DISMISSED STUDENTS ATTENDING SUMMER

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INTRODUCTION AND PURPOSE

Allow students who have previously been academically dismissed the ability to register for summer session classes.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

Students who are academically dismissed from UCR may want to attend Summer Session as a visiting student. The colleges provide the students approval to do this. Since the academic dismissal value in Banner prevents registration, the override functionality will be used as a way for colleges to give the necessary approval for the student to register.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Summer Session
2. Colleges

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R’ Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

PAGES

The pages listed below are covered in this training.

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PROCEDURES

APPROVE AND ALLOW A DISMISSED STUDENT TO REGISTER

1. When a student is academically dismissed they will show in their End of Term Academic Standing in a value of AD. This can also be seen in SGASTDN for the term. The academic standing the student had prior to the academic dismissal will show in the Progress Evaluation field.
2. An academically dismissed student will apply for summer session using the Summer Session online application like all other visiting students. The application will be processed by Summer Session. Go to SGASTDN to view that the application was processed by Summer Session. The student will have a General Learner record effective for the current summer term.

3. You will notice on the Academic and Graduation Status, Dual Degree tab that the Academic Dismissal still remains. This will prevent the student from registering even though the student is Active “AS”.

   **Once the College approves the application they must make the following update to the student record.**

4. On SGASTDN, ensure that you are viewing the current summer General Learner record. In this example, it’s Summer 2018.
5. Go to the **Academic and Graduation Status, Dual Degree** tab.

6. **For Academic Standing Override** = type in the **SAME VALUE** that you see in the Progress Evaluation field.

7. **For Academic Status Override Term** = the current summer term the student is eligible to register for.
8. **Save.**
   a. Please note, if the General Learner record is not yet created by Summer Session for the current summer term, you may receive an error that says, “ERROR Academic Standing term must be equal begin effective term”. You must wait until Summer Session processes the student’s application.

The student can now register for summer session. Academic standing runs at the end of each quarter; therefore, at the end of summer session the academic standing will run and provide the college with the most updated academic standing with the inclusion of the summer session coursework. **Dismissed students who do not receive approval to continue in fall will be returned to the status of Academically Dismissed by the Registrar’s Office.**

The student **WILL NOT be able to register for fall, winter or spring without submitting a readmission application for review and approval from the college.** **ALL visiting summer session students are automatically inactivated for the fall quarter.**