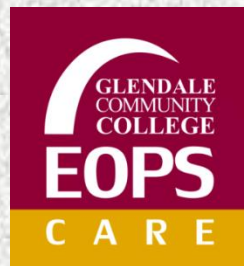


EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

EOPS PROGRAM ADMISSION ORIENTATION

FALL 2013



Disclaimer: This orientation is not to replace the **College Orientation - Student Development 100** (1unit) course, which is a program requirement.

Introduction

This is a short orientation to the EOPS and CARE programs, please take notes as you will have a short questionnaire/quiz to answer at the end of the presentation.

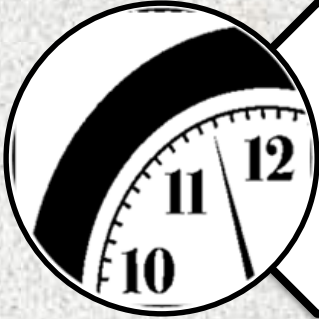
- **IMPORTANT:** Once you're scheduled for your first counseling appointment, make sure to bring a printout of your completed 10 question quiz to your first EOPS Counseling Meeting. The quiz is available through the link on the EOPS website- Application-Online Orientation web page.

Here is what you need to do:

- 1. Get a printout of your quiz.
 - 2. Write your last name, first name and your student ID number in the section provided.
 - 3. Circle your answers on the hard copy.
- **Note:** It is required that you bring the quiz with you to the counseling meeting. The answers on the Quiz will not affect your admission to the program.



Office Information



Regular Office Hours:

Monday - Thursday: 8:30am-7:00pm

Friday: 8:30am-1:00pm (closed during short sessions)



Mailing Address:

**Glendale Community College / EOPS Office
1500 North Verdugo Road
Glendale, CA 91208**



Phone:

Office: (818) 240-1000 ex6900

Fax: (818) 244-8742

Best time to make an appointments is on Mondays at 8:30 am for the following week.

Meeting with your EOPS Counselor

Appointments vs. Walk-In Counseling

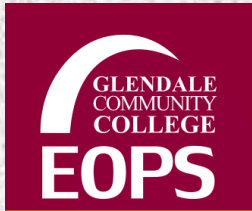
What can be done during an “Appointment”?

- Financial Aid Contract/Appeal (usually an hour)
- EOPS Waiver (usually an hour)
- New SEP, changes/updates
- Change of major/goal
- Scholarship Recommendation
- Letter of Recommendation
- Graduation Petition
- UC/CSU/Private University Transfer Application
- Food for Thought Application

What can be done during a “Walk-In”?

- Quick questions (i.e. deadlines)
- Study List
- Schedule Changes
- Petitions (i.e. Count the Higher Grade)
- Financial Aid contract course revisions





What is EOPS?

- EOPS (Extended Opportunity Programs and Services) provides support services for students who demonstrate the potential to succeed in higher education. Our program offers a variety of services that may include, but are not limited to priority registration, orientation, tutoring, counseling, instruction, book service and financial assistance.
- The goal of the EOPS program at GCC is to assist low-income and educationally disadvantaged students with supplemental educational support services that will enhance their academic success.
- EOPS was established in 1969. Click next to read more about history of EOPS <http://glendale.edu/index.aspx?page=918>.
- To learn more about EOPS services please visit our website: <http://glendale.edu/index.aspx?page=157>

What is **CARE**?

- CARE is a supplemental component of EOPS program designed to provide educational support services and activities for students who are single parents.
- The goal of CARE is to reduce long term welfare dependency and support the needs of the single parent for economic self-sufficiency.
- CARE students must become EOPS students before applying for CARE.
- To learn more about the CARE program and qualifications please visit CARE web page at: <http://glendale.edu/index.aspx?page=920>

EOPS Offers the Following Services



EOPS Counseling

- Academic Counseling
- Group Counseling



Educational Plans

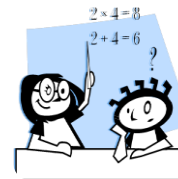
- Student Educational Plan (SEP)
- Customized Complete Student Educational Road Map
- Study List
- Customized Semester Plan



Financial Services

All EOPS and CARE awards are contingent upon EOPS funding availability and student eligibility

- EOPS Book Voucher
- EOPS Grant
- EOPS Emergency Loan



Priorities

- Priority Registration
- Extra Tutoring

Classes



- Student Development 100
 - (college orientation-1 unit-all EOPS students must complete this class within 2 terms of acceptance into the program)
- Student Development 141
 - (college performance/study skills)

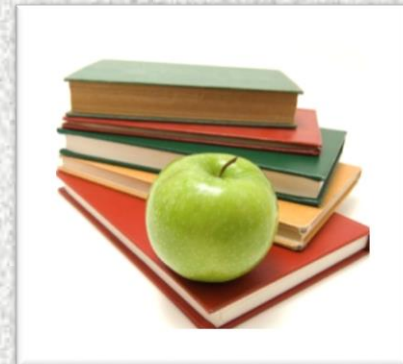


Workshops

- FAFSA Completion Workshop
- Improving College Performance Workshop

What are the steps to apply to EOPS?

- **Step 1:** Apply to GCC
- **Step 2:** Apply for FAFSA and BOG (must qualify for BOG A or B)
- **Step 3:** Must have completed no more than 30 degree applicable units (anywhere)
- **Step 4:** Submit a copy of transcripts from all other colleges and universities to the GCC Office of Admissions and Records
- **Step 5:** Take your Math **and** English/ESL assessment
- **Step 6:** Visit an academic counselor to prepare a Study list
- **Step 7:** Register in 12 or more units
- **Step 8:** Fill out and submit the EOPS application



EOPS Required Counseling Meetings

- All EOPS students must meet with EOPS counselors at a minimum 3 times in the Spring and 3 times in the Fall semester. If you are taking Summer/Winter classes you must meet an EOPS counselor at least 1 time during that intersession.
- When should I meet with EOPS counselors this fall?
- Fall 2013 Counseling Meeting Deadlines
 - 1st Meeting:** August 20 – September 20
 - 2nd Meeting:** September 23 – October 25
 - 3rd Meeting:** October 28– November 22
- **NOTE:** Students served by Disabled Student Program Services (DSPS 1) and Scholars Program must meet with an EOPS counselor once a semester and submit their study list for the following term and an updated SEP if changing major/goal by November 22, 2013.
- Students, currently in Student Development 100 (SD 100-1unit) – Fall 2013, also need to make their one required meeting by November 22, 2013. In addition, students should consult their SD 100 instructor to comply with the deadline for a required Student Educational Plan (SEP) meeting.



Purpose of 3 Counseling Meetings for each term



- **Meeting 1**
 - New EOPS Students: This meeting combines interview and other interpretation of assessment results; a counselor will help develop a preliminary educational plan, and check to make sure you are in the right classes and go over the EOPS Contract.
 - Continuing EOPS Students: General review of the academic record and results from the previous term. Review of current term goals and appropriate plans for the term.
- **Meeting 2**
 - All EOPS Students: You will discuss how you are progressing in your classes, you may be referred for tutoring, you may start discussing future plans and classes, develop a Study List for the following term, and update/change your SEP. Requests for scholarship recommendations or academic petitions may be done at this time.
- **Meeting 3**
 - All EOPS Students: You will finalize your Study List for the following term, you may discuss dropping classes, or request for specific petitions.

EOPS Mutual Responsibility Contract

- When you meet with the EOPS counselor for the first time, both, the counselor and you will complete the EOPS Mutual Responsibility Contract (MRC) and sign it, so please take this time to review the MRC carefully before meeting with the counselor. (Read contract on the next page).



- We will be happy to answer all your questions during our counseling meeting with you.

EOPS Mutual Responsibility Contract



Glendale Community College Extended Opportunity Program and Services MUTUAL RESPONSIBILITY CONTRACT

Academic Year: _____

Your educational needs while with EOPS programs 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 | 10. Improving College Performance Workshops |
| 2. Group Counseling | 11. Job/Career Planning Course (St.Dv.125) |
| 3. Academic Counseling | 12. Financial Aid Workshops |
| 4. Preparation of Student Educational Plan (SEP) | 13. Book Vouchers and Grants |
| 5. Preparation of Study List for Each Term of Attendance | 14. Student Progress Monitoring |
| 6. Tutoring | 15. CARE Program Services |
| 7. Priority Registration | 17. University Transfer Services |
| 8. College Orientation Course for Incoming Students (St.Dv.100) | 18. University Application Fee Waivers |
| 9. Improving College Performance Course (St.Dv.141) | 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: (NOTE: Place your initials by each number below)

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.
5. Maintain a satisfactory academic progress toward my educational goal (Min 2.0 GPA & not on any type of probation).
6. Meet with an EOPS counselor or designated EOPS advisor at least 3 times each semester (Fall/Spring), and 1 time during each intersession if registered (Winter/Summer).
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 the program. Last term the required St. Dv. 100 course will be accepted is: _____
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 access my academic/financial records for the purposes of participation in the program.

Limitations on Eligibility:

Students may **NOT** exceed the 70-unit limit or 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 70-unit limit or 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 70-unit limit or six-semester limit.**

PRINT Student's Last Name _____ First Name _____

GCC ID. # _____ Student's Signature _____

Staff Signature _____ Date _____

Updated 01-07-13



Student Responsibilities



- Meet your EOPS counselor regularly (3 times per semester)
- Provide all necessary documents as requested by EOPS or Financial Aid Offices
- Check my GCC e-mail regularly - to activate your GCC e-mail account visit our website: <http://glendale.edu/index.aspx?page=924>
- Read EOPS website for updates/changes on a regular basis
- Complete Student Development (SD 100-1 unit) within 2 terms of acceptance into the program. For a list of SD 100 courses visit our website: <http://glendale.edu/index.aspx?page=928>
- NOTE: If you have not completed the SD 100 course and are not currently registered in this class, you will be required to attend a 1.5 hour group counseling session this semester. For the schedule visit our website: <http://glendale.edu/index.aspx?page=2344>.
- Update the office about any changes to your schedule, address, and phone number
- Follow your SEP and Study List as prepared by your EOPS counselor
- Submit FAFSA application every year by the priority deadline of March 2

To Remain an EOPS Student

- Adhere to your Mutual Responsibility Contract terms
- Develop personalized Student Educational Plan (SEP) and Study List
- Complete Student Development (SD 100-1unit) class
- Follow your semester Study List and SEP
- Meet with EOPS Counselors 3 times/semester (even with prior authorization for a reduced unit load. If deemed necessary, more than 3 meetings may be requested by your counselor).



DSPS-1* students are required to meet with EOPS counselors at least once.

- Complete 12 units every semester. DSPS-1* students are waived from this requirement. Their unit load will be established by their DSPS counselor.
- Maintain a 2.0 GPA (if you are placed on probation you need to meet with an EOPS counselor immediately)
- Reapply for Financial Aid by completing FAFSA
- Check your GCC e-mails regularly (all official college communication is conducted via college email)
- Check the EOPS website for program updates/changes regularly
- Provide necessary documents as requested

*DSPS 1 students are EOPS students with certified disability on record with the Disabled Student Services Office. If you are not sure of your DSPS status ask your EOPS counselor.

Electronic Resources

- GCC e-mail
- EOPS office, your instructors, and many student services offices such as Financial Aid office will communicate with you via your GCC student e-mail regularly, so it is very important to activate your e-mail account and check it regularly, otherwise you may miss out on important information as it may effect your EOPS/Financial Aid benefits.
- EOPS website
- EOPS website contains important program information on services and policies. We strive to keep the information up to date and accurate. If we make any changes/updates to the program, the first place you will see the information publicized is our website, so be sure to check it a few times during the semester for latest updates. We also have twitter and Facebook accounts. If you wish to sign up for these, please go to our home page at <http://glendale.edu/index.aspx?page=157>

Myths about EOPS

- If I am enrolled in less than 12 units, I don't have to meet with my EOPS Counselor. (FALSE, to maintain your EOPS program eligibility you have to meet with an EOPS counselor 3 times even if you are enrolled in less than full-time).
- If I am on probation, I will be transferred out of EOPS. (FALSE, if you are on probation, you must meet with EOPS counselor immediately and complete a Probation Contract).
- All EOPS students qualify for EOPS Book Service and Grant. (FALSE, there are students who do not qualify for financial support from EOPS, we check for student eligibility each semester before granting Book Vouchers or Grants.)
- I can meet with my counselor any time and it will count towards my 3 counseling meetings. (FALSE, EOPS has established meeting deadlines each semester, please check your GCC e-mail and EOPS website for these deadlines.)

Meet Our Staff



Rosette Aghekian
Counselor



Shakeh Ataian
Adjunct Counselor



Ramona Barrio-Sotillo
Counselor



Victor Benyamin
Student Services
Technician (Relief
Support)

To learn more about our staff visit our website at

<http://glendale.edu/index.aspx?page=921>

We look forward to serving you in the future.

NOTE: Please see next page for final instructions.



James Castel De Oro
Counselor



Polet Der Hovanesian
Counselor



Evet Kadkhodadian
Student Services
Technician (Relief
Support)



Osheen Keshishia
Student Personne
Worker



Anahid Mardres
Student
Services Technician



Henri Marukyan
Relief Clerk



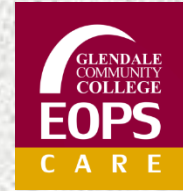
Greg Perkins
Counselor



Roxanne Rafii
Counselor



Elmira Nazaryan
EOPS/CARE Director



This completes your EOPS Program Orientation.

Important Reminder: Once you're scheduled for your first counseling appointment, make sure to bring a printout of your completed 10 question quiz to your first EOPS Counseling Meeting.

Here is what you need to do:

1. Get a printout of your quiz.
2. Write your last name, first name and your student ID number in the section provided.
3. Circle your answers on the hard copy.

Note: It is required that you bring the quiz with you to the counseling meeting.

Remember: The answers to the Quiz will not affect your admission to the program. [Click here to open Quiz.](#)

We hope you have learned some basics about EOPS and CARE programs and will be eligible to join the EOPS program.

Please go to MyGCC->MyEOPS/CARE->EOPS Application to check your EOPS application status one business day after you have submitted the application.

We look forward to assisting you with supplemental educational support services that will enhance your academic success.