



**Extended Opportunity Programs and Services/
Cooperative Agencies and Resources for Education**
1500 North Verdugo Road
Glendale, CA 91208
Phone 818-240-1000 ext. 6900

Dear EOPS Student,

IMPORTANT IMPORTANT

We are continuously working on preparing EOPS services to function remotely. At this time we are partially prepared. We ask you for your patience and understanding. Because of these interruptions we will extend the EOPS contact deadlines. Stay tuned for a separate message about that.

While we are working remotely, moving forward, this is how we will schedule EOPS counseling appointments. Beginning Monday, 03/23/20, you may email us at eopsstudentappointments@glendale.edu to schedule your EOPS counseling appointments.

You will receive the following auto reply:

Thank you for contacting EOPS. Our staff will get back to you in the order in which we received your emails. We will call you with the phone number you have provided in the email. It will be from a blocked number and it will show NO CALLER ID.

When sending us your email requests make sure to do the following:

- ◆ For counseling appointments, write **Appointment** in the subject line.
- ◆ For general questions, write **Question** in the subject line or call **X6900** (voicemail).

In the body of the email message include the following information:

1. Your Last Name, First Name
 2. Your student ID number
 3. Your contact phone number to call you back.
 4. Preferred counselor, date and time for your appointment. If it is available, we will schedule your appointment and email you back with the confirmation. If not, we will call you to schedule. Calls will come from a blocked number and it will show NO CALLER ID. Please pick it up.
- ◆ To contact your counselor or one of our program technicians, email them directly, or call their extension number. [Click here for the link to EOPS staff contact information.](#)

[Visit EOPS website for regular updates.](#)

IMPORTANT: Because we will be operating remotely and working mostly using phones and emails, it is crucial that you take a moment now and check the accuracy of your main contact phone number in MyGCC. Attached, please see instructions with four simple steps on how to do it. We need your phone number to schedule and reschedule your counseling appointments. We will also use your number for phone-based counseling.

NOTE: If we do not have your correct phone number, we will not be able to offer you a full extent of our services.