



To: All Faculty
From: Cheryl Eldredge, College Associate Dean for Registrar and Master Schedule
Subject: Reinstatement of Students Marked as Non-Attending during the Census Period

Dear Faculty,

Students who received a non-attending status in one or more of their courses are sent a notice informing them of this status. The notice advises students who feel that this enrollment status was assigned in error to contact their instructor(s) to determine if they are allowed to be reinstated into the class. If you are considering reinstatement, the procedure requires that you email a REINSTATEMENT REQUEST, using your college e-mail account, to your campus Registrar Office for action. This will ensure that the student is officially reinstated and eligible to receive a grade.

Please be aware: Students who receive an NA enrollment status are also removed from Brightspace and will remain without Brightspace access until the reinstatement is completed. FYI – The Brightspace system updates registrations every 24 hours.

Request to Reinstate a Student

The reinstatement request should be sent as soon as possible and must include the following information.

- Date
- Faculty Name
- Student Name
- Student ID#
- Course Name and Number
- CRN

Please send via your college email account to one of the following campus Registrar reinstatement email addresses:

Grant Campus: reinstatementw@sunysuffolk.edu
Eastern Campus: reinstatemente@sunysuffolk.edu
Ammerman Campus: reinstatementa@sunysuffolk.edu

If you have any questions, please don't hesitate to contact your campus Registrar Office, Nadine Lauria or me. Thank you very much for your attention.