Student Educational Plan (SEP) Instructions

Student Educational Plan

Attach to the Financial Aid Appeal form a current Student Educational Plan (SEP). A current SEP is one prepared after the end of the last semester you were enrolled.

To request a current SEP:

A. **Most Students:**
   Contact Academic Counseling Center (ACC), (805) 965-0581 ext. 2285,
   Student Services Building, 1st Floor, Room SS-120
   Hours of Operation Monday and Thursday 8:00 am - 4:15 pm
   Tuesday and Wednesday 8:00 am - 6:00 pm
   Friday 8:00 am - 1:00 pm
   In person advising - Please contact the Academic Counseling Office (8 a.m.) for a same day appointment (limited slots available daily)
   Out of Area - Please complete an On-Line Form at
   and a counselor will respond within 72 hours.

B. **EOPS/CARE Students:**
   Contact EOPS/CARE Office at (805) 965-0581 ext. 2279,
   Student Services Building, 2nd Floor, Room 240.

C. **Express to Success Students (ESP):**
   Office located ECC 14 at 805.730.4274
   Hours of Operation: Monday-Thursday, 9:00 am -12:00 pm and 1 pm - 3 pm
   Friday 9:00 am - 12:00 pm
   Camila Acosta, Academic Counselor, cracosta@sbcc.edu
   Cosima Celmayster-Rincon, Academic Counselor, celmayst@sbcc.edu

D. **HIT/CIM/Medical Coding On-Line Students:**
   Follow steps to “Prepare a Student Educational Plan” at
   After Gwyer Schuyler approves your SEP, attach it to your Appeal and submit the completed Appeal and attachments to Financial Aid Office by fax, mail, or email.

E. **STEM Transfer Program Students:**
   Contact Sabrina Barajas, STEM Counselor, at (805) 730-4347 or stem@sbcc.edu,
   Transfer Center, Room SS-140.

F. **Student Athletes:**
   Contact JoAnn Graham, Academic Counselor, at (805) 965-0581 ext. 4741.

G. **Transfer Achievement Program (TAP) Students:**
   Visit the Transfer Center, Room SS-140 or contact any TAP counselor at (805) 965-0581
   Pablo Diaz, pmdiaz@sbcc.edu, ext. 3783
   Gabriela Guzman-Morales, gguzman5@sbcc.edu, ext. 4453
   Angelica Rodriguez, AARodriguez4@sbcc.edu, ext. 4721