

University Advising Center

Administration Bldg., Suite 105, Ph: 805-5814, UPO # 13

MID-TERM REPORT

Date: _____

Student's Name: _____ S.S.N: _____

Class Title/Sec: _____ Grade: _____

Faculty Member: _____ Ph: _____ UPO#: _____

This student should be advised to:

- seek tutoring immediately.
- meet with me to discuss class performance.
- meet with UAC staff to discuss other options.
- meet with his/her faculty advisor.
- drop this course a.s.a.p.
- other:

For UAC Office use only:

Follow Up Report

Student's Address: _____

Student's Phone: _____

This Student:

- was contacted by: phone on: _____ letter on: _____
- has not responded despite several attempts to contact him/her: _____
- was counseled as requested by instructor.
- has dropped this course _____ will drop course _____
- is not registered for this course.
- was referred to the Counseling Center.
- informed us that his/her poor performance in class is due to the following reason(s):

- too many absences
- feels under stress
- experiencing personal problems
- not enough time to prepare for class
- working too many hours
- has learning disability

OtherComments: _____
