

UCI Withdraw Considerations – Program in Public Health

This guide has been developed to assist you in navigating your options and resources as you consider withdrawing from UC Irvine for a term or more. There is also some information regarding available support for you as you consider a return.

What does withdrawing mean?

A withdraw from UC Irvine can be seen as any time you take away from the university for a quarter or longer. You may decide to withdraw from UC Irvine for one or more quarters for personal reasons. A withdraw may be initiated at any point during the quarter.

*Note that a withdraw from UC Irvine is different to withdrawing from one course. If you are seeking to withdraw from one class, you will need to submit an [enrollment exception](#) after the [add/drop](#) deadline.

Things to consider before withdrawing.

We understand that making the decision to take time away from your academics is not a straightforward process. You might have a lot of questions and emotions running through you. As you are weighing out your options, here are some items you may want to consider before making your decision.

- Mental Wellness
 - Are you dealing with some sort of mental wellness challenge that has been impeding your ability to do well in your academics?
 - Have you identified any resources that can assist you with your mental either in or out of the university? ([See campus resources here](#))
 - Taking a leave of absence can allow you to address your wellness concerns without the additional stressors of keeping up with your academics.

- Time to completion
 - Depending on the course work you still need to complete your graduation requirements, your time to graduation may be impacted by a quarter or more. This is a major point of consideration for sequential courses that may only be offered during a specific quarter of the academic year.
 - Are there any graduation requirements you can complete outside of UC Irvine in the event that you are out longer than a quarter?

- Financial
 - If you receive financial aid and/or scholarships, do you know if you can continue receiving the financial support upon your return from a leave?
 - If access to finances is an issue, have you exhausted all your available options? Click [here](#) for options.

Does withdrawing make sense for me?

At the end of the day, only you can make this choice. Here are some thoughts that can assist you in making this decision.

- Academics
 - If you are unable to give you academic the time and energy required for you to perform to the best of your ability it may make sense to take a leave of absence. This is much more important to consider when you are in probation status as another bad academic

term may result in academic suspension from the institution which could expand the time needed for you to be able to return to campus.

- Health
 - If you are dealing with physical or mental health issues, you may want to consider taking a leave of absence to take care of yourself. This would allow you to focus on getting better without having to risk negatively impacting your academics. While your academics are important, we want you to keep in mind that your overall well-being should be a priority.
- External Responsibilities
 - We understand that while you may be doing well personally, there may be other responsibilities that are pulling away from your academic time. While we emphasize the importance of being a student, your current situation may not allow for that to be the case.

Being okay with withdrawing.

Deciding to withdraw can be a difficult decision to make, but it is not the end of the world. While this may mean not completing your degree at time that you were hoping for, you may be better off deciding to take time to not do poorly in your academics instead of staying and potentially having to retake courses. If you are planning to apply to graduate or professional programs in the future, a strong GPA will be beneficial to you thus you want to make sure you are protecting it as best you can.

Who to speak to before withdrawing.

While you will ultimately decide about continuing with your education or taking a leave of absence, speaking with people about your potential decision to leave can be very beneficial. You might discover in your conversation that there may be solutions to your challenges that you have not yet considered. Here are some spaces you might want to consider having conversations with before deciding on what to do:

- Academic advisor
 - It is a good idea to speak with your academic advisor before moving forward with your withdraw/leave of absence. A conversation with your academic advisor will allow you to understand how your leave of absence may impact your ability to complete courses in a timely manner. Additionally, if you are in need of completing non-major, lower division requirements, your academic advisor can assist you in identifying courses you can complete at a local community college if you are seeking to take a few courses during your time away.
 - Your academic advisor is assigned based on last name. Make sure you are reaching out to your appropriate advisor or schedule an appointment to meet with them by going into the appointment scheduling system [here](#). The list of academic advisors based on last name are:
 - Megan Padilla A-G, Y
 - mnpadill@uci.edu
 - Jackie Osegueda H-I, L-N, Z
 - oseguedj@exchange.uci.edu
 - Sarah Ruelas J,U
 - sruelas4@uci.edu
 - Jacqueline Barruga K
 - barrugaj@uci.edu
 - Arturo Razo O-T, V-X

- arturor1@exchange.uci.edu
 - Emailing or scheduling with the wrong academic advisor will increase the wait time for you to meet with them, so make sure you are connecting with the appropriate advisor from the very beginning.
- Student Support Coordinator
 - An additional resource for you in the Program in Public Health is the Student Support Coordinator. You can meet with the Student Support Coordinator to discuss some of the challenges you are facing to identify additional UC Irvine programming that may address set challenges. Through conversations with the Student Support Coordinator, you may find that some of your challenges may stem from feeling isolated or doubting your own academic abilities. If you are set on taking a leave of absence, the Student Support Coordinator can also assist you in understanding the process in conjunction with your academic advisor.
 - Student Support Coordinator: Sarah Ruelas
 - Email: sruelas4@uci.edu
- Financial Aid & Scholarship Office
 - Students who withdraw from UCI prior to completing 60% of the term for which they received federal financial aid will be subject to both the UC Fee [Refund Policy](#) and the Federal Return of Title IV Funds policy.
 - If you are receiving scholarships, your leave of absence may have an impact on your ability to continue receiving the financial support in the future.
 - [Contact Info](#)
 - Phone: (949) 824-8262
 - Email: Complete the form indicated [here](#).
 - Set up phone appointment through QLess Kiosk [here](#).
- Student Housing
 - If you are living in Campus Housing, you will need to [contact](#) your housing community directly for questions regarding housing contract termination.
 - If you have a lease in an apartment not belonging to UC Irvine, you want to make sure you can continue to pay your share of the rent. If you are planning to sublease your contract, make sure you communicate with your building manager what the process looks like and if there are any fees attached to creating a sublease contract.
- International Center (International students)
 - Withdrawing from your studies will affect your visa status. You must meet with an International Center Advisor in addition to meeting with your academic advisor. If you decide to withdraw you must notify and receive approval from the International Center. If the International center is not aware of your decision to withdraw and you are no longer
 - [Contact](#)
 - (949) 824-7249
 - internationalcenter@uci.edu

How to process a leave of withdraw?

To officially withdraw from the term after paying tuition and fees, go to [StudentAccess](#) --> Applications -> Withdrawals. Complete the withdrawal form and include an explanation if applicable. There is no need to drop any of your courses on your own. This will be done as part of your withdraw process.

What will you be doing during your time away?

During your time away, consider why it is that you decided to withdraw and work towards making sure those reasons are taken care of first. If you want to take a few courses at a community college, it may be possible to complete some GE courses or other elective courses for units. If you do plan to take courses, speak with your academic advisor to determine options.

Resources while you are in a withdraw?

Since campus services are funded by student fees, generally they require you to be enrolled in order for you to gain access to them. Of course, you can still contact your assigned academic advisor or the Student Support Manager for continuing support.

Readmission Process ([link](#))

- Contact your academic advisor to initiate the electronic readmission process.
- If you completed any courses outside at another institution during your leave of absence, you will need to request official transcripts and have them sent to UC Irvine's Admissions Office.
- If you were gone for three quarters or more, you may be required to submit a Statement of Legal Residence
- Deadlines for readmissions:
 - o Fall Quarter: August 1
 - If you want to enroll alongside other continuing students, it is recommended that you get readmitted by May 1.
 - o Winter Quarter: November 1
 - o Spring Quarter: February 1
- Readmissions Charge
 - o A \$70 non-refundable charge for readmissions will be added to your ZOTBill the following business day from when your readmissions application is submitted.
- Enrollment Window
 - o An enrollment window will be created within a few minutes if the readmission is for a term that is in session or within the registration period.
 - o If you are returning in a future term, your enrollment window will be created usually at the end of the fifth week of instruction, when continuing students are assigned enrollment windows.