

Long-Term Leave of Absence Preparation/Return Guide

Before compiling your Long-Term Leave of Absence Preparation checklist, please make sure that you have already filed your Leave of Absence online at www.usu.edu/loa, and completed a *Release of Student Information* form.

- A *Complete Withdrawal/Leave of Absence* form is mandatory for students leaving USU. This form allows you to return without reapplying and also extends your expected graduation semester by the length of time you are gone. Go to www.usu.edu/loa to file your leave.
- The *Release of Student Information* form allows your parents/guardians to access your records while you are gone. The *Family Educational Rights and Privacy Act*, a federal privacy law, prevents USU from sharing most of your educational information with your parents. Completion of the *Release of Student Information* form allows parents to access all of your student information, which greatly facilitates registration. Although this form is optional, we highly recommend that you put one on file with the Registrar's Office. To print this form, go to: <http://www.usu.edu/registrar/forms/pdf/info-release.pdf>

Go over this information with your parents/guardians, and then have them place your Return Guide in a secure spot for future reference. By compiling this information in one place, you will make the return to USU easier for both you and your parents/guardians.

For students who plan to take a leave of absence in order to serve a religious mission, to serve in the military, or who for other reasons anticipate a year-long leave, Utah State University suggests that you compile a "return guide" for your parents/guardians. This packet will help your parents/guardians to register for you in the event you miss priority registration for the semester you wish to return. Your packet should contain the following information:

- "A" Number (your USU student ID number)
- ACCESS PIN number (remember that it will need to be updated the first time you login after 180 days)
- Advisor name, phone number, and e-mail address
- Advisor's Checklist (a list of classes you plan to take when you return)
- Information about your desired housing including application and payment deadlines
- A step-by-step process of how to register for you, similar to this:
 1. Call the USU Retention and First-Year Experience Office, 435-797-0977, to remove your registration hold (this was placed on your record when you turned in the Leave of Absence form and must be removed first in order to register.)
 2. Go to the ACCESS Web site <http://www.usu.edu/registrar>; **Click > Login to ACCESS**. Enter your "A" Number and PIN
 3. **Click > Student & Financial Aid, then > Registration**.
 4. Here, you can register, as well as check class times and availability (USU is unable to mail a schedule of classes, so this step is very important for those living outside of Cache Valley)
 5. To register, **Click > Add or Drop Classes**.
 6. Enter the course information to register.

We suggest showing your parents/guardians how to do this, and answer any questions they might have.

We will look forward to your return to Utah State University!