

PROCESS TO REINSTATEMENT AFTER DROP FOR NO PAY.

- 1. Student must complete CHANGE OF STUDENT RECORD form (REINSTATEMENT SECTION) and obtain signatures from all instructors in each one of the classes he/she is trying to re-enroll.**
- 2. Student must obtain signature of the Dean of his/her program or the Vice Chancellor for Academic and Student Affairs.**
- 3. Must bring completed form to Student Affairs so the schedule can be processed in the system again.**
 - Enter classes**
 - Delete Event BURSAR NOTE (Drop for Non-payment)**
 - Delete EXIT STATUS and DATE**
 - File Reinstatement form in student's folder**
- 4. Student must go with the schedule to the Bursar's Office and pay or make payment arrangements to complete reinstatement process. When he/she obtain authorization from Bursar then must show prove to S.A.**