



MID-DEGREE PORTFOLIO CONFERENCE FORM

Please check Student Handbook for a detailed description of the Portfolio Conference.

Student's Name: _____

Student's Legal name (if different): _____

Program: _____ **Standard Terms (#) in the program:** _____

Advisor: _____

Second Faculty: _____

Community Representative: _____

Organization/Affiliation: _____

Student Representative: _____

Additional guest (only by permission of the advisor):

Date: _____

Notes about the portfolio conference are on record with the student's advisor. They are confidential and will be used with the student for advising purposes.

Additional comments: _____

Signature of advisor:

Date:

Signature of student:

Date:

Signature of registrar:

Date:

Students are responsible for completing this form (except for signatures). Please send completed form to Registrar@sksm.edu prior to the conference, and the Registrar will send it out for the electronic signatures.

Students:

Please save the completed form as a PDF with the file name:
[YearTerm].[Portfolio Conference Form].[Your first name last name] (ex: 2021SP.Portfolio Conference Form.Stu Learner).

Email the completed form to: Registrar@sksm.edu, and copy the advisor. The Office of the Registrar will then obtain the necessary signatures. Students will also need to email their Portfolio Packet to Registrar@sksm.edu after their conference, to be added to their file.