2. What campus do you attend? (Select all that apply):
   - Beebe
   - Searcy
   - Little Rock Air Force Base
   - Heber Springs
   - Online

3. What is your age? *(number only)
After you have finished the survey, click “Done.” You have now withdrawn from the entire semester at ASU–Beebe.
To ensure that you have successfully withdrawn from the semester, you should log back into Campus Connect after a few days. After logging in, view your schedule to verify that your credit hours have decreased appropriately. When you completely withdraw from the semester, your number of hours should decrease to 0.00.