

California State University Sacramento
Advising Form for Students on Academic Probation

This form was sent to you because you are on Academic Probation. To help you succeed at Sacramento State, **take this form and discuss it with a major advisor...soon!** To find an advisor, go to your major department. Taking this important step may help you avoid being academically disqualified from Sacramento State. In addition, your major department may place a HOLD in your record, preventing you from registering until you see an advisor in your major.

Note to Advisor: Please discuss with student, check topics that apply and add notes if needed. If student has a registration hold for advising, please be sure it is removed.

1. Are you working too many hours and taking too many units? ☐ YES, this looks like a problem.
A good formula to use is 2 hours of study time for each hour in class, or 9 hours per week for each 3 unit class. On average, successful students follow these guidelines:
 Taking 15 units but Limit work to 15 hours per week
 Taking 12 units but Limit work to 24 hours per week
 Taking 9 units but Limit work to 30 hours per week
 Taking 6 units but Limit work to 40 hours per week
Enter the number of units you are currently taking: _____
Enter the average number of hours you are working per week: _____
2. Should you "clean up" your record? Repeat courses? ☐ YES, you can benefit from this.
You may need to repeat some courses, complete I grades, or hand in forms for repeats or deletion of WU grades.
3. Have you chosen some courses you should not take now? ☐ YES, you have problems with this.
If you get any grades below C, you may be disqualified, so it's very important to select courses carefully. If you are taking LS 15, 86, 87, or ENGL 1, choose courses only from the list of recommended courses at the following link: www.csus.edu/acad/faq/elmept.htm
4. Could you improve your study skills? ☐ YES, you need this.
If you think time management and study skills are a problem, attend one of the one-hour workshops listed at www.csus.edu/acad/faq/tmss.htm
5. Would it help to have an advisor review your progress in GE? ☐ YES, this would help.
For an update and recommendations concerning GE, see an advisor in the Academic Advising Center, Lassen Hall 1012. The general advising FAQ are also very helpful: www.csus.edu/acad/faq.htm
6. Do you have any medical, family or other issues? ☐ YES, perhaps you should get help.
If you have any ongoing health or emotional problems, you may benefit from seeing a doctor or psychologist in the Student Health Center or off-campus.
7. Could you be more successful in a different major? ☐ YES, you should consider changing.
For information on majors and careers, visit the Career Center, Lassen Hall 2000
8. Should you take time away from Sac State? ☐ YES, you may benefit from a break.
Taking a semester off or attending a community college could help.

Student Signature

Advisor Signature

Date

Registration hold? ☐ Yes ☐ No ☐ NA Hold removed? ☐ Yes ☐ No ☐ NA.
Distribution: White copy to Student, Yellow copy to Major Department Office