



## Undergraduate Rematriculation Form

Undergraduate Students in the College of Arts & Sciences, College of Business,  
College of Engineering & Applied Science, School of Journalism, and School of  
Marine & Atmospheric Sciences

STATE UNIVERSITY OF NEW YORK

Student <u>Last</u> Name (Please Print)	Student <u>First</u> Name	Stony Brook ID (if unknown, provide SS#)	
Home Phone number with area code ( )	Daytime (work) phone with area code ( )	Student Major	College <input type="checkbox"/> CAS <input type="checkbox"/> COB <input type="checkbox"/> CEAS <input type="checkbox"/> SOJ <input type="checkbox"/> SOMAS
Home address including street number, city and zip code			
E-mail Address		Last attendance at Stony Brook: Term and ↓ YEAR ↓ <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	

**NOTE:** Upon rematriculation, students will resume activity in the program and plan that was active before their absence from the University. If a student wishes to declare a different Major than what was previously pursued, he or she must be accepted into the new program and plan by submitting the appropriate document(s). Students wishing to declare a new major within **CEAS** should consult a CEAS advisor in the Engineering Building, room 127.

**REQT** - Please indicate the term the student will re-enroll at Stony Brook:

Term (choose one) <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall	Year 20 <input type="text"/> <input type="text"/>
Students that do not attend the semester in which they rematriculate are not eligible to enroll for future semesters. These students must follow the Rematriculation Process for the new semester in which they plan on attending. Rematriculation Form and \$50 rematriculation fee is required.	

**Are you currently Suspended or Dismissed?**  
Students who are currently Suspended or Dismissed, must also petition for a Reinstatement through their Academic Advising Office. Rematriculation will not be processed without approval and submission of Reinstatement. (See page 2 for Academic Advising Office information)

I have received the Rematriculation Information Sheet and acknowledge that it is my responsibility to visit my academic advisor for advisement and to obtain information on graduation requirements, as well as reviewing, understanding, and abiding by the University's regulations, procedures, requirements, and deadlines as described in official publications.

Students Initials Required: \_\_\_\_\_

**EGT** - Please indicate the term the student expects to graduate from Stony Brook:

Term (choose one) <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall	Year 20 <input type="text"/> <input type="text"/>
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**SOLAR SYSTEM:** Please indicate if you do not know your SOLAR Password and/or you would like to reset your password. Password reset can be done in person via Registrar's Office or by reporting a problem via <https://psns.cc.stonybrook.edu/psp/he90prods/?cmd=login>.

**SOLAR PASSWORD RESET**

In person at the Registrar's Office Window (password will be provided in person)

Online via Solar Trouble Ticket (password will be provided via e-mail)

Student Initials

Student Signature (This form will <b>NOT</b> be processed without a signature!)	Date
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**THERE IS A \$50.00 REMATRICULATION FEE THAT MUST BE PAID AT THE BURSAR'S OFFICE BEFORE SUBMITTING THIS TO THE REGISTRAR'S OFFICE**

**SUBMIT IN PERSON at the Bursar's Office**  
**SUBMIT VIA FAX to Bursar's Office (631) 632-9318 - include credit card authorization form (page 4)**  
**SUBMIT VIA MAIL to Stony Brook University; Bursar's Office; PO Box 619; Stony Brook, NY 11790-0619**

**Forms will be processed within 24-48 hours.**  
- For Registrar's Office use ONLY -

	STAFF INITIALS	DATE COMPLETED
1. Service Indicator (complete at counter)		
2. Reset Password (complete at counter)		
3. Rematriculation Processed		

## **REMATRICULATION INFORMATION**

### **MEET WITH AN ACADEMIC ADVISOR!**

After reading the attached information sheet, if you have any general academic advising-related questions, it is **essential** that you meet with an academic advisor. Please make an appointment as follows:

If you are in the **College of Arts & Sciences, College of Business, School of Journalism, or School of Marine & Atmospheric Sciences**, call the Academic & Pre-Professional Advising Center at **(631) 632-7082, option 2**, to make an appointment.

If you are in the **College of Engineering & Applied Sciences**, call the Undergraduate Student Office at **(631) 632-8381** to make an appointment.

### Rematriculation Information for Students

**Note:** Students not in good academic standing must meet with their Academic Advisor before completing the Rematriculation Form. Please refer to the Academic Policies & Regulations under the “Academic Standing, Support, and Retention Section” of the Undergraduate Bulletin.

Welcome back to Stony Brook University! We are pleased you decided to continue working toward your undergraduate degree with us. To ensure a smooth transition back to the University and to keep on track for graduation, please follow the steps below:

1. **Complete the Rematriculation Form by the Deadline.** Students in colleges/schools noted above must complete the “Undergraduate Rematriculation Form” by the Rematriculation Deadline as published in the Undergraduate Academic Calendar at <http://stonybrook.edu/registrar/acadcal.htm>.
2. **Submit Official Transcripts of any Transfer Coursework.** If you have taken any college-level coursework at another school during your leave of absence from Stony Brook, please hand deliver or mail a copy of your official transcript(s) to:  
**Transfer Office**  
**134 Administration Building**  
**Stony Brook University**  
**Stony Brook, NY 11794-1909**  
**(631) 632-7028**

3. **Meet with an Academic Advisor.** If you need assistance navigating SOLAR (Stony Brook’s online registration system), selecting or registering for classes, deciding on a major, determining if you are eligible for academic renewal, or discussing other academic concerns, please make an appointment to see an advisor by stopping in or calling the:

<b>Academic and Pre-Professional Advising Center</b> <b>E-2360 Melville Library</b> <b>Stony Brook University</b> <b>Stony Brook, NY 11794-3353</b> <b>(631) 632-7082, option 2</b>	<b>College of Engineering &amp; Applied Science</b> <b>127 Engineering</b> <b>Stony Brook University</b> <b>Stony Brook, NY 11794-2200</b> <b>(631) 632-8381</b>
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4. **Meet with your Major Department Advisor.** If you need specific advising on course selection, sequencing, or transfer credit evaluation for major-related coursework you have completed at another school during your leave of absence from Stony Brook, contact the Director of Undergraduate Studies for your major/minor department. A list of departmental advising contacts is available online at [www.stonybrook.edu/aadvising/forms/ugd-directors.xls](http://www.stonybrook.edu/aadvising/forms/ugd-directors.xls).

**\*Note:** CAS, COB, SOJ, & SOMAS Students **must** meet with the Academic and Pre-Professional Advising Center before being allowed to register for classes. CEAS Students **must** meet with their Major Department Advisor before being allowed to register for classes.

5. **Review your Degree Progress Report.** Keep on top of your degree progress by regularly reviewing your Degree Progress Report, available on the SOLAR System under the links “Student Records and Registration”, “Degree Progress/Graduation”. An academic advisor would be happy to walk you through the report if you have any questions.  
*Important Note:* If you completed any coursework at Stony Brook **prior to 1991**, you need to have these courses evaluated toward fulfillment of the University’s DEC requirements (which began in 1991). If this applies to you, please contact the Transfer Office, 134 Administration Building, (631) 632-7028 to meet with an advisor.
6. **Register for Classes.** After consulting with an academic advisor and a major department advisor, and reviewing your degree progress report, register for classes. You can view your enrollment appointment time on SOLAR at [www.stonybrook.edu/solarsystem](http://www.stonybrook.edu/solarsystem). Login with your Stony Brook ID and password, click on “Enrollment” and then “Enrollment Dates.”
7. **Complete the Skill 4 Requirement. (Not required for CEAS Students)** As a rematriculated student, you will need to satisfy the Skill 4 - American History Requirement if you have not already completed one of the courses noted below (or a transfer-equivalent course). Individual courses that fulfill the Skill 4 requirement are searchable by Skill on SOLAR. Skill 4 classes include: AFS 396; HIS 103, 104, 261-266, 268, 321, 325, 326, 327, 333, 365, 369, 370, 375, 376, 377, 396, 397, 399; HIS/AFS 277, 325; HIS/WST 333; POL 102, 105; and WST 396.

## Credit Card Authorization Form

Fax or mail with request.

Students requesting transcripts via fax should attach this Credit Card Authorization Form.

Student Name: \_\_\_\_\_

Card Holder Name (if different): \_\_\_\_\_

Stony Brook Identification number: \_\_\_\_\_

Credit Card (check one)  American Express  Visa  MasterCard  Discover

Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

CVV2 code (last three digits on the back of credit card): \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_