



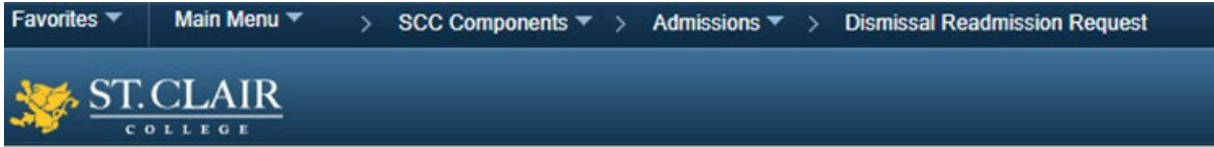
Student Retention and Academic Advising
St. Clair College

Readmission Request Click Path

1. Login to the student information system (SIS).
2. Access the Dismissal Readmission Request.

Main Menu -> Self Service -> Academic Records -> Dismissal Readmission Request

3. Add a new request:



Dismissal Readmission Request

Find an Existing Value **Add a New Value**

Student ID

Term

Academic Career

1. Add New Value.
2. Enter Student ID.

Find an Existing Value | **Add a New Value**

Look Up Term

Term begins with

Description begins with

Short Description begins with

Basic Lookup

3. Enter the **DISMISSAL** term. This is the term you were dismissed from, not the term you hope to return.

*NOTE – Use the Search (Magnifying Glass). This will allow you to find the correct Term code (Short Description) for your **DISMISSAL** term.*

Search Results

View 100 First 1-269 of 269 Last

Term	Description	Short Description
9999	End Term - Svc Indicator Use	End Term
1420	Spring 2023	23S
1415	Winter 2023	23W
1410	Fall 2022	22F
1400	Spring 2022	22S
1395	Winter 2022	22W
1390	Fall 2021	21F
1380	Spring 2021	21S
1375	Winter 2021	21W
1370	Fall 2020	20F

4. Complete the Dismissal Readmission Request.

- a. Indicate whether you are requesting to return as a full-time or part-time student.
 - b. Indicate whether you are requesting to return to your current program.
 - c. Write your “Reason for Readmission”. In this section you should explain, in detail, why you failed to meet academic expectations and how you intend to prevent the same from happening again in the future.
 - d. Identify which term you would prefer to return.
 - e. Click on “View ‘Just the Facts’ Booklet” and carefully review the section regarding the Academic Standing and Readmission Policy.
 - f. Indicate that you have read, understand, and accept the Academic Standing and Readmission Policy.
 - g. Indicate that you agree to take the Readmission Module via Blackboard.
 - h. Click on “View Read Readmission Module” and save/print the instructions for accessing the Blackboard course.
- NOTE – You must complete this module to be eligible for re-enrollment.*

Student ID: _____ Academic Career: Credit

Dismissal Term: _____

Request Date: _____

Request Time: _____ Request Entered by: _____

Campus	School Name	Chair	Email Address	Program	Level	Program Name	Academic Load	Academic Standing

Complete the Readmission Request

Requesting Readmission as a Full-Time Student B
 Requesting Readmission as a Part-Time Student
 Readmission to current program

*Reason for Readmission: C

Preferred Term of Study - Check all that applies
 Fall Term Winter Term Spring Term D

[View 'Just the Facts' Booklet](#) Read sections on the Academic Standing & Readmission Policy Policy viewed by: _____
 I have read and agree with the policies F Read and agree Date: _____

Readmission Module - You must complete this BB Course

[View Readmission Module Help](#) G
 I agree to take the Readmission Module Agreed Date: _____
 Registered in Readmission Module H Registered Date: _____
 Readmission Module Completed

Office use

Request Status: Requested Status notes: _____

Request Status Date: _____

[Email Chair](#) [Email Student](#) Campus Email Address: _____

Record Last Updated By: _____ Last Date Changed: _____

 [Add](#) [Update/Display](#)

5. Save the Dismissal Readmission Request.