

Orange Coast College AIM Academic Progress Report

Instructions to the Student

You do not have to complete the AIM Progress Report if you were required to do a Progress Report for another program on campus. To remove your counseling HOLD, please **submit a copy of your other program's Progress Report to the AIM staff in room 352 on the 3rd floor of Watson Hall.*

1. Print your Name, Student ID number, select the Semester and print the Year.
2. Write the Course Name, CRN and Instructor's Name of each of your classes in the indicated box. Make one entry for every lecture/lab combination if both are taught by the same instructor.
3. Take this form to each of your instructors **after class or during office hours**. Ask them to circle a letter grade in the appropriate boxes, add comments, and sign where indicated.
 - a. **Online courses**: *Please print your current grade report from Canvas and attach it to the progress report. If no grades have been assigned, please email your instructor and have them indicate that no grades have been posted.*
4. When the report is complete, please submit it to the AIM staff in room 352 on the 3rd floor of Watson Hall.

Begin this process as soon as you receive email notification.

**Your registration will remain blocked
until you have submitted your Progress Report.**

Faculty Instructions

1. Please take a few moments to note this student's progress to date and sign the form. It will be used for counseling and registration purposes only.
2. Return the form to the student, so he or she can take it to other instructors.

Thank you for providing the student with this information.



ACADEMIC IMPROVEMENT MOVEMENT

Join the Movement!

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