



1) Before coming to the Office for Academic and Student Affairs, with whom did you discuss the business that brought you here? Financial Aid department

CHECK ALL APPROPRIATE CHOICES

- no one
- another student
- junior fellow
- senior fellow
- academic advisor
- department head or dean
- parents
- Other Financial Aid department staff

2) Did you call your instructor or the Office for Academic and Student Affairs for an appointment?

- Yes       No

3) How long did you wait before someone helped you?

- 5-10 minutes       30-60 minutes  
 15-30 minutes       More than 1 hour

4) How were you received when you first called or entered the instructor's office or Departmental Office?

CHECK ALL APPROPRIATE CHOICES

- friendly, helpful
- unconcerned, hostile
- uncertain that I should be there
- unknowledgeable
- respectful, professional
- Other \_\_\_\_\_  
(Please Specify)

By \_\_\_\_\_ Date \_\_\_\_\_  
Academic and Student Affairs Staff

Final Action \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVED**

By: [Signature]  
Administrator Staff who solved the problem.

# PRAIRIE VIEW A & M UNIVERSITY REINSTATEMENT PROCESS

Spring 2008


In order to ensure accurate and timely reinstatement to Prairie View A&M University during the period 1-30-08-2-11-08, you must present this form to the department(s) indicated below. If approvals from the departments are not received and noted, the Registrar will not reinstate the courses.

<u>STEP</u>	<u>DEPARTMENT</u>	<u>PROCESSED BY</u>	<u>DATE</u>
1a.	Financial Aid (MSC 3 <sup>rd</sup> floor)	_____	_____
(And/or)			
1b.	Treasury Services (Cashier's Window- W. R. Banks Building)	_____	_____

**NOTE:** This form **MUST** be completed. You may be reinstated provided that the Class (es) still exists at the time of reinstatement.

### Student Information

I hereby request reinstatement for the period 1-30-08-2-11-08.

_____	_____	_____
Student's Name (Print)	Student ID No.	Daytime Phone No.
Date: <u>02-07-08</u>	Student's Signature	<b>APPROVED</b>  5/7/08
_____	Official Use Only	
COMMENTS: _____	_____	
REGISTRAR'S OFFICE: _____	_____	
ENTRY DATE: _____	_____	

Complete Student Information portion of this form and mail with payment to:  
Treasury Services

P.O. Box 519; Mail Stop # 1329  
Prairie View, Texas 77446-0519

W-20137 - SECURITY - YOU MAY NOT UPDATE ON THIS SCREEN  
408 Billing Statement

Screen: \_\_\_ SID: [REDACTED] Ext: \_\_\_ SC: \_\_\_ Seq: \_\_\_ Term: 081 OFFICE FOR ACADEMIC AFFAIR  
Date: 03-06-2008

Student Account  
Calc Reqd Bill Date Deposits Acct Balance Current Due  
N 03-06-08 \$0.00 \$856.00 \$856.00  
08 MAR -6 PM 2:14

Date	Subcd	Description	Charges	Credits	Balance
01-14-08	50006	LATE REGISTRATION FEE	25.00		
02-12-08	50010	FINES	50.00*		
02-19-08	50010	FINES	50.00*		
01-14-08	50011	INSTALLMENT CARRYING FEE	36.00		
01-30-08	50013	REINSTATEMENT FEE	75.00*		
01-14-08	50024	RECORDS PROCESSING FEE	17.00		
01-16-08	59218	CREDIT TRANSFER	250.00*		
01-15-08	99013	SCHOLARSHIP		1,250.00	
02-08-08	99014			587.00	
02-15-08	99014			756.00	856.00

Current Due: 856.00

\* Indicates non-deferrable charge

• DR. McFRAIZER  
ACADEMIC  
AFFAIRS

• Mrs. CLARK  
REGISTRAR OFFICE

• FISCAL AFFAIRS  
(CASHIERS  
WINDOW)  
W.R. BRUKS

APPROVED

3/2/08  


**McFrazier,Michael**

**From:** McFrazier,Michael  
**Sent:** Friday, March 07, 2008 4:32 PM  
**To:** Dungey,Deborah; Davis,Irene  
**Cc:** Maynard,Marilyn; Jackson,Equilla  
**Subject:**

Ms.

This e-mail comes to give you authorization to reinstate \_\_\_\_\_ for the Spring 2008 term. She is currently in a drop retained status. The SIS System indicates (screen 408) that she received a \$1250 scholarship on 1/15/08 and made two visa payments on 2/08/08 and 2/15/08; however, she is still in a drop retained status. Ms. \_\_\_\_\_ has been instructed to come to your office tomorrow with an approved reinstatement form.

Please contact me if you have any questions, comments or concerns.

McFrazier