LEAVE OF ABSENCE
(UNDERGRADUATE)

PROCEDURES TO ASSIGN STATUS AND RESTRICTION

Once the Undergraduate Leave of Absence Form has been completed and accepted by the academic unit, complete the following procedures.

1. If you are responsible for processing Leaves of Absence for your department, contact SIS User Coordination and request access to the process APA.U.LOA. If you don’t already have access, you should also ask that SIS.U.ACTRES be added to your account. SIS User Coordination will add a special unit designation to your access account identified as APAL.

2. In SIS at the command line, type in APA.U.LOA. Enter the student I.D. In the Person Types field enter LA. In the Effective Date field enter the date that the Leave of Absence becomes effective. (This date is often the last date that the student attended classes). In the Effective Term field enter the term that the Leave of Absence becomes effective. If the effective date is in the middle of a term, use that term as the effective term. If the effective date is at the end of the term, enter the next immediate term as the effective term.

In the Expired Date field enter the date that the Leave of Absence expires. If a term of return is provided instead of an expired date, use the first day of classes of the term in which the student returns from the Leave of Absence. In the Expired Term field enter the term in which the Leave of Absence expires. If a term of return is provided instead of an expired term, enter the term which immediately precedes the term of return. Update the record.

If you wish, you may enter comments at anytime regarding the student’s Leave of Absence on page 2 of APA.U.LOA. After entering the comments, escape the window (many PCs utilize the “F8” key to escape the window) and update the record.

3. In SIS at the command line, type in SIS.U.ACTRES (you may also access the process by menu). Enter the student I.D. In the Add, Expire field, enter “A” to add the restriction. In the Code field, enter LOA01. In the EFFECTIVE field, enter the date that the Leave of Absence becomes effective. Update the record. This restriction will prevent the student from registering.

When a student returns from Leave of Absence, return to SIS.U.ACTRES and enter the student I.D. In the Add, Expire field, enter “E” to expire the restriction. Update the record. You might also wish to enter information regarding the student’s return and subsequent advisement in the comments section on page 2 of the APA.U.LOA process.

Office of the Registrar
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