

Guidelines for Probation students regarding academic counseling sessions

SUMMER 2025-26

Academic Probation Counseling Begins: **JUNE 29, 2026**

Dear Probation Students,

You have been assigned an academic counselor to support your progress for **SUMMER 2025-26**. Please read the following instructions carefully and take the necessary actions without delay. Your regular attendance is **mandatory**.

1. Find & Contact Your Counselor

- **View the Counselor List** (check the attached file)
 - **Check your portal** for your counselor's name, email, and office hours.
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2. Schedule Your Sessions

- **When:** Once weekly, Counseling Begins: **JUNE 29, 2026**
 - **Mode:** Online or In-person (Contact counselor)
 - **Reminder:** You and your counselor will receive a portal notification **24 hours before** each session.
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3. What to Bring & Share

- **Weekly Performance Update:** Grades, attendance, any missed classes (e.g., due to illness)
 - **Questions/Concerns:** Get ready to discuss any issues and how to move forward.
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4. If Your Counselor Is Unavailable

- Notify your department head/concern immediately.

- If unavailability continues for **more than one week**, email the Office of Probation.

5. Exam Clearance Requirements

Exam	Counseling Sessions	Parental Agreement (PAF)
Mid-Term	3 sessions	Not required
Final-Term	4 sessions	Must meet in-person for PAF signing (Deadline: SEP 3,2026)


Note: Students must contact the Probation Office for local guardian matters.

6. Need Help?

 Office of Probation

 Annex-09

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Counseling is here to support you—make the most of it!