

# Pennsylvania College of Technology

## Procedure Statement

**Title:** Undergraduate Reenrollment

**Number:** PR 4.33

**Approved by:**

Presidential Action

**Implementation Date:** 09/1983

**Last Review Date:** 8/2021

**Last Revision Date:** 8/2021

**Persons/Departments Affected:**

Registrar's Office, Academic Schools, Undergraduate Students

**Responsible Department:**

Admissions Office

**Definitions:**

Good standing – A status indicating that the student is not under any disciplinary sanction, has no unsatisfied financial obligation to the College, and is not on academic probation or suspension.

**Procedure:**

- I. Student
  - A. Undergraduate: Completes an admissions application by August 1 for fall readmission or January 1 for spring readmission. No tuition deposit is required.
  - B. The College reserves the right to extend these deadlines to no later than the first day of classes, upon appeal to the director of admissions in cases where personal hardship, military service, or home relocation reasonably prevents application before the deadline.
  - C. Submits final, official transcripts for any college(s) attended during their break of enrollment to the Admissions Office.
- II. Admissions Office
  - A. Processes application for students in good standing.
  - B. If the student is not in good standing, the application is placed on hold until the issue is resolved. The applicant is directed to contact the appropriate office to resolve the hold unless:
    1. If the student was on academic probation when they left or was academically suspended from the institution, the student is directed to appeal to the dean of enrollment and academic operations or designee for readmission.
    2. If the student was suspended for non-academic reasons from the institution, the student is directed to appeal to the vice president for student affairs or designee for readmission.

- C. Emails the student to explain the scheduling process for reenrolling students once the application has been processed, followed by regular notification emails to keep the student informed of next steps.

### III. Registrar's Office

- A. Once reenrollment is processed, runs a Number 4 (Preliminary Schedule Review) profile and reviews it to ensure appropriate coursework is attached and that the internal paragraph has been created.
- B. Sends the profile to the appropriate academic school.
- C. Updates and activates the student profile, upon return from the academic school. This includes updating the catalog year, if deemed necessary by the academic school.
- D. One week prior to the scheduling advising period, emails the academic schools a listing of all reenrolls who are eligible to schedule in the upcoming semester.

### IV. Academic School

- A. Reviews the preliminary profile upon receipt from the Registrar's Office to identify any additional course attachments and determine the student's most appropriate catalog year.
- B. Returns profile to the Registrar's Office to place onto the system.
- C. Assigns student an academic advisor who assists the student with scheduling.
- D. Schedules eligible students during scheduling week.

### **Revision History:**

Date: 8/2021 Updated Persons/Departments Affected; revised Title to clarify applicability to undergraduate students; removed reference to graduate students, which is addressed in [PR 4.62](#)

Date: 10/2020 Removed mention of application fee, which is no longer applicable; added graduate application deadline information; added content around communication from the Admissions Office; clarified process for review of profiles between Registrar's Office and academic schools, including updates to catalog year; clarified position responsible for consideration of appeals

Date: 05/2017 Updated application fee and tuition deposit requirements; clarified content on holds and scheduling

Date: 07/2011 Minor wording changes

### **Cross References:**

Undergraduate Reenrollment Policy, [P 4.33](#)