

ADMINISTRATION AND ASSIGNMENTS: FIRST-YEAR LIVE-ON REQUIREMENT REINSTATEMENT

Section: Assignments

Policy: Residents whose classes have been cancelled due to not meeting the First Year Live-On Requirement must receive permission from their instructor, the department head/director responsible for the course, and their dean's office in order to have their schedule reinstated. Such permission will be granted only under extenuating circumstances.

Purpose: Residents whose classes have been cancelled due to not meeting the First Year Live-On Requirement must receive permission from their instructor, the department head/director responsible for the course, and their dean's office in order to have their schedule reinstated. Such permission will be granted only under extenuating circumstances.

Scope: This policy applies to all first-year undergraduate students living in residence halls.

Procedure:

- I. Residents desiring to have their schedule reinstated after cancellation must complete the following steps:
 - A. Residents must obtain late add forms and instructions from the Office of the Registrar. This office is located in the Holmes/Hunter Academic Building.
 - B. Residents must reinstate the exact schedule that was cancelled when the First Year Live-On Requirement was not met.
 - C. Residents must request and obtain approval for reinstatement. Individuals, or their designated representatives, who have reinstatement authority must complete and sign late add forms if they approve the reinstatement.
 - D. Residents must then bring all completed and signed add forms to the Housing Assignments Office to obtain a *Reinstatement Clearance* form. After clearance from the Housing Assignments Office, residents will take the clearance form and signed add forms to the Bursar's Office. Students must pay the full balance of their student account at the Bursar's Office. Once the payment has been made, the Bursar's Office will complete the *Reinstatement Clearance* form.
 - E. Residents will take the completed *Reinstatement Clearance* form and the add forms to the Office of the Registrar for processing.

Revised: May, 2012