

Office of Counseling, Advising, and Matriculation

VETERAN'S COMMUNICATION FORM

Instructions to Student: **This form is for the purpose of allowing a VETERAN who needs a minor modification to an existing SEP to communicate with a counselor to amend the SEP.** Please complete this page and include as much detail as you would like. This note will be passed on to the counselor who completed your SEP. **LIST YOUR "MY.SMCCCD" email. The counselor will respond to your request via email: _____@my.smccd.edu**

TO: _____ DATE: _____
(Print counselor's name)

FROM: _____ G#: _____

I completed an SEP for Fall Spring Summer semester YEAR: _____ with you. I was unable to register for all/some of the courses on my SEP. I would like corrections to be made to my original SEP as noted below.

1. My EDUCATIONAL GOAL is: (you must be specific!)

- Complete an associate degree with a major in _____
- Complete a certificate in _____
- Transfer to _____ and major in _____

2. My original student educational plan listed the following courses:

SUBJECT ABBREVIATION	COURSE NUMBER	# OF UNITS		SUBJECT ABBREVIATION	COURSE NUMBER	# OF UNITS

3. I am unable to register for the following class(es):

SUBJECT ABBREVIATION	COURSE NUMBER	# OF UNITS		SUBJECT ABBREVIATION	COURSE NUMBER	# OF UNITS

4. Please modify my SEP as noted below:

SUBJECT ABBREVIATION	COURSE NUMBER	# OF UNITS		SUBJECT ABBREVIATION	COURSE NUMBER	# OF UNITS

Signature of Counselor for Approval Denial: _____

VETS – please note that VETERANS SEPS may include only courses required for the specific goal!