

Mendocino College Counseling Office – Get Off Probation Contract

Student: To be completed and signed with your academic counselor. Refer to Intake form for reasons contributing to being on probation. Please keep this for your records.

Today's date: _____

Name: _____ I.D. # _____

Contact phone: _____ Email: _____

Probation (circle): Acad #1 Acad #2 Prog #1 Prog#2

Circle the action steps below that will help you to get off probation; check boxes as you complete the step.

- 1) Meet with counselor: _____ for long-range education plan
- 2) Contact instructor: _____
(name) (phone)
as soon as you are having difficulty with absences or understanding class material.
- 3) Make an appointment with Disability Resource Center counselor (468-3031)
- 4) Make an appointment with an additional counselor (468-3048).
- 5) Enroll in a College & Career Success class (CCS) _____
- 6) Make an appointment with Career/Transfer Center Director for help with a college major or career direction (468-3044).
- 7) Apply for financial aid: _____
- 8) Contact: _____ for additional support
(community agency/program)
- 9) Drop _____ by _____
(class name) (deadline)
- 10) Repeat _____; complete the Record Adjustment form in the Admissions Office after passing class.
- 11) Go to Learning Center (Ukiah), Lake or Willits Center and sign up for tutoring
- 12) Take Grade Check form to each instructor to determine grade at this point in semester
- 13) Other: _____

I understand that I am responsible for my success in college and that I will talk with my counselor if I am unsure about completing these steps. I will complete the above-circled steps and talk with my counselor: _____ by (date): _____

Student Signature Date

Counselor Signature Date