



BLESSING-RIEMAN

College of Nursing & Health Sciences

Return from Leave of Absence (LOA) Checklist

The student returning from Leave of Absence (LOA) will take the following steps:

	Notify Student Services Officer, Registrar and Advisor of plan to return from LOA
	Meet with Financial Aid Coordinator to discuss status with Financial Aid
	Contact Simulation faculty to set up skills check-off <i>prior to re-enrollment</i>
	Complete a Criminal Background Check <i>within 60 days</i> of the start of the semester
	Complete a Drug Screen <i>within 30 days</i> of the start of the semester
	Ensure all other vaccinations and CPR requirements are current
	Meet with Advisor to set up schedule and academic plan for completion of the program

Please call Scott Geschwandner, Student Services Officer (217-228-5520, ext. 6990), for assistance with any questions regarding vaccination, background check/drug screening, and CPR requirements.

For any other questions, please contact the designated office.

Financial Aid: Erin McHargue (ext. 6993)

Billing: Nancy Campbell (ext. 6996)

Registrar: Rachel Cramsey (ext. 6962) and/or Carole Hackett (ext. 6914)

Simulation Faculty: Joan Ruhs (ext. 6973) and/or Jessica Bliven (ext. 6921)

Advisor(s): Kim Erskine--QU (ext. 6911) and/or Christian White--CSC (ext. 6955)