

Read the policy at www.cmu.edu/policies/documents/StReturns.html prior to completing this form. Complete and submit this form to your department or college **at least 30 days prior** to the start of the semester in which you plan to return. Your department or college must complete and return this form to the University Registrar's Office. Allow adequate processing time. **Federal law mandates students on F1 or J1 Visa contact the Office of International Education prior to returning from a leave of absence.**

University Registrar's Office
Lower Level, Warner Hall, A19
5000 Forbes Avenue
Pittsburgh, PA 15213-3890
Phone: 412-268-8250
Fax: 412-268-6651
university-registrars-office@andrew.cmu.edu
<http://www.cmu.edu/hub>

Petition to Return from Leave of Absence

STUDENT INFORMATION

Student Andrew ID: _____ - OR - Student ID Card Number: _____

Student Name: _____
Last/Family First and/or Preferred MI

Permanent Address: _____ Current Address: _____

Telephone #: _____ Mobile Phone #: _____ Personal E-Mail Address: _____

Home College: _____ Department: _____

Semester of Return (*circle one*): Fall Spring Summer-1/All Summer-2 20 _____

Student's Signature: _____ Date: _____

REQUIRED INFORMATION AND SIGNATURES

Class: _____ Class Level Upon Return: _____

Advisor: _____ Signature: _____ Date: _____
Required for All Students Print Name

Dept. Head: _____ Signature: _____ Date: _____
Graduate Students Only Print Name

Associate Dean: _____ Signature: _____ Date: _____
Undergraduate Students Only Print Name

REQUIREMENTS GOVERNING RETURN

URO USE ONLY

Semester _____ Current Enrollment Status _____ New Enrollment Status _____ Initials/Date _____

There may come a time where you will need to take a leave, return from a leave or withdraw from the university. To help with your transition either out of, or back into campus life, we are providing the following information to assist you with several important enrollment-related topics and other resources.

Important Contact Information

Academic Department – Please contact your academic advisor in your home academic department to discuss your scheduling requirements.

International Students – If you are an international student, please see the Office of International Education (OIE) web site for any pertinent information at <http://www.studentaffairs.cmu.edu/oie/> (412) 268-5231

The HUB - For any questions regarding your student account or return status, please contact The HUB, <http://www.cmu.edu/hub> or (412) 268-8186 or thehub@andrew.cmu.edu .

Financial Aid – If you will be applying for financial aid, complete instructions for the financial aid application process are located on The HUB web site at <http://www.cmu.edu/finaid/undergraduate/applying.html>

Computing Services Help Center – You should contact the Computing Services Help Center if you need assistance re-setting your Andrew Password at (412) 268-4357 or advisor@andrew.cmu.edu.

Update Your Address Information – If you will be living in off-campus housing for the upcoming semester, or your permanent address has changed, it is imperative that you update your address information via Student Information On-Line. <https://s3.as.cmu.edu/sio/index.html> You will also need to indicate living off-campus when you complete your financial aid application for the upcoming academic year.

Carnegie Mellon ID Card – You should contact the ID Card Office at <http://www.cmu.edu/idplus/> to submit a new ID photo and renew their ID card. (412) 268-5224.

Housing Services – If you plan to reside in/move out of university housing, you should contact the Housing Office at (412) 268-2139 or through their web site at www.housing.cmu.edu

Dining Services – If you are interested in purchasing/canceling a dining meal plan, you should contact Dining Services through their web site at <http://www.cmu.edu/dining/> (412) 268-2139

Health Insurance - If you are a full-time, degree-seeking student, please review Carnegie Mellon's Student Health Insurance Policy <http://www.studentaffairs.cmu.edu/HealthServices/insurance/medical/>. If you wish to purchase health insurance (412) 268-2157

Parking – For information regarding parking on campus, see <http://www.cmu.edu/parking/> (412) 268-2052

Transfer Credits - If you have pursued coursework elsewhere, you must submit an official transcript to the University Registrar's Office. We will forward it to your academic department/Dean's Office, who will determine your possible transfer credit.

CMARC- [The Carnegie Mellon Advising Resource Center \(CMARC\)](#) is an advising and information center designed to assist undergraduate students of all majors in their academic and social development. This opportunity for advising is in addition to what is offered by your department or college. As a returning student, you may be searching for advising support to aid in navigating your transition back to campus and CMARC Advisors are willing to assist you in:

- * Establishing & fulfilling academic goals
- * Providing advice and counsel regarding change of major selection or exploration of alternative majors in other colleges
- * Exploring career and graduate school options
- * Obtaining referrals to organizations such as Career Services, Academic Development and other support services on campus

CMARC is fully committed to your success as a student at Carnegie Mellon. Please contact them at (412)268-2150.

Advisor for **Mellon College of Science & Humanities and Social Sciences** - Mrs. Ty Walton, ty@cmu.edu

Advisor for **Carnegie Institute of Technology & Computer Science** - Mr. Damian Dourado, dourado@andrew.cmu.edu

Advisor for **Tepper School of Business & College of Fine Arts** - Ms. Lucia Gonzalez-Prier, lgprier@andrew.cmu.edu