

## **BOSTON COLLEGE**



# Program Enrollment Guide

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## Contents

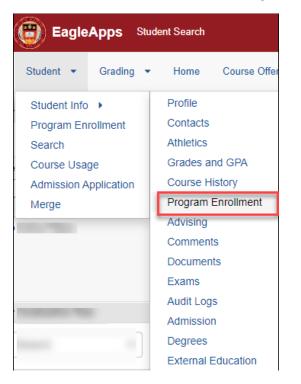
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## Accessing the Program Enrollment Module

- 1. Sign in to the Agora Portal using your BC credentials
- 2. Select the EagleApps link in the Academics and Courses area.

Ag	jora Portal
	Academics and Courses
	Bookings Interface
	Canvas Learning Management System 🗗
	Course History
	Course History (EagleApps)
	Course Information and Schedule
	EagleApps 🗗
	EagleApps Course Information and Schedule 🗹
	Enrollment Certification Request
	Navigate Academic Support 🗗
	Transcript Request and Status
	iClicker@bc 🗗

3. Select Student > Student > Info > Program Enrollment.



## Help and Support

If you have an issue or require access to EagleApps, please open a help ticket using the EagleApps Help/Incident Request Form, and production support/subject matter experts will contact you directly and also set up time with you (if that helps). Below you will find the relevant links for help and support of EagleApps.

Form	Purpose	Who Should Use These Forms
EagleApps Help/Incident Request	This form is to be used to submit application or data issues encountered when using any of the EagleApps Modules, including Enrollment (CMCO), Student Accounts, Institutional Awards, or Financial Aid.	Only those users who actively use EagleApps and have an EagleApps account.
<u>Student Services Systems</u> <u>Access Request</u>	This form should be used to submit requests for access to any of the applications and data supported by Student Services.	Boston College Community/Public that are authorized to use these applications per their job requirements and duties. These users must also be approved by the respective business owners of each application to ensure they have the clearance to view and/or modify the corresponding data.

## Program Enrollment Tips

Actions that you are allowed to perform within the Program Enrollment module are based upon your role. If you see an error message when you try to do something that you know you are authorized to do, you can open a BC Works ticket. Please note that only Deans and Student Services can perform Separation Requests.

## What is a Program?

In EagleApps nearly everything falls under the category of a program. The following table provides brief descriptions of the various programs.

Program Name	Description
University	The highest-level program that tracks a student's
	overall connection to the university. It provides a
	mechanism for computing GPA and credits,
	regardless of the student's program. This is
	needed for dual degree programs to see GPAs for
	a term that contains a mix of courses from the
	different dual degree programs.

School	Consists of the organizations within the university that administer degrees and courses.
Institute	Consists of the organizations within the university that administer degrees and courses.
Credential	Represents the highest level of the instructional material that a student would typically be expected to study.
Major	A student's major area of concentration.
Minor	A student's minor area of concentration.
Program of Study	Consists of two or more courses that is intended to lead to a degree, diploma, or certificate. It may include all or some of the courses required for completion of a degree program.
Pre-Professional	Prepares students for a professional degree.
Study Abroad	Supports students who choose to study abroad.
Endorsement	A confirmation by the school indicating that the student is qualified for a particular certification by an accrediting body.
Study Abroad Non-Partner	Students enroll directly at a foreign university or through a study abroad organization.
Leave of Absence (LOA)	Applies to a student who formally takes a leave of absence. This requires meeting with the Dean to preserve the student's connection with the university and guarantees the student's ability to return when the LOA is completed.
Honors	Designed to support Honors students.
College Transition	Designed to support students transition to college life.
Enrichment	Supports and strengthens a student's learning experience.
Non-Degree	Indicates that the program is not intended to lead to any degree or certification, although courses taken as a non-degreed student can be applied to a degree program at a later date.
Cross-Registered	Indicates that a student is registered in more than one program.

Remediation	Programs used to monitor high risk students who
	need to make academic adjustments in order to
	progress in their program.

### **Basic Navigation**

When you open the Program Enrollment screen, it will look very similar to the sample screen shown below. It contains:

- A black student context header that displays the student's name, ID, school, major, and security settings. Click the **right arrow** (>) to display a photograph of the student (if available).
- A blank box to enter a student's name or ID.
- The **Program Enrollment** tab located under the student context header.
- A **Help** icon (i) to access online help text about the Program Enrollment module.
- A **Request to Modify Program** button that allows you to add, drop, or change a student's Major, Minor, or area of concentration.
- The Active Programs window displays the student's current year of enrollment at Boston College and a link to the student's enrollment program. Click the link to view additional details about the student's program.
- Click the double arrows next to the **Action** drop-down menu to view additional details about the student's program of enrollment. You can also view additional information about the student's program by selecting **View Details** or **View Program Events** from the **Action** drop-down menu.
- If you see an icon in the **Indicator** column, hover your mouse over the icon to display text about it.

EagleApps	Student Info							• ☆
Dashboard Students		Graduation - Re	gistration 🔹 General 💌					0
	<		Morrissey College, A	ts & Sciences	*Computer Science B.S., Political Science	Summer 2025	(Enrolled)	>
	Privacy	Photo: BC Use	Academic record: Public	Local address: Private		otal: BC Use	Title: Priva	ate
rofile Contacts Atl	hletics Grades ar	nd GPA Course His	tory Program Enrollment	Advising Comment	s Documents Exams	Audit Logs	Admission	Degrees External Education
								Request to Modify Program
Active Programs								~
Show Active Only								
Name 🕼	Туре	C2	State 🕼	Term 🖉	Expected Graduation	Term 🛛	Indicator	Action
Boston College (Contract 2022)	Year 2021- Unive	ersity	Active	Spring 2021	Summer 2025			Action - *
Undergraduate Program ( 2021-2022) Arts & Science HISTORY COMP SCI B.S. SCIENCE	es ART	ential	Enrolled	Spring 2021	Summer 2025		0	Action - ×

• Click the Request to Modify Program button to make changes to a student's program.

## Modifying a Student's Program

The Program Enrollment module allows you to add a program, drop a program, or change a student's program.

#### Add a Program

- 1. In the **Student Program Enrollment** screen, click the **Request to Modify Program** button. The **Modify Program Enrollment Request** dialog displays.
- 2. Select a term from the drop-down menu. Note that the current semester is the default.
- 3. Select **Add** from the Request Type drop-down menu.

Request Types include:

- Add Add a program.
- \* Add Any Please note that only Student Services/Deans can perform this task.
- **Change** Change the student's program.
- **Change Contract Year** Change the student's contract year. Only Student Services/Deans can perform this task.
- **Drop** Drop a student's program (Major or Minor).
- Make Major Primary Make the student's Major their Primary Program of enrollment.

**Note:** Some options may not be available to you if you do not have the required authorization to perform certain tasks.

- 4. Select one of the following **Program Types** from the drop-down menu:
  - College Transition
  - Institute
  - Major
  - Minor
  - Pre-Professional
  - Program of Study
  - Study Abroad
  - Study Abroad Non-Partner
- 5. Select a **Program** from the drop-down menu.
- 6. (Optional) Include a reason for your request. You will see process checks indicating if your request is ready to be submitted, or if there are any issues preventing you from completing your program request.
- 7. Click **Submit Request**. You will see a success message in the top right-hand corner of your screen.

The following example shows a request to add an Art History Minor for the Contract Year 2021-2022.

Modify Program	Enrollm	ent Request				
Request Effecti	ve Term:	Spring 2021			x -	
Requ	əst Typə:	Add			-	
Progra	ат Туре:	Minor				
P	rogram :	Art History (Contract Year 2021-20	(22)	-		
You are req Reason : O O O O O O O O O O	Prevents E passed suc Program E successfully Empty Carl Enrollment passed suc	rollment Hae Valid Contract N check passed successfully Request Prior Term check pas Request is For Term Within C ressfully proliment changes if student i	e withdrawn Check 'ear Check passed sed successfully redential Period Check		Submit Requ	C
						Ciose

To verify that the **Add** request is processed, click the **Refresh** button, then click the **Down** arrow in the Program History Request window to display all requests. The Program Request History window is updated with the completed **Add** request, similar to the following example.

gram Request	History					
nrollment Request H	listory		_	_		_
Show Outstanding Re	equests Only					
Submitted Date 🛛 🕸 🗘	Term ଢ≑	Name 🖙 ≑	Type ⊯≑	State 🖙 🕆	Requestor 🖙 🖨	Action T
04-20-2021	Spring 2021	Add Art History (Contract Year 2021- 2022) Minor	Add	Processed	Province (see a	Action -
04-20-2021	Spring 2021	Make Major Primary Computer Science B.S. (Contract Year 2021- 2022) Major	Make Major Primary	Processed	Transfer Sector	Action -
04-20-2021	Spring 2021	Add Computer Science B.S. (Contract Year 2021-2022) Major	Add	Processed		Action -

#### Drop a Program

- 1. In the **Student Program Enrollment** screen, click the **Request to Modify Program** button. The **Modify Program Enrollment Request** dialog displays.
- 2. Select a term from the drop-down menu. Note that the current semester is the default.
- 3. Select **Drop** from the Request Type drop-down menu.

Request Types include:

- Add Add a program.
- \* Add Any Please note that only Student Services/Deans can perform this task.
- **Change** Change the student's program.
- **Change Contract Year** Change the student's contract year. Only Student Services/Deans can perform this task.
- **Drop** Drop a student's program (Major or Minor).
- Make Major Primary Make the student's Major their Primary program of enrollment.

**Note:** Some options may not be available to you if you do not have the required authorization to perform certain tasks.

- 4. Select one of the following **Program Types** from the drop-down menu:
  - College Transition
  - Institute
  - Major
  - Minor
  - Pre-Professional
  - Program of Study
  - Study Abroad
  - Study Abroad Non-Partner
- 5. Select a **Program** from the drop-down menu.
- 6. (Optional) Include a reason for your request. You will see process checks indicating if your request is ready to be submitted, or if there are any issues preventing you from completing your program request.

7. Click **Submit Request**. You will see a success message in the top right-hand corner of your screen.

The following example shows a request to drop a Computer Science Major for the Co	ntract Year	2021-
2022.		

Modify Program Enrollm	ent Request		
Request Effective Term:	Spring 2021	x -	
Request Type:	Drop	-	
Program Type:	Major	•	
Drop Program :	Computer Science B.S. (Contract Year 2021-2022)		
You are requesting to:	Drop Computer Science B.S. (Contract Year 2021-2022) Major 🗴		
Reason :			
		1	
Prevents E passed suc	nrollment changes if student is withdrawn Check sessfully		c
Program E successfully	rollment Has Valid Contract Year Check passed		
Empty Carl	check passed successfully		
Enrollment	Request Prior Term check passed successfully		
Enrollment passed suc	Request is For Term Within Credential Period Check ressfully		
Prevents E successfully	nrollment changes if student is Deceased Check passed		
		Submit Request	
			Close

To verify that the **Drop** request is processed, click the **Refresh** button, then click the **Down** arrow in the Program History Request window to display all requests. The Program Request History window is updated with the completed **Drop** request, similar to the following example.

To verify that the **Drop** request is processed, click the **Refresh** button, then click the **Down** arrow in the Program History Request window to display all requests. The Program Request History window is updated with the completed **Drop** request, similar to the following example.

ogram Request	t History					
Enrollment Request	History		-	-		-
Show Outstanding R	Requests Only Term ⊯≑	Name 🖙 ≑	Type ଢ ≑	State 🗷 ≑	Requestor 🖙 🕆	Action T
04-20-2021	Spring 2021	Drop Computer Science B.S. (Contract Year 2021-2022) Major	Drop	Active	Transfer (1986)	Action -
04-20-2021	Spring 2021	Add Computer Science B.S. (Contract Year 2021-2022) Major	Add	Processed	Summer States	Action -
04-19-2021	Spring 2021	Change Expected Graduation Term Undergraduate Program (Contract Year 2021-2022) Credential	Change Expected Graduation Term	Processed		Action -
04-19-2021	Spring 2021	Change Contract Year Undergraduate Program (Contract Year 2020-2021) Credential	Change Contract Year	Processed		Action -
04-19-2021	Spring 2021	Change Economics	Change	Processed		Action -

#### Make a Student's Major Their Primary Program

- 1. In the **Student Program Enrollment** screen, click the **Request to Modify Program** button. The **Modify Program Enrollment Request** dialog displays.
- 2. Select a term from the drop-down menu. Note that the current semester is the default.
- 3. Select **Make Major Primary** from the Request Type drop-down menu. Request Types include:
  - Add Add a program.
  - \* Add Any Please note that only Student Services/Deans can perform this task.
  - **Change** Change the student's program.
  - **Change Contract Year** Change the student's contract year. Only Student Services/Deans can perform this task.
  - **Drop** Drop a student's program (Major or Minor).
  - Make Major Primary Make the student's Major their Primary program of enrollment.
- 4. (Optional) Include a reason for your request. You will see process checks indicating if your request is ready to be submitted, or if there are any issues preventing you from completing your program request.
- 5. Click **Submit Request**. You will see a success message in the top right-hand corner of your screen.

Modify Program Enro	llment Request	
Request Effective Term	: Spring 2021 <b>x</b> -	
Request Type	Make Major Primary -	
Program :	Major Computer Science B.S. (Contract Year 2021-2022) -	
You are requesting Reason :	to: Make Major Primary Computer Science B.S. (Contract Year 2021-2022) Major 🗴	
-	ts Enrollment changes if student is withdrawn Check successfully	e
	m Enrollment Has Valid Contract Year Check passed	
S Empty	Cart check passed successfully	
	nent Request Prior Term check passed successfully	
Succes	Its Enrollment changes if student is Deceased Check passed sfully Submit Request	
		Close

To verify that the **Make Major Primary** request is processed, click the **Refresh** button, then click the **Down** arrow in the Program History Request window to display all requests. The Program Request History window is updated with the completed **Make Major Primary** request, similar to the following example.

#### Program Request History

#### Enrollment Request History

#### Show Outstanding Requests Only

Submitted Date 🛛 🕏 🗘	Term 🖙 🖨	Name 🖙 🖨	Type ⊯≑	State 🖙 🖨	Requestor 🖙 🖨	Action T
04-20-2021	Spring 2021	Make Major Primary Computer Science B.S. (Contract Year 2021- 2022) Major	Make Major Primary	Processed		Action -
04-20-2021	Spring 2021	Add Computer Science B.S. (Contract Year 2021-2022) Major	Add	Processed	States and	Action -
04-19-2021	Spring 2021	Change Expected Graduation Term Undergraduate Program (Contract Year 2021-2022) Credential	Change Expected Graduation Term	Processed		Action -
04-19-2021	Spring 2021	Change Contract Year Undergraduate Program (Contract Year 2020-2021) Credential	Change Contract Year	Processed		Action -

#### Manage Student Separations Request

The Manage Student Separations Request window allows a Dean or Student Services Administrator to submit a separation request for a student by completing the following information:

- 1. From the **Dashboard**, select **Student > Program Enrollment**. The Program Enrollment Request Admin screen displays.
- Enter the student's name or Eagle ID in the blank field in the upper left corner of the screen.
   NOTE: Two new fields have been added to this screen: Current Term State and New Term State.
   The example screen shot below shows that the student is actively registered for the Spring 2022 semester and is eligible to register for the next semester, Summer 2022.
- 3. In the Manage Student Separations window, select the right arrow (>) to expand the window.

<								
	Privacy 7	ītle: BC Use	Academic record: BC Use	C Photo: Private		iodemographics: BC se	Total: Public	Local address: Private
udent Programs								~
Show Active Only								
View All Program Events	Туре	PE State			Current Term State	Next Term State	Indicator	Action
Boston College (Contract Year 2021-2022) ( BC )	University	Active	Fall 2021		Active in Spring 2022	g Active in Summer 2022		Action - *
<u>Graduate Program (Contract</u> Year 2021-2022) Law School LAW	Credential	Enrolled	Fall 2021		Registered in Spring 2022	Eligible in Summer 2022	PE	Action - ×
bmit an Add/Drop/Change Re	quest							>

- 4. Select a term when the separation will become effective.
- 5. Select a **Separation Type** from the drop-down menu.
- 6. (Optional) Provide a reason for the separation request. Select the **Show Toolbar** checkbox to open a format editor.
- 7. Select an expected term date when the student will return (if applicable).
- 8. Enter the date that the student first notified a Boston College administrator of their intention to separate from the college.
- 9. Click Verify & Submit Separation Request.

The following example shows a Student Separation Request for a Leave of Absence for academic reasons. The Leave of Absence becomes effective with the Spring 2022 semester with an expected return in the Fall 2022 semester.

ent Separations		
Request Effective Term:*	Spring 2022	× -
Separation Type:*	Place Student on Leave Of Absence	× -
Request Type:	LOA for Academic Reasons	× -
Description:		Show Toolbar
Last Attendance Date:*	02-11-2022 00:00:00	<b>iii</b>
Expected Return Term:*	Fall 2022	× -
Notification Date:*	02-15-2022 10:48:37	
		Verify & Submit Separation Reques

The **Confirmation for Registered Course Drop** pop-up dialog displays. The dialog includes all the courses that the student is currently registered in.

- Select each course that you want the student to drop or withdraw from.
- Click **Continue**.

Confirmation for Registered	Course Drop	
Please select the course(s) which y	ou wish to withdraw/drop for sepa	ration terms :
Spring 2022		۸
<ul> <li>LAWS2125 (Active)</li> <li>LAWS2135 (Active)</li> </ul>	<ul> <li>LAWS2140 (Active)</li> <li>LAWS2155 (Active)</li> </ul>	LAWS8065 ( Active )
with last date of attendance as :	02-11-2022 00:00:00	
		Continue Cancel Request

**NOTE:** Whether the student is dropped or withdrawn from courses is based on the Academic Calendar when you initiate the Leave of Absence request. If the student is withdrawn from courses, the system will give the student a grade of **W** for every withdrawn course. If the student is dropped from one or more courses, those courses are removed from the student's registration.

The Program Enrollment screen in the example below shows a student that is placed on a Leave of Absence for the Spring 2022 semester.

Home Cours	se Offering 🝷 🛛 A	Advising 🔹 Sche	duling 👻 Admin G	Graduation 💌	General 🔹 Doo	cuments Ad	min Registration	👻 Cu	rriculum 🝷
	Nursi	ing		*Nursing				2 (Leave Of	
		Total: Public	Local addres	ss: Private Title	Private			oto: BC Use	
									*
			Expected	Current Term					
Туре	PE State	Start Term	Expected Graduation Term	Current Term State	Next Term State	Indicator	Action		
Type University	PE State Active	Start Term Fall 2020			Next Term State	Indicator	Action Action -	٨	
	Privacy A	Nurs	Nursing Privacy Academic record: Total: Public	Nursing Privacy Academic record: Total: Public Local addre	Nursing *Nursing Privacy Academic record: Total: Public Local address: Private Title	Nursing *Nursing Privacy Academic record: Total: Public Local address: Private Title: Private	Nursing "Nursing Privacy Academic record: Total: Public Local address: Private Title: Private Biodemograp	Nursing         Spring 202           Absence)         Privacy         Academic record:         Total: Public         Local address: Private         Biodemographics:         Pho	Nursing         *Nursing         Spring 2022 (Leave Of Absence)           Privacy         Academic record:         Total: Public         Local address: Private         Title: Private         Biodemographics:         Pholo: BC Use Public           Private         Private         Private         Private

**NOTE:** If you want to place a student on a Leave of Absence (LOA) for a future term such as Fall 2022, you can do it now. As an example, you would select the last day of final exams in Spring 2022 as the student's last attendance date. The Effective Date would be Fall 2022 for the Leave of Absence separation and you would need to enter a Notification Date.

#### Verify that Courses are Dropped/Withdrawn

There are two ways to verify that your LOA request is processed: from the **Grades & GPA** tab and the student's **Registration History**.

#### To Verify Course Status from the Grades & GPA Tab

- 1. From the Dashboard, go to **Student > Student Info > Grades & GPA**.
- 2. Enter the student's Eagle ID or name.

The courses and their current states are listed in the semester that the Leave of Absence is effective. In the following example, a student is placed on a Leave of Absence during the Spring 2022 semester, therefore In this example, all Spring 2022 courses are listed with a letter grade of **W**.

<b>2022 SPR</b> 01-01-2022 - 05	· ·		_evel	Degree BS	Major(s) NUR S-B S	Varation		Grad Term Spring 2022	Status Leave	C T	Credits Attempted Credits Attempted	Credits	Credits GPA	GradePts GradePts	GPA		Class Standing Senior	•
Term Name 💠	Course Code 💠	Activity Code		urse Title 🌲		1	State 🌐	Ins	tructor Names 😄		Cred Atte	lits ⇔A npted S		Grade Assi Valu		Frade Credits Earned		
Spring 2022	HLTH2206	02	Pri	inciples of Nutr	ition Across the Li	fe Span	Withdrawn	Tu	cker, Sheila		3.0	A	Admin	w		0.0	Course	
Spring 2022	NURS2090	01	So	phomore Form	ation Seminar		Withdrawn		onzalez-McLean, Julia monelli, Mary C	nna A &	1.0	Å	Admin	w		0.0	Course	
Spring 2022	NURS2205	01	Cli	inical Pharmac	ology		Withdrawn	Sh	, Jacqueline R		3.0	A	Admin	w		0.0	Course	
Spring 2022	NURS2230	02	Ad	lult Health Nurs	sing Theory I		Withdrawn		nd, Stewart & Repsha rone, Stacey H	a, Christin	eL& 3.0	A	Admin	w		0.0	Course	
Spring 2022	NURS2231	01	Ad	lult Health Nurs	sing I Clinical Labo	oratory	Withdrawn	Su	illivan, Eileen A & Nug	ent, Luan	ne 3.0	4	Admin	W		0.0	Course	
<b>2021FALI</b> 08-30-2021 - 12			evel NDG		Major(s) NURS-BS	Varations(		Term 1g 2022	Status Registered	C T	Credits Attempted Credits Attempted	Credits	Credits GPA	GradePts GradePts		Enrollment	Standing	•
																Full-time	Sophomore	
Term Name 🌲	Course Code 👙	Activity Code		urse Title 👙			State 👙	Ins	tructor Names 😄		Cred	lits A npted S		Grade Assi Valu		Frade Credits Earned		
Fall 2021	BIOL2200	01	Mi	crobiology for H	Health Profession	als	Registered	Du	inn, Mary K		3.0	L	.etter			3.0	Course	
Fall 2021	BIOL2210	03		crobiology for H boratory	Health Profession	als	Registered	So	heintaub, Hilary		1.0	L	etter			1.0	Course	
Fall 2021	ENGL1010	11	Fir	st Year Writing	Seminar		Registered	W	asserstrom, Nell		3.0	L	.etter			3.0	Course	
Fall 2021	NURS2080	01	Pa	thophysiology			Registered	Hu	irley, Dorean L		3.0	L	etter.			3.0	Course	

To Verify Course Status from the Student's Registration History

- 1. From the Dashboard, go to Admin Registration > Student Registration.
- 2. Enter the student's Eagle ID or name.

The courses and their current states are listed in the semester that the Leave of Absence is effective. In the following example, a student is placed on a Leave of Absence during the Spring 2022 semester, therefore in this example, all Spring 2022 courses are listed with a letter grade of **W**.

	2022SPRG 01-01-2022 - 05-1			Level UNDG	Degree BS	Major(s) NUR S-B S	Varation		Grad Term Spring 2022	Status Leave	C T		Credits Earned Credits Earned	Credits GPA	GradePts GradePts	GPA		Class Standing Senior	*
Term I	Name 🌲 🕠	Course Code ≑	Activit Code		ırse Title 😄			State 😄	Instructo	or Names 😄		Credit Attem	s ⊜As pted So		irade Assi Valu		irade Credit Earne		
Spring	2022	HLTH2206	02	Prir	nciples of Nutrit	ion Across the Life	Span	Withdrawn	Tucker, S	Sheila		3.0	A	dmin	W		0.0	Course	
Spring	2022	NURS2090	01	Sop	phomore Forma	ation Seminar		Withdrawn		z-McLean, Julian i, Mary C	na A &	1.0	A	dmin	W		0.0	Course	
Spring	2022	NURS2205	01	Clin	nical Pharmaco	logy		Withdrawn	Sly, Jacq	ueline R		3.0	A	dmin	w		0.0	Course	
Spring	2022	NURS2230	02	Adu	ult Health Nursi	ng Theory I		Withdrawn		ewart & Repsha, Stacey H	Christine	≥L& 3.0	A	dmin	W		0.0	Course	
Spring	2022	NURS2231	01	Adu	ult Health Nursi	ng I Clinical Labora	atory	Withdrawn	Sullivan,	Eileen A & Nuge	nt, Luanr	ne 3.0	A	dmin	w		0.0	Course	

#### Reinstate a Student

In the event that a student was removed in error or you placed the wrong student on a Leave of Absence, you can reinstate that student.

- 1. Go to Manage Separations.
- 2. Select **Readmit Student** from the **Separation Type** drop-down menu.

- 3. Select **Reactivate Student from Leave of Absence** from the **Request Type** drop-down menu.
- 4. Select the Expected Graduation Term from the drop-down menu.
- 5. Notification Date is the date that you are reinstating the student.
- 6. Click Verify and Submit Separation Request.

Submit an Add/Dro	op/Change Request				>
Manage Student S	eparations				*
	Request Effective Term:*	Spring 2022	× -		
	Separation Type:*	Readmit Student			
	ocparation type.	Readmit Student	× -		
	Program:*	Undergraduate Program (Contract Year 2020-2021)	×.		
	Request Type:	Reactivate student from Leave of Absence	× -		
	Expected Graduation Term:*	Spring 2024	× -		
	Notification Date:*	02-16-2022 00:00:00			
			Verify & Sul	bmit Separation Request	

7. Click **OK** in the **Readmit Student Confirmation** pop-up dialog.

Readmit Student
Are you sure you want to update the expected Graduation term and readmit the student?
Close OK

- 8. A **Confirmation to Reinstate Inactive Course(s)** pop-up dialog lists all the courses that you withdrew the student from. Select the courses that you want to reinstate the student into.
- 9. Click Continue.

<ul> <li>Spring 2022</li> <li>MGMT2127 04 (Withdrawn - 02-16-2022 Bathurst, Abby J)</li> <li>APSY2032 01 (Withdrawn - 02-16-2022 Bathurst, Abby J)</li> <li>APSY2240 01 (Withdrawn - 02-16-2022 Bathurst, Abby J)</li> <li>APSY2242 02 (Withdrawn - 02-16-2022 Bathurst, Abby J)</li> <li>APSY2216 02 (Withdrawn - 02-16-2022 Bathurst, Abby J)</li> <li>EDUC1051 01 (Dropped - 11-16-2021 Channing, Adelaida V)</li> </ul>		is the list of tate :	inad	tive courses for readmit terms. Please select the course(s) whic	h you wish to
<ul> <li>APSY2032 01 (Withdrawn - 02-16-2022 Bathurst, Abby J)</li> <li>APSY2240 01 (Withdrawn - 02-16-2022 Bathurst, Abby J)</li> <li>APSY2242 02 (Withdrawn - 02-16-2022 Bathurst, Abby J)</li> <li>APSY2216 02 (Withdrawn - 02-16-2022 Bathurst, Abby J)</li> </ul>	Spr	ing 2022			*
<ul> <li>APSY2240 01 (Withdrawn - 02-16-2022 Bathurst, Abby J)</li> <li>APSY2242 02 (Withdrawn - 02-16-2022 Bathurst, Abby J)</li> <li>APSY2216 02 (Withdrawn - 02-16-2022 Bathurst, Abby J)</li> </ul>	<b>~</b>	MGMT2127	04	(Withdrawn - 02-16-2022 Bathurst, Abby J)	
<ul> <li>APSY2242 02 (Withdrawn - 02-16-2022 Bathurst, Abby J)</li> <li>APSY2216 02 (Withdrawn - 02-16-2022 Bathurst, Abby J)</li> </ul>	<ul><li>✓</li></ul>	APSY2032	01	(Withdrawn - 02-16-2022 Bathurst, Abby J)	
APSY2216 02 (Withdrawn - 02-16-2022 Bathurst, Abby J)	✓	APSY2240	01	(Withdrawn - 02-16-2022 Bathurst, Abby J)	
	<b>~</b>	APSY2242	02	(Withdrawn - 02-16-2022 Bathurst, Abby J)	
EDUC1051 01 (Dropped - 11-16-2021 Channing, Adelaida V)	<b>~</b>	APSY2216	02	(Withdrawn - 02-16-2022 Bathurst, Abby J)	
( ), ( ), ( ), ( ), ( ), ( ), ( ), ( ),	<	EDUC1051	01	(Dropped - 11-16-2021 Channing, Adelaida V)	

#### Verify that a Student is Reinstated

Please go to the **Admin Registration** screen and review the student's registration history to see if there were any process failures with re-registering for courses.

**NOTE:** If one or more courses are oversubscribed when you readmit the student, an exemption is required for the student to re-enter those courses.