

# Application Instructions for Readmission and Re-entry

---

Students who have been away from ArtCenter more than two years must complete the Readmission process with the Admissions Office. Students who have been away from ArtCenter less than two years may apply for Re-entry through the Enrollment Services Office.

## Readmission

Students who have not been enrolled at ArtCenter for two or more years due to any reason, must seek readmission through the Admissions Office.

Students are required to submit the Application for Readmission and \$50 application fee to the Admissions office along with a portfolio of work from prior classes at ArtCenter and any work completed since the student's last enrollment.

Portfolios can be submitted in the following ways:

- **Slideroom** at [http://bit.ly/accd\\_readmission](http://bit.ly/accd_readmission). There is a nominal fee for this option.
- **USB flash drive** submitted to the Admissions Office

Applicants for readmission are required to submit transcripts from any colleges attended after leaving ArtCenter. Applicants whose GPA was below 2.50 at the time of leaving must submit a statement concerning their past experiences at ArtCenter, how time was spent since their departure, and an explanation of why they feel they would benefit by returning to the program.

The decision on readmission is based on the portfolio, prior academic record, statements concerning desire to return and any relevant evaluation of issues such as prior conduct. Students will receive written notification of the decision on their application. Readmission decisions typically take 4 weeks.

Students must clear all holds/restrictions on their account before returning to ArtCenter. Readmitted students are subject to the curriculum, policies, deadlines and other requirements in effect at the time of return.

Applications for readmission will be considered on an as-room-is-available basis. Students wishing to return on an ArtCenter Lite term should submit all readmission materials by Friday of Week 14 of the term prior to their desired enrollment. Those wishing to return to a regular term should also meet this priority date, if possible.

If the student is readmitted, a \$300 (undergraduate) or \$400 (graduate) tuition deposit must be submitted to the Admissions Office.

Please contact the Admissions Office at 626.396.2373 if you have questions about the readmission process.

## Re-entry

Students who have been away from Art Center for less than two years may apply for re-entry through Enrollment Services; students who have been suspended for financial, disciplinary or academic reasons or who have had a break in the consecutive enrollment policy may request Re-entry. Students who have been on approved Leave of Absence are not required to request Re-entry.

Applications for Re-entry and instructions for completing the process are available from the Enrollment Services Office.

Those who left with a GPA below 2.50 are required to submit a portfolio of former and current work for review by the department, transcripts of college-level coursework taken elsewhere demonstrating strong academic performance, supplementary statements, and supporting documents from any part-time or full-time employment. Please consult the Re-entry Form for more information.

Students who have been suspended for academic reasons will not be admitted until the period of suspension has been completed.

Students must clear all holds/restrictions on their account before returning to Art Center. Re-entering students are subject to the curriculum, policies, deadlines and other requirements in effect at the time of return.

Applications for re-entry will be considered on an as-room-is-available basis. Students wishing to return to either a regular term or an ArtCenter Lite term must submit re-entry documents by Friday of Week 14 of the term prior to their desired enrollment.

Students will receive written notification of the decision on their request for re-entry.

Please contact Enrollment Services at 626.396.2313 if you have questions about the Re-entry process.

---

## Advisement and Registration after Readmission or Re-entry

Students who have secured a space through the re-entry or readmission process should contact their major departments for appropriate advisement and guidance on suitable courses for the upcoming term. Returning to ArtCenter does not guarantee a space in desired courses; students will need to register online to enroll in classes with available spaces in the same manner as all other students. In addition, returning students will be required to enroll in a minimum of 12 units to maintain full-time status unless a request for ArtCenter Lite form was filed by week 14.

# Application for Readmission

---

First name \_\_\_\_\_ Middle \_\_\_\_\_ Last name \_\_\_\_\_

Name when you last attended ArtCenter, if different \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Birth date \_\_\_\_\_

I am an international student

**I am applying for readmission to the following term:** Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Summer 20 \_\_\_\_\_

Major requested \_\_\_\_\_

**Last term of attendance:** Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Summer 20 \_\_\_\_\_

Major at last attendance \_\_\_\_\_

**Institution(s) attended for credit since leaving, if applicable:** Institution name(s) \_\_\_\_\_

Request official transcripts to be sent to the Admissions Office

**Employment since last attended, if applicable:** Employer(s) \_\_\_\_\_

Position(s) \_\_\_\_\_

## Additional Requirements

See Application Instructions for detailed information.

**1 Required Statement.** If your cumulative grade point average was below 2.5 at the time you left ArtCenter, submit a brief statement about your experience while at ArtCenter, what you have done in your time away and what steps you have taken to improve your skills and ability to succeed at ArtCenter. The statement should be submitted with this form to the Admissions Office or [admissions@artcenter.edu](mailto:admissions@artcenter.edu).

**2 Application Fee.** Submit a \$50 application fee and return this form to [admissions@artcenter.edu](mailto:admissions@artcenter.edu) or mail to: Admissions Office, ArtCenter College of Design, 1700 Lida Street, Pasadena, CA 91103

**3 Portfolio.** Submit via Slideroom at [http://bit.ly/accd\\_readmission](http://bit.ly/accd_readmission) or USB flash drive.

**I understand that readmitted students are subject to any curriculum changes, requirements and policies in effect at the time of**

Signature \_\_\_\_\_ Date \_\_\_\_\_

## For Office Use Only

Cum GPA: \_\_\_\_\_

Restrictions:  Yes  No

If yes, describe: \_\_\_\_\_

Conditions for readmission: \_\_\_\_\_

Application reviewed by Dean of Students: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Application reviewed by Enrollment Services: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Application Fee Payment

---

**Student Information** (please print):

First name	Middle name
Last name	
Major	Start term
Date of birth	Email

**Payment Amount**

- \$50 Domestic Student Application
- \$70 International Student Application

**Credit Card Information**

Cardholder's name	Credit card number
Expiration date (MM/YY)	Security code

**Billing Address**

Street		
City	State	ZIP
Country		

**Send completed form to Admissions via:**

**Email:** [admissions@artcenter.edu](mailto:admissions@artcenter.edu)

**Fax:** 626 396-4298

**Mail:** ArtCenter College of Design  
Admissions  
1700 Lida Street Pasadena,  
CA 91103