

REENROLLMENT

STUDENT SUCCESS OFFICE (SSO) FALL 2014

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OVERVIEW

- Readmission vs Reinstatement
- Deadlines
- Communications
- Student Support
- Application Process & Faculty Petition Board
- Advising Notes
- Appeals
- Registration, Deferred Dismissals and Auto-Readmits

REENROLLMENT

Reinstatement

If a student...

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 - last semester of attendance and have withdrawn from a previous semester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

Action Items:

- 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

Action Items:

- 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 2015 date of dismissal will be on January 9, 2015

COMMUNICATION TO STUDENTS

1. Probation Email:

1. Sent after calculate
2. Ex: Probation at the end of Fall, email sent in January

2. Mid-Semester Probation Email:

1. Sent mid-semester
2. Ex: Probation at the end of Fall, email sent in February

3. Dismissal Email:

1. Sent after calculate
2. Ex: Dismissal at the end of Spring, email sent in May/June

WHAT ADVISORS CAN DO TO ASSIST STUDENTS

GPA CALCULATOR

- Use _____ credits to calculate GPA
- Use **attempted** credits not earned
- In SIS – **GPACALC**
 - Attempted Credits: _____
 - Current GPA: _____
 - Desired GPA: 2.000
- Look at past record to help a student understand how long it will really take
- Testudo GPA calculator
 - <http://www.testudo.umd.edu/gpa/index.html>

SIS220P1
PIW-0421

UMCP Student Information System
GPA Calculator

=====
Attempted Credits: 19 Current GPA: 1.842 Desired GPA: 2.000

2 credits with a 4.000 GPA
2 credits with a 3.750 GPA
3 credits with a 3.500 GPA
3 credits with a 3.250 GPA
4 credits with a 3.000 GPA
5 credits with a 2.750 GPA
7 credits with a 2.500 GPA
13 credits with a 2.250 GPA

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F1=Help F3=Menu F6=Print

Use an F-Key or the command line.

CORE Program
Reenrollment Applicant - Transfer Credit
Undecided (Letters & Sciences) Undergraduate Degree
DATE: 09/29/14 Current Status: Registr

Fundamental Requirement Satisfied Math: MATH Course; Engl

Transcripts received from the following institutions:

Prince Georges Community College on 09/23/14

Historic Course Information is listed in the order:
Course, Title, Grade, Credits Attempted, Earned and Quali

Spring

ARTH275	ART & ARCH OF AFRICA	C	3.00	3.00	6.00	HA	D
ENGL101	ACADEMIC WRITING	C+	3.00	3.00	6.00	FE	
MATH003	DEVELOPMENTAL MATH	S	0.00	3.00	0.00		
Non-Credit							
PSYC100	INTRO PSYCHOLOGY	F	3.00	0.00	0.00	SB	

--- Academic Probation ---

Semester: Attempted 9.00; Earned 6.00; GPA 1.333
UG Cumulative: 9.00; 6.00; 1.333

Fall

BSCI105	PRIN BIOL I	C	4.00	4.00	8.00	LL	
ENGL243	WHAT IS POETRY?	C+	3.00	3.00	6.00	HL	
MATH115	PRECALCULUS	D	3.00	3.00	3.00	FM	
PSYC100	*Repeated Course*	C-	3.00	3.00	6.00	SB	

--- Academic Dismissal ---

Semester: Attempted 13.00; Earned 13.00; GPA 1.769
UG Cumulative: 19.00; 19.00; 1.842

UG Cumulative Credit: 19.00
UG Cumulative GPA : 1.842

EXAMPLE #1


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PHIL140 CONTEMP MORAL ISSUES C- 3.00 3.00 3.10 HO
--- Academic Probation ---
Semester: Attempted 14.00; Earned 7.00; GPA 0.914
UG Cumulative: 14.00; 7.00; 0.914

Spring
ARCH170 INTRO BUILT ENVIRN B 3.00 3.00 9.00 HA
CHEM135 *Repeated Course* D- 3.00 3.00 2.10
CMLT270 GLBL LIT & SOCIAL CHANGE B 3.00 3.00 9.00 HL
MATH115 PRECALCULUS F 3.00 0.00 0.00 FM
--- Academic Probation ---
Semester: Attempted 12.00; Earned 9.00; GPA 1.675
UG Cumulative: 23.00; 16.00; 1.430

Summer I
BSCI105 *Repeated Course* B+ 4.00 4.00 13.20 LL
Semester: Attempted 4.00; Earned 4.00; GPA 3.300
UG Cumulative: 23.00; 20.00; 2.004

Summer II
BSCI106 PRIN BIOL II C+ 4.00 4.00 9.20 LL
MATH115 *Repeated Course* B 3.00 3.00 9.00 FM
Semester: Attempted 7.00; Earned 7.00; GPA 2.600
UG Cumulative: 30.00; 27.00; 2.143

Fall
BSCI207 PRIN BIOL III ORGANISMAL D- 3.00 3.00 2.10
BSCI330 CELL BIO & PHYSIOLOGY D 4.00 4.00 4.00
CHEM131 CHEM FUNDAMENTALS I F 3.00 0.00 0.00 XP
MATH140 CALCULUS I W 0.00 0.00 0.00 MS FM
--- Academic Probation ---
Semester: Attempted 10.00; Earned 7.00; GPA 0.610
UG Cumulative: 40.00; 34.00; 1.760

Spring
BSCI222 PRIN GENETICS C- 4.00 4.00 6.80
BSCI330 *Repeated Course* C- 4.00 4.00 6.80
CHEM131 *Repeated Course* C 3.00 3.00 6.00 XP
--- Academic Dismissal ---
Semester: Attempted 11.00; Earned 11.00; GPA 1.781
UG Cumulative: 51.00; 41.00; 1.764

Summer I
CHEM231 ORGANIC CHEMISTRY I F 3.00 0.00 0.00
CHEM232 ORGANIC CHEM LAB I C- 1.00 1.00 1.70
Semester: Attempted 4.00; Earned 1.00; GPA 0.425
UG Cumulative: 55.00; 42.00; 1.667

Summer II
ENGL391 ADVANCED COMP C- 3.00 3.00 5.10 JE
KNES137N GOLF (BEGINNING) A 1.00 1.00 4.00
KNES157N WT TRAINING (BEG) B 1.00 1.00 3.00
MATH220 ELEM CALCULUS I F 3.00 0.00 0.00 MS FM
Semester: Attempted 8.00; Earned 5.00; GPA 1.512
UG Cumulative: 63.00; 47.00; 1.647

UG Cumulative Credit: 71.00
UG Cumulative GPA : 1.647

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SIS220P1
PIW-0421

UMCP Student Information System
GPA Calculator

=====
Attempted Credits: 63 Current GPA: 1.647 Desired GPA: 2.000

12 credits with a 4.000 GPA
13 credits with a 3.750 GPA
15 credits with a 3.500 GPA
18 credits with a 3.250 GPA
23 credits with a 3.000 GPA
30 credits with a 2.750 GPA
45 credits with a 2.500 GPA
89 credits with a 2.250 GPA

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Use an F-Key or the command line.

EXAMPLE #2

STUDENT SUPPORT

- **Help** students determine if returning is in their best interest
- **Direct** students to the SSO Website to start the application process
- **Assist** students with preparing their essays
 - What issues contributed to your academic dismissal from your last semester at the University of Maryland?
 - What steps have you taken to resolve these issues?

APPLICATION – PROCESS

- Student submits **online** application
- SSO reviews application, informs student of any missing information or blocks (notes in SIS – ERSR)
- SSO sends application to the Faculty Petition Board
 - Each application is reviewed by at least 2 board members
- Board reviews application and makes decision
- SSO processes decision
 - Denied – entered in
 - Approved – checked for blocks and ability to return to major (notes in SIS – ERSR)
- Reenrollment decision email
 - Sent to email address in Application System

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. Students often try to have an advisor tell them their chances of reinstatement, and this should be avoided.

REINSTATEMENT DECISIONS

1A,2A,(2F)

- Complete coursework away
- Student must reapply to return

4X, 4Z*

- Take time away
- Student must reapply to return

3F

- Finish elsewhere

81,86,8A

- Return right away
- Once conditions are met (previous 1A, 2A, 4X, 4Z)

* - new decision code

APPLICATION - DELAYS

- Financial blocks
- Judicial blocks
- Missing documents (transcripts, graduation plans, essays)
- Major changes
- International Student paperwork (visas)

*SSO keeps notes in SIS - ERSR regarding student's application

RETURN TO MAJOR

- SSO looks over the following:
 - Benchmarks
 - Repeat Credits
 - Advising Notes
 - College approval

ADVISING NOTES

- Notes in **Advise on the Web**, **Degree Navigator** or **SIS** are very helpful to the reenrollment process
 - Does student need an exception to policy? 3rd attempt at a course, more than 18 repeat credits needed
 - Does the student need to change his/her major?

ADVISE ON THE WEB NOTES

ADVISE on the Web


Records **Notes** **Documents** **Search**

Advise Notes **SIS Notes** **DN Notes**

Search Student:

[Printable Version](#)



Name: Ahmad, Aziza Maryam Notes Per Page: 5
UID: 111153244 Date Order: Asc Desc

1. **Date:** 2014-08-19 **Author:** mflowers   **Title:** Major Change

Aziza,
Effective Fall 2014, your major has been officially changed to Math - Traditional track. Any questions about your degree requirements should be directed to your departmental advisor, Ida Chan. Please also remember that you have mandatory advising with your department EVERY semester, at which time you are also required to have an updated 4-year plan.

Welcome to CMNS!
Have a great semester!

Monet Flowers
College of Computer, Mathematical, and Natural Sciences
Undergraduate Student Services

2. **Date:** 2014-08-15 **Author:** ichan   **Title:** 1408 math adv sat

- will take MATH240, MATH310. Student wants to add MATH463. Advised this can potentially be a heavy load.
- student to talk to Study Abroad Office re HA from Study Abroad

SIS NOTES ON AOW

ADVISE on the Web

Records **Notes** **Documents** **Search**

Advise Notes **SIS Notes** **DN Notes**

Search Student:

[Printable Version](#)

Name: Ahmad, Aziza Maryam
UID: 111153244

1. Term: 201408 Date: 2014-08-06 Author: ATK
Student emailed for major change to MATH.
2. Term: 201408 Date: 2014-08-06 Author: ATK
Emailed student for JC(4) and essays.
3. Term: 201408 Date: 2014-08-06 Author: ATK
Responded to email re: gen ed.
4. Term: 201408 Date: 2014-08-08 Author: ATK
Essays received.
5. Term: 201408 Date: 2014-08-11 Author: ATK
Sent to PW.
6. Term: 201408 Date: 2014-08-12 Author: LJC
Received social clearance (J.Bond)
7. Term: 201408 Date: 2014-08-14 Author: PIW
emailed student to complete major change process

APPEALS

- Appeals will only be reviewed if there is new information
- One page appeals can be emailed to rr-admit@umd.edu

REGISTRATION

- Please remember students cannot attend courses (Fall & Spring) until they have been reinstated
- Non-degree seeking students
 - cannot register until the 1st day of classes
 - new decision code – 90

SUMMER & WINTER REGISTRATION

- Recently dismissed students may register for winter or summer courses after applying for reinstatement
- 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 until after Summer Session 2
 - 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.

QUESTIONS?

Student Success Office

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

Email: rr-admit@umd.edu

Location: 01 10 Hornbake Library, South Wing

The screenshot shows a website interface for the Student Success Office. At the top, there is a dark red header bar with the text "Student Success Office" on the left and a navigation menu on the right containing "FAQ | Deadlines | Contact Us | Apply for Reenrollment". Below the header is a white navigation bar with four buttons: "Returning Students", "Current Students", "Advisors", and "Parents". The main content area is divided into two columns. The left column contains a list of links: "Advisor Quick Links", "Reenrollment Overview", "Tips for Advisors", and "Reenrollment Deadlines". The right column features a section titled "Reenrollment Overview" with a horizontal line underneath. The text below the line reads: "Students who wish to return to the University to complete a degree or to take additional courses must apply for reenrollment. The Student Success Office processes reenrollment applications and works with the University's academic colleges and departments in assisting students in their return to campus."

Student Success Office [FAQ](#) | [Deadlines](#) | [Contact Us](#) | [Apply for Reenrollment](#)

[Returning Students](#) [Current Students](#) [Advisors](#) [Parents](#)

[Advisor Quick Links](#)
[Reenrollment Overview](#)
[Tips for Advisors](#)
[Reenrollment Deadlines](#)

Reenrollment Overview

Students who wish to return to the University to complete a degree or to take additional courses must apply for reenrollment. The Student Success Office processes reenrollment applications and works with the University's academic colleges and departments in assisting students in their return to campus.