

Re-Entry Form

Enrollment Services

Phone 626.396.2313
Fax 626.396.2209
enrollmentservices@artcenter.edu

Student Information (Please Print)

Last Name First Name Student ID Major

Name when you last attended ArtCenter, if different

Mailing Address

Street Address Is this a new address? Yes ___ No ___

City State Zip Email

Home Phone Cell Phone Birth Date

International Student

I am an international student on an F-1 Visa

Last Semester I Attended

Spring Summer Fall Year _____

I am Applying for Re-Entry for the Following Semester

Spring Summer Fall Year _____

Since you last attended ArtCenter, have you completed any courses for credit at another institution? Yes No

List colleges where courses, if any, were taken and have official transcripts sent to Enrollment Services:

List any employers and your positions since you last attended ArtCenter:

If your cumulative grade point average was below 2.50 at the time you left ArtCenter, please submit a brief statement about what you have done with your time away from ArtCenter to improve your skills and ability to succeed at ArtCenter. The statement should be typewritten and attached to this form.

I understand that readmitted students will be subject to any curriculum changes, requirements and policies in effect at the time of readmission.

Signature

Student Signature Date

ArtCenter College of Design

1700 Lida Street, Pasadena, California 91103

For Office Use Only

CUM GPA: _____ Units Completed: _____ Restrictions: Yes No
Enrollment Services Date

If yes, describe: _____

Required only if student's cumulative GPA is below 2.50

Portfolio reviewed: _____

Dept. Recommendation: Admit Defer Decline

Conditions: _____

Department Chair Approval: _____

Reviewed by Director, Academic Advising: _____
Director, Academic Advising Signature Date

Application reviewed by Dean of Students: _____
Dean of Student's Signature Date

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Students who have been away from ArtCenter for less than two years may apply for Re-Entry through Enrollment Services. Students who have been away from ArtCenter for two years or more must complete the Readmission process.

Re-Entry Instructions

Students who have been away from ArtCenter for less than two years may apply for re-entry through Enrollment Services; students who have been suspended for financial, disciplinary, or academic reasons or who have had a break in the consecutive enrollment policy may request re-entry. Students who have been on approved Leave of Absence are not required to request re-entry.

Applications for re-entry and instructions for completing the process are available from Enrollment Services.

Students must clear all holds/restrictions on their account before returning to ArtCenter. Re-entering students are subject to the curriculum, policies, deadlines and other requirements in effect at the time of return. Those who left with a GPA below 2.50 will be required to submit a portfolio of former and current work for review by the department, transcripts of college-level coursework taken elsewhere demonstrating strong academic performance, a statement of how they have spent their time since their last enrollment at ArtCenter, and supporting documents from any part-time or full-time employment. Please consult the Re-entry Form for more information. In addition a supplementary statement concerning their past experiences at ArtCenter, what lead to their academic difficulties, what they will do to insure that they are successful should they be allowed to return.

Students who have been suspended for academic reasons will not be admitted until the period of suspension has been completed.

Students will receive written notification of the decision on their request for re-entry.

Applications for re-entry will be considered on an as-room-is-available basis. Students wishing to return to either a regular term or an ArtCenter Lite term must submit all re-entry materials by the Friday of Week 14 of the term prior to their desired enrollment.

Please contact Enrollment Services at 626-396-2314 if you have questions about the re-entry process.

Readmission Instructions

Students who have not been enrolled at ArtCenter for two or more years, due to any reason, must seek readmission through the Office of Admission.

Students interested in seeking readmission to ArtCenter should submit the Application for Readmission (available by emailing admissions@artcenter.edu or calling 626-396-2373) and \$50 application fee to the Admissions Office along with a portfolio of work from prior classes at ArtCenter and any work completed since the student's last enrollment.

Applicants for readmission should also submit transcripts from any colleges attended after leaving ArtCenter. Applicants whose GPA was below 2.50 at the time of leaving should submit a statement concerning their past experiences at ArtCenter, how time was spent since their departure from ArtCenter, and an explanation of why they feel they would benefit by returning to the program. Please consult the Readmission Form for more information.

Students will receive written notification of the decision on their application.

Students must clear all holds/restrictions on their account before returning to ArtCenter. Readmitted students are subject to the curriculum, policies, deadlines and other requirements in effect at the time of return. Applications for readmission will be considered on an as- room-is-available basis. Students wishing to return on an ArtCenter Lite term must submit all readmission materials by the Friday of Week 14 of the term prior to their desired enrollment and those wishing to return to a regular term should also meet this priority deadline.

If the student is readmitted, the \$300 tuition deposit must be submitted to the Admissions Office no later than Monday of Break Week 1, prior to the start of the new semester. Students are not assured a space unless they have received written confirmation that the deposit has been received and a space is being held.

Please contact the Admissions Office at 626-396-2373 if you have questions about the readmission process.

Advisement and Registration after Re-Entry or Readmission

Students who have secured a space through the re-entry or readmission process should contact their major departments for appropriate advisement and guidance on suitable courses for the upcoming term. Returning to ArtCenter does not guarantee a space in desired courses; students will need to register on-line to enroll in classes with available spaces in the same manner as all other students. In addition, returning students will be required to enroll in a minimum of 12 units to maintain full-time status unless a request for ArtCenter Lite form was filed and approved by the ArtCenter Lite deadline.

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