

# EOPS/CARE Orientation Materials

The following information is meant to serve as a reference for EOPS/CARE students as to the programs' guidelines and their ongoing obligations for continued eligibility for all EOPS and CARE benefits and services.

**Three Counseling Contacts (please check the Latest News section of the EOPS website or the EOPS Office bulletin board for the specific dates):**

- 1<sup>st</sup> Contact: 2<sup>nd</sup> week through 7<sup>th</sup> week of semester
- 2<sup>nd</sup> Contact: 7<sup>th</sup> week through 12<sup>th</sup> week of semester
- 3<sup>rd</sup> Contact: 10<sup>th</sup> week through 15<sup>th</sup> week of semester
- A contact with a counselor outside of EOPS can replace a second contact as long as the student submits a Counseling Appointment Verification Form to the EOPS office after the appointment has taken place. The appointment must fall within the timeframe for second contacts.
- Students must notify the EOPS office at least one hour in advance of any scheduled appointment if they are unable to attend the appointment.
- Students who miss an appointment or have two or more no-shows in a semester risk receiving a reduced amount for the following semester's book grant (inquire in the EOPS office for the amount of the reduction).

## **Workshops:**

- Attendance at one workshop is required each semester.
- Credit will be given for attendance at workshops sponsored by other programs if verification is provided.
- Enrollment in a Personal Development class will replace one semester's workshop requirement.

## **Book Grant:**

- Awarded in the Fall and Spring semesters.
- Signup begins 5 weeks before the end of the previous semester (i.e. Spring book grant signup begins in November and Fall book grant signup begins in May). Signup ends 3 weeks before the semester starts.
- In addition to meeting the requirements of the Mutual Responsibility Contract (MRC), a student must be enrolled in 12 units at least 3 weeks before the start of the semester to be eligible for a book grant. Please notify the EOPS office in advance if there are issues affecting your ability to register for classes.
- Students may receive a cash grant in lieu of a book grant if either they have another program paying for their books or they are nursing students.
- A list of eligible students is posted a week before the semester begins.
- Book grants are not available until the first day of the semester.

- Nursing cash grants are offered in addition to the book grant for nursing students. Nursing students must come to the EOPS Office at the beginning of the semester to sign up for the nursing grant.
- Cash grants are not disbursed until after the fourth week of the semester.
- The book grant is only for use in the college bookstore, and can only be used for books. Students will not be reimbursed for books purchased off-campus, online, or from another student.
- Book grants do have an expiration date. It is a student's responsibility to check postings or inquire within the EOPS Office to determine when each book grant will expire.
- Book grants are awarded to all eligible students equitably based on available funds. New students, appealing students, or students who sign up late may receive a reduced award (or no award at all) based on the amount of funds remaining.
- In addition to book grants, A.S.O., Parking, and other types of fee waivers may be available at the time book grants are available.

#### **Book Library:**

- The book library is available primarily for students not receiving book grants.
- Students may borrow up to 2 books from the library per semester.
- Students may only borrow books for one semester and must return them promptly at the end of the semester.
- Books should be returned in the same condition they were issued.
- We gladly accept donations to the library; however, students are not required to donate books received from a book grant to the library

#### **Priority Registration:**

- EOPS students will receive priority registration each semester if they have made at least one counseling contact with the EOPS program before the 8<sup>th</sup> week of the previous semester.
- Priority registration only allows a student to register for classes early. It does not guarantee placement in a class or elevate a student's status on a waiting list for a class.

#### **Tutoring:**

- Tutoring is provided based on the availability of funding. Emphasis is placed on classes with a high demand for tutoring like math and English.
- All tutoring for EOPS students is arranged through the EOPS office.
- Due to demand, tutoring is done in groups. Private tutoring is not available.

### **UC/CSU Application Fee Waivers:**

- Students may receive up to 6 fee waivers for CSU campuses and up to 3 fee waivers for UC campuses.
- Students must meet with an EOPS counselor to receive fee waivers.

### **Graduation Cap and Gowns:**

- Students must sign up in the EOPS Office to receive a cap and gown.
- EOPS will also pay for students eligible for AGS stoles or President's Distinguished Honors ropes.
- Graduating students are invited to attend the EOPS Recognition Ceremony held each spring.

### **C.A.R.E:**

- CARE students must submit 1 CARE Verification Form completed by their eligibility worker each year.
- CARE cash grants are awarded each semester to CARE students who completed 9 or more units in the previous semester with a g.p.a. of 2.0 or better and have sufficient unmet need.
- CARE gas cards and other additional benefits are issued based on the availability of funding to students who are eligible to receive a cash grant and who have attended at least one CARE conference/workshop.
- At least one CARE conference or workshop is offered each semester.