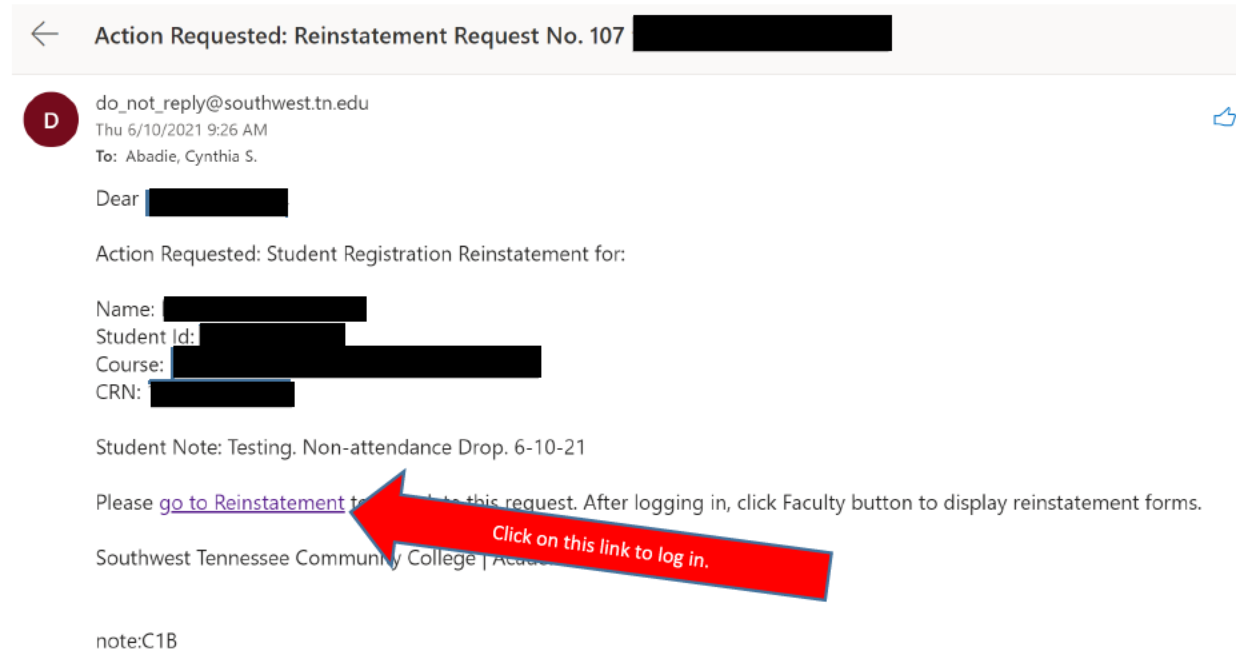


## Instructions for Reinstatement Request

**Step 1:** Students will receive an email when they are removed from the course. It will have a link to the reinstatement request form. If the student completes that form it will route to your email for you to respond to. See the sample of that email below. Select “go to Reinstatement” to complete the faculty portion of the reinstatement request. Please complete this form if you receive it, even if you will not allow reinstatement. After you complete the form the student will receive an email with your response, then it will route to the next department for action.



**Step 2:** Log into the form using your credentials. Press login.



## REINSTATEMENT

Please Login:

Username:

Password:

**Step 3:** Once logged in select the FACUTLY button.



**Step 4:** Complete the form by entering yes or no if you recommend reinstatement. Then answer if the student attended the course prior to the 14<sup>th</sup> day. This determines if Financial Aid can cover the course or not. Then press the UPDATE button to submit.



Log Off

Return

Refresh

## FACULTY

Look up Student Id:

Name:	<div style="background-color: black; width: 100px; height: 15px;"></div>	
Student Id:	<div style="background-color: black; width: 100px; height: 15px;"></div>	<input type="button" value="Faculty"/>
Request No:	94	
Term:	Spring Term 2021	
Course:	Introduction to Art ART-1035-H01	
Reason:	Testing 6-4-21. drop for non-attendance.	
Recommend for reinstatement:	<input type="text" value="-- Please Select --"/>	
Student has attended prior to 14th day:	<input type="text" value="-- Please Select --"/>	
Note to Student:	<input type="text"/>	
<input type="button" value="UPDATE"/>		

**Step 5:** Once you submit it should say "Update complete!" at the bottom. You will then receive an email update as the reinstatement request moves through the process.



Log Off

Return

Refresh

## FACULTY

Look up Student Id:

Name: [REDACTED]  
Student Id: [REDACTED]  
Request No: 94  
Term: **Spring Term 2021**  
Course: Introduction to Art ART-1035-H01  
Reason: Testing 6-4-21. drop for non-attendance.  
Recommend for reinstatement:   
Student has attended prior to 14th day:   
Note to Student:

Update complete!

