

SECTION B (To be completed by an **Academic Counselor**)

Counselor: Please complete this section for the student **IN BLACK INK**. We need your help in clarifying the minimum number of units necessary to complete the student's educational objective at Grossmont College.

TRANSFER STUDENTS

1. List total number of units completed at all colleges which are transferable to the institution listed in Section A #3. _____
2. Which general education pattern is being followed? CSU Certification IGETC TAG Catalog Requirements
3. Do all of the courses listed in Section A #6 meet the student's educational objective at Grossmont College? Yes No
If no, which do not? _____
4. Has the student completed required general education? Yes No
5. If general education is not complete, how many units in addition to those listed in Section A #7 are needed? _____
6. If student needs additional units to complete preparation for major, how many more units(in addition to those listed in Section A #7) **MUST** be completed at Grossmont College before the student can transfer? _____
7. What is the earliest possible completion date for the remaining required coursework for the educational goal listed in Section A #4?
For a part-time student: _____ For a full-time student: _____
8. Has the student completed any remedial coursework? Yes No If yes, please list the coursework (i.e. Math 88, English 90) _____

NON-TRANSFER STUDENTS

1. Do all of the courses listed in Section A #6 meet the student's educational objective at Grossmont College? Yes No
If no, which do not? _____
2. If the student's goal is a Certificate or Associate degree, how many units in addition to those listed in Section A #7 are needed to complete the objective? _____
3. What is the earliest possible completion date for remaining required coursework for the educational goal listed in Section A #5?
For a part-time student: _____ For a full-time student: _____
4. Has the student completed any remedial coursework? Yes No If yes, please list the coursework (i.e. Math 88, English 90) _____

TRANSFER AND NON-TRANSFER STUDENTS

***** Please attach one of the following: 1) DARS Evaluation, 2) Educational Plan or 3) General Education (Green sheet, Blue sheet, IGETC) + Major Preparation *****

Additional Comments _____

Counselor's Name (Print) _____ Signature _____ Date _____

FOR FINANCIAL AID OFFICE USE ONLY

Total Units Attempted _____ Total Units Completed _____ Overall GPA _____ Completion Rate _____%

Previous Petition? Yes No (last award year was _____)

Petition Approved (check all that apply)

- Fall only - final semester of eligibility at Grossmont College (student will have exceeded the maximum # of units by Spring).
- Final year of financial aid eligibility at Grossmont College (student will have exceeded the maximum # of units by end of year).
- As Re-training for length of program and educational plan is attached.

Petition Denied (check all that apply)

- Student has a history non-satisfactory academic progress and has excessive deficient/attempted units.
- Student has exceeded the institutional unit maximum for units completed.
- Student is not meeting Pace of Progression standards: units deficient _____.
- Required documentation not submitted. Not following educational plan.

Additional Comments: _____

Financial Aid Advisor/Supervisor/Director Initials: _____ Date: _____

GROSSMONT COLLEGE
Counseling Center

FINANCIAL AID PETITIONS & FORMS

INSTRUCTIONS

If you are participating in the Extended Opportunity Program and Services (EOPS), please go by or call the office, located in Room 58J. **Telephone:** (619) 644-7617

All other students contact the Counseling Center, Administration Building, Room 58F.

Telephone: (619) 644-7208

The Counseling Center and EOPS are available to assist financial aid students with the following forms: **1)** Consortium Agreement, **2)** ESL Long Term Plan, and **3)** Petition for 71 or more units completed and/or 90 units or more attempted. **REMEMBER**, an **“EVALUATION OF TRANSCRIPTS”** will always be required prior to completing the “71 or more units completed and/or 90 units or more” petition. **PLEASE FOLLOW THE INSTRUCTIONS ON THE REVERSE SIDE OF THIS FORM FOR MORE DETAILS ON OBTAINING AN “EVALUATION OF TRANSCRIPTS.”**

The following procedures refer to the Counseling Center. Students have two options for a Counseling appointment, at which time any of these forms can be completed:

1) **Regular Appointment**

OR

2) **Walk-In Appointment**

Financial aid forms **ARE NOT** completed at Drop-In. Regular and Walk-in Appointments are a convenient choice for the Consortium Agreement, the ESL Long Term Plan and the Petition (for students that have **only** attended Grossmont, Cuyamaca, or another California Community College). In more complicated situations, as when a student already has a Bachelors degree or foreign transcript(s), regular appointments are advised. In these cases, a follow-up appointment may be necessary.

REGULAR APPOINTMENT

Regular counseling appointments can be made in person or by calling (619) 644-7208. You can choose a date and specific counselor you would like to see. Appointments are scheduled one week in advance and availability varies throughout the year. Check with Counseling for more information.

WALK-IN APPOINTMENT

Walk-In counseling is available on a first-come-first-served basis. These appointments differ from a regular appointment only in that your other college transcripts, if they are on file at the Admissions and Records Office, will not be available for the appointment **UNLESS** you request them 72 hours in advance of your actual appointment.

DROP-IN APPOINTMENT

Drop-in counseling is designed for quick 5-minute questions and is located in the Counseling Center lobby.

SEE BACKSIDE FOR MORE INSTRUCTIONS

REQUESTING TRANSCRIPTS AND/OR EVALUATION OF TRANSCRIPTS

STEPS TO FOLLOW

Step 1. At the Grossmont College Admissions and Records Office, obtain a "Transcript Request Form" and mail a form to each college or university previously attended. Check with the Grossmont College Admissions Office to verify that the transcript(s) has been received. It takes two to three weeks for a college to process and mail an official transcript.

Note: Transcripts that have been previously opened are **not** considered official.

Step 2. Once the transcript has been received at the Grossmont College Admissions and Records Office, request an "Evaluation of Transcripts" at the Grossmont College Counseling Center through an appointment with a Counselor.

Note: It takes 10-15 business days for an evaluation to be completed.

Step 3. Once the "Evaluation of Transcripts" is complete, a Counseling Center staff member will call you to schedule an appointment, at which time the "71 or more units completed and/or more than 90 units attempted" petition can be completed.

Note: EOPS students need to check with the EOPS office.

Step 4. Before your appointment, complete all of **Section A** of the "71 or more units completed and/or more than 90 units attempted" petition before you meet with the counselor.

Step 5. Have the counselor fill out **Section B** of your Financial Aid Petition.

Step 6. Return the completed form to the Financial Aid Office.