Welcome to Southwestern College!
We are very pleased that you have chosen SWC to provide you with the educational preparation you seek. We wish to provide you with the exact services you need that will help you to become the most successful student you can be.

After you complete this form, we will respond to you by e-mail within 7 business days (Monday-Friday). The response you receive will detail for you the next steps you should take to plan your education well.

*Disclaimer: If you provide us with unclear or illegible information, a response may be delayed.

Directions: Please take your time to carefully complete this intake form. Neatly print your name, e-mail and other personal contact information.

<table>
<thead>
<tr>
<th>SWC ID#</th>
<th>TODAY'S DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PLEASE PRINT</td>
</tr>
</tbody>
</table>

**Name (Last, First, M.I.):**

**Former Name:**

**E-mail Address:**

**Cell Phone Number:** ( )

**Telephone Number:** ( )

### EDUCATIONAL GOALS

1. Why have you come to the Counseling Center today?
   - Veteran Request for SEP
   - Financial Aid Request for SEP
   - Transcript Evaluation Request
   - Graduation Check
   - Change Major
   - On Track to Transfer
   - Probation/Disqualification
   - Semester By Semester Plan
   - Student Education Plan

2. List at least 3 specific questions that need answers on the day of the counselor appointment.
   - A. ________
   - B. ________
   - C. ________

3. Would you like to request a consultation for personal matters from a therapist at Southwestern College? □ Yes □ No

4. What college major do you want to study?
   - □ Undecided Major

5. Which of the following do you want to complete? (PLEASE CHECK ALL THAT APPLY)
   - A degree at Southwestern College (AA/AS)? □ Yes □ No
   - A certificate (short-term job training) at Southwestern College? □ Yes □ No
   - Transfer to a University? □ Yes □ No

   If you plan to transfer, list the University(s) you would like to attend.

   **Names of colleges or Universities**

6. If you can have any job in the world, what would you choose?
### STUDENT EDUCATIONAL STATUS

7. Please list ALL colleges/universities, including Southwestern College, that you have attended and the number of estimated units you have completed. (YOU MAY ESTIMATE THE UNITS)

<table>
<thead>
<tr>
<th>College Name</th>
<th>Units Completed</th>
<th>College Name</th>
<th>Units Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southwestern College</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of other college or university</td>
<td>Units completed</td>
<td>Name of other college or university</td>
<td>Units completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Have you requested to have all previous college or university official transcripts sent to Southwestern College Admissions Center?
- [ ] Not Applicable
- [ ] Yes
- [ ] No

9. Are you currently enrolled in one or more classes?
- [ ] Yes
- [ ] No

   If so, for which semester: (PLEASE CHECK ONLY ONE)
   - [ ] FALL
   - [ ] SPRING
   - [ ] SUMMER

10. If you are a returning or a continuing college student, how many units have you completed (circle one):

<table>
<thead>
<tr>
<th>Units Completed</th>
<th>1-15 units</th>
<th>16-24 units</th>
<th>25-40 units</th>
<th>more than 40 units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[ ] Yes</td>
<td>[ ] No</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
</tr>
</tbody>
</table>

11. Have you ever completed a college degree?
- [ ] Yes
- [ ] No

If yes, which degree and at which college or university?

<table>
<thead>
<tr>
<th>College Name</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12. Are you a former foster youth?
- [ ] Yes
- [ ] No

13. Do you have high school diploma? GED?
- [ ] Yes
- [ ] No

14. If you completed any Advanced Placement (AP) or International Baccalaureate (IB) college credit courses while in high school, what scores did you receive?

   AP:  [ ] 3  [ ] 4  [ ] 5  [ ] Not Applicable
   IB:  [ ] 5  [ ] 6  [ ] 7

15. Did you attend high school or college in another country?
- [ ] Yes
- [ ] No

   If yes, what country?

### SPECIAL SERVICES YOU ARE RECEIVING

16. Are you currently receiving any of the following? Check all that apply.

   - [ ] Veteran's benefits (check one)
     - [ ] Chapter 35
     - [ ] Chapter 30
     - [ ] Chapter 31
     - [ ] Chapter 33

   - [ ] Are you Active Military?
   - [ ] Yes
   - [ ] No

   - [ ] Disability Support Services?
   - [ ] Yes
   - [ ] No

   - [ ] EOPS (Extended Opportunity Program and Services)
   - [ ] Yes
   - [ ] No

   - [ ] FAFSA Financial Aid?
   - [ ] Yes
   - [ ] No

   - [ ] Cal Works?
   - [ ] Yes
   - [ ] No

### ASSESSMENT TESTS

17. Within the last 3 years, have you completed an Assessment exam at another college?
- [ ] Yes
- [ ] No

   If yes, which college?

"Thank you. We will be in contact within 7 business days to advise you of your next steps".
--- THE SECTION BELOW IS FOR OFFICE USE ONLY ---

### Front Staff

<table>
<thead>
<tr>
<th>SWC GPA Total</th>
<th>SWC Assessments completed:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>English</td>
</tr>
<tr>
<td></td>
<td>Math</td>
</tr>
<tr>
<td></td>
<td>Reading</td>
</tr>
<tr>
<td></td>
<td>ESL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Units Completed</th>
<th>Total Degree Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Micro-Fiche (prior to 1983)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SWC Assessments completed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
</tr>
<tr>
<td>Math</td>
</tr>
<tr>
<td>Reading</td>
</tr>
<tr>
<td>ESL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transcripts (On File)</th>
<th>Evaluated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PRIORITIZE NEXT STEPS

1. CTECS/Steps to an A.A. Degree
2. Career Assessment Workshop
3. Career Research Workshop
4. Steps to Transfer Workshop

**Other Recommendations**

- Take Assessment Test
- Academic Success Seminar (probation)
- Request AP scores & Petition for Credit
- Evaluation request form completed and sent, wait for an e-mail from evaluations

<table>
<thead>
<tr>
<th>B.S.I Appointment</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Mail Sent to Student</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**Schedule appointment RIGHT AWAY**

<table>
<thead>
<tr>
<th>Counselor Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
</table>

**Additional Staff Comments:**

<table>
<thead>
<tr>
<th>Staff Name:</th>
<th>Date:</th>
</tr>
</thead>
</table>

---

**Counselor:** Turn page over to complete the Student Learning Outcome.
At the completion of your counseling appointment, please read the following introduction, and ask your students to rate their level of understanding on a 4-point scale as follows:

1 = I am unclear on what to do next
3 = I am somewhat clear on what to do next
5 = I am totally clear on what to do next

In our efforts to provide the best service possible to our students, we are assessing the Student Learning Outcomes for our counseling appointments. Please rate your level of understanding on a 4-point scale on the following two questions:

1. I can identify the next steps to follow as a result of completing my counseling appointment today.

   1 – 3 – 5

2. I can use the information, materials and resources provided in my SEP or Semester by Semester to select and enroll in the courses needed to reach my goal.

   1 – 3 – 5