Return to Studies Procedure for Arts & Science Students

Updated October 3, 2023

This checklist is intended for students who wish to return to their studies. Following this checklist will ensure your return to Queen's without requiring you to-apply for re-admission.

To ensure a smooth return process, please follow the procedures below:

Returning to Studies at Queen's

1. **Submit a Return to Studies request.**
   When you are ready to return, you must submit your intent to return in the Return to Studies Portal **by the last day of the add/drop period of the respective semester you plan to return to. Please visit the OUR's website for key sessional dates.** The portal will not allow late submissions so please plan accordingly.

2. **Make a plan for success with an Academic Advisor.**
   We encourage you to speak with an academic advisor as you prepare to return to your studies at Queen's. To connect with an advisor, book an appointment online or reach us via Zoom. You can join a Zoom meeting here.

3. **If you are a first-year student:**
   There is a dedicated team of upper year peer advisors available to also help you navigate enrolment. To book an appointment with a PASS advisor please visit our website and scroll down to PASS Advising for First-Year Students for more info.

4. **If you are returning to studies after a requirement to withdraw (or if the requirement was waived):**
   Please review this info sheet for information about your current academic standing and GPA requirements. For more information on GPA requirements and repair please visit our site. We encourage you to connect with an academic advisor as well.

5. **Check SOLUS for your readmittance information.**
   Once you receive notification that your Return to Studies has been processed, login to SOLUS to ensure your student account is active and you are able to register for classes as usual. If you require assistance with your login NetID and/or password. Please call the IT Service Centre at 613-533-6666 directly for help with NetID and login issues.

6.

7. **Register with Queen's Accessibility Services (QSAS), if needed.**
   If you require accommodations, please visit the [Queen's Student Accessibility Services](#) website to register for permanent and interim accommodations.

8. **Ensure your Queen's email account is active.**