



Student Retention and Academic Advising
St. Clair College

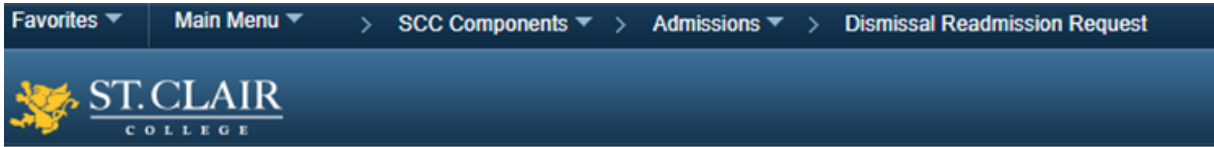
Readmission Request Click Path

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

3. Enter the **DISMISSAL** term. This is the term you were dismissed from.

*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.

- Indicate whether you are requesting to return as a full-time or part-time student.
- Indicate whether you are requesting to return to your current program.
- 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.
- Identify which term you would prefer to return.
- Click on "View 'Just the Facts' Booklet" and carefully review the section regarding the Academic Standing and Readmission Policy.
- Indicate that you have read, understand, and accept the Academic Standing and Readmission Policy.
- Indicate that you agree to take the MyLab Writing course via Blackboard.

NOTE - It may take up to 90 minutes for you to be registered in the MyLab Blackboard course.

- Click on "View MyLab Help" and save/print the instructions for accessing the Blackboard course.

NOTE - You must complete the Writing and Grammar Path Builders in order to be considered for readmission. You are expected to work for at least 60 minutes per week throughout your readmission semester to complete the remaining topics and activities. Failing to meet this expectation could impact your future standing at St. Clair College.

Dismissal Readmission Request

Student ID:
Academic Career: Credit

Dismissal Term:
Request Date:

Request Time:
Request Entered by:

| Dismissed Program Information | | | | | | | | First 1 of 1 |
|-------------------------------|-------------|-------|---------------|---------|-------|--------------|---------------|-------------------|
| Campus | School Name | Chair | Email Address | Program | Level | Program Name | Academic Load | Academic Standing |
| St. Clair Centre for the Arts | | | | | | | | |

Complete the Readmission Request

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

C

Preferred Term of Study - Check all that applies

 Fall Term
 Winter Term
 Spring Term
 D

E
G
F

G
H

MyLab Course - You must complete this Blackboard Course

 I agree to take the Blackboard MyLab course
 Registered in MyLab course
 MyLab Course Completed
 Agreed Date:
Registered Date:

Office use

Request Status: Requested
Status notes:

Request Status Date:
Email Chair

Request Status Date:
Email Student

Request Status Date:
Campus Email Address

Record Last Updated By:
Last Date Changed:

Registration activity after Dismissal Term
 Admission activity after Dismissal Term
 Accuplacer Completed
[Student Academic History](#)
[Student Admission History](#)
[Service Indicator History](#)
[View Complaint History](#)

Save
Add Update/Display

5. SAVE THE DISMISSAL READMISSION REQUEST.