

# Advising Readmitting Students

	<p>Readmitted students will be contacting you for advisement who are not physically here on campus but are planning on returning and registering for the upcoming semester. Your role as an academic advisor helps students reconnect to our campus community.</p>
<p><b>Time Ticket and Registration PIN information</b></p>	<ul style="list-style-type: none"> <li>• Since readmitting students are not currently enrolled, their time-ticket and PIN information may not appear on your regular advisee contact list in myRedDragon.</li> <li>• Your department secretary will forward you an email with the student's time-ticket and PIN that the Student Registration and Records Service office generated.</li> </ul>
<p><b>Advising Appointment</b></p>	<ul style="list-style-type: none"> <li>• Readmitting students are not physically on campus, so the advising conversation can occur via phone (or email).</li> <li>• Schedule a phone call when both you and the student have dedicated time to discuss their academics and review their Degree Works audit.</li> <li>• It's possible a readmitted student is new to your department (changed majors). Take some time to welcome them and explain unique features or expectations for your program.</li> </ul>
<p><b>Registering for courses</b></p>	<ul style="list-style-type: none"> <li>• Student will log into myRedDragon to register for classes at or after their designated time-ticket. Schedule adjustments may be made online until web registration closes.</li> <li>• Readmitting students can register after web registration ends by completing the <a href="#">alternate registration</a> (paper) process through Student Registration and Record Services. Students typically need to be prepared to make payment at the same time through this process.</li> </ul>
<p><b>Retaking a course</b></p>	<ul style="list-style-type: none"> <li>• If students are returning to Cortland from an academic suspension or dismissal, retaking courses can significantly improve their GPA and assist them in returning to good academic standing.</li> <li>• For retakes, the original grade remains on the transcript but is not computed in GPA; the more recent grade is computed in the GPA.</li> <li>• Students receiving financial aid need to ensure they register for at least 12 "new" credits in addition to the retake if they previously earned credit for the course (e.g. grade of D). Students should contact financial aid with questions about how retakes may impact their aid.</li> </ul>
<p><b>"Lifting a flag" for registration</b></p>	<ul style="list-style-type: none"> <li>• To retake a course, register for a closed course or for a majors only section, the department secretary for the department offering the course "lifts the flag" online so the student may register via myRedDragon.</li> <li>• Since readmitting students cannot easily visit departments on-campus, consider helping them through this process or providing students with department contact information.</li> </ul>
<p><b>Reapplying course exceptions</b></p>	<ul style="list-style-type: none"> <li>• If students had course exceptions/substitutions applied to their Degree Works audit previously, they need to be reapplied upon readmission (if still applicable). Any "unenforced" exceptions would be visible at the bottom of the Degree Works audit.</li> <li>• Contact Student Registration and Record Services at <a href="mailto:srrs@cortland.edu">srrs@cortland.edu</a> to reapply.</li> </ul>
<p><b>Follow-up</b></p>	<ul style="list-style-type: none"> <li>• Encourage student to schedule an appointment with you early in the semester upon their return to touch base and discuss how their classes are going.</li> <li>• If GPA is a concern, complete a <a href="#">GPA repair kit</a> to help them set goals for the semester.</li> <li>• Refer them to campus resources to help them be successful (e.g. Writing Center, ASAP, etc.)</li> </ul>