



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

Note: Students who are not in good academic standing must meet with their Academic Advisor before completing this form. Please refer to the Academic Policies & Regulations under the "Academic Standing, Support, and Retention" section of the Undergraduate Bulletin.

Student Last Name (Please Print)	Student First 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 [][]
--	-------------------

Student's Initials Required:

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.

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 [][]
--	-------------------

Student Signature (This form will NOT be processed without a signature!)	Date
---	------

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 (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
Make check or money order payable to: SUNY at Stony Brook

- For Registrar's Office use ONLY -

- A. Add Service Indicator: Code = **ADV** Reason = **ADVS**
 B. CEAS Students must meet w/ the department of his/her major and CAS, COB, & SOJ Students must meet w/ the academic advising office to consult with an advisor. The service indicator will be removed after student meets with his/her advisor.
 C. Date stamp the form and place it on the Rematriculation Bin. The form will be processed within 24-48 hrs.

	STAFF INITIALS	DATE COMPLETED
1. Service Indicator (complete at counter)		
2. Term Activate		
3. Check Graduation Status		
4. DATA/AGED or DATA/REQT		
5. Transcript Text		

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:

Academic and Pre-Professional Advising Center
E-2360 Melville Library
Stony Brook University
Stony Brook, NY 11794-3353
(631) 632-7082, option 2

College of Engineering & Applied Science
127 Engineering
Stony Brook University
Stony Brook, NY 11794-2200
(631) 632-8381

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.

***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. 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: _____