Glendale Community College
Extended Opportunity Programs and Services
1500 North Verdugo Road
Glendale CA 91208
Phone: (818) 240-1000 Ex 6900

MUTUAL RESPONSIBILITY CONTRACT
Academic Year: 2015 - 2016

EOPS e-MRC V1-02/2014

Your educational needs while with EOPS program are our primary concern. To better meet your needs EOPS offers comprehensive services outlined below. This contract includes your student responsibilities while with EOPS program. Given your full participation in the program and adherence to this contract, we will do our best to provide you with the services and programs for which you qualify.

EOPS may recommend or provide the following services *:

1. Intake Counseling
2. Group Counseling
3. Academic Counseling
4. Preparation of Student Educational Plan (SEP)
5. Preparation of Study List for Each Term of Attendance
6. Tutoring
7. Priority Registration
8. College Orientation Course for Incoming Students (St.Dv 100)
9. Improving College Performance Course (St.Dv 141)
10. Improving College Performance
11. Workshops
12. Job/Career Planning Course (St.Dv.125)
13. Financial Aid Workshops
14. Book Vouchers and Grants
15. Student Progress Monitoring
16. CARE Program Services
17. University Transfer Services
18. University Application Fee Waivers
19. Emergency Loans

The services may vary from year to year, depending upon other services available on our campus.

As an EOPS student I agree to:

1. Meet with an EOPS counselor to establish an educational goal and to develop a Student Educational Plan (SEP).
2. Follow my Student Educational Plan (SEP) and the Mutual Responsibility Contract.
3. Have a signed EOPS study list for each term of attendance.
4. Enroll in and successfully complete 12 units per semester to be considered for all program services.
5. Maintain satisfactory academic progress toward my educational goal (Min.2.0 GPA and not on any type of probation).
If placed on probation follow probation contract requirements outlined by EOPS counselor.
6. Meet with an EOPS counselor or designated EOPS advisor at least 3 times each semester (Fall/Spring) and 1 time during each intersession (Winter/Summer) if registered.
7. Provide all the necessary income documentation to establish and maintain EOPS and Financial Aid eligibility.
8. Successfully complete Student Development 100 (St.Dv. 100) within two terms of acceptance into program.
Last term the required St. Dv. 100 course will be accepted is: ***Fall 2016***
9. Set up my free GCC student email account, and check my emails from EOPS office on a regular basis.
10. Read EOPS website information on a regular basis for updates on EOPS program policies and services.
11. Participate in advisement workshops, group counseling, basic skills instruction, transfer services, career and employment services, supplemental instruction (SI) and tutoring as recommended.
12. Notify the EOPS office of any changes in my class schedule, name, address, or telephone number, or of any extenuating circumstances that may necessitate my withdrawal from classes or may affect my continued enrollment status with GCC.
13. Authorize the EOPS program to share my name, student ID, and book voucher amount with the bookstore for the purposes of expediting and monitoring EOPS book services provided to EOPS students.
14. Authorize the EOPS program to access my academic/financial records for the purposes of participation in the program.

Limitations on Eligibility:

Students may NOT exceed six semesters of continuous participation with EOPS and continue to receive services (EOPS Guidelines-CCCCO-EOPS). The program will monitor student eligibility status and will perform a program status review for continued program eligibility when student is close to the six-semester limit. I understand that failure to meet the terms of the mutual responsibility contract may result in my exclusion from the program before I reach the six-semester limit.

Date:	**Thursday, September 03, 2015**	Student ID:	**99990000**	Student's Signature:	***Signed-with-a-PIN***
Staff Signature:	**DEMO COUNSELOR**	Student Name:	**STUDENT ONE**		