SAP Workshops-Online

Students on denied financial aid for not making Satisfactory Academic Progress (SAP), are required to attend an online SAP workshop to submit an appeal.

The workshop consists of a series of three videos, for about 1 hour total. You will be required to answer quiz questions along the way to progress through the videos. Follow the steps below to complete the online workshop:

1. Log on using this link: http://sjcc.get-counseling.com/flag-session/16863+16864+16865.
2. Create a free account by clicking the REGISTER button and follow the instructions.
3. Log-in and click on the “Dashboard” link toward the top/left of the page; there are three sessions. To complete each session, click the START button, view the videos, and answer the questions as applicable. Repeat this step for each of the three sessions. **All three sessions must be completed to fulfill the workshop requirement.**

You are required to submit a current Educational Plan with your appeal. If you do not have a current Educational Plan, schedule an appointment with a counselor:

**Be sure to bring the following materials when you meet with a counselor:**

- *Educational Plan* – the most current Ed Plan you have if you have one.
- *SJCC Transcripts* – unofficial copies or printouts from MyWeb.
- *Other College Transcripts*.

### Deadline:
Appeals and associated documents must be submitted by the following deadlines:

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<th>Fall 2020</th>
<th>Spring 2021</th>
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<td>Friday November 20</td>
<td>Friday April 23, 2021</td>
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**Required Documents**

1. SAP Appeal Form
2. Documentation of Extenuating Circumstances (as applicable)
3. Educational Plan and/or Graduation/Certificate Petition

To submit the appeal and associated documents, log on to https://SJCC.VerifyMyFAFSA.com using your SJCC email and password (click here for more information about your SJCC email).

- If you have not previously signed in, complete your profile using your name, date of birth and social security number exactly as they appear on your FAFSA.
- Click on the Request button toward the upper right-side of the screen.
- Click on the green + next to the SAP Appeal line under the 2020-2021 year.
- Follow the instructions and upload supporting documents, including your current Educational Plan.

**Additional Information:**

- Appeals will not be accepted prior to completing a workshop
- Be sure to have official transcripts sent to Admissions & Records
- Unofficial transcripts may be used to assist in developing or revising your Ed Plan

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