



MONTEREY PENINSULA  
COLLEGE

M E M O R A N D U M

TO: Instructional Faculty  
FROM: Counseling Faculty  
DATE: September 2012  
RE: Class Visitations

We learned of the importance of connecting to our students both in the classroom and out of the classroom. In support of college retention efforts, we want to collaborate with you to provide information to your students about the various support services available to them on campus throughout the semester.

Providing information early in the semester to students in classes increases the chances that they will access needed services. While it is acknowledged that class time is important, and these visits should be brief, it was also known that a quick introduction to services is beneficial, and it is important for students to associate a name and a face with those services.

To that end, we are seeking your support in facilitating class visitations. Attached is a scheduling form for you to use to invite a counselor to visit your class(es). When you invite a counselor to visit your class, you can expect the following:

- A counseling faculty member will arrive to your class at an agreed upon time.
- They will spend an agreed upon time (5 – 20 minutes) introducing themselves, providing an overview of services, and informing students where they can go to ask questions or get more information.

It is our goal that this short time spent with students at the beginning of the semester will be a proactive stop-gap for issues that may arise throughout the semester and support retention.

Please work with us in support of student success. Should you have any questions, or comments about this process, please contact Larry Walker ([lwalker@mpc.edu](mailto:lwalker@mpc.edu), x. 1372) or submit your thoughts using this form. Thank you in advance for your support.

CLASS VISITATIONS: AN MPC RETENTION EFFORT

*Please complete and forward to Student Services, Attn: Counseling*

Instructor: \_\_\_\_\_

Contact Info: phone \_\_\_\_\_ email \_\_\_\_\_

**Yes**, I want to invite a counseling faculty member to visit my class(es) for \_\_\_\_ minutes to talk about student services available at MPC.

Please contact me to confirm your visits to the following class(es) at the following time(s):

CLASS(ES)	Room #	Best time to visit:

**No**, I do not want a class visit. I plan to inform my students about the services available to them in the following way(s):

**Comments, suggestions, ideas, concerns:**  
(maybe there is a different way of achieving this goal)