



EOPS ACADEMIC PROGRESS REPORT



Important! Please read instructions!

March 2, 2015

Dear EOPS Students,

The following needs to be completed in order to schedule your progress report appointment in PERSON:

1. Follow the chart below to report the progress for each of your classes:

Type of Class	Procedure
On Campus Class	Take the Progress Report form to each of your professors and ask for feedback on how you are doing in the class.
Online Class	Print the grade section from Blackboard and attach it to the form instead of visiting the professor.
Fast Track Class (That has completed)	Submit a copy of the grade that you received. You do not have to visit the professor.
Fast Track Class (That has started)	Just list the class on the form and put the start date. You do not need to visit the professor.

→ **If your professor does not want to provide feedback, please have him/her initial in the "Decline to Report" box on the form.**

→ If necessary, make copies of this form. Just turn in all copies at one time.

2. Bring the **completed** form to the EOPS front desk or to any of the Higher Education Centers to schedule your appointment. This appointment CANNOT be scheduled over the phone. **You must schedule in person.**
3. Come to your appointment at the designated time.

First available appointments for Academic Progress Reports are on Monday, March 16, 2015.

You must schedule your academic progress appointment by Tuesday, May 12, 2015

If you have any questions please call us at (619) 482-6456 or stop by the EOPS office.

Sincerely,
EOPS Staff



EOPS Academic Progress Report



Please have all your instructors complete this form as soon as possible.
Bring the **completed** form to the EOPS office to schedule your second appointment.

THE PROGRESS REPORT APPOINTMENT MUST BE SCHEDULED IN PERSON BY MAY 12, 2015!

Name (Last, First): _____ Major: _____ SWC ID: _____

***For Online classes, please submit a printout of your grades from Blackboard (No need for the instructor's signature)**

Course	Current Grade	Decline to Report	Instructor's Signature
<input type="checkbox"/> Check box if this is an Online class*			
Instructor Comments: <input type="checkbox"/> Improve attendance/tardiness <input type="checkbox"/> Dropped <input type="checkbox"/> Low test scores/Missing assignments <input type="checkbox"/> Recommend assistance with study skills and/or tutoring <input type="checkbox"/> Currently making satisfactory progress <input type="checkbox"/> Other: _____ If you would like to communicate with a counselor regarding this student, please provide your email address:			
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PLEASE STOP! DO NOT WRITE INSIDE THIS BOX!

THIS PORTION TO BE COMPLETED DURING EOPS COUNSELING APPOINTMENT!

Counselor Comments: _____

RELEASE OF INFORMATION – WAIVER
Please initial here _____ and sign below to authorize your counselor to communicate with your instructors regarding your progress.

Student Signature: _____ **Counselor Signature:** _____ **Date:** _____