Processing Returning Students

Returning students are defined as those who have taken off one or more semesters. In order for the student to register, a new admissions application must be entered into SIMS and the student admitted again. This will create a new (additional) General Student record.

When entering the new application on SAAADMS (Admissions Application form), the Student Type code should be one of the following codes:

- **R** for Returning Student – the University will be able to report the number of returning students separately from continuing students.

- **S** for Returning New Student – this should be used ONLY if you are making the student start all over again.

- **D** for Dual Degree Returning – this should be used if a student is working on two degrees and spent a semester pursuing their other degree.

It is up to each school/program to decide who will enter the new admissions data for Returning Students. It is also up to each school/program as to the student's inclusion in communication plans.