

February 2012

Dear SBCC Student,

Based on your cumulative academic record, your current standing is **Academic and/or Progress Disqualification** (For definitions see www.sbcc.edu/academicstatuspolicies/ . For your particular standing, review your transcripts through your SBCC Pipeline account). You may not be able to attend SBCC in Fall 2012 unless you return to **Good Standing** or at a minimum earn **Disqualification Exception** status by the end of Spring 2012 (see www.sbcc.edu/academicstatuspolicies/ for definitions). **There is Hope!** Completing Option #1 (see below) will not only help you achieve academic success, it will also allow you to register for Fall 2012 classes in May 2012 versus Option #2 (see below) where a student must wait until July 2012. *

Option #1 - Registration for Fall 2012 prior to end of Spring 2012 semester –

To register for Fall 2012 prior to the end of the Spring 2012 semester, you must complete 3 tasks:

- 1) **Copy of Student Success Plan (Must complete from February 6 to March 23)**
Make an appointment to meet with a Success Counselor in the Academic Counseling Center (Student Services 120) to create a Student Success Plan that will help you overcome obstacles and get back on track. The best time to meet with a Success Counselor is in February. Before your Counselor meeting, you will need to complete the Student Success Homework (To download, go to www.sbcc.edu/probation). Students who are taking only online classes or whose work schedule does not allow them to meet with a Success Counselor can go to www.sbcc.edu/probation for options to complete the Student Success Plan requirement.
- 2) **Completed Spring 2012 Midterm Grade Report (Must complete from February 21 to March 23)** (see www.sbcc.edu/probation). You must meet with your instructors to obtain a Midterm Grade Report for all of your Spring 2012 classes.
- 3) **“Request to Register for Fall 2012 Prior to the End of Spring 2012” form** (see www.sbcc.edu/probation) - **(Must complete by March 23, 2012)**

If you submit the above documentation in the prescribed timeline you will be able to pre-register for Fall 2012 courses prior to the end of the Spring 2012 semester. However, if you do not return to Good Standing or earn Disqualification Exception status by the end of Spring 2012, your Fall 2012 classes will be dropped unless you file a Petition for Reinstatement. If you are reinstated, unit limitations may apply and you may need to adjust your Fall 2012 schedule. Fall 2012 Petitions for Reinstatement will be mailed to you at the end of June, 2012.

Option #2 – Registration for Fall 2012 after the end of the Spring 2012 semester – If you fail to complete Option #1 in the prescribed timeline you will have to wait until your Spring 2012 grades post to your transcript (July 2012) and will need to file and have approved a Fall 2012 Petition for Reinstatement to be eligible to attend SBCC in Fall 2012. Students who earn Good Standing or Disqualification Exception status at the end of Spring 2012 will not have to Petition for Reinstatement to attend Fall 2012.

Recommended Student Success Activities:

- **Learning Skills Workshops** – SBCC offers free workshops on various topics related to student success (Time management, Procrastination, Study Skills, Motivation, Test taking, Stress Management). For a schedule of workshops, please visit: www.sbcc.edu/probation
- **Tutoring** – Tutoring is available in the Gateway to Success Center (ECC 33) as well as the Cartwright Learning Resource Center (CLRC).

- **Academic Counseling** – The Academic Counseling Center, located in the Student Services Building (SS 120) offers Educational Planning on a drop-in basis. Please contact the Academic Counseling Center to inquire about their services or visit: www.sbcc.edu/counselingcenter
- **Career Counseling** – The Career Advancement Center (SS 282) has Career Counselors available to help you find a major, educational goal, and career that is right for you. For information on their services, please visit: www.sbcc.edu/careercenter
- **Math Tutoring** – Tutoring is available in the Math Lab (IDC 102) on a drop-in basis.
- **Enroll in PD 100 – College Success, or PD20B – Strategies for Success** next semester.
- Submit a **Petition for Use of Most Recent Grade in Repeated Class** with Admissions and Records if you have repeated courses.
- Attend all classes, complete assignments on time and confer with instructors if you are having difficulty.
- Follow the success study time guideline: For every hour of class, commit to studying for 2 hours.
- **Keep your mailing address current.** You can change your mailing address through your SBCC Pipeline account.

(Note: If you have other holds (e.g. cashier or discipline hold) that prevents you from registering, you must also clear those holds in order to register for your classes.

*(Note: International F-1 students, EOPS, TAP and Athletes **must also** meet with their respective program advisor or counselor).*

If you feel that you have been disqualified in error, please bring this letter to the Academic Counseling Center (SS-120) to have your records verified.

Sincerely,

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 Student Services 120
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