



# Student Success Program

## Registration Clearance Form

Student's ID# G: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Instructions to student: Attach a letter to this form prior to meeting with your counselor. In your letter clearly explain any unusual circumstances which led to your dismissal and why you believe you can succeed at Cañada College if you are reinstated. Indicate the specific changes you plan to make if you are reinstated. Complete this form with the assistance of a counselor. Submit a completed form to the Admissions & Records Office (Bldg. 9, first floor).

<b>Semester Clearance:</b> <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring    Year: 20____	<b>Educational Goal:</b> (Circle all that apply) <u>Certificate</u> <u>AA/AS Degree</u> <u>Transfer</u> <u>Personal Enrichment</u>	<b>Completed SSP Workshop?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No    Date: _____
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**COUNSELOR RECOMMENDATION**  
(Note: Any changes to this plan must be approved by your counselor)

<p><b>Current Semester Status:</b>  <input type="checkbox"/> Probation 2 (# of semesters: _____) Due to: <input type="checkbox"/> GPA or <input type="checkbox"/> Progress  <input type="checkbox"/> Dismissal (# of semesters: _____) Due to: <input type="checkbox"/> GPA or <input type="checkbox"/> Progress</p> <p><b>Current GPA:</b> _____    <b>Current Progress %:</b> _____</p> <p><b>Limit total units to:</b>  <input type="checkbox"/> Summer 20____ units: _____    <input type="checkbox"/> Fall 20____ units: _____  <input type="checkbox"/> Spring 20____ units: _____</p> <p><input type="checkbox"/> <b>Attend a Student Success Workshop by:</b> _____  <small>(required for dismissal students)</small></p> <p><input type="checkbox"/> <b>Submit a Mid-Semester Progress Report by: <u>October 07, 2016</u></b>  <small>(required for dismissal students)</small></p> <p><input type="checkbox"/> <b>Sign up for LCTR 698 to receive tutoring through the Learning Center</b></p> <p><input type="checkbox"/> <b>Utilize other Student Support Services and Programs</b>  <small>(Financial Aid, EOPS, TRiO, DRC, SparkPoint, Transfer Center, Career Center and Psychological Services)</small>        Please specify: _____</p> <p><input type="checkbox"/> <b>Take Placement Test in:</b>  <input type="checkbox"/> English    <input type="checkbox"/> Math    <input type="checkbox"/> ESL</p>	<p><input type="checkbox"/> <b>Enroll in:</b> _____  <small>(CRER 110, 137, 401, 407 or 430)</small></p> <p><input type="checkbox"/> <b>Apply for Academic Renewal:</b>        Please specify which courses:</p>																				
<p><b>Course Recommendations</b>        Must enroll in the following classes only:        Note: Financial Aid students are required to complete an official SEP.</p>																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Term: _____ Year: _____</th> <th style="width: 10%;">Units</th> <th style="width: 25%;">Term: _____ Year: _____</th> <th style="width: 10%;">Units</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		Term: _____ Year: _____	Units	Term: _____ Year: _____	Units																
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**FOR DISMISSAL STUDENTS ONLY:**

I understand that by not successfully completing courses attempted this upcoming semester I **will** be dismissed and I will not be allowed to register in the San Mateo County Community College District (SMCCCD) next semester.

COMMENTS: \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Counselor Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved

NotApproved

**Director of Matriculation Signature** \_\_\_\_\_

Comments: \_\_\_\_\_

White Copy: for Admissions & Records

Pink Copy: for Student

Yellow Copy: for Students File

rev 05/2016