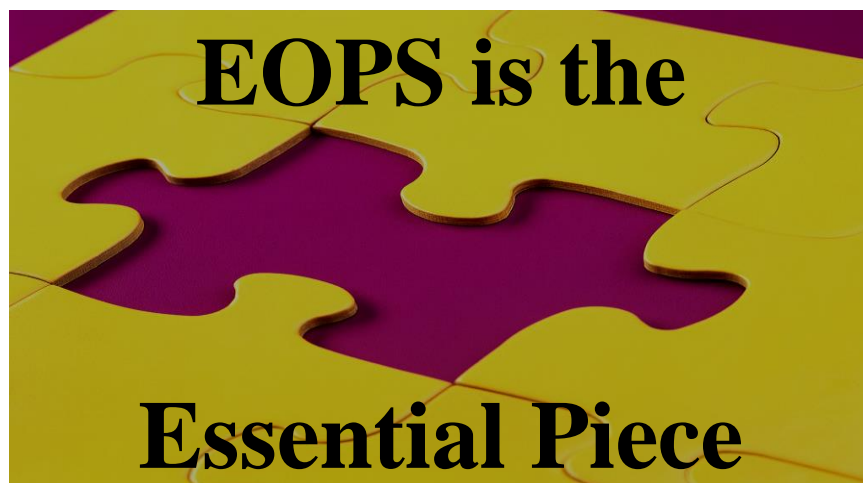


EXTENDED OPPORTUNITY PROGRAMS & SERVICES

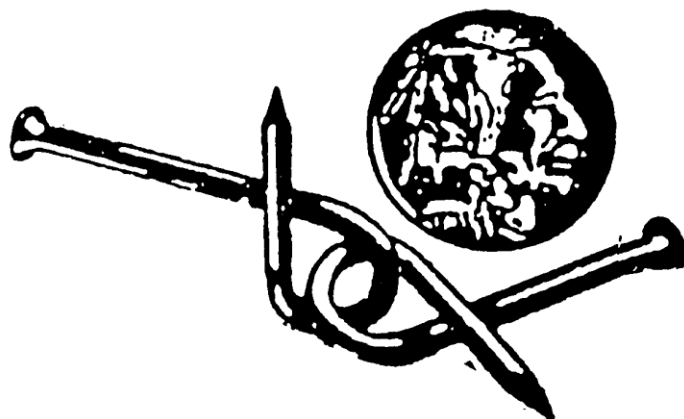


Policies and Procedures

Copper Mountain College

6162 Rotary Way
Joshua Tree, CA
760/366-3791 ext. 4247

Extended Opportunity Programs and Services (EOPS)



Historical Perspective:

The **California Legislature through Senate Bill 164 established Extended Opportunity Programs and Services in 1969**. The focus is that of serving low-income and disadvantaged community college students and providing “over and above and in addition to” the regular educational support services offered to all students. Special counseling, book service, tutoring, outreach activities and other unique services will enable these students to succeed. Only the students who meet the program criteria as specified by Title Five guidelines shall be served.

Student Eligibility Criteria:

The Student **must**:

- ❑ Be a California Resident
(Active military does not necessarily determine California residency-
See EOPS staff)
- ❑ Have received a Board of Governors Waiver (BOGW) A or B
- ❑ Be enrolled full time (12 units) * Exceptions may apply
- ❑ Not have completed more than 70-degree applicable units, including units from all colleges attended. Official transcripts must be on file before the student begins the semester.
- ❑ Be educationally disadvantaged
 - Assessed into foundational courses in English, Reading, or Math
 - Not a high school graduate
 - Has not obtained the General Education Diploma (GED)
 - Graduated from high school with a grade point average below 2.5
 - Previously enrolled in remedial education
 - A first generation college student (neither parent has successfully attended college)
 - Student/or the parents are non-native English speakers
 - An emancipated foster youth

* **Students with Disabilities (ACCESS):**

ACCESS students must have a reduced units form on file from ACCESS in order to have the 12-unit requirement waived by EOPS.



Services offered by EOPS:

- **Counseling and Student Educational Plan Development:**
EOPS Counselors are dedicated to offering students the support they need to succeed at CMC. They are here to assist students with registration, class selection, development of a Student Educational Plan (SEP), as well as academic and career counseling. EOPS Counselors also provide transfer assistance to four-year institutions.
- **Priority Registration:**
Priority registration is offered to new, returning and continuing EOPS students. This is the student's opportunity to register for fall, spring, and summer classes before open registration begins. Students must use their Student Educational Plan to prepare their course selection prior to the third contact.
- **EOPS Book Service:**
EOPS provides textbook service to assist with the purchase of **required** textbooks to students that have completed their first semester with EOPS successfully. Success is defined as complying with the EOPS Mutual Responsibility Contract including completing all three contacts and maintaining a GPA above 2.00. Book services are issued prior to the beginning of each term. The **amount** of the book service is dependent upon the state budget.

Note: It is the responsibility of the student to return any book(s) purchased by EOPS upon **dropping a class**, either by the student or the instructor. **Failure to return the book(s)** will result in a hold being placed on the student's record. This will affect the student's ability to register.
- **Book Exchange:**
EOPS has organized a voluntary book exchange to help students **reduce the costs of books**. Students donate **current** textbook(s), in exchange for needed textbooks. By working together, we can reduce the financial burden of textbook costs at the beginning of the term. Remember when you sell your books back to the Book Store you only get a small percentage of the book's original cost.
- **Book Loans:**
EOPS has textbooks that EOPS students may borrow. Students are responsible for returning textbook(s) to EOPS at the end of the term. Books are expected to be returned in the same condition as when they were loaned out to the student.
(There is no writing or highlighting allowed in loaned books.)

- **Emergency Loans:**
EOPS has established an emergency loan program which should be used for the purchase of textbooks or unexpected emergencies. There is a \$300 limit per student per school year. A student must be receiving a Pell Grant to be eligible for an emergency loan. The loan will be directly deducted from the students Pell Grant.
- **Purchase of Cap and Gown:**
EOPS purchases the cap and gown for all graduating EOPS students in good standing.
- **Parking Permits based upon availability.**
- **Letters of recommendation for scholarships and university admission are written upon timely request.**
- **UC and CSU fee waivers:**
EOPS students are eligible to receive four application fee waivers for the California State University system and four to the University of California system. EOP applications for the California State Universities are accessible through the admissions process on the web for each system.

CARE Program:

EOPS students who are at least 18 years of age and are single head of household, current recipients of CalWORKs (California Work Opportunity and Responsibility to Kids) receiving cash aid, have one child and are enrolled full-time upon admission into the program may be eligible to receive additional assistance through the CARE program. Services **may** include supplemental grants for auto repair, transportation, books and supplies and more depending on state funding. Students must be in good standing with EOPS to take part in the CARE program.



Frequently Asked Questions:



1. What happens if a student has to withdraw from school?

Sometimes, our students find they have to withdraw from school for one reason or another. If this situation occurs, the student should set up an **exit appointment with an EOPS Counselor** and **return all EOPS DVDs and books purchased by EOPS book service** to the EOPS Counter. The appointment enables the student to leave in good standing with EOPS. If the student returns, he/she will be accepted into the EOPS program based on continued BOG A or B eligibility.

2. What can a student do if he/she is having a problem?

If a student is having school or personal problems, he/she needs to see an EOPS Counselor or EOPS staff. We are here to help. Many students experience difficulties in school. **It is the responsibility of the student to let EOPS know if he/she is falling behind or feels unable to do the work**, which may affect his/her school performance. Early intervention can sometimes make all the difference. EOPS may act as a liaison between the student and instructor, and resources in the community. Students who stay in touch with staff, and keep appointments with a Counselor, are more likely to succeed than those who do not.

3. How long may a student receive EOPS services?

Students entering the EOPS program may receive services for a maximum of 70-degree applicable units.

4. Are there any special services for transferring students?

EOPS students are eligible to receive 4 application fee waivers for the California State University system and 4 application fee waivers for the University of California system.

5. Does the student get to keep his/her books purchased by EOPS?

Yes. The books belong to the student **unless they drop a class**. The books from dropped class(es) become the property of EOPS and must be returned to the EOPS office. **Remember you can participate in the book exchange each semester.** See us before selling your textbooks!

6. If a continuing student's BOG Waiver changes from an A or B to a "C" will he/she be disqualified?

No. The student may remain in the program and receive full services if he/she continues to meet the Satisfactory Academic Progress "SAP" requirements and has complied with the EOPS Mutual Responsibility Contract.

****If there are questions we have not addressed here, please stop by the EOPS counter for answers.**

The Student's Responsibilities:

Agree and adhere to the EOPS Mutual Responsibility Contract

The Mutual Responsibility Contract spells out very clearly the responsibilities of the student while in the EOPS/CARE programs. All items listed in the agreement are requirements and **violating any one of them will result in the immediate termination of EOPS/CARE services.**

- Pursue educational goal by **enrolling and completing 12 units** of coursework per semester. If circumstances occur where the student must drop below 12 units, they must do so with the permission of the EOPS Coordinator or an EOPS Counselor.
- Enroll **only in those classes** designated in the EOPS approved **Student Educational Plan (SEP)**
- Complete educational goal by enrolling in **Foundational** classes first. (Rdg, Eng, and Math)
 - Students must adhere to their Counselors recommendations for class advisories when enrolled in foundational courses
- Pursue educational goal by **maintaining “Satisfactory Academic Progress” 2.0 GPA or better, and 67% or better completion rate.**
- **Participate** in a :
 - FIRST CONTACT:** Create/Update Student Educational Plan with an EOPS Counselor
 - SECOND CONTACT:** Mandatory Progress Reports and appointment with counselor
 - THIRD CONTACT:** Have schedule approved for Priority Registration or exit interview with an EOPS Counselor
 - **Student must have their schedule ready**
- Check with any EOPS Staff member, EOPS bulletin board and handouts to see the required dates for each contact.
- Take advantage of all available tutoring and/or EOPS Math Tutor DVDs and EOPS recommended websites as needed.
- Obtain approval from an EOPS Counselor for any changes in class schedule including the adding and/or dropping of any classes, or withdrawing from school
- Notify EOPS of any changes in name, address, telephone number, or CMC enrollment status by filling out the EOPS Change of Information Form

- Attend EOPS orientation and EOPS sponsored/approved workshops as required
- Comply with the CMC Student Code of Academic Integrity and Conduct

Appointment Etiquette



1. Appointments are normally scheduled for 30 minutes. If the counselor is creating your Student Education Plan or if a student is changing their major they will need to schedule an hour appointment.
2. Students should be prepared and arrive 5 minutes prior to their scheduled appointment. It is inconsiderate to be late and it interferes with your allotted appointment time.
 - a. Students who arrive 10 minutes late will not be seen, receive a strike and will need to reschedule.
 - b. Students should come prepared for their appointments.
3. When a student arrives for their scheduled appointment they should check in with the EOPS/CalWORKs counter, who will then notify Vicky or Krystal of their arrival.
4. Students are encouraged to keep their appointments as scheduled in order to maximize services to all students and to avoid unused appointments.
5. Students cancelling their scheduled appointments are expected to reschedule their appointments as soon as possible.
6. Students who are unable to attend their scheduled appointment are expected to notify EOPS as soon as possible.
7. Students should turn off their cell phones during their scheduled appointment.
8. Students should not schedule an appointment during class time.
9. Students are highly encouraged not to bring their children to their scheduled appointments.
10. Students who are NO SHOWS will receive a strike.

If students have any questions regarding their appointment they should call EOPS at 760-366-3791 ext. 4247.

Copper Mountain College Office of Financial Aid Satisfactory Academic Progress

In accordance with Federal and State regulations, to qualify for and receive financial aid, students are required to make Satisfactory Academic Progress (SAP) toward completion of their educational goals.

Students must:

1. Complete 67% or more of attempted units (all units enrolled for at census date); and
2. Maintain at least a cumulative GPA of 2.0 and
3. Complete their degree/certificate within 150% of the program's credit length – for example, an Associate's degree needs 60 credit units so the student can attempt 90 credit units to accomplish this.

The first semester students fail to meet SAP (items #1 and #2 above) will place them automatically on Warning for their next term. During the Warning term students can still receive Financial Aid while they work on improving their Completion Rate and/or cumulative GPA. If students do not regain their eligibility after the Warning term, they will lose their eligibility to receive financial aid. As students approach the 150% limit (item #3 above) they will be notified of this limit. Students who exceed 150% will lose their aid. Students can appeal any discontinuation of Federal Aid and, if approved, be placed on probation. The Financial Aid Handbook outlines the various financial aid programs and regulations including information on academic progress, types of aid, disbursements, and deadlines.

Unearned financial aid

Federal law requires that unearned federal financial aid be calculated and returned for students who withdraw. CMCCD will determine the amount of federal financial aid that a student has earned in accordance with the federal regulations. Students who withdraw from all classes prior to completing at least 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed, and may be required to repay any unearned financial aid that they have received.

Withdrawal Date

At CMCCD a student's withdrawal date is:

- 1) The date the student officially visits the Office of Student Services to notify of his/her intent to withdraw, or
- 2) The student's last date of attendance at a documented academically related activity.
- 3) The midpoint of the semester for a student who leaves without notifying the college, or the status of your financial aid file, complete or incomplete, does factor into the equation of unearned federal financial aid.

EOPS

Extended Opportunity Programs and Services

MUTUAL RESPONSIBILITY CONTRACT

I _____, understand as a participant in good standing with EOPS that I will receive services which may include some or all of the following:

- ❖ Counseling (career, academic, personal, and transfer information and assistance)
- ❖ Priority Registration
- ❖ Workshops
- ❖ Book Loan/ Book Exchange
- ❖ Book Service to assist in purchasing textbooks
- ❖ School Supply Kits
- ❖ Parking Permit

In order to remain in EOPS, I agree to the following:

- _____ Pursue my educational goal by enrolling and completing 12 units per semester (ACCESS exception may apply).
- _____ Enroll only in those classes designated by my EOPS approved Student Educational Plan (SEP).
- _____ Enroll and complete foundational classes first.
- _____ Pursue my educational goal by maintaining "Satisfactory Academic Progress" 2.0 GPA and 67% or better completion rate.
- _____ Participate in a:
 - ❖ **1st Contact: Create/Review SEP**
 - ❖ **2nd Contact: Mandatory Progress Report(s)**
 - ❖ **3rd Contact: Create Schedule for Priority Registration or Exit**
- _____ Take advantage of tutoring and/or EOPS Math Tutor DVDs and EOPS recommended websites as needed.
- _____ **Obtain approval from EOPS counselors for any changes in my class schedule, including the adding and/or dropping of any classes, or withdrawing from school.**
- _____ Notify EOPS of any changes in my name, address, telephone number, or CMC enrollment status.
- _____ Attend EOPS orientation and EOPS sponsored/approved workshops as required.
- _____ Comply with the CMC Student Code of Academic Integrity and Conduct.

I understand that I will no longer be eligible for EOPS if I do not comply with the above requirements or once I have completed 70 degree applicable units.

Print Name

Date

Student Signature

EOPS Signature

Signature Page

I have been given a copy of the Copper Mountain College EOPS/CARE handbook(s). I understand and agree to the guidelines and policies and I will abide by them. Failure to do so could result in termination from the program(s). **I give permission for EOPS/CARE staff to discuss my educational progress on a “need to know” basis. I have been given a copy of this document. If I do not comply with these rights and responsibilities, I will be notified in writing of my impending suspension of services. I will have the opportunity to appeal the decision.

(Do not sign this page; a separate page will be given to you at EOPS/CARE kick-off.)

Print Name

Date

Student Signature

EOPS Signature

RULES OF CONFIDENTIALITY

Everything you say will remain confidential except for the following that are mandated by the state to report.

- 1) Threat of Suicide
- 2) Threat of Homicide
- 3) Child Abuse
- 4) Elder or Adult Abuse
- 5) Subpoena

**Academic records and grant information will be shared with ACCESS, CalWORKs, Academic Counselors, and Financial Aid.



EOPS/CARE Copper Mountain Community College District

Public Information Release Form

This form will serve as record of your permission to use your name, honor roll stats, and photographs on public information projects such as a brochure, EOPS/CARE program newsletters, etc. at the discretion of the EOPS/CARE Coordinator.

This information will be kept on file in the student's EOPS/CARE file at Copper Mountain College **until revoked by the student**. This information will be used only for the purposes stated above.

If you have questions about this form and its use, please contact the EOPS/CARE Program Assistant located in the Office of Student Services.

Print Name: _____

Signature: _____

Date: _____



EOPS Email Notice

I understand that all correspondence by EOPS/CARE will be sent to my **CMC** email account. It will be my responsibility to check my email account on a regular basis (once a week) for important updates to the EOPS/CARE Program. I also understand that if I have a problem with my email account, it is my responsibility to report the problem to the EOPS/CARE staff immediately.

I have read and understand the above:

Print Name

Date

Student Signature

EOPS Signature

