# Re-Enrollment After Cancellation Form

This document provides instructions for a student to complete a "Re-Enrollment After Cancellation Form" in RamPortal after the student has been dropped from all courses due to non-engagement or non-payment. (This process was previously submitted as an Exception to Policy.)
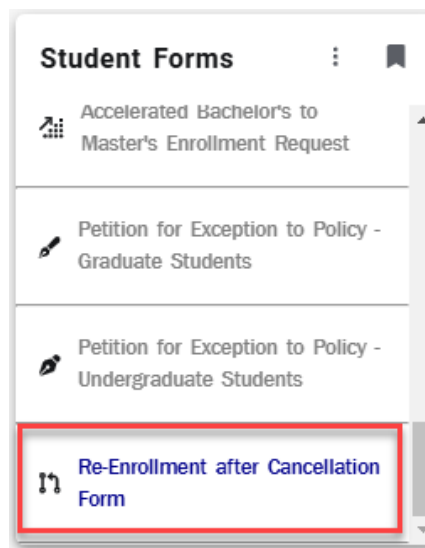
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## NAVIGATION

- Log into RamPortal – ramportal.wcupa.edu
- Locate the Student Forms card.    For help with finding cards, visit Home Page Navigation: A Guide to the RamPortal Home Page .
- Click the "Re-Enrollment after Cancellation Form" link.

## COMPLETING THE FORM

- In the first "Student Information" block, the student's RAM Net ID, First and Last Name, and Email should automatically display. Click the boxes next to the "Housing Student" or "Financial Aid Recipient" for each that apply.



- Next, in the "Request Details" block, answer the questions accordingly, then provide details on the plan to catch up on missed work/content in the box provided.



- Finally, click "Submit" on the bottom left corner (see above graphic). This form will be submitted to the Registrar's office. The Registrar's Office will then connect with each teaching faculty for the student to confirm that the student is eligible for re-enrollment.