**Return from a Personal Leave Information Checklist**

Please review the following information when you are ready to return from your personal leave. This checklist was designed to help students connect with the appropriate offices at Bryn Mawr as part of your preparation to return from your personal leave.

|  |  |  |
| --- | --- | --- |
| **Checklist** | **Office** | **Contact Information** |
|  | Students are encouraged to schedule a meeting with an **Academic Coach** from the Office of Academic Support with questions/concerns related to returning from a personal leave.  | Find the Coaches’ Calendly links on the [Academic Support website](https://www.brynmawr.edu/inside/offices-services/academic-support). |
|  | All international students on F-1 or J-1 visas that are returning from a personal leave should schedule a meeting with the **Assistant Dean of International Student and Scholar Advising** for instructions on how to re-enter the U.S. | plausch@brynmawr.edu610-526-7390 |
|  | Students who have declared a major should consult with your **major advisor** to discuss your academic plans for the upcoming semester to ensure that you’re making progress towards completing your major.  | See the major advisor list for the current academic year [here](https://www.brynmawr.edu/inside/academic-information/provost/about-our-faculty/major-advisors). |
|  | All students should contact **Residential Life** to discuss your housing plans for the upcoming semester.  | reslife@brynmawr.edu610-526-7331 |
|  | Contact **Student Accounts** with any questions regarding your tuition bills and fees. | studentaccounts@brynmawr.edu610-526-5500 |
|  | Contact your **Financial Aid counselor** with any questions regarding your financial aid.  | See the financial aid counselor list [here](https://www.brynmawr.edu/inside/offices-services/financial-aid/meet-team). |
|  | If you are eligible for and are requesting to resume receiving accommodations of any sort, contact **Access Services**. | Email: accessservices@brynmawr.edu  |
|  | If you hope to receive transfer credit for courses you took while away, fill out the [**Transfer Credit Approval Application form**](https://brynmawr.wufoo.com/forms/mbowzdr179mswa/). |  |
|  | If you were employed at the College and wish to resume work, you should contact your **supervisor**. |  |
|  | Student athletes should notify their **coaches** about resuming participation in your sport.  |  |
| **REQUIRED** | Complete the ***Plan to Return from Personal Leave*** wufoo form to confirm your plans to return from your personal leave by **November 1** (for a spring return) or **March 1** (for a fall return).  | Review the [Personal Leave](https://www.brynmawr.edu/inside/offices-services/deans-office/leaves-absence/personal-leave) website for the wufoo form for the upcoming semester. |

**This is not an exhaustive list.** Your dean may recommend that you connect with other offices prior to or shortly after taking your leave of absence.