



Re-Enrollment After Cancellation Form

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This document provides instructions for a student to complete a “Re-Enrollment After Cancellation Form” in RamPortal after the student has been dropped from all courses due to non-engagement or non-payment. (This process was previously submitted as an Exception to Policy.)

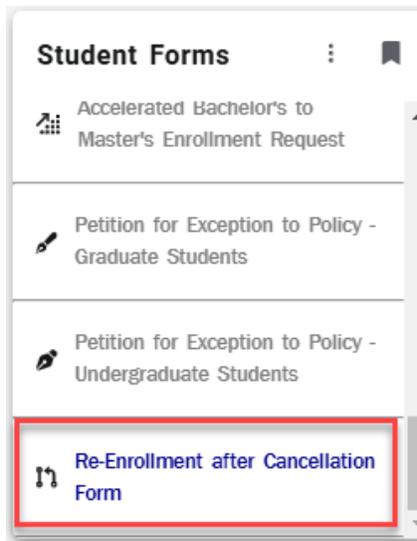
CONTENTS

[Navigation](#)

[Completing the Form](#)

NAVIGATION

- Log into RamPortal – ramportal.wcupa.edu
 - The [RamPortal Home Page Navigation](#) document provides basic navigation instructions.
- Locate the Student Forms card.
- Click the “Re-Enrollment after Cancellation Form” link.



COMPLETING THE FORM

- In the first “Student Information” block, the student’s RAM Net ID, First and Last Name, and Email should automatically display. Click the boxes next to the “Housing Student” or “Financial Aid Recipient” for each that apply.

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Request for Re-Enrollment After Cancellation

Office of the Registrar
25 University Ave
West Chester University
www.wcupa.edu/registrar
registrar@wcupa.edu

Student Information

RAM Net ID
[Redacted]

Email
[Redacted]@WCUA.EDU

First Name
[Redacted]

Last Name
[Redacted]

Housing Student

Financial Aid Recipient

- Next, in the “Request Details” block, answer the questions accordingly, then provide details on the plan to catch up on missed work/content in the box provided.

Request Details

Do you wish to re-enroll in all the classes you were cancelled from?*

Yes

No

Have you Continued to Attend All Classes?

[Dropdown Menu]

Have you discussed re-enrollment with your professors?*

[Dropdown Menu]

Please provide details on your plan to catch up on work/content you have missed.

[Text Area]

Submit

- Finally, click “Submit” on the bottom left corner (see above graphic). This form will be submitted to the Registrar’s office. The Registrar’s Office will then connect with each teaching faculty for the student to confirm that the student is eligible for re-enrollment.