Student Instructions:
You are required to complete an Education Plan with a Gavilan counselor because you are approaching maximum timeframe according to Satisfactory Academic Progress Policy. By developing a current Ed Plan, you’re taking an important step so your aid is not interrupted when you become “overunits.” Your counselor will explain how you can use your Ed Plan online for course selections and will provide other advising services.

WHAT IF I ALREADY HAVE AN ED PLAN?
   a. Make a follow-up appointment with your counselor.
   b. Present this “Approaching Max Timeframe” form, and review your Ed Plan.
   c. Get signature from your counselor on this form.
   d. Submit this form to Financial Aid document drop box.

WHAT IF I DON’T HAVE AN ED PLAN?
1. If you don’t participate in any special programs (EOPS, CalWORKs, DRC, TRIO, MESA, Basic Skills, STEM, Puente, Athletics), make an appointment for an Ed Plan with General Counselor. Ed Plan appointments can be made online at: http://www.gavilan.edu/eSARS/eSARS.asp?WCI=Init&WCE=Settings. You can also visit General Counseling in Student Center building to make an Ed Plan appointment at kiosk.

2. Keep your counseling appointment. Note that after May 2015, counselors will not be available for several months for Ed Plans. Without an Ed Plan, your future semester aid will not be processed if you exceed maximum timeframe.

3. If you've attended other colleges: Submit official transcripts from all prior colleges, universities to Admissions and Records, which will scan your transcripts so they are accessible by your counselor as Ed Plan is developed. Your counselor will apply any prior credits to your Gavilan major, if appropriate.

4. Submit this form to Financial Aid document drop box.

WHAT HAPPENS IF I DO NOT SUBMIT THE REQUIRED DOCUMENTS?
Summer 2015 grants, work study and student loans may not be authorized at Gavilan.

Student Signature________________________________ Date __________________________

For Your Counselor to Complete

Date: __________________ Print counselor's name: ______________________________________

Counselor signature: _____________________________________________________________

Educational Plan completed on DegreeWorks? Yes No

Prior Unit Evaluation Necessary? Yes No