

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.
- **Complete** "S.M.A.R.T." Program.
- **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- **Not** become unofficially withdrawn from any of my courses.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.