S.E.E.K. Academic Probation Guidelines

Academic Guidelines:

I will...

- Obtain Permission to Register from the SEEK Program before Registration.
- Attend Classes Regularly and Report Absences.
- Meet Weekly with a SEEK Counselor.
- SIGN-UP for tutoring in each course that you are enrolled in.
- Complete INCs, WUs, etc.
- Initiate End of the semester review with my S.E.E.K counselor.
- Attend SEEK/College Academic Development Activities.
- Complete all assignments for all classes.
- Review reason for probation & plan with counselor to address.

College Life Guidelines:

I will...

- Find a classmate to in each class to study with prior to exams and quizzes.
- Not become unofficially withdrawn from any of my courses.
- Utilize a planner to keep track of assignments.
- Visit each of my instructors to discuss my progress in the course.
- Maintain relationships with persons whom I may need to obtain letters of recommendation, job references or advice such as professors, mentors, counselors or supervisors.
- Continue to analyze my rates of progress for TAP (see TAP chart) and PELL for financial aid purposes.
- Become comfortable with utilizing computer programs such as Word, Excel, Access, PowerPoint and the Internet for research.
- Develop work on study approach C.O.R.E. time management system.

Personal Guidelines:

I will...

- Continue to work with a mentor or role model within or outside of the college.
- Maintain a positive attitude about school and my ability to succeed.
- Continue to develop strategies as to not be placed on probation again.
- Identify and visit during office hours a faculty member who might be able to provide career and academic advice.
- Actively practice using proper English, instead of slang, to improve comfort and ease of language.
- Evaluate my need for further guidance in removing myself from probation.
- Ensure that I have strong writing, verbal and presentation skills.
- Plan for financing my college education.