

**Checklist for Long Term Military Absence Resulting in a Withdrawal (More than 3 Quarters)
 Follow these steps as applicable for a successful temporary separation from CSUSB**

<input type="checkbox"/>	Complete Leave of Absence Due to Military Commitment Form	Complete a Leave of Absence Due to Military Commitment Form and submit it to the Veterans Success Center along with documentation that the absence is due to service in the U.S. Military.
<input type="checkbox"/>	Notify Veterans Success Advisor Jaime Espinoza, Veterans Success Center (909) 537-7196 / 5195 jespinoza@csusb.edu	Notify the Veterans Success Advisor at the CSUSB Veterans Success Center to receive guidance and initiate the process.
<input type="checkbox"/>	Notify School Certifying Official Melissa McQuead University Hall, Room 158 (909) 537-5213	Notify the School Certifying Official as soon as you find out you will be taking a leave of absence and discuss any necessary procedures.
<input type="checkbox"/>	Office of Financial Aid & Scholarships Roberta Encinias, University Hall, Room 154 (909) 537-3422 / 7024	Discuss your financial aid situation and any necessary procedures.
<input type="checkbox"/>	Tuition Assistance Yolanda Gamble Office of Student Accounts (909) 537-5156 / 7607	Notify the Office of Student Accounts as soon as you find out you will be taking a leave of absence and discuss any necessary procedures.
<input type="checkbox"/>	Office of Housing & Residential Life (909) 537-4155	If you live on campus, discuss your situation and any necessary procedures.
<input type="checkbox"/>	Notify Professors Contact your professors, provide orders / letter from CO, discuss academic accommodations	Notify your professors, as early as possible, that you will be missing a portion of the quarter due to military commitment. Provide requested documentation as stated on previous page.