

Semester: _____ Course Name: _____
Student Name: _____ Student ID: _____
Instructor Name: _____ Instructor Signature: _____

Submit the following course intake forms within the first two weeks of the semester. Federal aid disbursements will be on hold until the completed form is received by the Financial Aid Office.

Initiate contact with your instructor(s) and schedule an office visit within the first two weeks of the semester. If you registered in online courses, you will need to email this form to your instructor for them to complete with you in their selected format.

Faculty please ensure the student discusses the reason for this meeting before completing this form. Students will be required to submit progress reports throughout the semester.

1. Does your student understand the course requirements? Yes NO

Comments:

2. Does the student have the required books needed for our course? If please indicate missing requirements. Yes NO

Comments:

Student & Faculty:

Together, develop two SMART goals that will help the student successfully complete this course.

1.

2.