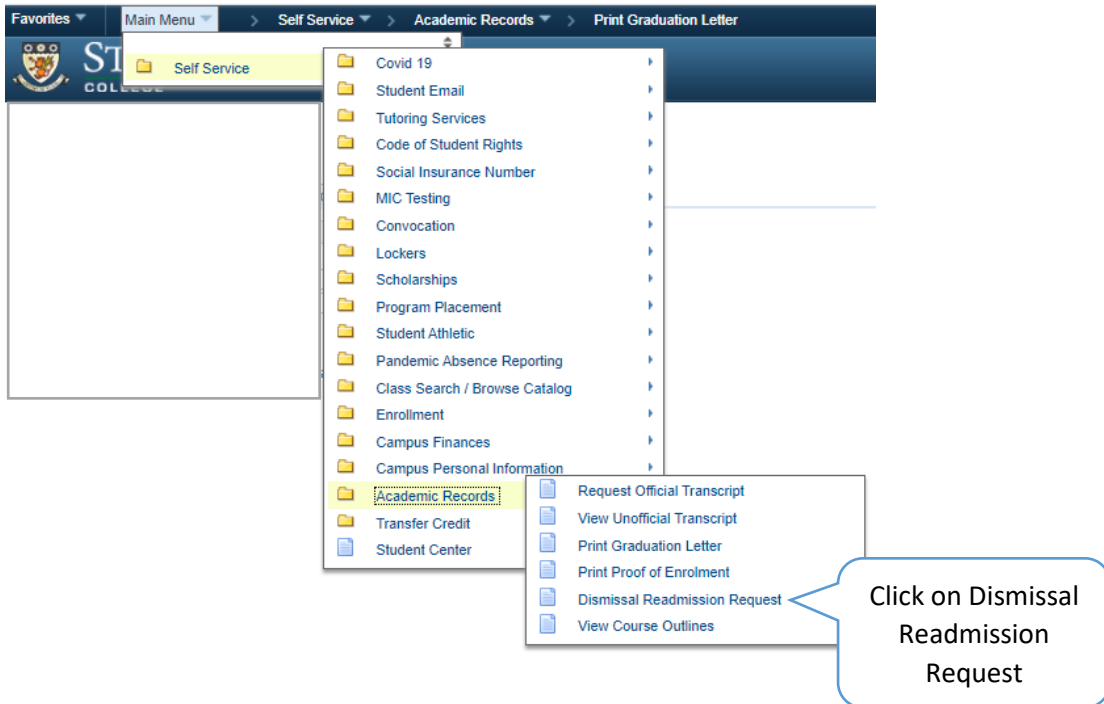
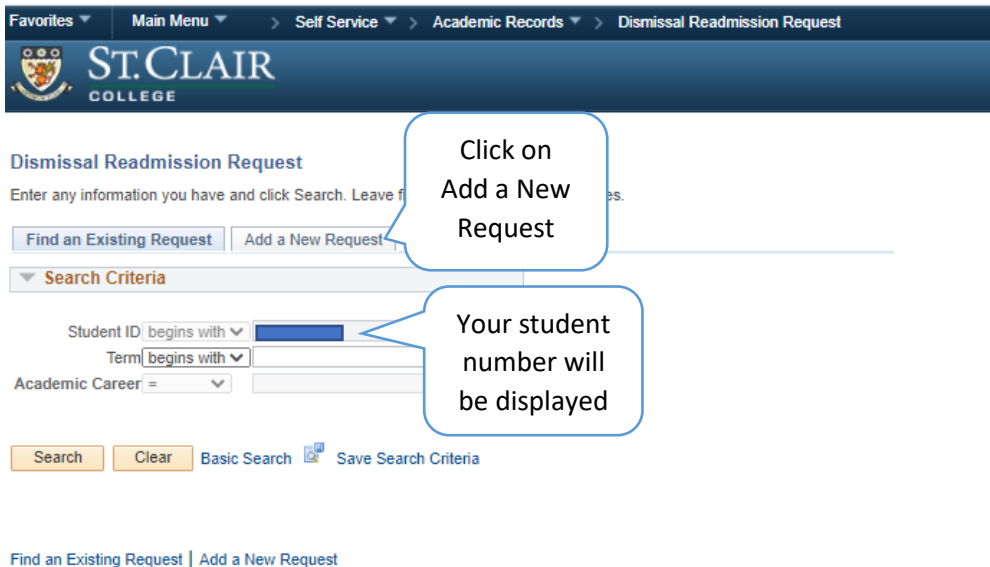


Readmission Request for Dismissed Students  
April 28, 2021

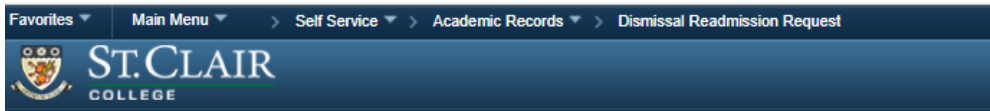
1. Login to the Student Information System (SIS)
2. Click on: Main Menu – Self Service -- Academic Records – Dismissal Readmission Request



3. For new requests:



Readmission Request for Dismissed Students  
April 28, 2021



Dismissal Readmission Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Student ID begins with

Term begins with

Academic Career =

Click on the magnifying glass

[Find an Existing Request](#) | [Add a New Request](#)

Look Up Term

Term begins with

Description begins with

Short Description begins with

Search Results

View 100 First 1-200 of 200 Last

Term Description	Short Description
9999 End Term - Svc Indicator Use	End Term
1400 Spring 2022	22S
1395 Winter 2022	22W
1390 Fall 2021	21F
1380 Spring 2021	21S
1375 Winter 2021	21W
1370 Fall 2020	20F
1360 Spring 2020	20S

Click on the term from your Dismissal Letter

Re-Admission Dismissal Request

Student ID:

Term:

Academic Career:

Click Add

Readmission Request for Dismissed Students  
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4. The Dismissal Readmission screen will display.
  - a. Indicate whether you are requesting to return as a full time or part time student
  - b. Indicate whether you are requesting readmission to your current program
  - c. Write a paragraph explaining why you are requesting readmission
  - d. Identify what term you'd like to return to
  - e. Click on the "View Just the Facts" button and then read the section on Academic Standing and Readmission Policy
  - f. Click to indicate that you have read and accepted the Academic Standing and Readmission Policy
  - g. Click Save

The screenshot shows the 'Dismissal Readmission Request' form in the St. Clair College system. The form includes fields for Student ID, Dismissal Term (Fall 2019), Request Date (04/29/2021), and Request Time (10:06AM). It features a 'Reason for Readmission' section with radio buttons for 'Full-Time Student', 'Part-Time Student', and 'Current Program'. Below this is a 'Preferred Term of Study' section with checkboxes for 'Fall Term', 'Winter Term', and 'Spring Term'. A 'View Just the Facts' button is present, along with a checkbox for 'I have read and agree with the policies'. The 'Office use' section shows 'Request Status: Requested' and 'Updated By: [redacted]'. A 'Save' button is at the bottom left, and 'Add' and 'Update/Display' buttons are at the bottom right. Callout boxes provide instructions for each step: 4a (radio buttons), 4b (checkbox for current program), 4c (reason for readmission), 4d (term selection), 4e (View Just the Facts button), 4f (checkbox for reading policies), and 4g (Save button).

4a. Click here to choose whether you'd like to return as a full or part time student and to indicate if you are requesting readmission to your current

4b. Click here if you'd like to return to your current program

4c. Enter your reason for applying for readmission

4d. Select the term that you'd like to be readmitted to

4e. Click on View Just the Facts button

4f. After reading the Academic Standing and Readmission Policies, click here

4g. Click Save