

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

Reinstatement

If a student...

- was academically dismissed at the end of last semester of attendance
- withdrew from
 - last semester of attendance and has withdrawn from a previous semester
 - first semester of attendance
 - last semester of attendance and had below a 2.0 GPA

Items to Submit:

- Application
- Essays

Timeline:

- 4 - 6 weeks (less time in January)
- Can take longer if student has blocks or requires a major change

Readmission

If a student...

- left the University with at least a 2.0 GPA and did not withdraw from last semester of attendance (excluding summer/winter term)
- was placed on academic probation during last semester of attendance and one or more semesters have passed since student last registered for courses

Items to Submit:

- Application

Timeline:

- 2 weeks (10 business days)
- Can take longer if student has blocks or requires a major change

Reenrollment Deadlines

Semester to Return (Reenrollment Term)	Deadline
Spring	November 1
Fall	April 1

Dismissed from Current Semester	Semester to Return (Reenrollment Term)	Deadline
Fall	Spring	Usually January 5
Spring	Fall	Usually June 5

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

Student submits application/appeal to return right away

SSO process application, sends to Faculty Petition Board

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

```
1 - SIS (umdmys.umd.edu)
File Edit Transfer Fonts Options Macro View Window Help

SIS303P1          UMCP Student Information System          04/02/15
PIW-0444          Undergrad Admission          (SUA)          UA
=====
UID:              NAME:
SID:              TERM: 1508          Withhold addr & phone
Major   : 07010  COMPUTER SCI          Adv Col: 15
Alt Maj :
Pref Maj:
Ent Stat: 44 -   Reenroll          Applied   : 12/09/14
Intent  : 11 -   UG Degree          Inserted  : 12/10/14
Appl Cat: 02 -   Readmit
AWARDS  : Nat-Achv:          Nat-Merit:          MD-Scholar :
-----Decision-----
DECISION LETTER HAS NOT YET BEEN MAIL          Date Mailed: 04/03/15
Decision: 70 - Approval:R & R          Decision Dt: 04/02/15
Dec Mode: -          Spec Admt :
Letter   : 80
-----Response-----
Confirm :          Hse/din :
==>
F1=Help          F2=Clear          F3=Menu          F4 =Index          F6=Print
F7=Prev Term    F8=Next Term    F9=Cmd Ln       F10=First Term    F11=Last Term
ENTER a Student ID or name or use an F-key.
```

1 Sess-1 129.2.128.7 TCP00444 5/7

ERSR

```
File Edit Transfer Fonts Options Macro View Window Help
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
```

==>
F1=Help F2=Clear F3=Menu
PF04 cannot be used at

```
File Edit Transfer Fonts Options Macro View Window Help
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/BS05 - may student return to major?

F1=Help F3=Return F4=Add Note F6=Print F7=Prev F8=Next
Enter request, or press F4 to add, F3 to return.
```

Reenrollment Decisions

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

UNIVERSITY OF MARYLAND

Student Success Office

Contact Us | Reenrollment FAQs | Deadlines | Other Programs |


About | Student Policies | Student Resources | Advisors & Faculty | Academic Probation | Reenrollment | Parents



Welcome to the Student Success Office

The Student Success Office offers services and resources to assist students in completing their undergraduate degrees. These services include:

- Coordinating reenrollment
- Centralizing resources for students, advisors, and faculty
- Managing data from exiting students
- Leading retention initiatives

 **Learn** about the reenrollment process

Contact Us

Name

UID Number

Email

Message

Reenrollment Deadlines

Prospective Semester	Primary Deadline	Dismissed from Current Semester
Fall 2015	April 1, 2015	June 5, 2015
Spring 2016	November 2, 2015	January 8, 2016

Choose Your Reenrollment Type

I was academically dismissed


I was on academic probation

I withdrew or took a leave of absence

I earned a degree from UMD

I received a past decision

I left with a 2.0 GPA or above



OFFICE OF UNDERGRADUATE STUDIES
STUDENT SUCCESS OFFICE

Student Success Office, Office of Undergraduate Studies
0110 Hornbake Library, South Wing
University of Maryland, College Park, MD 20742

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