

EOP&S INTRODUCTION

Extended Opportunity Programs and Services (EOP&S) provides the opportunity for qualified low income students to continue their education so that they can achieve their academic, career, and personal goals through offering financial and academic support services. EOP&S is a statewide program that exists in the California Community Colleges, a result of Senate Bill 164 that was passed by the California State Legislature in 1969.

WELCOME

Welcome to Extended Opportunity Programs and Services!

The EOP&S Orientation Handbook has been developed to give you important information about EOP&S and CARE and to answer questions and concerns that you may have about these programs. The handbook will briefly review eligibility requirements, student responsibilities, as well as the EOP&S programs and services. Information about the CARE program is also included.

Information about other important student resources and services has also been added.

EOP&S realizes the need for students to develop academic success strategies. Suggestions have been inserted into this handbook to help you in your role as a student.

EOP&S will assist you in identifying and attaining your academic, career, and personal goals through the use of its programs and services. In return, you are expected to meet your EOP&S contractual responsibilities.

Please take the time to read the enclosed information. Then put this handbook in a location where you can readily refer to it when needed. If you are accepted into the EOP&S program, you will receive an EOP&S Student Folder. Please keep this folder and bring it to your EOP&S counseling sessions. Information will be added to it throughout the year. It is your responsibility to keep track of your counseling appointments and required program activities. You will be given a Student Responsibility Checklist and an Academic Planner to help you do this.

EOP&S ELIGIBILITY REQUIREMENTS

I. Economic Requirements

- A. Student must be eligible for a Board of Governors Fee Waiver (BOGFW) in either the category of BOGFW A or BOGFW B.

BOGFW A:

Recipient of: CalWorks, SSI, GA

BOGFW B:

Use the table below to determine eligibility.

Family Size	2004 Income
1	13,965
2	18,735
3	23,505
4	28,275
5	33,045
6	37,815
7	42,585
8	47,355
Each Additional Family Member	4,770

II. Academic Requirements – Student must qualify in one of these criteria:

1. Student does not qualify for Associate degree level English or Math courses. (All students must have taken the college Assessment Test for EOP&S eligibility.)
2. Student did not graduate from high school or did not obtain a General Education Diploma (G.E.D.)
3. Student graduated from high school with a grade point average below 2.5 on a 4.0 scale. (High school transcript will be needed for documentation.)
4. Student was previously enrolled in high school or college remedial education. (Transcript needed for verification.)

If student does not qualify in any of the above criteria, student may qualify in #5.

5. Other eligibility characteristics / qualities:
 - First generation college student (neither parent earned a Bachelor's Degree)
 - Student is a member of an underrepresented group residing in the immediate service area which has been targeted by EOP&S for outreach and recruitment.
 - Neither parent of student is a native English speaker.

III. Other Requirements

1. Student must be a resident of California. This is defined as residing in California for one year and a day or more.
2. Student must be enrolled full-time (12 units or more) for acceptance into the EOP&S program. This is not a requirement for continuing EOP&S students.
3. Student must have earned less than 70 Associate degree-level units.
4. Submit transcripts from all other colleges attended prior to EOP&S Intake.

IV. How to Maintain Continued EOP&S Eligibility

1. Complete a new EOP&S and BOGFW application each academic year.
2. Participate in EOP&S Intake each semester. Continued eligibility is based on meeting student responsibilities and program guidelines.
 - **Student responsibilities-** three contacts with an EOP&S counselor, an updated educational plan on file with EOP&S, and satisfactory progress toward educational goals.
 - **EOP&S program guidelines-** a student may receive services up to 70 Associate degree units or six consecutive semesters on EOP&S.

STUDENT RESPONSIBILITIES

Student responsibilities must be met in order to remain eligible for continued EOP&S status. An EOP&S student who does not comply will be withdrawn from the EOP&S program and will be ineligible to reapply for a period of one semester. After one semester the student may reapply, but must meet new EOP&S student requirements that include full-time student status.

Student Responsibilities

- Must make **three mandatory contacts** with an **EOP&S Counselor each semester.**
- Must have an **updated educational plan** on file with EOP&S.
- Must make satisfactory progress toward educational goal. Student must maintain **a term GPA of 2.0 or above** and **complete at least 50%** of units attempted each semester while on EOP&S. Students not making satisfactory progress will be placed on EOP&S Probation. Continued lack of progress will result in dismissal from EOP&S. Procedures will be explained to the probationary students.

Additional Student Responsibilities

- Follow the Educational Plan. It will be updated each semester.
- Inform the EOP&S office immediately of all class schedule changes that result in a unit load of less than full-time status or withdrawal from school. It is important to discuss any schedule changes with an EOP&S counselor.
- Inform EOP&S and Admission & Records of any changes in name, address, or phone number.
- Provide authorization for the EOP&S office to obtain and release information related to the student's EOP&S file for the purpose of monitoring academic progress, program evaluation, and transfer assistance.
- When unable to attend an EOP&S appointment, call ahead and cancel.

EOP&S Activities

- **EOP&S Orientation** required for new EOP&S students.
- **Intake** required for all EOP&S students: EOP&S application, eligibility determination, EOP&S contract, evaluation of resource needs, review of student schedule, services issued.
- **Educational plan/ review / update** required for all EOP&S students.
- **Mid-semester progress review** / EOP&S grant checks for qualified EOP&S students.
- **Advising to schedule courses/ EOP&S Priority Registration / Exit Interview.**

EOP&S SERVICES

Counseling

EOP&S counselors are dedicated to offering you the support you need to succeed at Columbia College. They provide orientation to the college and to EOP&S. They also provide academic, career, and personal counseling, educational planning, advising, transfer assistance, monitoring of academic progress, and referrals to campus and community resources.

Student Success Skills Assessment

EOP&S counselors will evaluate EOP&S student readiness for college success. Assessments will be used to make appropriate referrals to academic resources.

Student Educational Plan

An EOP&S counselor will work with you to develop a Student Educational Plan, an individualized “blueprint” that identifies your academic goals and the courses needed to achieve those goals. The plan carefully groups and sequences the courses in a manner that encourages student success. Each semester you will have the opportunity to review, update, and revise your educational plan with the assistance of an EOP&S counselor. This is required of all EOP&S students. It is very important that your educational plan reflects any changes you have made to your academic goals.

Early Alert

Instructors and EOP&S counselors work together to provide early notification and remediation to students who are not meeting the expectations of a course. If your instructor indicates to you that you are having difficulty in your class, it is your responsibility to contact an EOP&S counselor to discuss this. The counselor will assist you in developing strategies for improvement.

EOP&S Academic Monitoring

Each semester your academic status will be reviewed. In order to remain in good standing with EOP&S a term GPA of 2.0 or above must be maintained. In addition, at least 50% of units attempted must be successfully completed. Students who fail to meet these requirements must meet with an EOP&S counselor to develop an **Academic / Progress Probation Contract**. Students have one semester to improve their term academic record in order to remain on EOP&S. Required activities include:

- EOP&S Academic Improvement Workshop.
- Monthly meeting with an EOP&S counselor to review academic status.
- Student Academic Performance Report completed by instructors.

(Note: Refer to the college catalog for requirements to remain in good standing at Columbia College. Cumulative academic work is reviewed by the college in determining academic status.)

Mid-Semester Progress Evaluation

EOP&S counselors meet with all EOP&S students mid-semester to assess progress in current courses. You will be asked to fill out a self-evaluation sheet.

EOP&S Grant Checks

EOP&S Grant Checks in the amount of \$100.00 are issued mid-semester to qualified EOP&S students. In order to qualify, you must be receiving federal financial aid, have “unmet need” as determined by Financial Aid, and have completed an educational plan. Other restrictions in terms of completed units and EOP&S student status may also apply. Students will be informed in terms of their eligibility for EOP&S grants.

Notice: Financial services are pending available funds.

EOP&S Book Service

EOP&S provides qualified EOP&S students with up to **\$250.00** in assistance for **required textbooks only**.

Notice: Financial services are pending available funds.

Parking Permits

Columbia College parking permits will be issued each semester to qualified EOP&S students who use their vehicle to park on campus while attending classes.

Notice: Financial services are pending available funds.

Academic and Career Workshops

A series of workshops covering academic and career/employment topics is offered each semester through the joint efforts of the EOP&S, CARE, and CalWORKs. Other college representatives from areas such as Disability Services, Health Services, Academic Achievement Center, and Campus Child Care regularly contribute to these workshops. An Academic Improvement Workshop is required of EOP&S Probationary Students.

EOP&S Advising

EOP&S students have the opportunity to participate in Advising each semester. An EOP&S counselor will assist you in selecting classes for the next term. Course selections will be made based upon your educational plan, the availability of course offerings, and your specific scheduling needs. In order to receive advising, you must have completed an updated educational plan. Advising is provided individually or in a group setting.

EOP&S Priority Registration

When you participate in Advising with an EOP&S counselor you will be given a date and time to register for classes. This Early Registration date is always on the first day of Student Registration. EOP&S students must have participated in Advising with an EOP&S counselor in order to receive this service. Registration is online and by phone. Students must register themselves, but registration assistance is available on-campus.

Exit Interview

An Exit Interview is completed during the final counseling contact, usually at the time of Advising / Priority Registration. Student data is updated, EOP&S status is checked, plans for the upcoming semester are identified, and procedures for the next term are given. Students may fill out an evaluation of EOP&S at this time.

EOP&S Recommendation Letters

The EOP&S staff will provide you with recommendation letters for scholarships, universities, and employment. Please allow at least five working days.

Transfer Services

If you plan to transfer to a California State University (CSU) or University of California (UC), you can receive "Admission Application Fee Waivers". This means that you will **NOT** have to pay the fee for applying to a CSU or UC. See an EOP&S counselor about getting a fee waiver. Fee waivers should be sent at the time that applications are submitted. At least two days will be needed for fee waiver approval.

To apply for the Educational Opportunity Program (EOP) at a CSU or UC, you must answer "yes" to the EOP question in the admissions application. Contact the EOP&S Office at Columbia College for details.

If you are interested in transferring to a four-year school, we recommend that you inform your EOP&S counselor as early as possible so that careful educational planning can occur. If you have completed a minimum of at least 30 transferable units, you may also be eligible to complete a "Transfer Admission Agreement" (TAA).

Transfer information is available to you online and in the Transfer Center. Information is posted when representatives from universities or other colleges are on campus to meet with students.

EOP&S News

It is the student's responsibility to keep informed about EOP&S responsibilities, activities, and deadlines. EOP&S shares news through counseling contacts, the campus Student Bulletin, and the EOP&S website (www.gocolumbia.org).

Tips for Success

- Be sure to take your Math and English classes early! **Don't wait until your last semester.**
- Start with the class level recommended for you based on your assessment results or after meeting with a Counselor.

Take classes in sequence. You should advance to the higher course only if you receive a "C" grade or better. For example, if you take English 250, you should advance to English 151 only if you complete English 250 with a "C" or better.

Tutoring

Tutoring assistance is available to Columbia College students. The Academic Achievement Center provides student assistance on an individual and group basis through the use of qualified tutors, students who have demonstrated competency in academic areas and who have undergone tutorial training. The AAC staff will inform you about procedures for tutoring assistance. Group assistance is available through Supplemental Instruction. The Math Lab and the Business Skills Lab are other available resources. Often students in classes organize informal study groups.

Academic Achievement Center	Manzanita 18-2	588-5177
Math Lab	Juniper 5	588-5276

Disabled Student Programs and Services

EOP&S works closely with DSP&S to further assist students who need additional support due to learning disabilities, physical limitations, acquired brain injuries, or psychological disabilities.

Disability Services Office	Manzanita 18-3	588-5130
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Financial Aid

The Board of Governors Fee Waiver defers the cost of the college enrollment fees. EOP&S students must submit BOGFW forms to CC Financial Aid each year prior to registering in classes and prior to EOP&S Intake.

Federal financial aid (PELL Grant) is available to qualified students for the Fall and Spring Semester of each academic year. Renewal forms are submitted beginning January 1 for the following academic year. It is a good idea to have the Columbia College Financial Aid staff review your application prior to submission in order to avoid delays in processing. It is in your best interest to submit the financial aid forms as soon

as possible. Applications and renewals can be done online. The longer you wait, the longer it will take to receive aid.

Cal-Grants are also available to qualified students. Cal-Grants priority deadline is March 2 for the following year. See CC Financial Aid Office for details.

When taking any actions in terms of dropping classes, be sure that you consult with the campus Financial Aid office so that you are aware of the financial consequences.

If you are on probation or disqualified from Financial Aid, that office will notify you. They will send you a "Satisfactory Academic Progress Policy".

Financial Aid Manzanita 18-3 588-5105

Scholarships

Contact the CC Financial Aid office concerning scholarships that are available to Columbia College students. This is another important available resource for funding your education. Scholarships are available to a wide variety of students who are at different academic levels and who are pursuing different educational and career goals. It is important to watch for deadlines in submitting applications for scholarships. The Columbia College Scholarship Program awards many scholarships each year. Don't miss this opportunity!

Scholarships Manzanita 18-3 588-5105

CalWORKs

If you are receiving TANF cash assistance from a county welfare department, you may be eligible for benefits from CalWORKs through Columbia College. It is very important that you contact the campus CalWORKs program coordinator to discuss the program benefits to you. You may be eligible for assistance with child care, transportation, library services, tutoring, counseling, work study, job placement, and financial aid, along with assistance in school-related expenses such as parking permits, textbooks, and other materials.

CalWORKs Manzanita 17-B 588-5148

CARE Program

The CARE (Cooperative Agencies Resources for Education) Program helps single parents of young children who are CalWORKs participants or who are receiving TANF for themselves or their children. It recognizes that CARE qualified students have additional expenses and pressures related to being a parenting student. The CARE Program gives students an opportunity to overcome these problems and achieve their academic and career goals.

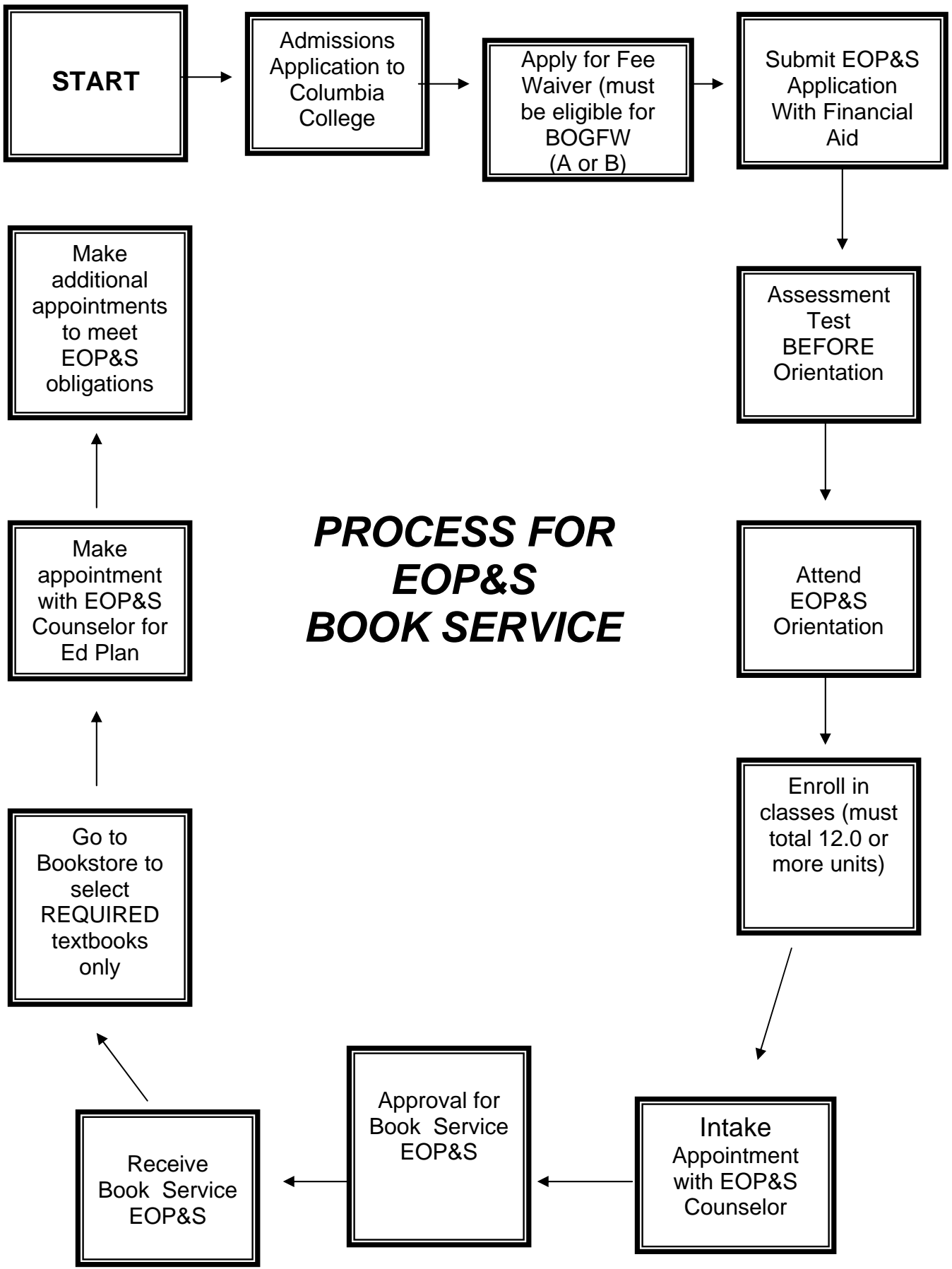
The CARE program works in cooperation with EOP&S and CalWORKs to provide a compliment of services to help meet CARE student needs. For example, CARE will reimburse childcare costs for study time even though CalWORKs is paying for class time. CARE offers additional educational support materials for student success. The program also provides workshops, seminars, and special events that help the CARE student achieve academic and career goals. Meal vouchers and car service vouchers are given to CARE students who attend CARE activities. CARE provides assistance with required books and materials if this is not covered through the CalWORKs program. Incentive grants are given for academic achievement as well as participation in CARE activities. CARE will check out AlphaSmart notetaking machines for student use.

1. Are you an EOP&S student who is registered in 12.0 units or more?
2. Are you a single parent, head-of-household?
3. Are you a participant in CalWORKS or TANF? (If your child receives cash aid through TANF, this will qualify too.)
4. Do you have at least one child under the age of fourteen?

If you answered “yes” to ALL of the questions above, you may be eligible for the CARE program. After you have become qualified through EOP&S, make an appointment with the CARE counselor, Susan Medeiros, to see if you qualify for CARE.

CARE Student Responsibilities:

1. Each semester, make an appointment for CARE Intake / Orientation with the CARE Counselor. Submit CalWORKS or TANF Verification to the CARE counselor at this time. Student must submit DMV car registration to receive car maintenance services.
2. Participate in at least two CARE activities / workshops per semester.
3. Meet the CARE contractual agreement.



WHAT IS THE NEXT STEP?

The next step is to make an appointment with an EOP&S Counselor to determine your eligibility for EOP&S through EOP&S Intake. You should schedule your appointment through Cindy Rose in the EOP&S Office, Manzanita 18-3. You may also phone for an appointment 588-5130 or 588-5109. Prior to this time, an EOP&S Application should have been submitted to the EOP&S office and a BOGFW (fee waiver) should have been submitted to Financial Aid. It is important to bring with you to the EOP&S Intake appointment any supporting documents that would be needed for eligibility: assessment scores and transcripts from high school or colleges. It is your responsibility to inform the EOP&S counselor if you have participated in EOP&S at any other community colleges. Information is shared between schools in terms of your EOPS status.

If it is determined that you are eligible, you will review and sign an EOP&S Student Contract. In addition, you will receive an EOP&S folder that will be used to keep your EOP&S documents and information. Included in the folder will be a Student Responsibility Checklist to be filled out by you as you keep track of your EOP&S appointment dates and responsibilities for the semester. The EOP&S counselor will evaluate your eligibility for EOP&S services and issue those services needed. This is usually when book services, parking passes, and other academic materials are given out. You will be informed as to upcoming deadlines and procedures.

HINTS TO ACHIEVING ACADEMIC SUCCESS

- **Select your classes carefully.** Pick classes at your skill level and watch for prerequisites and “recommended for success” notations. Get advice from an EOP&S counselor before registering for classes.
- **Create a strong foundation in English, math, reading, and study skills.** This will help you be successful in all classes.
- **Select class days and times that will work well in your weekly schedule.** Take advantage of EOP&S Priority Registration to have the most choices.
- **Meet with an EOP&S counselor on a regular basis,** making sure you comply with your EOP&S contract. Three meetings are the minimum requirement.
- **Develop and follow your educational plan,** working closely with an EOP&S counselor to do so. Identify academic and career goals for motivation.
- **Space your classes to allow time for reviewing** your notes immediately after class.
- **Read your textbook assignments relating to the upcoming lecture before class.** This will make the lecture clearer.
- **Be a good time manager.** Make and follow a weekly schedule that includes school, home, and work activities. Visualize your goals, prioritize your activities, and organize through time management tools.
- **Create a study plan.** Allow at least two hours for each hour in class. Put this in your weekly schedule. Study at regular times and places to maximize effectiveness. Try to study at school in a location such as the library.
- **Use a study group** to review course material regularly and to prepare for exams.
- **Get help when you are confused or having trouble in class.** Contact the instructor, get tutoring, and/or see an EOP&S counselor for guidance.
- **Develop a strong network system.** Know the resources available to you on campus. Know your instructors, student service staff, and other students.
- **Be self-disciplined.** Regulate your own accountability. Attend class sessions, do your assignments, read the text, regularly review for tests. Be responsible to yourself.
- **Emphasize your strongest learning mode** – visual, auditory, or kinesthetic in studying.