



1. **Complete** the Readmission Application prior or by the following date.
 - Fall Semester: August 1
 - Spring Semester: December 1
 - Summer Semester: May 1
2. **Submit** the required documents at readmission@owens.edu or by mail to:

TOLEDO:

Advising Office
Owens Community College
College Hall 130
P.O. Box 10,000
Oregon Road
Toledo, OH 43699

FINDLAY:

Advising Office
Owens Community College
Educational Center 112
3200 Bright Road
Findlay, OH 45840

3. **Resolve** any Student account issues. Should you have an outstanding balance contact the Collections Office at (567) 661-7979. All balances must be paid in full in order to register for classes should you be readmitted to the college.
4. **Review** the following restrictions for the first semester after readmission. These restrictions are in place to put you in the best environment to be successful and raise your grade point average.

Restrictions: Part-Time Enrollment.

5. **Contact** an Oserve Advocate (CH 130 Toledo and EC 112 in Findlay) to review your Financial Aid Status. Should you have extenuating circumstances that contributed to your poor academic performance, a SAP appeal may be filed and submitted by the following listed.
 - Fall Semester: August 1
 - Spring Semester: December 1
 - Summer Semester: May 1

To set up an appointment with your Oserve Advocate, please call (567)661-2387 or complete the appointment request form at www.owens.edu/oserve/appointment.

Once all documents have been received, a representative from the College will initiate contact with you (usually within a week) at the number you provided on the application. **It takes approximately 3 weeks to complete the readmissions process.** Applications received past the deadline will be accepted but only considered for the next semester.