**SRC Probation Advising Appointment Guide**

Appointment Reason = Academic Probation Advising

Are you a declared major or pre-major/first year student?

- **Declared Major**
  - Have you met with your major advisor?
    - **YES**
      - Make an appointment with an SRC advisor. Make sure student brings a copy of the AP Clearance Hold form with Part A completed.
    - **NO**
      - Make an appointment with an SRC advisor. Make sure student brings a copy of the AP Clearance Hold form with student and major advisor portion completed, as well as the chair if required by department.

- **Pre-Major/First Year Student**
  - Make an appointment with an SRC advisor. Make sure student brings a copy of the AP Clearance Hold form with Part A completed.
  - Send student to their major dept. Make sure student gets their AP Clearance Hold form signed by major advisor, and chair if required by department. Return to SRC for an appointment and final signature.

**Academic probation forms can be found online on the AdvisingHub webpage or at: https://advisinghub.sfsu.edu/probation-removehold**