



EOPS/CARE

Student version Policy Handbook 2010-2011

(Updated 1/12/11)

Saddleback College

Chapter I

Purposes of the EOPS/CARE programs

1.1 Extended Opportunity Programs and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) at Saddleback College is committed to the outreach, success, and retention of college students. The EOPS Program is designed to assist students from educationally and socioeconomically disadvantaged backgrounds. The goals of the EOPS Program are to prepare students to transfer to four-year universities, complete an Associate Degree or achieve a vocational certificate.

1.2 Cooperative Agencies Resources for Education (CARE)

Cooperative Agencies Resources for Education (CARE) is an extension of the EOPS program. CARE serves as an educational support/assistance program for single head-of-household parents who are participants of the California Work Opportunities and Responsibility to Kids Program (CalWORKS)/Temporary Assistance for Needy Families (TANF).

The policies contained in this publication are subject to change and are dependent upon the California state budget and EOPS Implementation Guidelines. The most current version of this document can be found on the EOPS website at www.saddleback.edu/eops

Saddleback College

Code of Conduct

(College Catalog, pp. 22-23)

Rules and Regulations for Student Behavior

- Saddleback College students are responsible for regulating their own conduct and for respecting the rights and privileges of others in accordance with the Code of Conduct set by the district Board of Trustees (AR 5401).
- Saddleback students are expected to conduct themselves in a manner compatible with the function of the college as an educational institution and respect and obey all civil and criminal laws.
- Failure to show respect for the standards as set forth by Saddleback College is cause for disciplinary action.

Code of Conduct

In compliance with California Education Code Section 66300 and in keeping with the above, the following regulations have been established to effectively and efficiently guide the approved educational programs, approved student activities, and community services. Students may be disciplined for one or more of the following causes related to college activity or attendance:

A. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, district or college personnel.

B. Assault, battery, or any threat of force or violence upon a student, district or college personnel, or an authorized college visitor.

C. Willful misconduct resulting in injury or death to a student or college or district personnel or an authorized college visitor, or willful misconduct resulting in cutting, defacing, theft, or other injury to any real or personal property owned by the District, college personnel, or students in attendance at the colleges or programs of the District.

D. The unlawful use, sale, or possession on district property of or presence on district property while under the influence of any controlled substance or any poison classified as such by state or federal law.

E. Willful or persistent smoking in an area where smoking has been prohibited by law or by policy of the Board of Trustees or administrative regulation.

F. Disorderly, lewd, indecent, or obscene conduct on district owned or controlled property or at district sponsored or supervised functions.

G. Sexual assault (as defined in Board Policy 5404) on any student, faculty or staff member of the South Orange County Community College District, upon on-campus or off-campus grounds or facilities maintained by the District, or upon grounds or facility maintained by affiliated student organizations.

H. The possession or use of any firearms, explosives, dangerous chemicals, deadly weapons, or other potentially harmful implements or substances while on district property or at a college-sponsored function without the prior authorization of the college President.

I. The obstruction or disruption, on or off campus, of the District's educational or administrative process or any other district function.

J. Physical abuse, on or off campus property, of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse when related to a district or college program or activity.

K. Misrepresentation of oneself or of an organization as an agent of the District or college.

L. Soliciting or assisting another to do any act which would subject a student to discipline.

M. Theft of, or non-accidental damage to, campus property, or property in the possession of or owned by a member of the campus community.

N. Use, possession, or distribution of alcoholic beverages and/ or illegal narcotics/drugs on district premises, or at district sponsored events, or appearance on district property or at district sponsored events while under the influence of alcohol or illegal narcotics/drugs unless otherwise provided by law and district policy.

O. Unauthorized recording, dissemination, and publication of academic presentations or materials. This prohibition applies to a recording made in any medium, including, but not limited to, handwritten or typewritten class notes.

Code of Conduct (cont.)

P. Actions of force or threat of force to injure, intimidate, oppress or threaten because of the other person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, or because of the perception that the other person has one or more of these characteristics.

Q. Academic dishonesty, including, but not limited to falsification, plagiarism, cheating or fabrication, which compromises the integrity of an assignment, a college record or a program.

i. **Falsification** involves any conduct in academic work, records or programs that is intended to deceive, including, but not limited to, the following acts:

1. forging signatures on official documents such as admissions cards and financial aid applications.
2. changing or attempting to change official academic records without proper sanction.
3. misrepresenting or falsifying successful completion prerequisites.
4. providing false information, such as immigration materials, during the admission or matriculation process.
5. falsifying one's identification or falsely using another identification.
6. logging in or otherwise gaining access to a computer, computer network or protected web site using the password or identity of another.
7. citation of data or information not actually in the source indicated.
8. including in a reference list of works cited a text or other information source which was not used in constructing the essay, paper or other academic exercise.
9. submission in a paper, lab report or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
10. submitting as the student's own work any academic exercises (e.g., written work printing, sculpture, etc.) prepared totally or in part by another.
11. taking a test for someone else or permitting someone else to take a test for a student.

ii. **Plagiarism** is any conduct in academic work or programs involving misrepresentation of someone else's words, ideas or data as one's original work, including, but not limited to, the following:

1. intentionally representing as one's own work the work, words, ideas or arrangement of ideas, research, formulae, diagrams, statistics, or evidence of another.
2. taking sole credit for ideas and/or written work that resulted from a collaboration with others.
3. paraphrasing or quoting material without citing the source.
4. submitting as one's own a copy of or the actual work of another person, either in part or in entirety, without appropriate citation (e.g., term-paper mill or internet derived products).
5. sharing computer files and programs or written papers and then submitting individual copies of the results as one's own individual work.
6. submitting substantially the same material in more than one course without prior authorization from each instructor involved.
7. modifying another's work and representing it as one's own work.

Continued on the following page

iii. **Cheating** is the use of any unauthorized materials, or information in academic work, records or programs, the intentional failure to follow express directives in academic work, records or programs, and/or assisting others to do the same including, but not limited to, the following:

1. knowingly procuring, providing, or accepting unauthorized examination materials or study aids.
2. completing, in part or in total, any examination or assignment for another person.
3. knowingly allowing any examination or assignment to be completed, in part or in total, for himself or herself by another (e.g., take-home exams or online assignments which have been completed by someone other than the student).
4. copying from another student's test, paper, lab report or other academic assignment.
5. copying another student's test answers.
6. copying, or allowing another student to copy, a computer file that contains another student's assignment, homework lab reports, or

computer programs and submitting it, in part or in its entirety, as one's own.

7. using unauthorized sources of information such as crib sheets, answers stored in a calculator, or unauthorized electronic devices.
8. storing answers in electric devices and allowing other students to use the information without the consent of the instructor.
9. employing aids excluded by the instructor in undertaking course work.
10. looking at another student's exam during a test.
11. using texts or other reference materials (including dictionaries) when not authorized to do so.
12. knowingly gaining access to unauthorized data.
13. altering graded class assignments or examinations and then resubmitting them for regarding or reconsideration without the knowledge and consent of the instructor.

R. Violation of Copyright Laws

S. Violation of District Board Policies and Administrative Regulations

Chapter II

Program Eligibility

56220. Eligibility for Programs and Services. *To receive programs and services authorized by this chapter, a student must: (a) be a resident of California pursuant to the provisions of Part 4I commencing with Section 68000 of the Education Code. (b) be enrolled full-time when accepted into the EOPS Program. The EOPS Director may authorize up to 10% of EOPS students accepted to be enrolled for 9 units. (c) not have completed more than 70 units of degree applicable credit course work in any combination of post secondary higher education institutions. (d) qualify to receive a Board of Governors Grant pursuant to Section 58620 (1) or (2). (e) be educationally disadvantaged as determined by the EOPS Director or designee. In making that determination, the EOPS Director shall consider one or more of the following factors:*

- (1) not qualified at the college of attendance for enrollment into the minimum level English or mathematics course that is applicable to the associate degree.*
- (2) not have graduated from high school or obtained the General Education Diploma (G.E.D).*
- (3) graduated from high school with a grade point average below 2.50 on a 4.00 scale.*
- (4) been previously enrolled in remedial education.*
- (5) other factors set forth in the district's plan submitted to the Chancellor pursuant to Section 56270 of this part.*

*NOTE: Authority cited: Sections 69648, 69648.7 and 71020 Education Code.
Reference: Sections 69640 through 69655 Education Code.*

EOPS/CARE Eligibility at Saddleback College

In order for a Saddleback College student to participate in the EOPS program they must meet the following requirements.

2.1 Residency Requirements

EOPS students must be California residents as determined by the Admissions and Records office.

(Updated 7/29/10)

Students who have lived in California for at least one year and one day are considered to be California residents for tuition purposes. In other words, they are not required to pay out-of-state tuition.

If a student is a California resident but not a legal resident of the United States, that student cannot be served by the EOPS/CARE program until they establish legality.

2.2 Course Load

Students must be enrolled in at least 12 units at the time of admission to the program. Any exceptions to the 12 unit requirements are made at the discretion of the EOPS Coordinator.

2.2.1 DSPS Students

If the student has a disability and would like to request a reduced unit load, they are required to get a written statement from the Disabled Student Programs & Services (DSPS) office. Their DSPS counselor would recommend a reasonable course load for the student based upon their abilities.

2.2.2 Unit Appeal

Any potential EOPS student who wishes to petition to be admitted to the program with 9-11.99 units must complete an appeal form with as much detail as possible. Also, the student should attach any documentation that may support their appeal to be admitted to between 9-11.99 units. Once the appeal is received by the EOPS office, it is reviewed by the EOPS Coordinator who determines whether or not an exception can be made. A maximum of 10% of students in the program may be admitted under this special circumstance (DSPS students are not included in the 10% limitation).

2.3 Unit Limitations

- Students must have fewer than 70 units of degree-applicable (AA applicable) units. This includes coursework of combined colleges/universities in the United States and/or foreign countries.
- To check on the 70 unit limitations, examine Saddleback College (SC) transcripts and those of other colleges. Count the number of AA applicable units, at SC all courses numbered 299 and under are AA degree applicable.
- If the student attended a previous college, they must submit official transcripts from all colleges to EOPS or Admissions & Records. When official, sealed transcripts are submitted to EOPS, they must be date stamped, scanned and forwarded to Admissions & Records.
- Transcripts are evaluated by an EOPS counselor to verify AA applicable units, regional accreditation and remedial coursework.
- If official transcripts were submitted to Admissions & Records and scanned, they may be accessed by EOPS personnel via ATI Filer.

2.4 Income

- Students must qualify for the Board of Governor's A or B Fee Waiver or have an Expected Family Contribution (EFC) of zero as determined by the Financial Aid office.
- Students have two months to complete their FAFSA and provide proof of income to the EOPS/CARE office.

2.5 Educational Disadvantage

Students must meet one of the following educational disadvantages:

- Non-high school graduate
 - Student did not complete their GED or high school proficiency
 - Student had a high school grade point average of 2.49 or less
 - Previous enrollment in remedial education
 - Placement and current enrollment in non-degree applicable basic skills courses including English 300, 340, ESL 300's & Math 351.
 - First generation college students (meaning neither parent has received an Associate, Bachelor's Degree or Certificate).
 - Parents are non-native English speakers
 - Student is an underrepresented ethnic minority
 - Student is an emancipated youth
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- The new student only needs to meet one of the educational disadvantage criteria to be eligible for the program along with meeting the residency, unit, financial and unit requirements.
 - The EOPS program must verify non-high school graduate status, high school gpa, remedial education and matriculation placement.
 - At Saddleback College, non-degree applicable basic skills courses include English 300/340, ESL 300's and Math 351.
 - If the student does not have an educational disadvantage upon entering community college but they did take remedial courses in high school or they graduated from high school with a gpa of 2.5 or less, they should submit their official high school transcripts to Admissions & Records. The transcripts are passed on to an EOPS counselor for evaluation.
 - If the student is an emancipated foster youth, the student must provide either a legal document or certification from the Department of Social Services (Implementation Guidelines, March 2008)

2.6 CARE Eligibility

In order for a student to participate in the CARE program, they must meet the following requirements.

- Student must be EOPS eligible and have completed an EOPS orientation.
- Student must be at least 18 years of age and be a single head-of-household parent as defined by the Orange County Department of Social Services.
- Student must lack marketable employment skills
- Student must be currently receiving TANF/CalWORKs for both themselves and/or their children.
- Student must have at least one child under fourteen years of age at the time of admission to the CARE program
- Student must apply for financial aid and have a need for childcare, transportation, books and supplies and/or counseling in order to attend college.
- Student must pursue an educational, vocation or job training program at Saddleback College which leads to a certificate, degree or transfer objective.

2.6.1 CARE Eligibility When Cash Aid Status Changes

It is permissible for the CARE program to continue serving a student through the end of the semester if his/her cash aid status changes. The student will therefore not be eligible for CARE the following semester unless they meet all CARE eligibility requirements.

However, if the student's cash aid ends, but his/her child(ren) still receive cash aid, the student's CARE eligibility is unchanged and the student will continue to be CARE-eligible until such time when both the student and child(ren) no longer receive CalWORKs cash aid.

2.6.2 CARE Eligibility When a Student Marries

Likewise, if a student gets married during the semester and therefore no longer meets CARE eligibility requirements because s/he is not a single head of household, the CARE program may continue to serve the student through the end of the semester.

2.7 Limitations on Eligibility

56226. Limitations on Eligibility.

A student who has met the eligibility requirements of sections 56220 and 56222, and who participates without term-to-term interruption, shall continue to be eligible until the student:

(a) has completed 70 degree applicable credit units of instruction, or, has completed six consecutive semester terms or nine quarter terms of enrollment. Time spent by the student enrolled in remedial courses, including remedial level English as a Second Language (ESL) courses, shall not be included when computing the requirements of this sub-section. The EOPS Director may waive this limitation only in cases where students are enrolled in programs which require more than 70 units, or which require prerequisites that would exceed the limitations.

(b) has failed to meet the terms, conditions, and follow-up provisions of the student Education Plan and/or the EOPS mutual responsibility contract. NOTE: Authority cited 69640, 69648.7 and 710920 Education Code. Reference: Sections 69640 through 69655 Education Code.

EOPS Implementation Guidelines, March 2008

A student is eligible to participate in EOPS/CARE for their first 70 degree applicable (AA) units or 6 semesters of attendance. Degree (AA) applicable units from other accredited colleges and universities are calculated toward the 70 unit maximum. Semesters of service from other EOPS programs are counted toward the 6 semester limitation.

2.7.1 Policy for 70 unit Limitation

(Appeal Policy is discontinued until further notice beginning fall 2010)

When a student has 40 or more units, a letter is sent to the student to inform them that they have 30 units of eligibility remaining (approximately one year remaining).

Once the student completes 70 units, they are sent a second letter informing them that they are dismissed from EOPS due to exceeding their unit requirement. At that time, if the student wishes to appeal the dismissal due to a high unit major, they may complete the appeal process. The major used in the appeal decision is the major listed on the student's application. If no major is listed on the application, the major documented in the counselor's notes or MAP will be used. The list of high unit majors for Saddleback College includes:

Biochemistry, Bioengineering, Biology/Biological Sciences/Marine Biology, Chemistry, Chiropractic, Computer Science, Engineering, Pre-Med/Pre-Dental, Nursing, Optometry, Pre-Pharmacy, Physical Therapy, Physics & Veterinary Sciences.

2.7.1 Policy for 70 unit Limitation (continued)

If a student's over 70 unit appeal is approved by the EOPS Coordinator, they will receive a 70 unit waiver for an approved number of units. The student is informed in writing of the decision for a waiver. The waiver states specifically what the student is approved for (e.g. student may only take classes in their major). There is no provision to waive the 70 unit limitation due to a student disability. Waivers are based upon units required for a student's major.

2.7.2 Policy for 6 Semester Limitation

Once a student has completed 6 semesters with EOPS, they are no longer eligible for services. Semesters of participation in an EOPS program from another community college count toward the 6 semesters. The EOPS Coordinator has the authority to waive semesters containing a majority of remedial coursework.

2.7.3 Student Fails to meet the requirements of the MRC

Regular Terms (fall & spring)-- Students are required to meet the requirements of the Mutual Responsibility Contract (MRC) to be in good standing with EOPS/CARE. When students do not meet their contact requirements, they are considered to be on warning status. The student is given a warning at the end of the semester in written form. In this document, the student is reminded about the three contact requirements and they are told that they have one semester to comply with the requirements to regain good standing.

If the student on "warning" fails to meet their three contact requirements for a second semester, they are dismissed from the EOPS/CARE program. Students with a valid reason for not meeting the program requirements may submit an appeal to EOPS explaining why they were not able to meet the requirements and provide documentation to substantiate their reason. This appeal is submitted to the EOPS appeal board to review the student's appeal and give recommendations to the EOPS Coordinator. The EOPS Coordinator decides whether or not an exception will be granted.

Summer Term-- EOPS students in good standing who enroll in summer session with at least 3 units are eligible for book services and a parking permit/bus pass for their first session classes (pending availability of funds). Summer students who receive services are required to keep one **counseling contact** over the summer. If the student received services during summer and did not make their counseling contact, the student goes on warning status. If the student does not meet their required contacts for the fall semester, they are dismissed from the program.

Chapter 3

Services Provided to EOPS and CARE Students

56236. Counseling and Advisement.

Each college receiving EOPS funds shall provide counseling and advisement to EOPS eligible students of at least three contact sessions per term for each student as follows:

(a) A contact session which combines interview and other interpretation of assessment results to prepare a student's educational plan, and a mutual responsibility contract specifying what programs and services the student shall receive and what the student is expected to accomplish.

(b) An in-term contact session to insure the student is succeeding adequately, that programs and services are being provided effectively, and to plan changes as may be needed to enhance student success.

(c) A term-end or program exit contact session to assess the success of students in reaching the objectives of that term, the success of the programs and services provided in meeting the student's needs, and to assist students to prepare for the next term of classes, or to make future plans if students are leaving the EOPS Program or the college. NOTE: Authority cited: Sections 69648, 69648.7 and 71020 EOPS Implementation Guidelines, March 2008

EOPS/CARE provides the following services to students:

3.1 Counseling:

EOPS/CARE provides students with individualized academic, personal and transfer counseling. Students are required to make three contacts each fall and spring semester. They must meet with an EOPS counselor for at least two of the three contacts. Additional contacts may be made with an EOPS staff member/peer advisor. Contacts for fall and spring semester must be made at least 4-5 weeks apart. Contacts made two weeks prior to the term count as contacts for the main term.

3.1 Counseling (continued)

3.1.1 Continuing Students

First Contact (Fall Semester) - During the first contact, the continuing student participates in a small group session to review their MRC and to overview requirements, services and deadlines for the upcoming semester. During the small group session, the student is given a Progress Report to complete prior to their second contact. The student is responsible for giving their Progress Report form to each of their instructors for a middle of term grade, comments and signature. Students taking distance education courses may e-mail their professors for progress information. When the student receives an electronic response from their professor, they are to attach a printed copy of the e-mail message to the Progress Report.

First Contact (Spring Semester)-Small group sessions are not offered during the spring semester. The student meets with a counselor for their first contact. The counselor reviews the student's assessments, develops or updates the student academic plan (MAP) and reviews the Mutual Responsibility Contract (MRC).

Second Contact - The second contact is made with an EOPS counselor to submit their progress report, review the student's educational plan (MAP), ensure that the student is progressing adequately and to plan changes or make adjustments to the student's schedule. During the second contact, the counselor also discusses programs and services with students such as tutoring, career planning, financial resources and workshops to improve their success. A student may also meet with a peer advisor/staff member to review their progress report provided that the student makes two counseling contacts during the semester.

Third Contact - A third contact is made at the end of the semester to assess the student's success in reaching their goals, to evaluate the success of the EOPS program and services provided during the semester. Students are assisted with schedule planning for the following semester and their academic plan (MAP) is updated.

3.1.2 New Students

Orientation- The new student participates in an individual or small group orientation to sign their Mutual Responsibility Contract (MRC) and to learn about program benefits, requirements, services and deadlines for the upcoming semester. The orientation **does not count** as one of the required contacts for the semester.

First Contact- Their first contact is with an EOPS counselor to discuss the student's goals & objectives, overview matriculation scores, develop the student's academic plan (MAP) and choose classes. During the first contact, the counselor also discusses programs and services such as tutoring, matriculation and progress reports. The student is given a progress report form during their first contact.

Second Contact- The second contact may be made with a counselor or peer. During their second contact, the student submits their progress report which is reviewed by a peer or counselor. Recommendations are made based upon the student's progress report.

Third Contact- A third contact is made at the end of the semester to assess the student's success in reaching their goals, to participate in an interview to discuss their semester and plans for the following semester (transfer, continue, change major, etc.), a course schedule for the following semester is developed and their MAP is updated. If the student's MAP is up to date and the student has made two counseling contacts during the semester, their last counseling contact may be made with a peer advisor.

3.1.3 Potential Students

Potential EOPS/CARE students may not schedule appointments with counselors until admitted to the program.

3.2 Tutoring

56238. Basic Skills Instruction and Tutoring Services.

Colleges receiving EOPS funds shall provide basic skills instruction and tutoring services to EOPS eligible students who, on the basis of assessments and counseling, need such services to succeed in reaching their educational goals. NOTE: Authority cited: Sections 69648, 69648.7 and 71020 Education Code. Reference: Sections 69640 through 69655 Education Code. EOPS Implementation Guidelines, March 2008

The EOPS/CARE program provides free individualized tutoring for English and Math, the subjects of greatest need for EOPS/CARE students (based upon availability of funds). A peer tutor provides one-to-one tutoring in the areas of Pre-Algebra, Beginning Algebra and Intermediate Algebra. Tutors are available for one hour appointment with a limit of two hours per week. If the tutor does not have a student waiting, the appointment may go beyond one hour. EOPS/CARE students are also referred to the Learning Assistance Program (LAP) for tutoring in other subjects.

3.3 EOPS and/or CARE Book Services

EOPS/CARE students in good standing are eligible for a book voucher to assist with the cost of their textbooks.

Book Vouchers for Second 8-week classes

Students taking second 8 week classes must come to the EOPS/CARE office to obtain their book voucher during the first three weeks of the term.

3.4 Book Loan Library

EOPS/CARE students who have exhausted their book voucher funds and are still in need of books may request to borrow a book from the EOPS library. The book will be loaned to the student until the end of the semester.

3.5 Parking Permit Services

A list of students who are eligible for parking permits is prepared each semester by the EOPS Specialist. Students visit the EOPS/CARE office prior to the start of the semester or during the first week of classes to pick up their permits.

3.6 Bus Pass

Bus passes may be available to eligible EOPS/CARE students in good standing. Bus passes are distributed at the beginning of the semester along with book vouchers.

3.7 Cap & Gown

Graduating EOPS/CARE students may request a cap & gown from the EOPS/CARE office. Interested students may be added to the cap & gown list by any staff member by accessing the list on the EOPS share.

3.8 Summer Services

EOPS students enrolled in summer classes may be eligible for a book voucher and parking permit provided they enroll in at least three units during the first or second summer session and they are in good standing with the program. If the student received services during the summer and did not comply with counseling contacts, the student goes on warning. The student is sent a letter informing them of their warning status. If the student does not meet the requirements of their MRC in the following fall semester, they are removed from the program.

3.9 Priority Registration

EOPS/CARE students in good standing are eligible for priority registration. Priority registration for spring semester is generally during the month of November. Summer priority registration takes place in April and priority registration for fall semester is generally during the month of July. Students may access their exact appointment times on MySite by checking their appointment under the information tab. Priority registration for summer is during the spring term. Usage of priority registration is key for EOPS/CARE students to effectively follow their academic plan and graduate or transfer in a timely manner.

Dates

Spring Priority Registration- November

Summer Priority Registration- April

Fall Priority Registration- July

3.10 CARE Assistance Grants

CARE students collect points throughout the semester by participating in counseling meetings and events on campus such as the Women’s Conference, CARE Conference or approved campus support groups and workshops. Students who accumulate 100 merit points during the semester are eligible for a CARE grant.

Assistance Grant Points

To receive a full CARE Assistance Grant Award, the CARE student must accumulate a minimum total of **100 merit points** each semester. These points are awarded for attendance and participation of the following events:

****Minimum Requirements:**

A minimum of three (3) counseling appointments per semester must be included – 20 Pts per appointment.

Must Show Satisfactory Academic Progress

| Event | Points |
|---|---------------|
| CARE Orientation (for new students) | 20 |
| CARE/EOPS Workshop | 20 |
| CARE Conference (fall semester) | 50 |
| Women’s Conference (spring semester) | 50 |
| Counseling Appointments | 20 |
| Other Vocational or Educational Event+ | 10 |
| Tutoring in EOPS [as available] (One hour per Session) | 10 |
| Tutoring in LAP (Submit Tutoring Sign-In Sheet) (One hour per Session) | 10 |
| Supplementary Activities (To Be Announced): | |
| CARE Support Group Meetings | 20 |
| Career/Transfer Center Workshop* | 10 |
| Other: | |

*** An event attendance form must be submitted for credit.**

+ Must be pre-approved by the CARE Coordinator and an event attendance form must be submitted for credit.

Assistance Grants are based upon state funding and the determination of student financial eligibility as determined by the Student Financial Assistance Department of Saddleback College.

The Assistance Grants will be awarded at the end of each semester.

3.11 EOPS Grants

EOPS grants are generally issued at the end of each semester. Potential grant students must have 12 units, be in good academic standing and they must have completed their required counselor contacts.

3.12 Career Packet Vouchers

EOPS students who are enrolled in Applied Psychology or Women's Studies courses may be required by their professor to purchase a career assessment packet. EOPS provides career packet vouchers covering the cost of the assessment(s) to students in good standing with the program. Students may also be provided with vouchers for career assessments recommended by their EOPS counselor.

3.13 CARE workshops and support groups

The EOPS/CARE office provides opportunities for CARE students to attend workshops and brown bag lunches to enhance their personal and educational success. Workshops vary depending upon the needs of students. Two annual events are the Women's Conference in the spring semester and the CARE Conference in the fall.

3.14 Student Recognition

The EOPS/CARE student recognition event takes place annually near the end of the academic year. At this event, students are recognized for earning academic awards such as the Dean's List and President's list. Students who are graduating from Saddleback College and/or transferring to a university are also honored. Generally, Alumni from the EOPS program are invited to provide inspirational messages to current students.

3.15 ASG Sponsored Events (Pending Availability of Funds)

The Associated Student Government (ASG) co-sponsors events each year with EOPS/CARE. These events include Adopt-a-Family, Thanksgiving Dinner Give-a-Way and Winter Workshop.

3.15.1 Adopt-A-Family

New EOPS/CARE students are invited to participate in "Adopt-A-Family." In this program, EOPS/CARE families are provided with gifts for the holiday season. The EOPS/CARE student makes a request along with the names, ages and clothing sizes of all family members. The Associated Student Government secures donations from students, faculty and staff. Gifts are distributed on a first-come, first-served basis. The Adopt-A-Family flyer is sent to New Fall EOPS students and continuing EOPS students who were new in the spring and summer. *A waiting list is developed for students who do not fall under these categories.* The deadline to submit the Adopt-A-Family application is in early November.

3.15 ASG Sponsored Events (continued)

3.15.2 Thanksgiving Dinner Giveaway -EOPS/CARE students also participate in the Annual Thanksgiving Dinner Giveaway. A mailing is sent each year informing students of the opportunity to receive a Thanksgiving Turkey or gift card to help provide for their holiday dinner. Application forms are kept at the front desk

When the student comes in to complete the application, the staff member does the following:

1. Make sure the application is complete, including the autobiographical statement.
2. Date stamp and initial the application.
3. Document it on the SARS Walk-in Screen as General Info and under comments add Adopt-A-Family form
4. Add the student's name on the list in the Event's folder corresponding to the numbered application.
5. If a continuing student that does not fall under these categories wants to apply, please let them know that they will be place on a wait list.
6. Write the words WAIT LIST on the application.

3.15.3 Workshop/Toys for Tots- The Winter Workshop takes place each year in December. EOPS/CARE students and their families are invited to a themed workshop on campus along with entertainment for their children. ASG assists with this event by providing the funding and assisting with staffing events and activities for children. The EOPS/CARE department secures donations from the Toys for Tots organization for the children of EOPS/CARE students.

Chapter 4

Student Responsibilities

56222. Student Responsibility

To remain eligible to receive programs and services, students shall: (a) apply for state and/or federal financial aid pursuant to the applicable rules and procedures of the college of attendance. (b) maintain academic progress towards a certificate, associate degree, or transfer goal pursuant to the academic standards established by the college of attendance applicable to all credit enrolled students. (c) file an initial EOPS application and complete and adhere to a student educational plan and an EOPS mutual responsibility contract for programs and services. (d) Within two months of acceptance into the EOPS program, provide income documentation from state or federal income tax forms, or public assistance documentation pursuant to Section 58620 (2) of this part, or other documentation as required for financial aid by the college of attendance.

NOTE: Authority cited: Sections 69648, 69648.7 and 71020 Education Code. Reference: Sections 69640 through 69655 Education Code. EOPS Implementation Guidelines, March 2008

4.1 Financial Aid and Academic Progress

To remain eligible to receive services from EOPS/CARE, it is the responsibility of the student to apply for state and/or federal financial aid each academic year, and to maintain academic progress toward a certificate, associate degree or transfer goal. Students are required to provide income documentation and apply for the FAFSA within two months of acceptance to the EOPS/CARE program. Students must also maintain a GPA of 2.0 or better to remain in good standing with EOPS/CARE the college and with financial aid. After 3 consecutive semesters under a 1.75 GPA, a student is subject to dismissal with the college.

4.2 Counseling Contacts

EOPS/CARE students are required to make 3 contacts with the office each semester. Two contacts must be made with a counselor and one contact may be with a staff member or peer advisor. Counseling contacts must be scheduled between 4-6 weeks apart.

4.3 No-Show & Cancellation Policy (Updated November 22, 2010)

The EOPS/CARE program sends automated calls to students at 4:30 PM the day before their counseling appointment to remind them of their scheduled time. If a student needs to cancel their appointment, they must call the office the day before to cancel. If the office is closed, they may leave a voicemail message to cancel the appointment. Same day cancellations are considered NO SHOWS. After three NO SHOWS in one semester, a student is given one additional opportunity to make an appointment. If a student NO SHOWS for the fourth appointment, they are restricted from making additional appointments with EOPS/CARE for the remainder of the semester and are placed on warning status for the following semester. Students who are already on warning status who fail to follow the No-Show & Cancellation policy will be dismissed from the program.

4.4 Information Session Attendance

Information sessions are held at the beginning of each academic year for returning students. The purpose of information sessions is to inform students of important dates and deadlines, to review their Mutual Responsibility Contracts (MRC), and to update them of any important changes to the EOPS program. Students will be permitted to collect a book voucher and parking permit/bus pass following attendance at an information session.

4.5 Progress Reports

During the student's information session, they are given a Progress Report form. The student is responsible for distributing the form to all of their instructors for feedback on their academic performance at approximately the 7-8th week for 16 week classes and approximately the 4-5th week for 8 week classes. For distance education classes, the student may e-mail their professor requesting information about their performance. The response is to be printed and attached to the progress report form. The Progress Report form is submitted to an EOPS counselor during the student's second EOPS contact or during walk-in hours with an EOPS staff member. All students are required to submit a progress report and once they have submitted one, they are eligible to receive a MEAL VOUCHER. Progress Reports may be submitted during a student's counseling appointment or they may be submitted to the front desk.

4.6 Student Responsibilities & Priority Registration

EOPS students are given priority in registering for classes. Students are expected to keep their early registration appointments in order to maintain and follow their academic plans and to stay on track with their semester to semester goals. EOPS/CARE has the right to restrict book vouchers to students who do not participate in priority registration.

Chapter 5 Probation

5.1 Campus Definitions of Probation & Dismissal

Academic Probation- A student who has attempted at least 12 semester units at Saddleback College is placed on academic probation when the earned grade point average in all units attempted is less than 2.0.

Progress Probation- A student who has enrolled in at least 12 semester units at Saddleback College is placed on progress probation when the percentage of all units in which they enrolled and for which entries of “W” “I” and “NC” are recorded reaches or exceeds 50 percent.

Dismissal- A student whose cumulative grade point average falls below 1.75 in three consecutive semesters shall be subject to dismissal.

(Saddleback College Catalog 2008/09)

5.2 EOPS/CARE Probation & Dismissal

When a student does not meet the terms of their Mutual Responsibility Contract (MRC), they are placed on a **warning status** for the following semester. Students can be placed on warning for the following reasons:

- ✚ Failure to make 3 contacts with the EOPS/CARE office each semester (fall & spring).
- ✚ Failure to maintain a minimum 2.0 gpa each semester (fall & spring).
- ✚ Failure to complete 6 units each fall and spring semester.

5.3 Warning Semester

- ✚ During the warning semester, the student continues to be eligible for book vouchers, parking permits or bus passes. The student must meet the requirements of the MRC during their warning semester or they will be dismissed from the program. Students are expected to make 3 contacts with the EOPS/CARE office, maintain a 2.0** or better gpa and complete 6 units each semester (summer session excluded).
- ✚ If a student is dismissed from the EOPS program for failing to meet the requirements of their MRC, the student must sit-out for one full term (fall or spring) before the student can re-apply to the program.
- ✚ The student may only re-apply to the program once. (When re-applying the student must meet the EOPS eligibility requirements.) The second time a student is dismissed from the EOPS program, they cannot re-apply.

** The student is required to bring their semester gpa up to a 2.0 to return to the program. It may require more than one semester to bring up a cumulative gpa to a 2.0 or greater.

5.4 Term of Recess (No Services or Counseling)

- ✚ Students who are sitting out for a semester after being dismissed from EOPS/CARE are not eligible for any services including book vouchers, gas cards, parking permits or counseling.

5.5 Re-Application following One Year Recess

- ✚ After a student has sat out for one term from the EOPS/CARE program. They may re-apply for the program and be accepted provided that they meet the eligibility requirements.
- ✚ If a student is deemed eligible and is re-admitted to the program, they will receive EOPS/CARE services once again.
- ✚ A student is only able to re-apply to EOPS/CARE once.

Chapter 6 Advisory Committee

56208. Advisory Committee. *Each EOPS program shall have an Advisory Committee appointed by the president of the college upon recommendation of the EOPS Director. The purpose of the advisory committee is to assist the college in developing and maintaining effective extended opportunity programs and services. The term of each committee member shall be for two years, July of the year of appointment to June 30 of the second succeeding year. Members may serve more than one term. The committee shall consist of no fewer members than the members of the local Board of Trustees. Members shall serve without compensation. Members may be reimbursed for necessary expenses incurred in performing their duties. The Advisory Committee should include representation from college personnel, EOPS students, local or feeder high schools, community and business sector, and four-year colleges where possible. The Advisory Committee shall meet at least once during each academic year.*
NOTE: Authority cited: Sections 69648, 69648.7 and 7102

6.1 Advisory Committee

The EOPS/CARE program at Saddleback College has an advisory committee consisting of faculty and staff from across campus as well as community members in business and education. The Advisory committee meets at least once a year unless an emergency meeting is needed.