

OFFICE OF THE REGISTRAR REQUEST FOR DISCHARGE

| | | |
|---------------------------------|-------------------------|-----------|
| _____ | _____ | _____ |
| Last | First | Middle |
| _____ Cadet _____ MECEP/ECEP | _____ | _____ |
| | Citadel ID Number | Company |
| | | Class |
| | | ROTC |
| | _____ | _____ |
| | Official Discharge Date | Registrar |

To complete the discharge process, a signature must be obtained from a representative of the offices listed below. This form must be returned to the Registrar's Office once all signatures have been obtained.

- | | | |
|---|---------------------|-------|
| Battalion/Company Tactical Officer (Cadets only) | Barracks | _____ |
| Financial Aid Office | Bond Hall, Room 138 | _____ |
| Financial Aid Accountant | Bond Hall, Room 113 | _____ |
| Treasurer's Office | Bond Hall, Room 113 | _____ |
| Library | Daniel Library | _____ |
| Post office | Mark Clark Hall | _____ |
| Warehouse Manager (Cadets only) | Warehouse | _____ |
| Cadet Book Store (Freshmen Cadets - Returnable Items) | | _____ |
| Tailor Shop (Freshmen Cadets - Returnable Items) | | _____ |
| Counseling Center (Cadets only) | | _____ |
| _____ No Counseling per Commandant's Department | | |
| _____ Recommendations Provided to Student | | |
| _____ Recommend Documentation for Readmission | | |
| Infirmary (Cadets only) | _____ | _____ |
| | Discharge Status | |
| Military Supply Sergeant (Cadets only) | Jenkins Hall | _____ |
| ROTC Department (Cadets only) | Jenkins Hall | _____ |
| Company Sign-out Register (Cadets only) | Barracks | _____ |
| Deputy Commandant (Cadets only) | Jenkins Hall | _____ |

RETURN TO THE REGISTRAR'S OFFICE - BOND HALL, ROOM 173

FOR OFFICE USE ONLY

| | | |
|---------------------------|------------------------------|------|
| _____ I.D. Card Collected | Discharge Approved By: _____ | |
| | Initials | Date |

| | |
|------------------------------|------------------------------------|
| _____ Transcript Designation | _____ Registrar's Office Signature |
|------------------------------|------------------------------------|

COMMENT(S):