



## **How to Become a Non-Degree Student and then Readmit to CLAS**

As a non-degree student, you are allowed to take up to seven (7) UMaine credits (typically two courses) at your own expense while you are on suspension. You may also take courses at your own expense at any other four-year or two-year school. We recommend repeating previously failed courses where it makes sense. Once you have an idea of which two courses you would like to take please proceed to the list below. You can look up potential courses of interest on the [MaineStreet Class Search](http://mainestreet.maine.edu) (mainestreet.maine.edu).

### **Part I: Follow the process**

- Meet with Michelle Gayne in-person or over the phone to discuss which two courses make the most sense.** Michelle will email the Division of Lifelong Learning (DLL) indicating which two courses are the most appropriate. You are encouraged to keep in touch with Michelle throughout your semester (not required).
- Meet with Lori Wingo in the Division of Lifelong Learning (DLL) to finalize the non-degree process.** You can make this appointment with DLL by calling Lisa at 581-3169. DLL must receive my email first. You may also stay in touch with Lori throughout the semester (not required).
- Take your classes and earn a semester average of 2.0 or higher.** Our committee is looking for at least a 2.0 semester average for these two courses ("C" in each) but you should be striving for the highest grades possible (A/B grades). Remember, to be accepted back into our College, your overall GPA must also be at as 2.0 or higher.
  - Wait until your final grades are posted and submit *at least* an unofficial transcript. Only then will the committee be able to make a decision about your readmission request. Be sure to also request an official transcript for that semester to be sent to UMaine.
- Fill out the Re-admit form** which can be found on the [Student Records website](http://studentrecords.umaine.edu/forms/) (studentrecords.umaine.edu/forms/). Save your Re-admit form as a pdf file.
- Write your responses to the following questions** and send them in an email to Dawn Closson at [dclosson@maine.edu](mailto:dclosson@maine.edu) once your grades have been posted.
  - How did your semester go? What did you learn about yourself? If your grades were low, please provide an explanation.
  - What would be your plan for the upcoming semester? (which classes would you take and what will they count as? i.e. gen ed, core course for major(s), course for minor(s), free elective. How many courses can you balance along with your other commitments? What are your plans to communicate with your faculty advisor?
  - Do you have any comments, concerns, or questions for us?

### **Part II: Submit your documents (choose one method)**

Save and email your essay and Re-admit form (in pdf format) to Dawn Closson at [dclosson@maine.edu](mailto:dclosson@maine.edu) or send into the address at the top of this page. For more information call Dawn at 207-581-1952. If you need to fax medical documentation, please use 207-581-1953 as the fax number.