Student Success
Frequently Asked Questions

If you are on probation 2 semesters or more your enrollment appointment will be effected. More information will be updated at a later time.

Question 1: What is probation? :
Answer: There are two types of probation, Academic and Progress probation.
   Academic probation occurs when a student has completed at least 12 semester units and the student’s GPA falls below a 2.0 in all units taken at the college.
   Progress Probation occurs when a student has attempted at least 12 units and the percentage of all units attempted reaches or exceeds 50 percent of all grades at Cerritos. Grades used to calculate attempted units include “W”, “I”, “NP”, “NC” and all letter grades.

Question 2: How can I remove an Ed Plan Hold?
Answer: Ed Plan holds will be removed and probation students will be held to unit limitations for the next terms enrollment.

Question 3: How can I check to see if I have an Ed Plan Hold and what will happen if I have one?
Answer: You can log in to your “MyCerritos” account and look at the “holds and to do’s” box. Click on the “hold” to determine what office placed the hold and where to go to remove it. If it is an “Ed Plan” hold, it was placed due to your probation status and the Counseling Department will be able to answer any questions. While the “Ed Plan” hold is in effect, neither you nor an instructor will be allowed to enroll you into a class. However, you or an instructor may drop classes while there is an “Ed Plan” hold on your “MyCerritos” account.

Question 4: I previously attended Cerritos and I am now returning to continue my education. Why am I on Probation?
Answer: When returning after taking a “break” in your schooling, you are classified as a re-admit student. As a re-admitted student, you will return with the same “academic status” that you had when you left. Many students leave prior to the end of a term and instructors must give them a grade. Students may not know that these grades are reflected on their academic record. Your unofficial transcript will have a notation after the last semester you attended if you are a re-admit student and left while on probation. If your GPA was below a 2.0 when you left Cerritos or the number of units you successfully completed versus the number of units from which you withdrew is 50% or less, you will return on Probation.

Question 5: How can I clear my probationary status and return to good standing?
Answer: This depends on the type of probation status noted on your transcript.
If you are on academic probation, you will need to bring your overall or cumulative grade point average to a 2.0 or better. Students in good academic standing have a “C” (2.0) average or better. You can raise your GPA by earning “A’s” and “B’s” in your new classes and by repeating the same class where a “D”, “FW,” or “F” grade was earned. Limiting the number of units you attempt or reducing your work hours can be helpful because it allows you more
time to study for classes. You should also consider using campus resources such as tutoring. For more resources and success strategies, log on to iFalcon at www.cerritos.edu/ifalcon.

If you are on **progress probation**, returning to good standing involves successfully completing more classes with grades of A,B,C,D, F, FW, CR or P rather than with accumulating more “W’s,” “I’s,” “NC’s” and “NP’s.” Overall, once you have more units completed than units of “W’s,” “I’s,” and “NC’s,” you will clear progress probation. It is a good idea to limit the number of units you attempt and focus on finishing each class with a satisfactory grade. Try to anticipate any changes that may occur to your schedule that might impact your class attendance and plan your classes accordingly. Be aware of the deadlines to drop classes without a “W.” Check the front of the Schedule of Classes for important dates and deadlines.

Lastly, your probationary status is hopefully temporary, so be patient and persistent. Plan for and practice success strategies. Use your resources (time, energy, effort) and campus resources (tutors, counselors, financial aid, and Academic Support Services) to help you to return to good standing and the completion of your academic goals.

**Question 6: What if my grades do not clear my status?**

**Answer:** If your grades and completed units do not clear your probationary status, you may either continue on probation or you may face dismissal. If you are on academic probation and your GPA increases as a result of your grades but your overall is still less than 2.0, you will continue your probationary status. If your overall GPA declines you will be dismissed. If you are on progress probation and have more units of “W,” “I,” or “NP” than you do of completed units, you may face dismissal. If you complete more units of grades other than “W”, “I”, or “NP” units for the semester, but overall you still have more grades of “W”, “I”, or “NP” than you do of other grades, you will be continued on progress probation.

**Question 7: Can I see a counselor to discuss my classes?**

**Answer:** Yes, counselors are available for you to discuss your classes at Success Workshops. However, Success Workshops are not required. Unit limits will be placed on all probation students’ enrollment.

If your transcript indicates:

*‘Acad Probation 1, or ‘Prog Prob1’:* Attending a Success Workshop may be informative, but it is not required. While attending this workshop you will meet one on one with a counselor and discuss next semester’s classes.

*‘Acad Prob2’ or ‘Prog2’ or ‘Prog3’ or any combination not included above:* you are not required to see a counselor or attend a Success Workshop. You will have enrollment unit limitations placed at the next term. If you would like to discuss your next semester’s classes you may attend a Success Workshop or schedule an optional 30 minute appointment (these may be limited or unavailable during high demand times, such as registration).

**Question 8: What is a Success Workshop and how can I sign-up?**

**Answer:** Success Workshops are offered to all students on probation and are especially recommended for students who are first time probation students. The workshops include information about probation and the opportunity to talk with a counselor.

Sign-ups can be done from the counseling website www.cerritos.edu/counseling and click on the ‘Success Workshop’ link. Be aware of deadline dates each term by which you must sign-up.

**Question 9: What can I do if I am dismissed?**

**Answer:** If you are dismissed due to your academic or progress status and you believe you have extenuating circumstances that led to your dismissal you may complete a petition for reinstatement indicating your circumstances. Attach documentation if applicable. The petition will be available sometime after the term’s grades are posted. The petition will be reviewed by the Academic Records & Standards Committee who will then decide whether or not to overturn your dismissal. The petition must be filed prior to the deadline indicated on the readmission petition.

If you choose not to petition for reinstatement you must sit out for one fall semester and reapply. You also have the option of attending another community college during this time.
Question 10: If I’ve enrolled for a class two times without successfully completing it, how can I enroll for a third time?

**Answer:** You will need to request approval for a third or more enrollment by filing an Academic Records and Standards Committee Repetition Petition. This is available for downloading at: http://cms.cerritos.edu/uploads/AdmissionsandRecords/pdf/A&S_PETITION.pdf

You must include an explanation of why you did not complete the class with a “C” or better in your previous attempts and what you will do differently in order to successfully complete the class, if approved for an additional time. Attach documentation if it is available and turn your materials in to the Admissions and Records Office.

The petition should be filed in the semester prior to the first day of enrollment for the term you want to repeat the class. The earlier the better!

If approved, you cannot enroll into the class online. Approved petitions must be brought in person to Admissions & Records to enroll into the course.

Question 11: What programs and services are available to assist me in getting back on track at Cerritos College?

**Answer:** (Just to name a few)

_Counseling Services_ – Counseling assistance is available in a multitude of formats including: online, walk-in, workshops, 30 minute appointments and in counseling classes. www.cerritos.edu/counseling

_Academic Support Center (ASC)_ - Located in the lower level of the Library building, the ASC is your on-campus resource for tutoring and general information. The tutoring staff are dedicated to assisting students who need help with their math and writing, and many other subjects as well. They also offer Study Skills Workshops, technology training, CBEST preparation, and general assistance regarding a wide range of Cerritos College policies and procedures. www.cerritos.edu/asc

_ifALCON_ – Learn more about the habits you can use as a student to be success at Cerritos College at www.cerritos.edu/ifalcon. See online videos, view articles on student success and change any negative habits into positive one.

_Career Center_ - Assist students to choose a major, make career decisions, develop their educational plans to meet their career goals, and prepare for employment. The Career Center contains extensive information about occupations, majors and colleges, available through computer based career information programs, printed resources, video cassettes and Internet access. Career Counselors are also available. www.cerritos.edu/career-services

_English 33_ - is a half-unit, credit/no credit, open entry/open exit course that provides students with access to tutors in the Writing Center. It is designed to provide assistance for students for any writing needs! Check the current schedule of classes for section numbers. Students may enroll up until the 17th week of the semester. The assistance students receive from Writing Center staff and the revision work students do as a result is important to their success as a writers. This help will give students additional opportunity, over and above their class work, to improve their writing. http://cms.cerritos.edu/english/the-writing-center

_Math 5_ – is a one unit, credit/no credit course that is designed to assist students in developing learning skills and study habits that are important for all college level course work. Emphasis will be placed on those learning skills and study habits that are unique to the study of mathematics.