

* Please bring all transcripts from other colleges to your appointment.

COUNSELING INTAKE FORM		
Student ID:	Date:	
Last Name:	First Name:	Middle Initial:
Do you belong to any Special Programs? (Check appropriate box)		
<input type="checkbox"/> CalWorks <input type="checkbox"/> Veterans	<input type="checkbox"/> Other (Please list) _____	
Other Language Requested: <input type="checkbox"/> <input type="checkbox"/>		
Instructions: PLEASE SELECT 1 BOX PER VISIT ONLY!		
EXPRESS WALK-IN SERVICES 15-20 MINUTES ONLY!		
<input type="checkbox"/> Assessment Retest Referral: Request to retest for English, ESL and/or Math <input type="checkbox"/> Course Repeat: Request to register for a course(s) taken at SJECCD <input type="checkbox"/> Excess Units: Approval to take more units than permitted per semester <input type="checkbox"/> EVC Test Scores Interpretation: Information on which English, ESL and/or Math classes to take <input type="checkbox"/> EVC College Policies and Procedures: Questions on college policies and procedures <input type="checkbox"/> Transferability of Courses: Want to know if an EVC course transfers to other colleges <input type="checkbox"/> Sequential EVC Coursework Verification: For example, student taking English 1A at EVC in Summer and English 1B in Fall consecutively		
COUNSELING SERVICES 30 MINUTES APPOINTMENT		
<input type="checkbox"/> Certificate Petition: Submit petition by stated deadline <input type="checkbox"/> Class Problems: Student/teacher conflict, or advice about dropping a class <input type="checkbox"/> Class Schedule: Plan classes for the next semester <input type="checkbox"/> Follow-Up Ed Plan: Revise/Update/Continue Ed Plan already on file <input type="checkbox"/> Follow-Up Probation/Dismissal: Check student's progress with same counselor <input type="checkbox"/> Follow-Up Transfer: Transfer related questions after completing Transfer Planning <input type="checkbox"/> Review Academic Progress: To find out how much longer to complete educational goal <input type="checkbox"/> Study Skills: Advise on Student Success strategies including note-taking, test-taking and time management		
COUNSELING SERVICES 60 MINUTES APPOINTMENT		
<input type="checkbox"/> Academic Probation/Academic Dismissal: Notice due to GPA below 2.0 <input type="checkbox"/> Career Exploration: Provide information about different careers <input type="checkbox"/> Comprehensive Ed Plan: Develop an educational plan outlining classes needed to reach educational goal, except for Veterans and CalWorks students <input type="checkbox"/> Financial Aid Max Units Petition: FA denied, certificate/degree petition or Ed Plan needed <input type="checkbox"/> Graduation Petition: Submit AA/AS or AA-T/AS-T degree by the deadline <input type="checkbox"/> Letters of Recommendation: For scholarships and college admissions <input type="checkbox"/> Personal Counseling: Discuss issues affecting student success <input type="checkbox"/> Progress Probation/Progress Dismissal: Notice due to 50% or more with "NP", "W", "FW" & "I" <input type="checkbox"/> Transfer Agreements: Complete a contract agreement to transfer to a four-year college <input type="checkbox"/> Transcript Evaluation: Verify that classes taken at another college will be accepted by EVC <input type="checkbox"/> Transfer Planning: Review requirements to transfer to colleges and universities		

Cancellation/No Show Policy: To cancel your schedule appointment, please notify us at least 24 hours in advance by sending e-mail to mycounselor@evc.edu. Please note that if you are more than 10 minutes late, you may be required to reschedule.

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