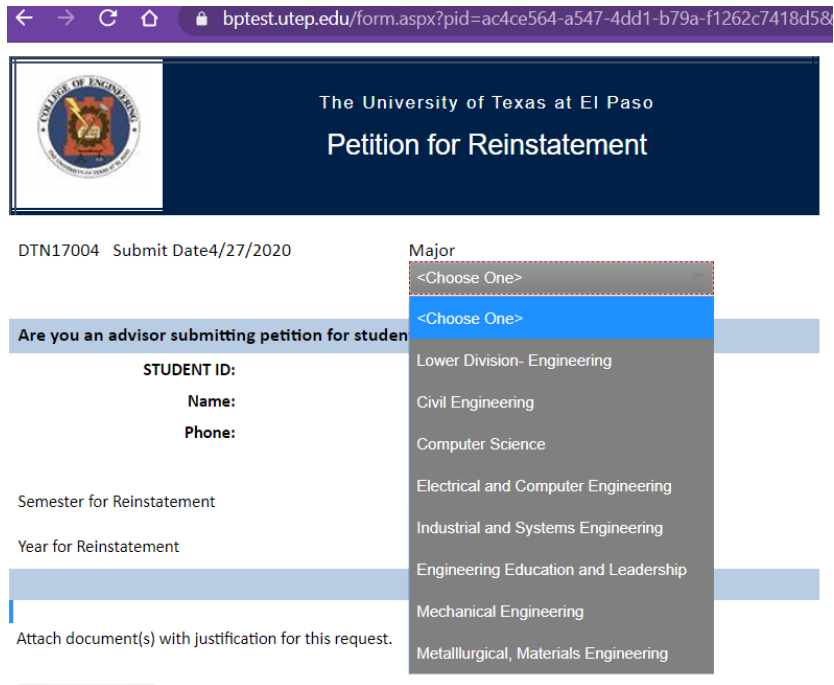


Petition for Reinstatement Online Form

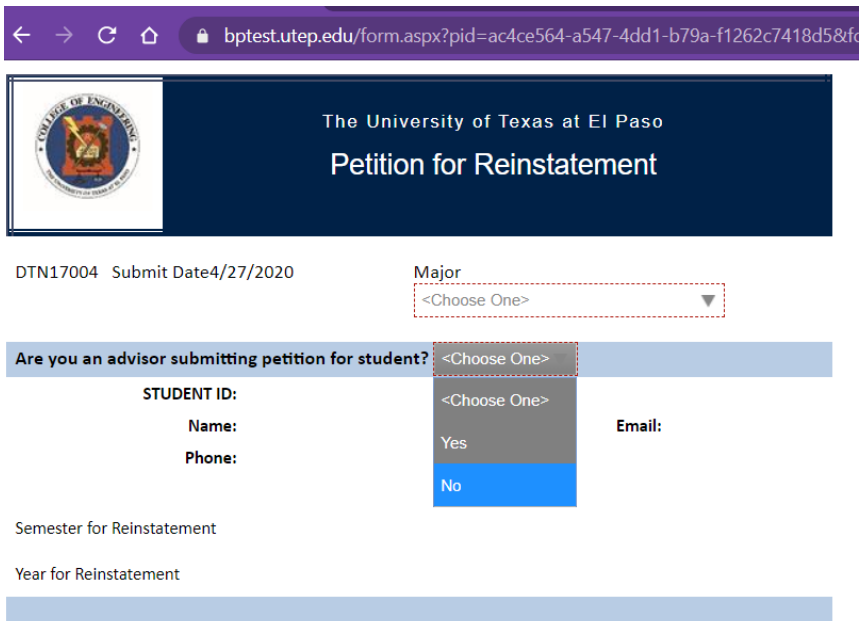
Student Instructions

1. Choose your major



The screenshot shows a web browser window with the URL `bptest.utep.edu/form.aspx?pid=ac4ce564-a547-4dd1-b79a-f1262c7418d5&`. The page header features the University of Texas at El Paso logo and the text "The University of Texas at El Paso Petition for Reinstatement". Below the header, the form includes a "DTN17004 Submit Date4/27/2020" label and a "Major" dropdown menu. The dropdown menu is open, showing a list of engineering majors: "<Choose One>", "Lower Division- Engineering", "Civil Engineering", "Computer Science", "Electrical and Computer Engineering", "Industrial and Systems Engineering", "Engineering Education and Leadership", "Mechanical Engineering", and "Metallurgical, Materials Engineering". The "Are you an advisor submitting petition for student?" dropdown is also open, showing "<Choose One>". Other form fields include "STUDENT ID:", "Name:", "Phone:", "Semester for Reinstatement", "Year for Reinstatement", and a text area for "Attach document(s) with justification for this request."

2. Choose "No" and your information will appear



The screenshot shows the same web browser window as above. The "Major" dropdown menu is now closed, showing "<Choose One>". The "Are you an advisor submitting petition for student?" dropdown menu is open, showing "Yes" and "No" options. The "No" option is highlighted in blue. The "STUDENT ID:" field is now populated with "<Choose One>". The "Name:" and "Phone:" fields are also present, and the "Email:" field is visible. The "Semester for Reinstatement" and "Year for Reinstatement" fields are also present.

Are you an advisor submitting petition for student? No ▼

STUDENT ID: 8

Name:

Email: @miners.utep.edu

Phone:

3. Choose the Semester for Reinstatement

Semester for Reinstatement <Choose One>
Year for Reinstatement <Choose One>
Attach document(s) with justification
Add Document

Fall
Spring
Summer

4. Write in the Year for Reinstatement

Semester for Reinstatement Fall ▼
Year for Reinstatement 20__

5. Attach a PDF document with the justification

Attach document(s) with justification for this request.
Add Document

6. Double check all your information, then select “OK” to submit

The screenshot shows a web browser window with the URL `bptest.utep.edu/form.aspx?pid=ac4ce564-a547-4dd1-`. The page header features the University of Texas at El Paso logo and the title "Petition for Reinstatement". The form contains the following fields and options:

- DTN17004 Submit
- Date 4/27/2020
- Major: Lower Division- Engineering (dropdown menu)
- Are you an advisor submitting petition for student?: No (dropdown menu)
- STUDENT ID: 8 (text input)
- Name: (text input)
- Email: (text input) @miners.utep.edu
- Phone: (text input)
- Semester for Reinstatement: Fall (dropdown menu)
- Year for Reinstatement: 20__ (text input)

Below the form, there is a section for document uploads:

Attach document(s) with justification for this request.

Add Document (button)

At the bottom of the form, there are two buttons: "OK" (green) and "Cancel Changes" (red). A green arrow points from the "Add Document" button area down to the "OK" button.

7. Your petition will be revised by an advisor who will create a contract. You will receive an email where you will be given the option to approve or reject the contract conditions. Check your email regularly for this may take either a short or long time depending on the advisor availability.

8. **If your advisor returns the form without creating a contract**, check for comments made by the advisor, change anything that is necessary, and then resubmit.