# Student Retention and Academic Advising
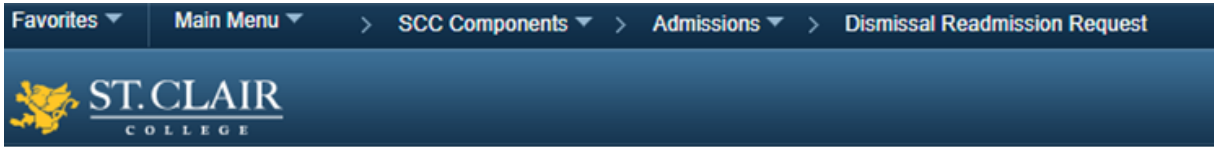## St. Clair College

# 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.**



Favorites ▼    Main Menu ▼    >  SCC Components ▼  >  Admissions ▼  >  Dismissal Readmission Request

**ST. CLAIR**
C O L L E G E

**Dismissal Readmission Request**

Find an Existing Value | Add a New Value

Student ID [          ] 🔍

Term [     ] 🔍

Academic Career [          ▼]

[ Add ]

Find an Existing Value | Add a New Value

1. Add New Value.
2. Enter Student ID.

**Look Up Term**

Term [begins with ▼] [          ]
Description [begins with ▼] [          ]
Short Description [begins with ▼] [          ]

[ Look Up ]  [ Clear ]  [ Cancel ]  Basic Lookup

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 - Srvc 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.

a. Indicate whether you are requesting to return as a full-time or part-time student.

b. Indicate whether you are requesting to return to your current program.

c. 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.

d. Identify which term you would prefer to return.

e. Click on "View 'Just the Facts' Booklet" and carefully review the section regarding the Academic Standing and Readmission Policy.

f. Indicate that you have read, understand, and accept the Academic Standing and Readmission Policy.

g. Indicate that you agree to take the MyLab Writing course via Blackboard.

h. Click on "View MyLab Help" and save/print the instructions for accessing the Blackboard course.
*NOTE - Once enrolled, 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.*

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**Dismissal Readmission Request**

Student ID:
Dismissal Term:
Request Date:
Request Time:          Request Entered by:

Academic Career: Credit

**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 → *Reason for Readmission [                    ]

**Preferred Term of Study - Check all that applies**
☐ Fall Term    ☐ Winter Term    ☐ Spring Term ← D

E → [View 'Just the Facts' Booklet]    Read sections on the Academic Standing & Readmission Policy    Policy viewed by:
G → ☐ I have read and agree with the policies ← F    Read and agree Date:

**MyLab Course - You must complete this Blackboard Course**
[View MyLab Help] ← H
☐ I agree to take the Blackboard MyLab course    Agreed Date:
☐ Registered in MyLab course    Registered Date:
☐ MyLab Course Completed

**Office use**
Request Status: [Requested ▾]    Status notes: [          ]    ☐ Registration activity after Dismissal Term
Request Status Date:                                              ☐ Admission activity after Dismissal Term
[Email Chair]                                                     ☑ Accuplacer Completed
[Email Student]    Campus Email Address                           Student Academic History
                                                                 Student Admission History
                                                                 Service Indicator History
Record Last Updated By:          Last Date Changed:               View Complaint History

[Save]                                                   [Add]  [Update/Display]

### 5. SAVE THE DISMISSAL READMISSION REQUEST.