

# Initial Academic Progress Checklist

Students on **academic probation** are required to complete their **Initial Academic Progress Checklist** within the first week of the semester. Once you have completed a task on your checklist have the individual sign on the **Signature** line. Once you have all the appropriate tasks completed and fields signed, return this form to the Academic Success Center and turn it into one of our staff.

Your Name: \_\_\_\_\_

SC ID: \_\_\_\_\_

Advisor: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## Tasks:

- ▼ Set an initial meeting.
  - **First year students**, contact Aaron Ferguson, Coordinator of First Year Success, at x3379 or 413-748-3379
  - **Non-first year students**, contact Deb Dickens, Director of Learning Support Services, at x3747 or 413-748-3747

**Signature:** \_\_\_\_\_

- ▼ Set an appointment with your advisor or the staff from the Academic Advising Center to review your course schedule for the semester. The Academic Advising Center at x3379 or 413-748-3379 or by email at [academicadvising@spfldcol.edu](mailto:academicadvising@spfldcol.edu)

**Signature:** \_\_\_\_\_

- ▼ Use a blank class schedule to submit your preferred days and times for weekly Academic Coaching sessions. Fill out all the possible times that you will be free for Academic Coaching and return the form to Cheryl Kelley or one of the ASC Graduate Fellows. You can contact the ASC Graduate Fellows in person or at x3389 or 413-748-3389 or by email at [ASCacademiccoaching@spfldcol.edu](mailto:ASCacademiccoaching@spfldcol.edu)

**Signature:** \_\_\_\_\_

## Only do the next steps if they apply to you:

- ▼ **If you receive Financial Aid**, contact Financial Aid Office about financial aid eligibility at x3108 or 413-748-3108 or by email at [finaid@spfldcol.edu](mailto:finaid@spfldcol.edu)

**Signature:** \_\_\_\_\_

- ▼ **If you are an intercollegiate athlete**, contact Ms. Kiki Jacobs, the Associate Director of Athletics, regarding athletic eligibility at x3334 or 413-748-3334 or by email at [kjacobs@spfldcol.edu](mailto:kjacobs@spfldcol.edu)

**Signature:** \_\_\_\_\_

Return to the ASC by this date: \_\_\_\_\_