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 - 4:00 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 am) for a same day appointment (limited slots available daily)
   Out of Area - Please complete an On-Line Form at http://www.sbcc.edu/counselingcenter/counselingquestions/index.php 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
   Cosima Celmaryster-Rincon, Academic Counselor, celmayst@sbcc.edu

D. HIT/CIM/Medical Coding On-Line Students:
   Follow steps to “Prepare a Student Educational Plan” at http://www.sbcc.edu/hit/cimacademicplanning.php.
   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 Becky Iott, STEM Counselor, Bjiott@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
   Angelica Rodriguez, AARodriguez4@sbcc.edu, ext. 4721
   Laura Cardenas, lacardenas@pipeline.sbcc.edu, ext. 2961