

Questions/Submissions to:

Graduate Division
 120 Aldrich Hall | Zot Code 3180
 (Attn: Andrea Anderson)
 949-824-1244 | alanders@uci.edu

READMISSION PETITION FOR GRADUATE STUDENTS**STUDENT**

Students must complete this form; provide a written justification for readmission; obtain the appropriate signatures; pay the \$70 readmission fee; and submit this form to the Graduate Division. 120 Aldrich Hall, Attention: Andrea Anderson. Students are required to enroll and pay fees by the deadlines published in the Schedule of Classes. Students who do not register by the end of the third week of classes in an academic quarter are not included in the census count, resulting in a reduction of campus funding. Therefore students not registered have their fees de-assessed by the Registrar and lose their student status. Student may petition for readmission by exception only; readmission is not automatic and may be denied.

Student Name: _____ Last First Middle	Student ID Number: _____
Student Phone: (____) _____ - _____	Student E-Mail Address: _____
Home Department: _____	
Degree: <input type="checkbox"/> M.A. <input type="checkbox"/> M.S. <input type="checkbox"/> M.U.R.P. <input type="checkbox"/> M.A.T. <input type="checkbox"/> M.A.S. <input type="checkbox"/> M.F.A. <input type="checkbox"/> M.B.A. <input type="checkbox"/> Ph.D. <input type="checkbox"/> Ed.D. <input type="checkbox"/> Credential	

Justification for readmission past the deadline:

Note: The readmission fee must be paid before submitting this form. This form will be valid for only 5 business days after it has been received in the Graduate Division. If the student has not registered within that time, the student will not be allowed readmission for that academic quarter.

 Student Signature Date

DEPARTMENT

Please review, complete and return to the student. After the third week of classes, students must obtain the departmental Graduate Chair/Advisor recommendation for approval of readmission and approval by the school's Associate Dean for the exception to enrollment policy.

- APPROVED
 NOT APPROVED

Comments: _____

 Name Graduate Chair/Advisor (please print) Campus Phone Number

 Graduate Chair/Advisor (please sign) Date

 Exception Approved by School Associate Dean (please sign) Date

GRADUATE DIVISION

Consult student file to assess any history of readmission/late enrollment.

- APPROVED
 NOT APPROVED

Comments: _____

CASHIER'S OFFICE USE ONLY:

220170-20170 (\$70.00)

GENERAL INSTRUCTIONS FOR READMISSION PETITION FORM

Students are required to register (enroll and pay fees) by the established fee payment deadline for each academic quarter. **Students who do not register by the absolute deadline (Friday of the third week of classes) will be “de-assessed” or dropped from classes as a result of failing to pay fees and enroll in units, and will no longer have student status.** In the event of extenuating circumstances, students may petition for readmission. **Readmission is by exception only and is not automatic.** The student is responsible for the readmission process and will need to complete the process as noted below. Fees associated with the readmission petition process include a \$70 Readmission Fee and a \$3 fee for Add Card processing. Students can add up to 2 courses per Add Card.

*** NOTE: If you have paid fees but did not enroll, you need to contact a member of the Graduate Division staff at (949) 824-1244 before you can move forward with the process.***

START



Step One:

Home Department

Obtain Add/Drop card and Readmission Petition form. Add/Drop cards can be obtained at the Registrar’s Office, the Readmission Petition form is located on the Graduate Division website under forms for current students at <http://www.grad.uci.edu/forms/>.

Students must provide an explanation in writing on the Readmission Petition form why you are enrolling late. You must also obtain your department Chair’s and school Associate Dean’s signatures for approval of the exception to enrollment policy. Please note that approval is not automatic and is at the discretion of your academic program/school. Students must complete the Add/Drop Card including appropriate course codes and signatures.



Step Two:

Cashier’s Office

228 Aldrich Hall

(Hours: Monday-Friday 8:30-4:30 closed for lunch 1-2pm)

Pay the \$70.00 Readmission Fee at the Cashier’s Office. The Cashier’s Office will stamp your form as paid. You must pay the fee before submitting the form to the Graduate Division.



Step Three:

Graduate Division

120 Aldrich Hall

(Hours: Monday-Friday 8-5pm)

Submit completed Readmissions Petition form to the Graduate Division for approval and re-assessment of your quarterly fees/tuition. Graduate Division staff will inform you of your total fees including all late fees. Obtain signature from the Graduate Division Dean for your Add/Drop card.



Step Four:

Cashier’s Office

228 Aldrich Hall

(Hours: Monday-Friday 8:30-4:30 closed for lunch 1-2pm)

Walk upstairs to the Cashier’s Office (across from the Registrar) and pay all fees/tuition and late fees owed. Your balance of fees/tuition, late fees and \$3.00 for Add/Drop card(s) MUST be paid at this time. (Verify amount at <https://sbs.adcom.uci.edu> or at Campus Billing at (949) 824-6916.



Step Five:

Registrar’s Office

215 Aldrich Hall

(Hours: Monday-Friday 8-4pm)

Walk to Registrar’s Office window (across from the Cashier’s Office) and submit the Add/Drop card.