

Archivum ARC Reinstatement Instructions

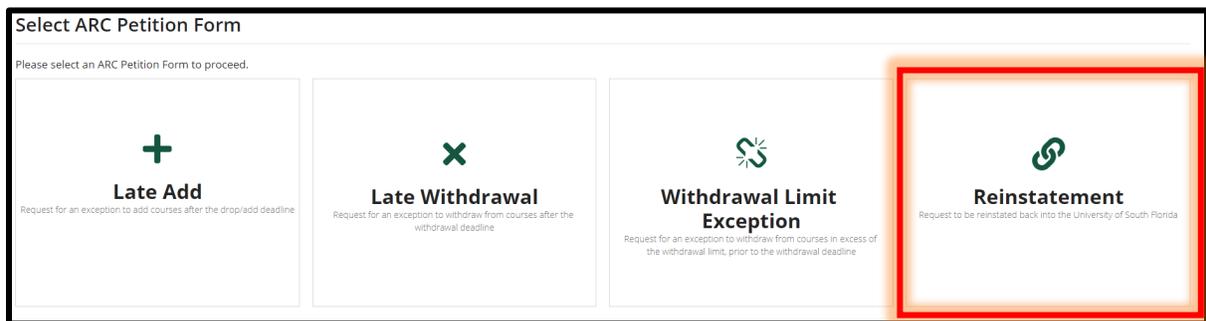
Before You Get Started: You must submit your online application to the [Office of Admissions](#) before submitting an ARC petition; this is required because you must be an applicant to access the system.

Reinstatement petitions require a completed **Academic Advising Record form** as documentation. Schedule an appointment with an advisor to complete a plan to upload with your petition.

Step 1 – **Log in to MyUSF**, access Archivum and enter the Student Portal. Under “My Student Portal Actions”, select “Submit ARC Petition”.



Step 2 – **Choose Reinstatement as the petition type** and pick the term when you would like to start classes. Select “Fill Out My ARC Petition” to proceed. ***Important*** - once you pass this step, you cannot go back and change the term!



Step 3 – Add your phone number in Student Information section (it’s required – and don’t forget the country code!). You can enter a preferred name if you like.

Step 4 – **Enter the campus, college and major you intend to return to.** This should be the same college that you completed the preliminary advising meeting with.

The screenshot shows a form titled 'Intended Program'. It contains the following fields and values:

- Intended Program** (Section Header)
- Select a campus, college and major you intend to return to.
- Campus**: Tampa
- College**: Undergraduate Studies - US
- Major**: General Studies - BGS

Step 5 - **Answer all the narrative questions.** You will be unable to submit a petition until all questions are answered. Your responses are used by the committee to decide whether to approve or deny your petition.

- What obstacle(s) and/or challenges impacted your ability to be successful when you were first at USF (i.e., prior to being academically dismissed)? Please be explicit and detailed in your answer.
- Please describe any experience (academic, professional or personal) that you had after leaving USF that demonstrates your readiness to return and be successful at USF. If you earned any new degree(s) or certification(s), please include information about those credentials.
- What is your future career goal, and how will earning this degree help you achieve this? Why have you chosen to pursue the major identified in your petition? Be sure to include how you envision your major to help you achieve your career goals.
- Knowing that a second dismissal from USF is final and that you would be unable to return again, what specific plans have you made to ensure that you can be successful? Include in your statement how you plan to address the financial cost of attending USF, school/work/life balance, and academic challenges. Be sure to explain in detail what steps you have taken to overcome the obstacle(s) and/or challenges cited in #1 so that you are confident in your ability to be successful upon your return to USF.
- If you completed coursework after leaving USF, please provide your list of classes here. In addition to providing the list of classes, you will also need to address any semesters in which you were not successful (i.e. grades less than a “C” and/or any course withdrawals). Please provide insight regarding the challenges you faced during those semesters, and how you addressed them so you are confident in your ability to be successful at USF upon return. (If you did not take classes after leaving USF, or all classes have grades C or higher, please indicate N/A).

Step 6 – **Upload the completed and signed Academic Advising Record for Reinstatement form.** You will be unable to submit a petition without documentation. Incomplete documentation will cause your petition to be send back or denied.

Step 7 – **Select “Ready To Submit”,** then read and confirm all the petition acknowledgement statements. Select Submit again to complete the process. You’re finished!

Your petition decision will be communicated to your USF email after a decision has been made (and if approved, processed). You can check on the status of your petition decision anytime in Archivum in your Student Record.

Date of Submission	Status	ARC Petition Type	Petition Term	
2/3/2022 2:53 PM EST	Submitted	Withdrawal Limit Exception	Fall 2021	VIEW INFO
1/24/2022 9:45 AM EST	Admissions Review	Reinstatement	Fall 2022	VIEW INFO
1/24/2022 9:30 AM EST	Financial Aid Review	Withdrawal Limit Exception	Fall 2021	VIEW INFO
1/24/2022 9:28 AM EST	Financial Aid Review	Late Withdrawal	Fall 2021	VIEW INFO
1/24/2022 9:27 AM EST	Registrar Review	Late Add	Fall 2021	VIEW INFO