

# Early Cancellation

Use this form to cancel all your classes prior to the start of the term. **Note:** If you are a new undergraduate, please contact the Office of Admissions.

Access this online form at: <https://registrar.missouri.edu/registration-classes/add-drop-withdrawal/forms/>

**Note:** Any field displaying an asterisk\* is a required field. If not completed, a warning message will appear to complete prior to submission.

Here are some tips for completing the form:

The screenshot shows a web browser window with the Registrar Webpage. The page title is "Student Schedules - Request Early Cancellation". Below the title, there is a note: "New undergraduates contact Office of Admissions. Others use this form to cancel all courses prior to start of the semester/term." The form itself is titled "Request Information" and contains the following fields:

- Term: \* (Dropdown menu)
- Year: \* (Text input)
- Academic Career: \* (Dropdown menu)
- Detailed Description: \* (Text area)

There are also buttons for "Submit on Behalf of Someone Else" and "Submit".

1. **Term** – The form can only be for one term. For multiple term changes, complete another form.
2. Complete the remaining fields.
3. **Attachments** – Attach any documentation using the **Attach (Paperclip)** item on the menu bar.
4. Click the **Submit** button.

**Note:** Advisors do not need to approve your early cancellation form.

**Tips:** Students should take these additional actions, if applicable:

- a. Contact your advisor to let them know you are canceling your courses for the specific term.
- b. If you are living in a Residence hall, you should contact Residential life to cancel your contract.
- c. Contact Financial Aid.
- d. Pay any outstanding balances.
- e. If you need a transcript, order one prior to leaving MU.
- f. Any student receiving military benefits, contact the Veterans Center.