

Second Start Readmission – Business Processes
Effective for Readmitted Students in Fall 2016

- 1) Students may be notified of their eligibility for Second Start in one of these ways:
 - College advisors may pull Second Start reports from the Advisor Dashboard in UAccess Analytics identifying readmitted students who are eligible for Second Start, based on their length of absence (minimum of 36 months). Advisors will contact their students to inform them about the Second Start Policy.
 - When college advisors review a student's application for readmission, they may notify the student that participation in Second Start is a condition of readmission and that the student should meet with his/her academic advisor to apply.
 - When eligible students meet with their advisor to discuss their first semester back and to get the advising hold removed, they may be encouraged to participate in Second Start.

- 2) In all cases, the academic advisor is the point of contact for a student to be enrolled in Second Start.
 - The Second Start declaration form is available to advisors on the ARC website under Quick Links, Forms & Processes.
 - For main campus students, the advisor will provide the declaration form, will have the student sign the participation agreement, and will deliver the form to the Registration Office no later than 5:00 PM on the day before the student's first term of readmission.
 - For online or remote students, the advisor will ask the student to return the signed declaration form by email and will then forward or deliver the form to the Registration Office by the deadline.

- 3) The Registration Office will place a service indicator on the student's UAccess record on the term of readmission. This service indicator will be used to track the student's progress towards the 12-unit/2.500 GPA requirement. The student's record will be monitored at the end of each major term to determine whether the 12-unit minimum has been met. When the minimum has been met, the record will be adjusted.

- 4) If the 12-unit minimum is not met within 12 months, the student will become ineligible for the Second Start benefit, but will remain actively enrolled in the UA.

Questions may be addressed to:

- Beth Acree, Office of the Registrar, at 621-5200, or acree@email.arizona.edu about implementation or management of the policy;
- Roxie Catts, Advising Resource Center, at 626-7988, or catts@email.arizona.edu about advising issues;
- Celeste Pardee, Curricular Affairs, at 621-5375, or cpardee@u.arizona.edu about the policy itself.

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