

RETURNING TO TRINITY UNIVERSITY AFTER A TEMPORARY WITHDRAWAL

To take a temporary withdrawal from Trinity University, begin by [completing this form](#), or, the [eform version here](#).

While away, you will receive the **Tiger Pause Newsletter**. It contains information about resources while you are away from campus, and important dates and deadlines for your return.

STEPS TO COMPLETE WHILE AWAY:

- Look on Tigerpaws to see if you have any holds.**
Make sure you are clear of any holds that could prevent registration. Also, be sure to agree to the Student Financial Responsibility Agreement by accessing the Student User Agreement link on your Tigerpaws Student menu.
- Pay off any outstanding tuition or fee balances.**
If you have a Student Account hold, contact Student Financial Services studentfinancialservices@trinity.edu to discuss your current situation. *Your balance must be paid in full prior to returning from a Temporary Withdrawal.*
- Submit an [application for readmission](#).**
You need to submit this paperwork by March 15th for Fall and October 15th for Spring. The sooner the better. The application should be returned via email to the Registrar's Office at registrar@trinity.edu.
- Connect with your financial aid counselor.**
To ensure that your paperwork is filed for next semester, reach out to financial aid (studentfinancialservices@trinity.edu). If you are not meeting satisfactory academic progress ([SAP](#)) for financial aid purposes you may be able to submit an appeal to receive aid in a probationary status. SAP consists of a cumulative 2.0 GPA and completion, with a D grade or better, of 75% of your attempted hours. Attempted hours are the courses you are enrolled in at the end of add/drop each semester. Note that any incomplete coursework is counted as attempted but not completed in the SAP calculation. You can view your current SAP status and financial aid counselor's contact information in Financial Aid Self-Service ([TigerPAWS](#)).
- Get (or stay!) in touch with your academic advisor.**
Schedule an appointment with your academic advisor to discuss your plans for next semester and how to get back on track with your academic coursework. (If you're not sure who your academic advisor is, no worries! Email Dr. Bowman at lbowman@trinity.edu.)

- Register for next semester's classes, if you haven't already.**
Reach out to your academic advisor in order to confirm what day/time you register (this can also be found on TigerPaws under "Registration Status"). If you do not currently have a registration day/time assigned to you, please reach out to the Registrar's Office. Ultimately, remember that you will be required to meet with your advisor *before* you can be cleared to register.

- Apply for housing.**
If your holds are all cleared, and you have applied for readmission, you can participate in the housing application process. Please contact residential life (reslife@trinity.edu) for assistance.

- If you have been approved to take transfer courses** while away, be sure to complete and [submit this form](#) so those credits can be transferred back to Trinity when the course is finished. In addition to this form, you will need to contact the college or university where you took the course and request a transcript be sent to Trinity.

- Try to finish up outstanding work to remove incomplete grades from your transcript (if you have any).** Contact individual professors with questions about any outstanding assignments or exams.

- Consider meeting with the Case Manager in the Dean of Students Office.**
The Case Manager's role on campus is to support students in their academic, mental/emotional, financial, social, and overall well-being. While away from campus, this can be a great resource for navigating next steps and maintaining ongoing support from the university. You can email Mar-y-Sol Salinas-McCoy at msalinas@trinity.edu or schedule an in-person or Zoom appointment directly using [this booking link](#).

- Consider tuition insurance for future semesters.**
Having tuition insurance allows you to receive a refund for tuition should you need to leave the university for medical reasons. [See here](#) more information about tuition insurance.

*** Most importantly, pay attention to email from Trinity University offices and staff. Reply promptly to their requests. You are not in trouble! Everyone here is trying to work with you to get back to Trinity.**

ONCE YOU HAVE RETURNED TO CAMPUS

- Set up an appointment with Mar-y-Sol Salinas-McCoy, Case Manager in the Dean of Students Office, to discuss support resources available to you as you transition back to campus.** You can email msalinas@trinity.edu or schedule an appointment directly using [this booking link](#).