The RTU Program is designed to assist returning students who are close to graduation (advanced juniors or seniors) to move forward and complete their first Bachelor’s degree. To be eligible for RTU, you must have previously completed at least 70 semester credit hours including some credits at the U and be in good academic standing (2.0 cum GPA).

1. **Talk to a University College Advisor to enroll in RTU.** Your University College advisor will help you get started with the readmission process, explore majors that are a good fit with your goals, learn about helpful resources, and review current General Education and University Bachelor Degree Graduation Requirements to determine what you may still need to meet those requirements. To view current requirements: [http://ugs.utah.edu/gen-ed-reqs/](http://ugs.utah.edu/gen-ed-reqs/)

   You may be eligible for a waiver of the readmission application fee if you qualify for RTU and have a minimum 2.25 UU cumulative GPA. As you begin taking classes, if you find that you might need a tutor, a University College advisor can provide you with a coupon for ten free hours per semester at U Tutoring Services. Keep in regular contact with your University College advisor as you move forward.

2. **Meet with your major advisor** to learn current requirements and what you have remaining to complete the major. Keep in regular contact with your major advisor as you progress toward and apply for graduation.

3. **Complete the FERPA Release of Information form** with your UC advisor or if you have a University ID number (UNID) please complete it online on the Campus Information System (CIS), under Student Records section. Even if you have been away from the University for a while, if you have a UNID, you should be able to log in after you have reset your password. The Help Desk is available if you need assistance. FERPA (Federal Education Right to Privacy Act) requires that we have a release if you want to discuss any confidential record information via email or phone when we cannot see a photo ID to verify identity.

4. **Apply for readmission** to the U at [http://admissions.utah.edu/apply/](http://admissions.utah.edu/apply/) Click on Returning Students and follow instructions and check deadlines. If you were provided an application fee waiver from a University College advisor, you will skip the fee waiver section of the admission application and do NOT need to also complete that fee waiver form. It is wise to apply well before the deadline so that you can enroll in classes at the earliest opportunity. If you have completed any new transfer work or maybe did not have earlier transfer work sent to the U when you were here previously, you will need to have official transcripts sent now to the U Office of Admission to complete your application. Please note that if you apply for readmission but do NOT enroll for the semester intended, you will need to submit another new application for a different semester.

5. **Search for Financial Aid and Scholarships** at [http://financialaid.utah.edu/](http://financialaid.utah.edu/) Need based aid and some scholarships will require completion of the federal government FAFSA application which will determine your eligibility to receive aid such as loans, grants, and need-based scholarships. You can link to this web site and read instructions on our U Financial Aid web site. You do NOT have to wait to be readmitted to submit FAFSA, and because it takes weeks to process, it should be submitted as soon as possible. Most scholarships are for a fall-spring academic year and many have deadlines around February 1, but some are as late as April.

   Check out the scholarships offered to both men and women through the Women’s Resource Center [http://womenscenter.utah.edu/](http://womenscenter.utah.edu/) Many of their scholarships are for non-traditional students and have deadlines later than Feb 1.
6. **RTU Scholarships** – Each year, depending on funding, five scholarships are available to eligible and enrolled RTU students. Applicants must have a minimum cumulative GPA of 2.7 and enroll in at least six credit hours during the semesters of the award. Applications are available on the RTU web site starting in February; deadline in early April.

7. **Confirm your intent to enroll by paying your enrollment deposit.** After you have been readmitted, you will be required to pay a deposit of $300 which will go toward tuition. If you choose not to attend the deposit is non-refundable. The deposit or approval of payment deferment due to financial hardship must be received and processed before you can enroll in any classes and before new transfer credit is posted and old quarter system credits are converted to the new system.

8. **Orientation** – Depending on how long you have been away from the University, you may be required to attend a New Student Orientation after readmission and before you can enroll in classes. Once you have been readmitted, please contact the Orientation Office to see if this will be a requirement. Even if it is not required, it could be a good idea to attend so you have all the current information they are providing to new students. Orientation information: [http://orientation.utah.edu/](http://orientation.utah.edu/)  801-581-7069

9. **Enroll in classes** - Once you have been readmitted, paid the enrollment deposit, and if required, attended New Student Orientation, you will be able to enroll in classes for your first semester back. You should, of course, also meet with an advisor to determine the most appropriate course selection. Class schedules are published at least several months in advance of the start of each semester, so you can view schedules early and be ready to enroll at your earliest possible time. To view schedules: [www.utah.edu](http://www.utah.edu), Academics link at top of page, Catalogs/Schedules/Calendars.

Each semester when the class schedule is published for the following semester, you can view your earliest possible date to enroll in classes: log into CIS, go to Registration, View Your Registration Date.

When it is your time to enroll, go to CIS, Registration, Add Classes to enroll. Here you can also view instructions on how to use the online U Enroll system.

10. **Academic Renewal** – Currently enrolled students who have not yet graduated with a first Bachelor Degree may petition through University College to remove all U of U grades below C- which are seven years old or older from the cumulative GPA calculation. It is a one-time only petition, all-or-nothing for all D and E grades. Your University College advisor can discuss this option with you.

11. **Immunization Requirement** – This Policy affects all matriculated students admitted to the University who were born after December 31, 1956 and who are enrolled at the University of Utah. For those students proof of immunity is required. More information: [http://studenthealth.utah.edu/services/immunization-requirement.php](http://studenthealth.utah.edu/services/immunization-requirement.php)

12. **University Policies and Academic Calendar** - It is your responsibility to know the policies of the University and be aware of all of the important dates and deadlines for each semester. Things may have changed since you were last here! Please read the Student Handbook at [http://registrar.utah.edu/handbook/](http://registrar.utah.edu/handbook/) to learn about policies on grading, registration, graduation, student records, and more. The Academic Calendar with important dates on dropping, adding, withdrawing, tuition payment, final exam schedule can also be accessed at this web site.

**Returning to the U Program**
Marilyn Hoffman, Coordinator
University College
450 Student Services Building
[http://advising.utah.edu/return/](http://advising.utah.edu/return/)
801-581-8146  9/19/16