

Name: \_\_\_\_\_ CSID: \_\_\_\_\_ Date: \_\_\_\_\_  
Last name First name M.I.

**INSTRUCTIONS: PLEASE READ and FOLLOW CAREFULLY!!!**

To complete your progress report, please do the following:

- Make an appointment to meet with your instructors either during office hours or at a mutually agreed time
- Discuss your progress and possible ways to improve (see samples on back)
- Complete the form below, after meeting with your professor - **Instructors do not need to sign this form**
- New EOPS students need to complete “The PLACe Orientation” on the back of this form

| Course Title | Instructor's Name | Current Grade |   |   |   |   |
|--------------|-------------------|---------------|---|---|---|---|
|              |                   | A             | B | C | D | F |
|              |                   |               |   |   |   |   |
|              |                   |               |   |   |   |   |
|              |                   |               |   |   |   |   |
|              |                   |               |   |   |   |   |
|              |                   |               |   |   |   |   |
|              |                   |               |   |   |   |   |

1. What can you do to maintain or improve your grade(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Are you thinking of dropping any this classes?      NO      YES  
 Which one(s)? \_\_\_\_\_

3. Is this your first semester in EOPS?      NO      YES (See back of form)

By signing below, I certify that I have met and talked with all of my professors regarding my academic progress.

Student Signature: \_\_\_\_\_

OFFICE USE ONLY

ISIS OU1/OU2  
 Date Entered \_\_\_\_\_ by \_\_\_\_\_

DB  
 Date Entered \_\_\_\_\_ by \_\_\_\_\_

For **NEW** EOPS Students **ONLY** - The PLACe visit:

All new EOPS students must complete a tour of our tutoring center (The PLACe), located in room L-101. Please ask the PLACe staff for a tour to get familiar with this important campus resource. Upon completion, the PLACe staff will sign below to verify that you have completed the tour.

**The PLACe Orientation**

|  |  |
|--|--|
| <b>Room L-101</b><br><b>Phone (619) 388-7852</b> |  |
| Date   |  |
| Staff Initials                                   |  |

- Within the first two weeks of orientation, you will be required to establish an email account. If you don't already have an email account, visit the ILC in room L-104 for assistance.

Sample questions to ask your professor(s):

- How can I improve my grade in your class?
- What can I do to get the most benefits from your class?
- Am I missing any assignments or extra credit opportunities?
- Do you have any recommendations for me?

**Contact Us**

**EOPS**

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**CARE**

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**CalWORKs**

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**San Diego Miramar College**

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