



## **GUIDE FOR READMISSION / RE-INSTATEMENT**

Complete the READMISSION/RESINSTATEMENT form and pay the \$20 processing fee at the Bursar's Office located in C-110. Submit the form with payment receipt at the Enrollment Services Center (C107). Be sure to pick up the current Academic Calendar. LaGuardia College Catalogs are available on the website.

- Your application for Readmission or Reinstatement will be reviewed and processed within 5 business days. **We will notify you of your application's status via e-mail. We will use the e-mail address you provided on your application. PLEASE PRINT CLEARLY.**
- **If you are planning on changing your major – submit a change if major** form with your readmission/reinstatement application. **PLEASE NOTE: Departmental Permission may be required for major change.**
- Bring transcripts from any college(s) you have attended since you were last registered at LaGuardia Community College. OFFICIAL TRANSCRIPT from that college(s) must be sent to LaGuardia the office of Admissions, Room C102 or you may bring it in person. Allow at least 2 weeks for an evaluation awarding transfer credit(s). Credits can only be transferred if they are applicable to your major at LaGuardia. Submission of transcripts will ensure that you avoid repeating classes unnecessarily.
- If approved for Readmission or Reinstatement, you will need to meet with an advisor in Room B100. Academic advisement is **required** before you can register for classes.
- After your advisement visit, make sure that you can log into your CUNYFIRST account, if you don't have an account please create one now. All registration is done online on Student Services Center through the CUNYFIRST (<https://home.cunyfirst.cuny.edu>). The Enrollment Services Center staff is available to assist you logging-in to your account if needed. The **Schedule of Classes** is posted online at [www.laguardia.edu/registrar](http://www.laguardia.edu/registrar) - select CLASS SCHEDULE. Be sure to select the correct session – For example, Fall Session I or II, Spring Session I or II.
- If you are applying for financial aid, complete the application as soon as possible. Remember LaGuardia's FAFSA number is 010051 and NY State TAP number is 1403. You can apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). You can also complete your application in person with the assistance from a member of the Student Financial Services staff, in C-109. Bring your income information with you. **Note:** Readmitted students must have their aid award in place by the date tuition payment is due otherwise you will need to use other sources to pay your bill. Please review the payment options at [www.laguardia.edu/bursar](http://www.laguardia.edu/bursar)
- LaGuardia has rolling registration and payment due dates. If you do not settle your tuition bill by the deadline corresponding to your registration date, your registration will be cancelled. You may reregister for classes – up to the last day to add a class for the session.
- A LaGuardia Email account will be created for you five business days following your registration. You can claim your account by going to [www.laguardia.edu](http://www.laguardia.edu), click on LIVE MAIL at the bottom of the page. Follow the instructions to log-on. Be sure to check your email frequently since this is the primary communications source at LaGuardia. Call the Student Information Center (SIC) if you need assistance at 718-482-5242 or email [ONLINEREG@lagcc.cuny.edu](mailto:ONLINEREG@lagcc.cuny.edu)



# Office of the Registrar - Division of Student Affairs Readmission & Reinstatement Application

(Choose one semester and indicate year) <input type="checkbox"/> Fall <input type="checkbox"/> Spring    Year: 20__	<b>\$20.00 Application Processing fee</b>
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**Note:** The City University of New York does not discriminate on the basis of race, religion, sex, age, creed, color, national origin, physical or mental disability, sexual orientation, marital status, citizenship status, or veteran status.

**STEP 1: PLEASE PRINT CLEARLY**

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**CUNYfirst EMPL ID# or SSN #**

\_\_\_\_\_ Last Name                      \_\_\_\_\_ First Name                      \_\_\_\_\_ Middle Initial                      \_\_\_\_\_ Name while in Attendance (if different)

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Current Mailing Address: Street \_\_\_\_\_ Apt. No. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone No. (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail address: \_\_\_\_\_

**ARE YOU CHANGING YOUR MAJOR? IF YES, COMPLETE AND ATTACH A CHANGE OF MAJOR FORM TO THIS APPLICATION.**

Have you attended another college since leaving LaGuardia? If yes, please provide Official transcripts from the other college(s) to the Office of Admissions in room C-102 for evaluation.

**Select the section below that applies to you:**

Readmission: \_\_\_\_ I have not registered for classes or received grades for a least two semesters.                      **Last semester that you attended:** \_\_\_\_\_

Reinstatement: \_\_\_\_ I was placed on academic probation or suspension when I last attended LaGuardia.                      **Last semester that you attended:** \_\_\_\_\_

**STEP 2: Go to Student Financial Services** in room C-107. I have met with a Financial Aid Specialist and I am aware that I am responsible for paying my tuition and fees.

*Stu. Fin. Services Signature:* \_\_\_\_\_ *Date:* \_\_\_\_/\_\_\_\_/\_\_\_\_

**STEP 3: Go to Bursar's window**, room C-110 to pay the processing fee. The application processing fee applies only to this semester and is non-refundable, even if your application is not approved or you choose not to attend the semester you apply for readmission or reinstatement.

**I hereby certify that:** I read, fully understand and accept the above statements

*Student's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_/\_\_\_\_/\_\_\_\_

*Bursar's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_/\_\_\_\_/\_\_\_\_

**STEP 4: Return the completed form to the Registrar's Office** in room C-107.

*Signature from Pick-up:* \_\_\_\_\_ *Date:* \_\_\_\_/\_\_\_\_/\_\_\_\_

**IMPORTANT-**When you are approved for Readmission or Reinstatement; you will receive an e-mail from the Registrar. Bring the attach letter with you to room B-102 and ask to speak with an advisor. You must meet with an advisor for academic advisement before you can register for classes.

<b>Office use only</b> Academic Standing Status: Good <input type="checkbox"/> PRB1 <input type="checkbox"/> PRB4 <input type="checkbox"/> DCH/SUSP <input type="checkbox"/> Cleared from Disciplinary Suspension: _____	Readmission & Reinstatement Status Accepted: ____ Non-Degree: ____ AFP: ____ Acad. Appeal: ____ Rejected: ____ Last Term: ____ GPA: ____ Units Taken: ____	Session: I__ II__ Added Registration Appt. > 30 credits ____ < 30 credits ____
	Reinstatement Committee Signature _____ _____	<i>Processed by:</i> _____ <i>Date:</i> ____/____/____

White – Registrar's Office

Yellow copy – Student