

Date: _____

Request for Reactivation Form

Reactivation as: Full-time student Part-time student

Current College: College of Arts and Sciences College of Business College of Engineering

STUDENT INFORMATION—please print:

Name: _____ Student ID#: _____
(Last) (First) (M.I.)

Current Address: _____

City: _____ State: _____ Zip: _____

Home Phone No: _____ Work Phone No: _____

Cell Phone No: _____ Email Address: _____

Semester/Year last enrolled at WNE: _____ Semester/Year Returning to WNE: _____ New Catalog Year if gone over a year: _____

Current Academic Program: _____

Other Colleges attended since last enrolled at WNE.

Please submit Official Transcripts for work completed and Unofficial Transcripts for work currently in progress.

College: _____ Dates: _____

College: _____ Dates: _____

College: _____ Dates: _____

Student's Signature: _____ Date: _____

SUBMIT THIS FORM TO YOUR ACADEMIC DEAN'S OFFICE.

If you are requesting a change of program, attach a Request for Change of Academic Program Form and submit both to the Academic Dean's Office of the proposed program.

To be completed by ACADEMIC DEAN'S OFFICE

Transcripts received Initials: _____ Date: _____

Reactivation request denied Initials: _____ Date: _____

Reactivation request supported. Preliminary approval for:

Program: _____

Advisor: _____

Catalog Year (if gone for more than 1 year, catalog year determined by timing of student's reenrollment): _____

Semester/Year of proposed return: _____

Submit this form to ENROLLMENT SERVICES

To be completed by ENROLLMENT SERVICES

Review/update/research holds Initials: _____ Date: _____

Verify transcripts needed through NSC Initials: _____ Date: _____

Official transcripts received for completed work Initials: _____ Date: _____

Unofficial transcripts received for work in progress Initials: _____ Date: _____

Reactivation Request approved denied Initials: _____ Date: _____

- Update Student Record
- Place on probation if indicated
- Notify student and relevant WNE staff

Additional questions regarding changing a program should be directed to the Dean's Office of the appropriate College. College and department contact information is below.

**College of Arts and Sciences
Herman Hall Room 205**

Phone: 413-782-1279

Email: artsandsciences@wne.edu

Dr. Josie Brown, Assistant Dean

Email: josie.brown@wne.edu

Ann Marie Lovotti, Academic Coordinator

Email: alovotti@wne.edu

**College of Business
Churchill Hall Second Floor C214**

Phone: 413-782-1231

Email: collegeofbusinessoffice@wne.edu

Kara Kapinos, Assistant Dean for Undergraduate Studies, C218

Email: kara.kapinos@wne.edu

Ginger Coffey, Academic Coordinator

Email: ginger.coffey@wne.edu

**College of Engineering
Sleith Hall Room 101**

Dr. Richard Grabiec, Assistant Dean

Email: richard.grabiec@wne.edu

Phone: 413-782-1271

Mary Beth Garlick, Academic Coordinator

Email: marybeth.garlick@wne.edu

Phone: 413-796-2238