Submitting an Undergraduate Re-Enrollment Application

Students

Undergraduate students may request re-enrollment to Mason by completing an Undergraduate Re-Enrollment Application. The form will be reviewed by an advisor, and if applicable: International Programs & Services (OIPS), Admissions, BIS, Nursing, and your school/college Dean. Once approved or denied, you will receive the result through your Mason email.

1. Sign in with your Mason credentials

![Image of Undergraduate Re-enrollment form]

This request is only available to undergraduate students seeking enrollment who have missed one or more consecutive semesters at Mason. Students who re-enroll must meet the catalog/degree requirements that are in place at the time of re-enrollment. If this request is not completed by the first day of classes, then Dean approval is required.

Review the information displayed and select the semester in which you wish to re-enroll.

2. Re-enroll Semester

Select which semester you want to return. If you complete this on or after the 1st day of the requested semester, the form will go to your college/school Dean for additional approval.

- Student Name: [ ]
- GMU Email: [ ]
- Re-enroll Semester: [ ]
- Personal Email: [ ]

3. Personal Email

Select a Personal Email from the drop down or "Add a new email" and type the new email to the right.

4. Review your information

Review your information and click the “Next” button at the bottom.

Below is a summary of the student's academic records:

<table>
<thead>
<tr>
<th>Student Status</th>
<th>Student Type</th>
<th>Academic Standing</th>
<th>Residency</th>
<th>Effective Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field of Study</td>
<td></td>
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</tr>
</tbody>
</table>
5. Academic History
   1. Were you on academic suspension when you left George Mason University?
   2. Is your cumulative GPA less than 2.0?
   3. Have more than 2 years passed since your last graded (including Withdrawals) semester?
   4. Have you ever been academically dismissed from George Mason University?
   5. When last enrolled at George Mason University, were you an international student in F-1 or J-1 status?

6. Questions about your Absence and Return
   Select Yes or No about the following questions. Depending on your answer, more details from you and additional approval will be required.
   6. Have you ever been convicted of a felony?
   7. Have you ever been suspended or dismissed from another college/university for non-academic reasons?
   8. Have you earned credit or a degree elsewhere during your absence from George Mason University without receiving permission from the Dean/Director of your school/college?
   9. Are you changing your major?

7. Student Acknowledgement of Requirements
   Read all of the statements below

   Student Acknowledgement of Requirements:

   *   I hereby apply for a temporary Leave of Absence from George Mason University for the duration indicated above. I understand that submission of a new admission application will be required if I am away for more than 5 consecutive fall and spring semesters.

   By typing your full name (First Name Last Name) exactly as it appears above, you are certifying that you have read and understand the Disclosure/Consent and agree to receive required disclosures or other communications related to this transaction electronically.

   To continue, please enter your full name and click the “Sign Electronically” button to save your information and submit your form.
8. Check Box
Read and check the box for the "Student Acknowledgement and Requirements" statement.

Student Acknowledgement of Req

* [ ] I hereby apply for a temporary leave of absence and understand that I will be required to complete all academic work during my leave.

By typing your full name (First Name Last Name) except for required disclosures or other communications related to your leave.

9. Student's Signature
Type your full name (as displayed above) and Click Sign Electronically.

10. Confirmation Email
You’ll receive an email with the details of the request in your Mason email. To check the status of your request, you can click on the button in your confirmation or wait to receive the decision by email.

For more information on this topic, please contact regwf@gmu.edu.