

PROCEDURES FOR STUDENTS ON PROBATION OR REPEAT PROBATION

You must complete these steps **no later than August 25, 2023**

OR

- You will **not be able to enroll** in Fall 2023 classes.
- If you **are** already registered, your classes **will be** dropped.

Complete your Academic Recovery Plan

Login to myTC3 and choose Starfish. Select the menu icon in the upper left corner and choose the "Plans" option. Your plan includes important steps in your Academic Recovery process. As soon as possible you should complete all items on your plan.

Two critically important first steps on your plan include completing the Academic Recovery Survey and setting up your Academic Recovery appointment. Both these steps are completed in Starfish.

You MUST meet virtually or in person with a Student Success Advisor to complete the Academic Recovery process.

- Your Academic Recovery Plan is designed to give you the **details you need to understand academic policies and to develop active strategies** you will take to improve your academic performance.
- Students **must complete each item** on their Academic Recovery Plan and **are responsible for reading and understanding the information in their plan**. Please ask questions.
- **Failure to complete** this process will impact your ability to drop, add, or withdraw from Fall 2023 courses and will also affect your ability to register for future semesters.
- If you are **not registered** for Fall courses, you must schedule an appointment to complete your assessment with a Student Success Advisor as soon as possible.

Microsoft Teams meetings and in-person appointments will be available on selected dates **beginning on June 1, 2023**.

The following requirements must be completed:

You must clear all holds that prevent registration

You must complete the Academic Recovery Plan

You must be registered for Fall 2023 courses

What happens to your schedule if you are already registered for Fall courses?

If you are already registered for Fall classes, your schedule will be reviewed and may be adjusted based on the grades you earned in the Spring. If changes were made, your new schedule will be available to view in Self Service by June 1, 2023. If you need to change your adjusted schedule, you may do so after you have completed your Academic Recovery Plan.

Do you owe the college money or have other holds?



Log in to Self Service in your myTC3 account and check to see if you owe the college money or have other holds that prevent you from registering for classes. If you have questions about holds on your student account, contact Enrollment Services by emailing regbilling@tompkinscortland.edu or call 607.844.6580.

How does your academic status (probation/repeat probation) impact your financial aid?

Your academic status will affect your financial aid eligibility. It is important to carefully review the emails and letter(s) you receive from the Financial Aid office regarding your eligibility for federal financial aid and/or TAP.

NEED EXTRA SUPPORT?

Extra support is available throughout the semester. Student Success Advisors and tutoring coaches are here to help. Contact us to learn more about these resources.

Questions or concerns?

Contact Student Success at success@tompkinscortland.edu