

## Restart Application-Page 1

To help students be successful following an academic suspension, the Restart@state Program encourages students to give thoughtful consideration to their future academic plans. For this reason, a completed application packet is required prior to enrollment in the Restart@state Program. Once a completed application is accepted, students will be registered for classes by a University Advising Center Advisor and provided information about the Restart Program Expectations. Participating students will complete the Restart Agreement the first week of class. Failure to attend will result in the student's schedule being dropped. The application process must be successfully completed prior to the start of classes.

### Checklist for Application: Complete all steps before turning in the application.

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#### STEP ONE: Ensure Ability to Register:

**Confirm Suspension.** Check your transcript and confirm with your advisor or the University Advising Center the date of your last enrollment and that this is a first academic suspension.

**Remove all holds from your student account.** Holds include Advisor, Account Balance, etc...**NOTE:** University Advising Center will clear Suspension holds upon acceptance of completed application.

**Academic Advising:** See your academic advisor for appropriate course selections for the semester (ensure your advising pin has been set). Your advisor MUST sign the form prior to completing the remaining steps. With assistance from your academic advisor, create a realistic schedule this semester based on your prior course selections (taking the greatest possible advantage of A-State's grade recomputation policy) and considering your current outside influences (ex: work schedule, family needs, day care, financial burdens), **a schedule must consist of a minimum of six hours in addition to Restart.** \*Please verify all proposed courses are still available for enrollment. Students waiting for permission to be added to classes must find an alternate course to submit a completed application. All changes must be complete the first week of class.

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#### STEP TWO: Determine Cost:

**To ensure you get off to the best start, take some time to review your financial obligation this semester considering supplies/housing, etc...Textbooks & Course Supplies:** Use your proposed course schedule (that you and your advisor have created on page two) and visit the campus bookstore to get an exact cost for each book. The Restart Text will be available in Blackboard Learn. **NOTE:** There is a \$50.00 fee for Restart.

**Tuition, Fees, Room and Board Costs:** Use your proposed course schedule to estimate the cost of enrollment this semester. Record the approximate cost of tuition and fees associated with each of the courses listed on page two. You can find tuition and fees information listed on the A-State website under "Tuition" by visiting <http://www.astate.edu/info/costs/>. Add room and board if appropriate. To get costs for room and board, you can visit <http://www.astate.edu/a/university-housing/index.dot>. \*Direct questions regarding your account balance to the Treasurer's Office at 972-2285.

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#### STEP THREE: Ensure Ability to Meet Cost:

**See a Financial Aid Advisor in the Office of Financial Aid regarding your financial aid status.** You can get more information by visiting the Financial Aid and Scholarship's website at: <http://www.astate.edu/a/finaid/>

**See a Student Account Advisor in the Treasurer's Office.** To discuss payment arrangements etc... You can get more information by visiting the Treasurer's Office website at: <https://www.astate.edu/a/treasurers-office/>.

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**STEP FOUR: Provide a response to the four items listed below. Responses must be properly formatted in paragraph form with proper punctuation. Double-check for grammatical errors.:** 1) Identify what kept you from academic success for at least the past two semesters 2) Explain what you plan to do to be more successful academically than you have in the past and 3) Share why you want to return to A-State this semester. 4) Share what you expect to gain from participating in the Restart Program/Course.

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#### STEP FIVE: Complete the Process:

**Turn in Application.** Turn in the completed application (with all signatures) to an advisor at the University Advising Center to have your completed schedule entered into the system. A completed application MUST INCLUDE your include answers to "Respond to the Following Items."

University Advising Center (870) 972-3001

NAME: (Last Name, First Name, Middle Initial)		MAILING ADDRESS: (Include City, State & Zip)
PHONE #:	CAMPUS ID #:	CURRENT MAJOR:
CAMPUS EMAIL ADDRESS:		ADVISOR NAME (Please Print):

**NOTE FOR ADVISOR:** Please complete this form with student *and* have advising pin (SPAAPIN) set. Students should enroll in only the number of hours they can successfully complete given their unique circumstances and non-academic responsibilities. Please call the University Advising Center at 972-3001 with any questions.

**NOTE FOR STUDENT:** After meeting with your advisor, estimate the cost for textbooks, tuition, fees, room and board, required for this schedule. Once complete, discuss eligibility for financial assistance with Financial Aid and your ability to meet your outstanding financial obligations to A-State and pay for the upcoming semester with the Treasurer's Office.

Course Repeat	CRN	Course ID and Section	Course Title	# of HRS	Time/Day
<i>EXAMPLE</i> Yes or No	<i>EXAMPLE</i> 74832	<i>EXAMPLE</i> MATH 1203 -003	<i>EXAMPLE</i> College Algebra	<i>EX:</i> 3	<i>EXAMPLE</i> 8:00-8:50 am / TR
NO		UC 1001-	*Restart Seminar Course <i>There is a fee of \$50.00 for Restart</i>	1	
			TOTAL SUGGESTED HOURS:	_____	

Academic Advisor Signature: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*I understand participation in the Restart program does not ensure reinstatement of financial aid.

\*I understand that I am financially responsible for the Restart Seminar as well as all other courses that have been added to my schedule for this term.

\*I understand that without all necessary documentation and signatures listed above, I will not be allowed to register to attend A-State for the upcoming semester.

\*I certify that the information included in this application is correct.

\*I realize that if I fail to attend the first class orientation session, all of my courses will be dropped.

**\*I realize no enrollment is permitted once A-State courses begin.**

Completed Restart Application Accepted by: _____	Date: _____	Date Restart Application Processed: _____
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**Respond to the following items: Responses must be properly formatted in paragraph form with proper punctuation. Double-check for grammatical errors.**

1. Identify what kept you from academic success for at least the past two semesters.
2. Explain what you plan to do to be more successful academically than you have been in the past.
3. Share why you want to return to A-State this semester.
4. Share what you expect to gain from participating in the Restart Program/Course.

Check the box to acknowledge that you understand Restart is a one-hour credited course, as well as a University Program that provides intrusive advising and academic intervention for all courses this semester.