WHAT IS PROBATION?

Santa Monica College (SMC) is committed to providing a broad range of academic courses, student services, and specialized programs to help students meet their goals. Students are expected to take responsibility for meeting the SMC Student Success Standards of "Academic Achievement" and "Timely Progress". Not doing so will result in a probationary status, as defined below:

Academic Probation

A student will be placed on academic probation if he/she falls below a 2.0 (C) cumulative grade point average (GPA) in 12 or more units attempted at SMC.

Lack of Progress Probation

1. A student who has enrolled in 12-30 semester units and receives 50% or more of W (Withdrawal), I (Incomplete) or NP (No Pass) notations is placed on progress probation.

In other words, a student needs to COMPLETE 50% of units enrolled

2. A student who has enrolled in 31 or more semester units and receives 40% or more of W, I or NP notations is placed on progress probation.

In other words, a student needs to COMPLETE 60% of units enrolled

Consequences of Probation

- ALERT: Starting summer/fall 2014, after 2 consecutive semesters of academic and/or progress probationary status, students will enroll AFTER all other continuing students.
- Limited to a maximum of 9 units in a fall or spring semester, and 5 units in a winter or summer session.
- Problems in transferring; most universities will not accept transfer students who are on academic probation. Yet, once this status is removed, you can be considered for transfer.
- Delay in achieving your educational goals; having to repeat a class slows down your academic progress.
- Difficulty in receiving scholarships and/or financial aid.
- Disqualification from SMC after being on probation for 2 semesters.

How to Get Off of Probation

- If you are on Academic Probation, you must achieve a cumulative GPA of 2.0 or higher during the following semester.
- If you are on Progress Probation, you must successfully complete the required percentage of units during the following semester by avoiding any W, I and/or NP marks.
**ALERT: Important Course Repeat Policy Update**

The Course Repeat Policy is significantly changing effective summer 2012. This could have an impact on many students and it’s important that you understand this change as you select your courses.

<table>
<thead>
<tr>
<th>Student Action:</th>
<th>What happens:</th>
<th>What’s at stake and why this is important to know:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st enrollment in a class</td>
<td>If you withdraw or don’t pass the class, this is called your first “attempt” at the class.</td>
<td>This is your first out of three possible attempts/enrollments. Be sure that if you decide to drop, you understand that you only have two possible additional opportunities to complete this course.</td>
</tr>
<tr>
<td>2nd enrollment in the same class</td>
<td>This is called your “first repetition” of the same class. The system will allow you to reenroll on your own.</td>
<td>Be sure you have successfully completed any required prerequisites and are prepared to complete the class successfully this time. This will be your last opportunity to enroll in the class without prior authorization from counseling!</td>
</tr>
<tr>
<td>3rd enrollment in the same class</td>
<td>This is called your “second repetition” of the same class. You cannot enroll in the class this time without first meeting with a counselor to submit an appeal and your appeal may or may not be approved.</td>
<td>Before being allowed to repeat the course a third time, you may be advised to re-take the placement or take the prerequisite course in order to ensure your success. Please note that you will probably not be allowed to enroll in any class at SMC more than three times!</td>
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</tbody>
</table>

**Question:** I hear there’s a new course repeat policy?

Yes, effective summer 2012, students will only be allowed to enroll in a class a maximum of 3 times. This is a new requirement being imposed by the state of California. This is not an SMC policy but a policy that will be in place at all 112 California Community Colleges by summer.

**Question:** But what if I need the class to complete my requirements to transfer and have two W’s and an F? This could prevent me from transferring!

You should meet with a counselor to discuss your situation. The counselor may recommend that you submit a petition for special consideration to the Counseling Office or to the Special Counseling Program you belong to. Keep in mind, however, there’s no guarantee it will be approved.

**Question:** If my professor writes a letter on my behalf, will that help?

Not really. It’s important that you take your classes seriously and realize that it may not always be a good idea to withdraw from a course. **Dropping a course requires careful consideration -- more so now than ever before.**

**Question:** Will exceptions ever be made?

In rare instances exceptions will be made but you will have to provide a good explanation for the reasons behind your previous enrollments. You will also need to explain why a 4th enrollment is necessary. Please talk to a counselor first and he/she will let you know if they recommend that you complete a petition for special consideration. **If recommended, the counselor will submit the appeal for special consideration to the Counseling Department Appeals Committee.**

**Question:** What if I’ve attempted a class 3 times at SMC -- Can I re-take it at another community college?

Yes, you can but your transcript at SMC will remain unchanged. If you are applying for transfer, you should inform the college you are applying to that you have repeated the course at another institution. In some instances they will only consider the highest grade received in the class. Other colleges will average all of the grades together. The bottom line is that policies vary from college to college. If you have more questions about this, please see a counselor.

**Question:** So, who makes these decisions about whether or not I can re-enroll in a course? Can I make an appointment with them? I’d rather do that than fill out a petition for special consideration.

Petitions for Special Consideration must be submitted for all requests regarding 3rd and 4th enrollments, and you must consult with a counselor before submitting a petition. **These are submitted to the Counseling office.** There is a committee that reviews these appeals so it is important that you state your case well and put it in writing. And remember, requests for 4th enrollments are unlikely to be approved.

**Question:** Do you have any final advice for me?

Give careful thought before you drop a class. You are only allowed a maximum of 3 attempts in any one course and the third attempt is subject to the approval of counseling. You never know when life is going to throw you a curve ball!
Tutoring Services

Santa Monica College offers free tutoring services to all enrolled SMC students. These services are designed to improve student success and include both individual and small group tutoring sessions with knowledgeable and experienced tutors. Some special programs, like the Latino Center and African American Collegian Center, offer free tutoring to students who participate in the program.

*The days and times are subject to change each semester. Be sure to check the posted schedule at the tutoring location.*

<table>
<thead>
<tr>
<th>Business</th>
<th>CS/CIS</th>
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<tbody>
<tr>
<td>Location: Business 150</td>
<td></td>
</tr>
<tr>
<td>Tutoring Coordinator: Deja Gateward</td>
<td></td>
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<tr>
<td>Phone Number: 310/434-4322</td>
<td></td>
</tr>
<tr>
<td>Hours: Mon. - Thurs. 10:00 AM - 3:30 PM</td>
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<tr>
<th>ESL</th>
<th>Math</th>
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<tbody>
<tr>
<td>Location: ESL 120</td>
<td></td>
</tr>
<tr>
<td>Tutoring Contact: Janet Harclerode</td>
<td></td>
</tr>
<tr>
<td>Phone Number: 310/434-4569</td>
<td></td>
</tr>
<tr>
<td>Hours: Mon. - Thurs. 9:00 AM - 3:00 PM</td>
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<tr>
<td>Click <a href="#">here</a> to make an appointment</td>
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<tr>
<th>Modern Language</th>
<th>Reading</th>
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<tbody>
<tr>
<td>Location: Drescher Hall, Room 219</td>
<td></td>
</tr>
<tr>
<td>Tutoring Coordinator: Joshua Everett</td>
<td></td>
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<tr>
<td>Phone Number: 310/ 434-4683</td>
<td></td>
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<tr>
<td>Hours: Mon-Thurs. 8:00 AM - 5:00 PM</td>
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<tr>
<th>Science</th>
<th>Writing &amp; Humanities</th>
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<tr>
<td>Location: Science Building 245</td>
<td></td>
</tr>
<tr>
<td>Tutoring Coordinator: Sandra Willis</td>
<td></td>
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<tr>
<td>Phone Number: 310/ 434-4630</td>
<td></td>
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<tr>
<td>Hours: Mon. - Thurs. 8:00 AM - 5:00 PM</td>
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</tbody>
</table>

| Location: Drescher Hall 312  |
| Tutoring Coordinator: Joyce Cheney |
| Phone Number: 310/ 434-4682    |
| Hours: Mon. -- Thurs. 8:30 AM - 5:30 PM |
| Fri. 9:30 AM - 2:00 PM*         |

| Location: Drescher Hall 313  |
| Tutoring Coordinator: Joyce Cheney |
| Phone Number: 310/ 434-4682    |
| Hours: Mon. -- Thurs. 8:30 AM - 5:30 PM |
| Fri. 9:30 AM - 2:00 PM*         |
CALCULATING YOUR GPA

Terminology
Units Enrolled (UE) = Includes ALL units, except IP
Units Attempted (UA) = Includes all units except W, I, IP, P, NP
Units Completed (UC) = Includes all units except F, NP, I, W
Grade Points (GP) = UA multiplied by the grade's numerical value
- A=4, B=3, C=2, D=1, F=0

✓ UE vs. UC is what is used to determine progress status (i.e. progress probation)

How do you use this information to calculate your GPA?

Follow these four easy steps!

Step 1: List all of the courses taken for a letter grade (A, B, C, D, & F). List the number of units next to the corresponding grades.

Step 2: Multiply the grade points by the number of units. This will give you the grade points for each course.
- If you earned an A in Psychology 1; 3 units x 4 = 12 grade points
- If you earned a B in English 21A; 3 units x 3 = 9 grade points

Step 3: Add all of the grade points together. 12 + 9 = 21 grade points

Step 4: Divide your total grade points (GP) by the total units attempted (UA). This equals your GPA.

GPA Calculator and GPA Forecaster
Use the following link to estimate the grades you would need to achieve your desired GPA. Simply enter your current GPA and your estimated grades for the next semester, and the site will calculate it for you!

www.back2college.com/raisegpa.htm
Where Does the Time Go?!

Tips for Managing Your Time

- **Make a daily to-do list:** prioritize your homework, class assignments and test preparation before anything else you do after class and work.
- Pay very close attention to the instructor's syllabus and write down all assignments, tests, and quizzes in your calendar.
- **Study in 1 hour blocks:** For example, study for 50 minutes, then take a 10 minute break.
- Use your best time of the day to study; when are you more alert? Morning, afternoon or evening?
- **Use a regular study area:** your mind and body become trained to focus on studying when you use a consistent study area that is free from distractions.
- Tackle difficult assignments or subjects first; they often require more time and energy.
- **Work ahead:** do an assignment a few days in advance rather than the night before. If something comes up (AND IT USUALLY DOES!), you will have your work done.
- **Learn to say “NO.”** Ask yourself, “will this cause me stress or divert my time and thinking away from what I want to accomplish this semester?” Don’t let others’ priorities become yours!
- Remember, the goal is a healthy balance of work and play, a balance of short and long term goals, and a balance of academic and personal goals.
TIPS FOR EFFECTIVE STUDY SKILLS

Things to Remember when Studying:
- There is no single best method for doing things. Find out what works best for you.
- Knowing your personal strengths and weaknesses is important for developing effective study skills.
- Don't procrastinate; you do not want to fall behind in your classes.
- Take periodic, short breaks when studying to refresh your mind.
- Use flash cards to learn material that requires memorization, such vocabulary words.

When Completing your Reading Assignments:
- First, survey the material you will be reading.
- Next, formulate questions you may have about the material.
- Identify key words and phrases to find clues to the significance of different subjects.
- Recite to yourself what you have just read by explaining the subject.
- Lastly, review the material at a later date.

When Completing your Writing Assignments:
- Brainstorm about the subject, list your ideas, and then pick 2-3 ideas that you will be able to find adequate information to be able to write a paper.
- Free write for about 10 minutes about a topic and then go back later to clean it up so that it is grammatically correct.

When Studying for Tests:
- Be prepared! Learn the material thoroughly.
- Start studying the material weeks in advance so that you are not doing any last minute cram sessions.
- Budget your test taking time.
- Read the directions carefully.
- When taking essay tests, think before you write and get to the point.
- Review your test to make sure you didn't make any careless mistakes.
FINANCIAL AID
www.smc.edu/financialaid
SMC Financial Aid Office: 310-434-4344

What is Financial Aid?
Financial aid is money for college. It is provided by the United States taxpayers to ensure that everyone who wants a college education has the financial ability to pay for their college expenses.

Students who receive financial aid join a partnership that includes the federal government and Santa Monica College. If you receive financial aid, it is expected that you will enroll in classes needed to complete your chosen program, work hard at learning, and move responsibly toward successful completion of your educational goals.

Where Can I Find Financial Aid Information?
You can find information on how to apply for financial aid and the BOG Enrollment Fee Waiver by going to www.smc.edu/financialaid. This website is easy to navigate and will answer common financial aid questions.

What Types of Financial Aid are Available?
There are 3 types of Federal financial aid: grants, loans, and work study.

How do I Apply for Federal Financial Aid?
Step 1: Complete the Free Application for Federal Student Aid (FAFSA). You can complete it electronically at www.fafsa.ed.gov
Make sure to add SMC's Federal ID #: 001286.

Step 2: You will receive a Student Aid Report (SAR) via email. Make sure that all your information on the SAR is correct. If you need to make any corrections, inform the SMC Financial Aid Office immediately.

Step 3: SMC will notify you if any additional documentation is needed. If you attended any other colleges, you will be required to send official transcripts to the SMC Financial Aid Office. Finally, you will be issued an award letter outlining your financial aid for the academic year.

How do I Apply for the Board of Governors (BOG) Enrollment Fee Waiver?
The BOG fee waiver will pay for eligible student’s enrollment fees for the entire year.

- Option #1: If you submit a FAFSA application, you will also be applying for the BOG Fee Waiver. However, it can take up to 4 weeks for the Department of Education to process the application.
- Option #2: You may also apply electronically for the BOG Fee Waiver. You can click on the link off of the Student Self Service System.
Students that receive Federal Student Aid (and Cal Grants) are required to adhere to the following:

1. Maintain an overall GPA of 2.0.

2. Complete your educational goal within the maximum time frame.
   This means that you must finish your goal by the time you attempt a certain number of units.

   Students in 60 unit AA/AS and 4-year transfer program:
   You must complete your studies by the time you attempt 90 units.

   Students in vocational programs:
   You must complete your studies by the time you attempt 150% of the published length of your program.

   Example: If your program requires 30 units. You must complete your program by the time you attempt 45 units.

3. Complete 67% of all units you attempt. A class is considered to be completed only if a student earns a grade of “D” (or better) or “Credit.”

FAQs about SAP

What if my GPA is below 2.0 or my “comp rate” is below 67%?

You will be placed on Financial Aid Probation for the semester.

You can still receive aid during a probationary semester. However, your progress will be assessed after the term is over.

If your completion rate and GPA do not meet the minimum standards – you will be placed on Financial Aid Suspension. Please Note: Students who have failed to reach a 2.0 GPA by the end of their second academic year will be placed on Financial Aid Suspension.

What happens if I exceed the maximum time frame?

You will be placed on Financial Aid Suspension.

What happens if I am placed on Financial Aid Suspension?

Students on Financial Aid Suspension—for either exceeding the maximum time-frame or for GPA and/or completion rate issues—are not eligible for financial aid. However, they may go through an appeal process and request financial aid reinstatement.

How do ESL, remedial, and transfer courses factor into SAP status?

Up to 30 units of (non-degree applicable) remedial or ESL coursework will be excluded from the maximum time frame assessment. (They will be counted for GPA and “comp rate” assessments.) Transfer courses, generally factor into maximum time frame assessments. In addition, GPA and “comp rate” from other schools may also affect probation status.

Please Note: For the complete Financial Aid SAP Policy, please see the SMC Financial Aid Handbook on the Financial Aid Website at: [www.smc.edu/financialaid](http://www.smc.edu/financialaid)
THIS COULD BE
THE MOST IMPORTANT CLASS
YOU WILL TAKE IN COLLEGE

Counseling 20: Student Success Seminar
3 Units, Transfers: UC & CSU

Do you want to:
- Be more Successful in College?
- Know How to Study Smarter - not Harder?
- Find Out What Your Professors Expect from You?
- Learn How to Manage Your Time?
- Develop Self-confidence for College and Life?

From Former Students:
"I think everyone should take this class. It has helped me in all aspects of my life."
"Definitely take it - it's a great course to help you succeed as a student."
"I told my family, cousins, friends, that the best class to start college is Student Success."
"This class is invaluable."

From Professors:
"You must be a self-learner in today's society. Counseling 20 teaches you how to learn."
"My students who have taken Counseling 20 do very well - they learned the skills necessary for college success."
"Counseling 20 gives students the foundation to be an effective student - and for life."

Check the current SMC 'Schedule of Classes' for all the sections of Counseling 20
NEW Location: Counseling Village, (310) 434-4337
Hours: Monday – Thursday 8am – 4:45pm; Friday 8am – 2pm

Jobs
Marcia Lewis, Career Services Advisor
Job Search Assistance: Includes resume writing, interviewing, and job search assistance.

Off campus employment: Hundreds of job listings are available electronically.
www.smc.edu/jobs4u
Click on “student” and register.

On-Campus Employment: On-campus “student help” and “work/study” employment is now processed through Financial Aid. On-campus jobs pay $8/hr.
www.smc.edu 1. Click on Student Services 2. Click on Student employment
3. Click on Students 4. On left side click on Student Employment Opportunities
Scroll down and you will see a list of on-campus jobs.

Job Fairs: The Career Services Center has ongoing Job Fairs. All employers who participate in these fairs have open positions in their companies. Visit the Career Center for more information.

Internships
www.smc.edu/internship
Judy White, Internship Coordinator
Hundreds of internship opportunities are available to SMC students.
Internship Drop-in times: Mondays 2:30-4:30 pm.; Tuesdays and Thursdays 10:00-12:00 pm.;
Wednesdays 3:00-5:00 pm.

Careers
Rachelle Cohn-Schneider, Jenna Gausman, Madeline Nella
Individual Career Counseling:
Counselors work individually with students to help them explore and assess career interests, work values, skills, and personality and how they fit into the world of work. Students work with counselors to explore specific majors and careers and set goals regarding career choices. Call or come in to schedule an appointment.

Counseling 12 Career Planning Class: 1 unit, eight-week classes on career planning are offered every semester. See the listings for Counseling 12 in the Schedule of Classes or on the SMC Website.

Career Library: Extensive collection of career reference books, including labor market information, job descriptions, salaries, recommended preparation, and preferred skills.
Cool Websites

**Bridges** [www.bridges.com](http://www.bridges.com)
Comprehensive career and major database where you can build personalized plans by comparing, connecting, and choosing career and education options. You can learn about what it would be like to be in a certain career, educational requirements, and specific salary information customized to California.

Under **Student Sign-In**
Click on **Site ID** (next to Portfolio Name)
Enter **Site ID** as: 0001200
Enter **Password** as: corsair
Click on **Choices Explorer** for national information
Click on **Choices Planner** for local (California) information
Select "Work" for information about careers
Select "Learn" for information about college majors

**California Career Café** [www.cacareercafe.com](http://www.cacareercafe.com)
A place where you can explore occupations, map out a career pathway, gain valuable insight from Roadtrip Nation founders, be inspired, learn how to connect with professionals, and resources in finding a job or internship! Click on "get a pathway".

**O*Net Online** [www.onetcenter.org](http://www.onetcenter.org)
Has detailed descriptions of the world of work for use by job seekers, students, researchers, and more!
Click on "find occupations".

**California Reality Check** [www.californiarealitycheck.org](http://www.californiarealitycheck.org)
After high school and college you will need to work to work to pay for housing, transportation, clothes etc. Find out how much money you will need and which occupation will pay for all your needs. Click on "occupations direct" for salary information.

**Inside Career Info** [www.insidecareerinfo.com](http://www.insidecareerinfo.com)
Firsthand career reviews from insiders, including: Tips for people considering the career, best and worst aspects of the career, job tasks and everyday responsibilities, getting a job, and education and degrees required. Click on "all careers" on left side of page at bottom of list of careers.

**WhoDoYouWant2b?** [www.whodoyouwant2b.com](http://www.whodoyouwant2b.com)
Real life students talking about their majors, colleges, and career paths in video format based on over 15 career industries and pathways. Click on the appropriate heading i.e. college student then click on interested "Pathway".

**What Can I Do With A Major In.....?** [http://www.udel.edu/CSC/mrk.html](http://www.udel.edu/CSC/mrk.html)
Provides summary for majors, sample job titles, possible employers, professional associations, and resources for finding employment. Click on "Major".

**My Next Move** [www.mynextmove.org](http://www.mynextmove.org)
Search for information about hundreds of jobs based on key words, by industries, or not sure. You can take a quick 15 minute assessment to obtain a list of possible careers to explore.
Click on the section that is appropriate for you.

**Occupational Outlook Handbook** [www.bls.gov/oco](http://www.bls.gov/oco)
A classic reference about occupations from A to Z which is compiled by the US Bureau of Labor Statistics Go to "A-Z Index" to research occupations.

**Santa Monica College – Career Services Center** [www.smc.edu/jobs4u](http://www.smc.edu/jobs4u)
Off-campus employment & internship opportunities for SMC students. Click on "Students".