

Student Checklist for Returning from a MLOA

- ✓ Notify in writing the Director of the Wellness Unit that issued a recommendation for a MLOA that you wish to return to USD from your MLOA:
 - No later than 30 days before classes start for the term you are planning to return for
 - You may do this via a brief e-mail to the Director of the Wellness Unit
 - Once we have received your notice, we will begin tracking your materials
- ✓ Fill out the MLOA Reinstatement Form. Contact the Dean's Office to begin any academic planning you may need to do with them. Be sure to ask specifically what your school requires from you in order to return (e.g., documentation of activities while away).

The Wellness Unit must receive all of the following documentation no later than 30 days prior to the start of classes

You can send the materials to:

University of San Diego
AVP Student Wellness
5998 Alcalá Park, Serra Hall 300
San Diego, CA 92110

If your documentation is not received by the above deadline, consideration of your application to return from MLOA will be postponed until a later semester. Please note that documentation is reviewed as it is received; therefore, it is to your benefit to submit your materials as early as possible to speed up the process of your return.

- ✓ Mail to the Wellness Unit one original copy of the form: Authorization for releasing, discussing, or obtaining protected health information for your USD college or school. Remember to sign the form at the place indicated!
- ✓ Give each community provider you have seen during your time away a copy of the Community Provider Report form. Ask them to complete the form and mail it themselves directly to the address above.
- ✓ Arrange for a transcript to be mailed directly to your Dean's office for any university or College classes you may have taken during your time away on MLOA.
 - In the event you are currently taking classes for which a transcript will not be available until after the MLOA deadline, you may instead have each of your professors send a brief e-mail or to your dean's office indicating either your expected grade for the course or your status to date.
- ✓ Arrange for a brief letter to be mailed directly to the Director of the Wellness Unit for any paid employment, volunteer work, and/or internships in which you have engaged during your time away on MLOA. The letter should indicate the dates of employment, full or part-time status, and general performance in the position.
 - As a convenience, this letter may be sent by your employer as an attachment to an e-mail to the Director of the Wellness Unit.

Once all of your documentation has been received, the Wellness Unit Director will contact you to review your plan for returning to USD, and will issue a recommendation to your school's dean. Your dean's office will determine if you should be reinstated and will notify you in writing.

All forms indicated above are available on the USD website at http://www.sandiego.edu/wellness/student_support/mloa.php

Any questions may be directed to a Director of a Wellness Unit.