



## GUIDELINES FOR STUDENTS ONTRAC STUDENTS

- All students on dismissal status must complete a Reinstatement Workshop to be considered for Reinstatement
- Being reinstated does not adjust academic standing — You will be on Dismissal status and must petition for reinstatement every term until you reach Good Academic Standing
- OnTRAC will help you stay connected with your counselor, instructors and services on campus that will facilitate your success
- OnTRAC students may petition for return of BOGFW and priority enrollment

Academic good standing as defined in the [San Mateo County Community College Rules and Regulations](#) means maintaining an overall GPA of 2.0 or better and overall completion 51% percent of attempted units. Any student who is not in good academic standing must petition each term to continue enrollment. OnTRAC will help facilitate this process.

1. Meet with a counselor twice during each semester
  - a. Your first meeting should be in late February or early March (spring semester) or late September (fall semester). You will create a Student Educational Plan (SEP).
  - b. Your second meeting should be in mid-April (spring semester) or late October (fall semester). Before the second meeting, you need to have progress reports signed by your instructors and then bring them to your counseling meeting.
2. Take a CRER or COUN course and/or study skills course appropriate to the educational goal and/or academic history, if recommended by your counselor
3. Reinstatement is provisional for a term but you will remain on dismissal status until your GPA is a 2.0 or higher and course completion rate is at least 51%. **While on dismissal status, you must petition for reinstatement every semester. This will be done through the OnTRAC program using this form.**
4. Attend Student Success Workshops – See the Event Calendar <http://collegeofsanmateo.edu/calendar/events/> and choose Student Success Workshops
5. Effectively utilize services available to you on campus to facilitate your success
6. A student on dismissal status may be dismissed and not allowed to register for classes in the San Mateo County Community College District for the next semester if the student *does not*:
  - adhere to the conditions on the Reinstatement Petition, following the SEP on file
  - successfully complete courses attempted
  - improve academic standing after provisional reinstatement

**Directions:** Complete this form and meet with a counselor twice during the semester. *You must have instructors fill out progress reports after midterms. Attach them to this form to bring to the counselor at your second meeting.*

Submit this completed form to **Counseling Services, College Center Building 10, Room 340**

You will be notified of your reinstatement decision by email (*my.smccd.edu*)

**PRINT CLEARLY & COMPLETE CAREFULLY – INCOMPLETE FORMS WILL NOT BE REVIEWED**

Name: \_\_\_\_\_ CSM ID#: \_\_\_\_\_  
Last name First name G #

Telephone: (\_\_\_\_\_) \_\_\_\_\_ CSM Email: \_\_\_\_\_@my.smccd.edu

What is your educational goal? \_\_\_\_\_ How many hours a week do you work? \_\_\_\_\_  
Major, transfer, career, etc.

**How is this semester going? What is going well? What will you do differently next semester? .**

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## C O U N S E L O R R E V I E W

Counselor name: \_\_\_\_\_ GPA \_\_\_\_\_ Progress \_\_\_\_\_

First counselor meeting date: \_\_\_\_\_ Second Counselor meeting date : \_\_\_\_\_

Counselor's advice: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Educational Plan (SEP)		Student Educational Plan (SEP) <i>Do not use when planning spring</i>	
Term:	Year:	Term:	Year:
Course:	Units:	Course:	Units:
Course:	Units:	Course:	Units:
Course:	Units:	Course:	Units:
Course:	Units:	Course:	Units:
TOTAL UNITS:		TOTAL UNITS:	
Counselor Signature		Student Signature	

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Dean of Counseling, Advising and Matriculation signature: \_\_\_\_\_ Date: \_\_\_\_\_