

REQUEST FOR UNDERGRADUATE READMISSION OR REINSTATEMENT

Instructions:

1. Read, complete, and sign this form. ***Important information, including signature, is located on the back/page 2.***
2. **Payment of the \$70 non-refundable application fee must accompany this application.** Make check payable to UC Regents. ***Applications will not be accepted or processed without payment and signature (on second page).***
3. Submit the completed and signed form to the Office of the Registrar. Official transcripts from all institutions attended during your absence from UCSB are required and must be submitted as soon as they are available.
NOTE – Applications must be received in person or postmarked by the published deadline noted on the back of this form. The University reserves the right to close admissions prior to the published deadline.

Name _____ Perm _____
Last First Middle

Former Name _____ Date of Birth _____
Last First Middle

Readmit Quarter: Fall _____ Winter _____ Spring _____
Year Year Year

Current College: Creative Studies Engineering Letters and Science

Request Change of College to* (if applicable): Creative Studies Engineering Letters and Science

* Change of Major Petition ***must*** be attached to this application

List ALL Institutions Attended During Absence – **Include** University Extension – **DO NOT include** UCSB EAP or UCSB Summer Session

<u>Institution</u>	<u>Dates of Attendance</u>	<u>Degree & Date Awarded</u>
(1) _____ <small style="margin-left: 40px;">Institution Name</small>	From: _____ To: _____ <small style="margin-left: 40px;">List Terms (Fall/Winter/Spring/Summer) and Years</small>	_____ <input type="checkbox"/> Semester <input type="checkbox"/> Quarter
(2) _____ <small style="margin-left: 40px;">Institution Name</small>	From: _____ To: _____ <small style="margin-left: 40px;">List Terms (Fall/Winter/Spring/Summer) and Years</small>	_____ <input type="checkbox"/> Semester <input type="checkbox"/> Quarter

Local Mailing Address

Street _____
 City _____ State _____ Zip _____
 Phone () _____ Email* _____

* If you had a U-mail account at UCSB within the past 13 months, please list this as your email. Otherwise provide an alternative email. Please update all contact information on your GOLD account, including your billing address should it differ from the address listed above. *You will receive an email confirmation of your readmission as well as important registration instructions.*

***** APPLICATION CONTINUES ON SECOND PAGE *****

Office Of the Registrar & College Use Only: Class Code – 0110

Quarter/Year _____ Processed By _____ Date _____

Readmit Approved Reinstatement Excess Units COE Review

Fee Determination – EOP/Pell Grant/ Dream Scholar Previous QTR W/D BARC

Date to College: L&S _____ ENGR _____ CCS _____

LATE APPROVAL _____
Approving College Signature Date

Comments : _____



Readmission/Reinstatement Information and Instructions

Application Deadlines:

Application filing periods open the calendar year prior to the quarter in which readmission/reinstatement is sought. It is highly recommended that applicants begin the process early. Deadlines will be enforced. The University reserves the right to close admission prior to the published deadlines. Quarter specific deadline dates are listed in the *Schedule of Classes*.

Fall	Opens – November 1	Closes – 2nd Monday in August
Winter	July 1	2nd Monday in November
Spring	October 1	2nd Monday in February

Definitions:

Readmission – For students who left the university in good academic standing and who wish to register for classes after an absence, a complete withdrawal, cancellation or lapse of registration.

Reinstatement – For students who wish to seek enrollment after leaving the university while on one of the following must first be reinstated by their college dean.

- Reinstatement-probation
- Subject to academic disqualification
- Academic disqualification
- Dismissed by Dean's Action
- Excess Units
- Proposed Schedule of Graduation
- Change of College

Important Information for Students Seeking Readmission:

- 1) To be eligible for readmission, a student must have established an academic record with the University. Newly admitted undergraduate students who withdrew from all registered classes prior to the drop deadline during the quarter of admission will not be eligible for readmission. Such students must reapply to the University through the regular undergraduate admission process adhering to Admissions processing deadlines. For further information contact the Office of Admissions.
- 2) Students seeking readmission to the College of Engineering must have the approval of the dean.
- 3) If you are in the College of Letters and Science and have earned 135 units or more, or on an approved PSG program prior to leaving UCSB, the Dean of Undergraduate Studies must approve your readmission. In some cases, a Proposed Schedule for Graduation will be required prior to a decision.
- 4) Official transcripts from all institutions attended during your absence from UCSB **are required and must be submitted** as soon as they are available.
- 5) Students who have been absent for three consecutive quarters or more are considered nonresidents and assessed out of state fees until a new Statement of Legal Residence (SLR) is submitted and California residency thereafter is approved.
- 6) Once your application has been reviewed and approved, you will receive notification via GOLD, your U-Mail, or through the e-mail you provide; and once registration pass times have been assigned, you will be notified via GOLD.
- 7) Due to enrollment limitations, there is no guarantee of approval for readmission as admission may be closed earlier than the published deadline date.

Important Steps Required for Students Seeking Reinstatement:

- Students in the **College of Letters & Science** are required to submit an Appeal for Reinstatement Questionnaire form along with this application. The Appeal for Reinstatement Questionnaire form is available at www.duels.ucsb.edu/appealform.
- Students in the **Colleges of Creative Studies and Engineering** must include a letter to the attention of the dean of their college (**appeals for reinstatement will not be accepted without this letter**) addressing the following information:
 - 1) Your analysis of the factors that interfered with your academic success during your last enrollment period at UCSB.
 - 2) A description of the steps you have taken to overcome the obstacles to academic success.
 - 3) Details of your studies undertaken during your absence. Where did you enroll? What courses were completed and the grades received?
 - 4) A statement of your academic plans for the future, including choice of major and the type of program you plan to attempt during your first quarter back at UCSB.
- Official transcripts from all institutions attended during your absence from UCSB are required and must be submitted as soon as they are available. If not yet available, please supply unofficial copies of transfer work. Action taken on your application is contingent upon the receipt and evaluation of these transcripts.
- Follow all the appropriate steps listed above in **Important Information for Students Seeking Readmission**.

If the University rescinds your readmission/reinstatement after registration is completed, you will be dropped from all courses, which may entitle you to a refund according to the refund policy.

* * * **SIGNATURE REQUIRED** * * *

By signing, I certify that all the information provided and all supporting documentation submitted is complete and accurate. I have read and understand the terms of my readmission/reinstatement. I further understand that the University of California has the right to close admission without notice and the right to deny or cancel my readmission/reinstatement if any information is found to be incomplete or inaccurate.

Signature _____ Date _____
