REENROLLMENT

Student Success Office (SSO)

Fall 2015
Overview

- Philosophy & History
- Reinstatement vs. Readmission
- Reenrollment Deadlines & Process Timeline
- Application Process & Delays, Faculty Board, and Decisions
- Special Case Appeals
- Summer & Winter Registration and Deferred Dismissals
- Auto Readmits
- Website
- Discussion
Philosophy

• Any student accepted to the University of Maryland has the ability to graduate.

• It is our responsibility to provide resources to help students succeed.

• What happens to you when you are 18 or 19 years old should not determine the rest of your life.
History

- Reenrollment in the Past
- Student Success Office & Reenrollment
- What decision letters mean
- Next steps for a dismissed student
**Reenrollment**

<table>
<thead>
<tr>
<th>Reinstatement</th>
<th>Readmission</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If a student...</strong></td>
<td><strong>If a student...</strong></td>
</tr>
<tr>
<td>• was academically dismissed at the end of last semester of attendance</td>
<td>• left the University with at least a 2.0 GPA and did not withdraw from last</td>
</tr>
<tr>
<td>• withdrew from</td>
<td>semester of attendance (excluding summer/winter term)</td>
</tr>
<tr>
<td>• last semester of attendance and has withdrawn from a previous semester</td>
<td>• was placed on academic probation during last semester of attendance and</td>
</tr>
<tr>
<td>• first semester of attendance</td>
<td>one or more semesters have passed since student last registered for courses</td>
</tr>
<tr>
<td>• last semester of attendance and had below a 2.0 GPA</td>
<td></td>
</tr>
<tr>
<td><strong>Items to Submit:</strong></td>
<td><strong>Items to Submit:</strong></td>
</tr>
<tr>
<td>• Application</td>
<td>• Application</td>
</tr>
<tr>
<td>• Essays</td>
<td></td>
</tr>
<tr>
<td><strong>Timeline:</strong></td>
<td><strong>Timeline:</strong></td>
</tr>
<tr>
<td>• 4 - 6 weeks (less time in January)</td>
<td>• 2 weeks (10 business days)</td>
</tr>
<tr>
<td>• Can take longer if student has blocks or requires a major change</td>
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</tr>
</tbody>
</table>
# Reenrollment Deadlines

## Reenrollment Deadlines

<table>
<thead>
<tr>
<th>Semester to Return (Reenrollment Term)</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>November 1</td>
</tr>
<tr>
<td>Fall</td>
<td>April 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dismissed from Current Semester</th>
<th>Semester to Return (Reenrollment Term)</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Spring</td>
<td>Usually January 5</td>
</tr>
<tr>
<td>Spring</td>
<td>Fall</td>
<td>Usually June 5</td>
</tr>
</tbody>
</table>

The upcoming Spring 2016 deadline will be on January 8, 2016
Reenrollment Process Timeline

Student placed on academic probation following fall semester, email sent from UGST

During spring semester, email sent from SSO to remind students of their academic status and provide resources

Student is academically dismissed following spring semester, email sent from UGST
Reenrollment Process Timeline

1. Student submits application/appeal to return right away
2. SSO process application, sends to Faculty Petition Board
3. Faculty Petition Board reviews application
Reenrollment Process Timeline

- **SSO process decision**
- **Student receives email stating decision is available online**
- **Student should discuss decision and options with advisor**
Application – SSO Process

• Receive application
• Reviewed by Graduate Assistants (GA) for Financial and Judicial eligibility (blocks in SIS), missing documents, etc.
• GA sends student an email regarding any blocks or missing information (notes added in SIS – ERSR)
• GA sends applications to Coordinator or Board when ready
• Application reviewed by Coordinator or Board
• Coordinator processes decision
  • Denied
    • Denied to return right away
    • Entered in SIS
  • Approved
    • Checked for blocks and ability to return to major (notes in SIS – ERSR)
    • Student emailed to clear blocks

Throughout the process SSO puts notes in SIS (ERSR) regarding communication with the student and campus offices
Application – Delays

- Financial blocks
  - Please contact the Office of the Bursar to obtain a financial clearance slip

- Judicial blocks
  - Please visit the Office of Student Conduct website for instructions on obtaining judicial clearance

- Missing documents (transcripts, graduation plans, essays)

- Major changes
  - Student requested or student not allowed to return to major

- International Student paperwork (visas)

*SSO keeps notes in SIS - ERSR regarding student’s application
Faculty Petition Board

• 4-5 Faculty members from different academic units.

• All reinstatement decisions are made by the Faculty Petition Board.

• The faculty petition board considers many factors in each individual case.
UA Screen
ERSR

REG752P1 UMCP Student Information System 10/20/15
PIW-0348 Electronic Stamp for Reinstatement ERSR
==============================================================================

UID: Name:
SID: Term of Reinstatement: 1601
Enter 'X' next to the stamps to give. An '*' indicates existing stamps.
==============================================================================

- Mandatory advising for withdrawal reinstatement review satisfied

X Note Text for this student

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REG755P1 UMCP Student Information System 10/20/15
PIW-0348 Electronic Stamp for Reinstatement ERSR
==============================================================================

UID: Name: 
SID: Term: 1601
Enter 'E' by a note to Edit the text or 'R' to just read.
Press F4 to add a new note.
==============================================================================

- ERSR 09/22/15 10:57:57 ATK
  Sent to Board.
- ERSR 10/20/15 14:24:27 PIW
  emailed Christie/BSOS - may student return to major?

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F1=Help  F2=Clear  F3=Menu  PF04 cannot be used a
# Reenrollment Decisions

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
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</table>
| **1A, 2A, (2F)** | • Complete coursework elsewhere (12 or 24 credits)  
• Must reapply to return |
| **4X, 4Z, (2F)** | • Take time away (1 or 2 semesters)  
• Must reapply to return |
| **3F** | • Finish education elsewhere |
| **8A, 80, 81, 86, 90** | • Allowed to return immediately  
• Allowed to return after conditions completed |
Special Case: Appeals

• Students often request to appeal their decision.

• Students should only appeal if there is **new information** provided such as change on the official transcript.

• If student should appeal, appeal instructions are on the website under *Reenrollment – I received a past decision*.

• If a student appeals, previous decision remains in SIS until the appeal decision is made.
Summer & Winter Registration

• Recently dismissed students may register for winter or summer courses after applying for reinstatement

• Other students must be approved for the following semester before registering for winter or summer
Deferred Dismissals

• This process requires action by both Student Success Office and the Registrar’s Office; it does NOT happen automatically

• In summer, students will not be removed from dismissal or have their classes cancelled until after Summer Session 2 registration has ended
  • Students who reach a 2.0 after Summer Session 1 COULD register for summer session 2, so no deferrals will be processed until after Summer Session 2.
Auto-Readmits

- Processed through the Registrar’s Office, does not come through Student Success Office

- In UA, decision code 70, letter code 33

- Registrar’s Office Withdrawal form - Return to the University
  - Have you taken a withdrawal or leave of absence in the past, since Fall 2002?
  - Are you currently in your first semester of attendance at the University?
  - Do you have a cumulative GPA below 2.0?

- If you answered “Yes” to any of the above three questions, you must file a petition for reinstatement with the Student Success Office
- If the answer to all three questions is “No” and you intend to return to the University next semester, the Office of the Registrar will facilitate your readmission at the time of withdrawal or leave of absence.
Website
Discussion

What questions do you have about our process?

How can we better support your office with this process?
Student Success Office

Website: http://www.studentsuccess.umd.edu

Email: rr-admit@umd.edu

Location: 0110 Hornbake Library, South Wing