User Guide

for the Reinstatement System - For Students

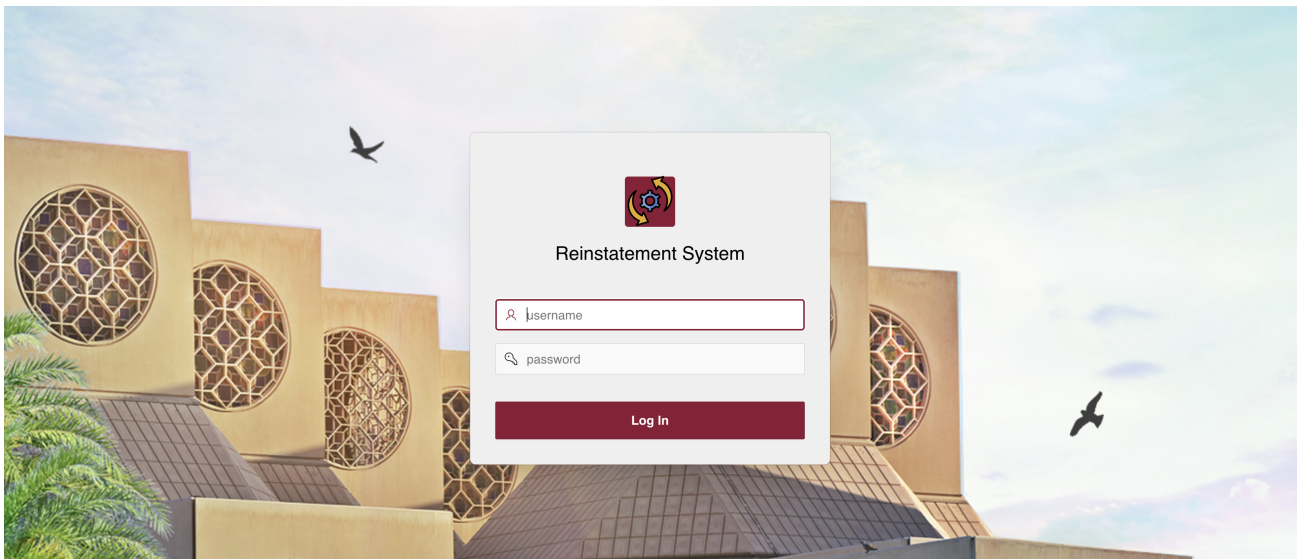# 2025 – 2026

Contents:

Log in to the system:

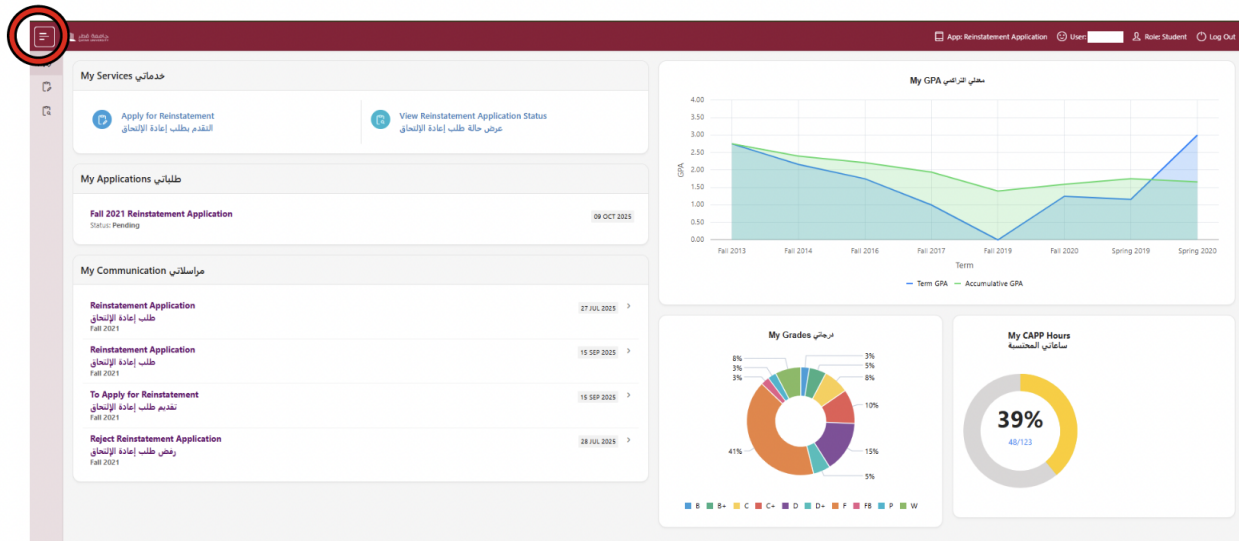To access the system,
please scan the QR code.

Logging In:

To log in to the system, please enter the username and password for

Qatar University:

- Username

- Password

- Log In

Dashboard:

After logging in you will be directed to the following dashboard:

This page serves as the **main homepage** for students using the Reinstatement Application system.
It provides access to reinstatement services, displays the status of applications, and summarizes key academic information such as GPA, grades, and completed hours.

Click on the circled area and the following column will show:
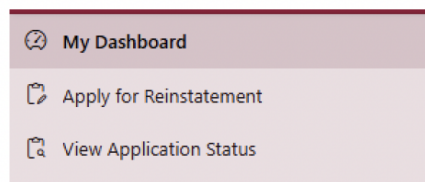
The My Dashboard option represents the dashboard page.

Each section of the column will redirect you to the different windows of the system.

You can also access the windows from the My Dashboard -> My Services section

Main Sections

1. My Services:

This section provides students with direct access to the system's main actions:

Apply for Reinstatement – Opens the reinstatement application form where the student can submit a new reinstatement request.

View Reinstatement Application Status – Displays the current status and details of previously submitted reinstatement applications.

2. My Applications:

Lists all reinstatement applications submitted by the student.

Each record includes:

- Term (e.g., Fall 2021)

- Application Name (e.g., Reinstatement Application)

- Status (e.g., Pending, Approved, Rejected)

- Date Submitted

Clicking an entry opens the detailed application page.

3. My Communication:

Displays all official reinstatement-related communications sent to the student.

Each entry includes:

- Email Subject (e.g., Reinstatement Application, Reject Reinstatement Application)

- Term (e.g., Fall 2021)

- Date Sent

Students can click on each message to view the full communication.

4. My GPA:

A line graph visualizing the student's Term GPA and Cumulative GPA over multiple academic terms.

Helps students track GPA progress and identify academic trends over time.

5. My Grades:

A color-coded donut chart showing the distribution of grades across completed courses. Each color represents a specific grade (A, B+, C, etc.) and the percentage it represents in total completed courses

6. My CAPP Hours:

Displays a progress circle showing the student's completed program hours relative to total required hours.
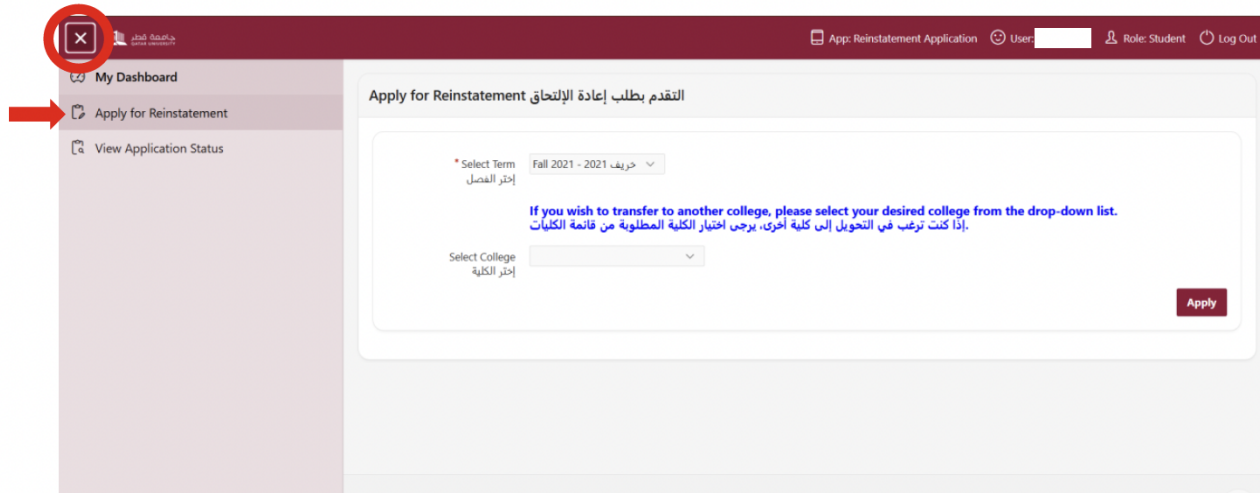
Example: 48 / 123 hours completed (39%).

Key Notes:

- All reinstatement services are accessible directly from this dashboard.
- The dashboard dynamically updates as new reinstatement communications or status changes occur.
- Students can return to this page at any time from the left-side menu to monitor progress.

Apply for Reinstatement:

Click on the circled area, then on Apply for Reinstatement to access this page.

This page allows students to submit a reinstatement application after being academically dismissed or exceeding the allowed study period. Students can also request to transfer to another college as part of their reinstatement process.

Main Fields:

- **Select Term** – Choose the academic term for which you are submitting the reinstatement request (e.g., Fall 2021). This is a required field.

- **Select College** – Optional field used only if the student wishes to transfer to another college as part of their reinstatement request. Students who plan to remain in their current college may leave this blank.

Information Message:

If you wish to transfer to another college, please select your desired college from the drop-down list.

This message reminds students that the transfer option is optional and should be used only when requesting reinstatement through a different college.

Buttons and Actions:

Apply – Submits the reinstatement application. Once submitted, the request is forwarded to the relevant academic departments for review.

After clicking **Apply**, a confirmation message will be sent to the student, and also the student will be able to track the application under **"View Application Status."**

Instructions:

1. Open the **Apply for Reinstatement** page from the left-side menu.

2. Select the **Term** for which you are applying.

3. (Optional) If you wish to transfer to another college, select your desired **College**.

4. Click **Apply** to submit your reinstatement request.

5. After submission, check the **View Application Status** page for updates and communication.

Important Notes:

- The system will not allow submission until the **Term** field is completed.

- Students can submit **only one reinstatement application per term.**

- Once submitted, the application cannot be edited — updates must go through the Registration Department.

View Reinstatement Application Status:

Click on the circled area, then on View Reinstatement Application Status to access this page.
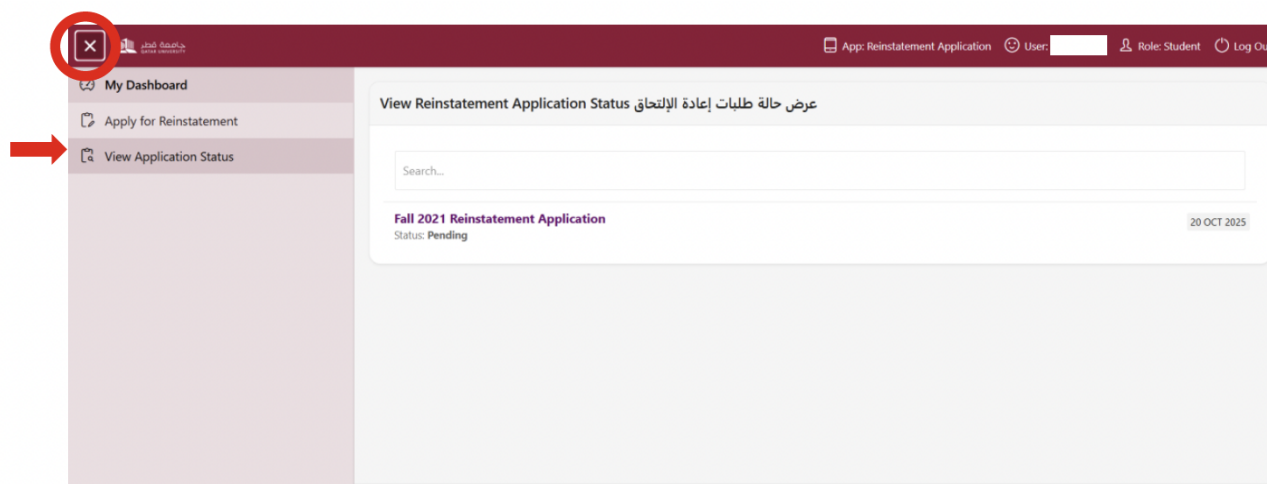
This page allows students to track the progress and current status of their submitted reinstatement applications. It provides a quick overview of all applications made by the student, including submission date and status updates.

Main Features:

Search Bar – Allows students to search for a specific reinstatement application by term or name.

Application List – Displays all reinstatement applications submitted by the student. Each entry shows:

- **Term** (e.g., Fall 2021)

- **Application Name** (e.g., Reinstatement Application)

- **Status** – Indicates the current progress (Pending, Approved, Rejected)

- **Submission Date** – The date when the application was created or last updated

Status Definitions:

- **Pending** – The application has been submitted and is awaiting review by the relevant college or committee.

- **Approved** – The reinstatement request has been accepted and processed.

- **Rejected** – The reinstatement request has been declined.

Instructions:

1. Open **View Application Status** from the left-hand menu.

2. Use the **Search Bar** to locate a specific term or application if needed.

3. Review your application's **status** and **submission date.**

4. If your application is **Pending**, wait for official communication through your student email or dashboard.

5. Once the application is **Approved** or **Rejected**, you will receive an email and the update will appear here automatically.

Important Notes:

- The system displays **only reinstatement applications submitted by the logged-in student.**

- Updates are made automatically when the decision is finalized by the college or committee.

- Students cannot edit applications from this page; it is for viewing purposes only.