

Student Contact - Data Input for SARS

* SARS Reason Code	Contact Activity
Academic	<u>Academic Advising</u> High peak drop-in, new matric student, program planning, 1 st semester/initial SEP matric waivers, continuing – 1 semester SEP, prereq/coreq clearance, etc
Assessment	<u>Assessment Advising</u> Interpretation of assessment, /SRW – prereq/coreq clearance, etc
Career	<u>Career Counseling</u> Interpretation of interest inventories, EUREKA, matching major with career, career counseling, letters of recommendation, etc
Grad	<u>Associate/Certificate Petitions</u> Paper work required for filing the petition.
No Show	Student did not show for appt <u>or</u> not present when called from drop-in list
Personal	<u>Personal Counseling</u> Crisis intervention, referral, life skill strategies, letters of recommendation, etc
Progress	<u>Progress Check</u> Discussion re: probation, improvement strategies, clearance /HCR, withdrawal, problem in class, etc
Prospective	<u>Prospective Student</u> Student not enrolled in PCCD colleges.
Re-admit	<u>Re-admission Counseling – Dismissal</u> Discussion re: dismissal, improvement strategies, readmit petition, etc
Abbreviate - SEP	<u>Student Education Plan-Initial</u> 1 st semester/initial SEP, 1 st time SEP developed, excess units, prereq/coreq clearance, etc
Comprehensive - SEP	<u>Student Education Plan – Update</u> SEP update, excess units, prereq/coreq clearance, IGETC/CSU GE Certification, substitution/waiver petition, etc
Transcript	<u>Transcript Evaluation</u> Out of district transcript review, referral for evaluation of foreign documents, A&R initial evaluation, prereq/coreq clearance, etc
Transfer	<u>Transfer Counseling</u> IGETC/CSU-GE Breadth course requirement review, ASSIST major prep, referral to 4-year rep, concurrent enrollment, letters of recommendation, etc

*** All reason codes are important to Matriculation and State MIS reporting, remember to 'highlight' all appropriate reasons for each student contact.**