

Extended Opportunity Programs and Services (EOPS)

Cooperative Agencies Resources for Education (CARE)

www.ccsf.edu/Services/EOPS



City College of San Francisco (CCSF)

50 Phelan Ave. • San Francisco, CA 94112 • (415) 239-3562

FOR OFFICE USE ONLY Eligible Ineligible

Pending: _____

Reviewed By _____ Date _____

Reviewed By _____ Date _____

Notes: _____

CCSF EOPS Application (_____ Academic Year)

In addition to being eligible for the California Board of Governor Fee Waiver (BOGW) and having an educational disadvantage, applicants must be enrolled in 12 credit units or more at the time of acceptance to qualify for EOPS. Applicants with more than 45 degree applicable units (except for historically underrepresented students), International Students, and students who have earned an AA/AS degree or higher from a college or university are **INELIGIBLE** for EOPS Services. Only completed applications will be processed. **It is the responsibility of the applicant to ensure all areas of the application are legible and complete to avoid disqualification.**

SEMESTER OF APPLICATION

FALL SPRING YEAR _____
 PLANNED UNIT ENROLLMENT: _____
 CAMPUS (CIRCLE ONE): *Ocean* *Mission* *Southeast*

CHECK ALL THAT APPLY

NEW READMIT TO EOPS CARE
 DSPTS AB540 CALWORKS
 HOMELESS/HARTS SINGLE PARENT
 EMANCIPATED FOSTER YOUTH
 FORMERLY INCARCERATED/PAROLEE/PROBATION

APPLICANT INFORMATION

LAST NAME: _____ FIRST NAME: _____ STUDENT I.D. _____
 ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____
 EMAIL ADDRESS: _____ HOME TELEPHONE: () _____ MESSAGE PHONE: () _____
 ARE YOU A CALIFORNIA RESIDENT? NO YES

PERSONAL DATA

DATE OF BIRTH: ___/___/___ MARITAL STATUS _____ ETHNICITY _____
 SINGLE MARRIED DOMESTIC PARTNERSHIP
 DIVORCED SEPARATED OTHER: _____
 GENDER: MALE FEMALE Other: _____

ECONOMIC CRITERIA

Are you receiving benefits from the following programs? (Check all that apply)
 CalWORKs/TANF MEDI-CAL FAFSA
 General Assistance BOGW FOOD STAMPS
 County Cash Aid SSI SECTION 8
 College CalWORKs Program Unemployment
 OTHER: _____

Are you considered single head of household? NO YES
 What was your household income for the previous year? \$ _____
 Are you considered independent or dependent? _____
 If independent, how many dependents are in your household? _____
 Have you applied for FAFSA? NO YES
 Are you currently Employed? NO YES, monthly income? _____

EDUCATIONAL CRITERIA

Did you graduate from high School? NO YES
 Was your high school GPA below 2.50 (on a 4.00 scale)?
 NO YES, GPA: _____
 Do you have a GED? NO YES
 Do you have an AA/AS Degree? NO YES
 Do you have a Bachelor's degree? NO YES
 Did either of your parents earn a college degree? NO
 YES: Father Mother Both

Did you take the College placement test? NO YES, Date: _____
 Did you test into Basic English or/and ESL? NO YES
 Did you test into Basic Math? NO YES
 Are you currently or previously been enrolled in remedial education, in high school or college? NO YES (provide H.S. Transcripts)
 What is the primary language spoken at home? _____
 What is your parents' native spoken language?
 Father: _____ Mother: _____

EDUCATIONAL GOAL

Certificate/License AA/AS Degree Transfer Without AA/AS Degree Transfer with AA/AS Degree
 Transfer Major: _____ College/University you plan to transfer to: _____

OTHER COLLEGE ATTENDANCE INFORMATION

Name of College	City/State	Dates of Attendance	Units Earned	Degree Earned

Did you participate in EOPS at another college? NO YES, Name of College: _____ When: _____

CARE ELIGIBILITY*

THIS INFORMATION DOES NOT APPLY TO ME.

Complete this section if you meet the following criteria: I am 18 years of age or older *and*

1. I am a single parent/head of household with at least 1 dependent(s) 13 years old or younger: NO YES

2. I am currently receiving CASH AID via TANF/CalWORKs for Self Child(ren)

Name of County from where receiving CalWORKs Cash Aid: _____

**If answered yes to 1 and 2 above, request a CARE Verification Form*

CHILD'S NAME	DATE OF BIRTH	CCSF DAYCARE	OTHER DAYCARE
		<input type="checkbox"/> NO <input type="checkbox"/> YES	<input type="checkbox"/> NO <input type="checkbox"/> YES
		<input type="checkbox"/> NO <input type="checkbox"/> YES	<input type="checkbox"/> NO <input type="checkbox"/> YES
		<input type="checkbox"/> NO <input type="checkbox"/> YES	<input type="checkbox"/> NO <input type="checkbox"/> YES
		<input type="checkbox"/> NO <input type="checkbox"/> YES	<input type="checkbox"/> NO <input type="checkbox"/> YES

SECOND CHANCE INFORMATION

THIS INFORMATION DOES NOT APPLY TO ME.

I prefer to discuss the following with my EOPS Counselor

Please check if any of the following applies:

1. Are you mandated to enroll in an educational program? NO YES, by (Agency Name): _____

2. Were you formerly incarcerated, under Adult Probation or Parole, or in a drug or alcohol rehabilitation program? NO YES

3. Are you currently under the supervision of Adult Probation, Parole Board, or in rehabilitation program?

NO, since: _____ Agency: _____ YES, Agency Name/Contact#: _____

3a. If previously or currently in a rehabilitation program, how long in sobriety? Since _____

3b. Please self-assess your level of commitment to sober living, with 1 being least committed to 10 being most committed:

Circle One: 1 2 3 4 5 6 7 8 9 10

4. Are you required to register with campus or local police? NO YES

CERTIFICATION AND AUTHORIZATION OF RELEASE OF INFORMATION

By signing this application, I affirm that all of the information provided on this EOPS application is true to the best of my knowledge. I authorize the release of my high school records and transcripts from all colleges and universities previously attended. I authorize the release of Financial Aid information required to verify my eligibility for BOGW, and other documentation to verify my eligibility for EOPS services. I understand that false statements and failure to provide required documents **WILL** be cause for denial of services, and disqualification from EOPS. I also understand that it is my responsibility to provide copies of college transcripts, and that my application will be considered incomplete without them. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

Student Signature: _____ **DATE:** _____

Print Name: _____ **Student I.D. #:** _____

FOR OFFICE USE ONLY

Eligibility Code:

- California Resident (5) OR AB540 eligible (6) (SWAQUIK)
- Full-time Enrollment (12 or more units) at time of acceptance (SFAREGQ)
OR **Exception:** DSPS with program documentation
 Other (with Director approval): _____
- 45 degree applicable units or fewer (SOAPCOL/SHATERM)
 Over 45 degree applicable units (non-impact term)
 Exception (less than 70 units): Underrepresented member (Check One)
 African-American Mexican-American/Latino Native-American
 Filipino-American/Pacific Islander
- BOGW A BOGW B BOGW C w/EFC \$0 (SWAQUIK)
- Educational Disadvantage (Check One):
A) Not qualified for college level English (Placement into: ENG 93, ESL 130 or lower) or Math (Placement into: Math E,30 or 35, BSMA: G, H, J) (SOATEST)
B) No High School or obtained GED (SOAHSCH)
C) High School GPA less than 2.50
D) Previously enrolled in remedial education (SWRHIS3/SHATERM)
E) Other (Check One): First-Generation (1G) Underrepresented (1G)
 Primary Language other than English Emancipated Foster Youth (F)

Eligible Reviewed by _____ Date _____
Approval Signature _____

SGAEOPS Data Entry:

EOPS Status (Counselor Code): _____
Acceptance Reason (1G, A, B C, D, E, F, N, P, WC): _____
Planned Units: _____

SFAE Code (circle one):
DSPS (ED) EOPS-General (EE) Foster Youth (EF)
CARE (EH, ER, EZ) CALWORKs-No Cash Aid (EW)
Second Chance (EN, EH)

Acceptance Date (Date of 1st Counseling Contact) _____
Acceptance Term: Fall Spring Year: _____

Ineligible Reviewed by _____ Date _____
Reviewed by _____ Date _____

Reasons: Income Over Units Over Residency
 Missing Transcript Other

Comments:

EOPS MUTUAL RESPONSIBILITY CONTRACT (MRC)

The Extended Opportunity Programs and Services (EOPS) provide support services to students who are financially and academically disadvantaged. Submitting an application to EOPS means that you are willing to work cooperatively with EOPS to achieve your educational goals. Applying to the program does not guarantee acceptance. If accepted, you may remain eligible for EOPS for up to six (6) consecutive semesters or until you complete 70 degree applicable units, whichever comes first, as long as you comply with the following requirements:

ORIENTATION: Students who meet the preliminary admission eligibility criteria will be invited to attend EOPS Orientation. Attending EOPS Orientation is a mandatory part of the admissions process, prior to officially being accepted into EOPS and receiving services. Attending orientation does not guarantee admission into the EOPS program as the final steps to EOPS admission is enrolling in 12 credit units (see below for exceptions) or more, and completing an initial counseling contact.

UNIT REQUIREMENT: You must enroll in a minimum of 12 units of credit classes each semester. (Students receiving services from the Disabled Student Programs and Services (DSPS), are exempted from the 12 units requirement, and must provide verification and units recommendation from DSPS Counselor for each semester.

COUNSELING CONTACTS: Students who are accepted into EOPS are required to fulfill three (3) counseling contacts with an EOPS counselor each semester (during Fall and Spring terms only) to remain eligible for continued services. Please see an EOPS counselor prior to withdrawing from a class, changing major, taking a class that is not written on your educational plan, or taking a Leave of Absence. Students will be exited if they do not fulfill the required counseling contacts. Students must follow the Guideline for Completing Counseling Contacts:

Semester	First Contact	Second Contact	Third Contact
Fall	Two (2) weeks prior to the beginning of instruction, and during the first six (6) weeks of instruction	Between the 7 th week and 12 th week of instruction	Between the 13 th and 17 th week of instruction
Spring	One (1) week prior to the beginning of instruction and during the first six (6) weeks of instruction	Between the 7 th week and 12 th week of instruction	Between the 13 th and 17 th week of instruction

EDUCATIONAL PLAN: Students are required to meet with an EOPS counselor to develop a Student Educational Plan after attending orientation. Students are required to meet with an EOPS counselor three times a semester for the following purposes: (1) to review enrollment at the beginning of the semester, by the end of week 6 of instruction; (2) to check midterm academic progress and select classes for next term, by the end of week 12 of instruction; (3) to update educational plan and confirm student's status for the following semester, by the end of week 17th of instruction. To meet the counseling contact requirement, **YOU MAY NOT** complete the three required counseling contacts within one month or less time, unless preapproved by a counselor or the Department Chair/Faculty Director.

ACADEMIC PROGRESS: Students are required to make satisfactory academic progress toward completing their educational goal by completing in each semester the courses specified on the educational plan, including repeating substandard grades before taking new courses unless advised differently by EOPS counselor. Students must maintain at least a 2.00 grade point average (G.P.A.) or higher, and utilize student support services recommended by their EOPS counselor.

EOPS ACADEMIC PROBATION POLICY: Students are placed on academic probation if their G.P.A. falls below 2.00. EOPS students on academic probation must enroll in courses mutually agreed upon with their EOPS counselor, and must improve their G.P.A. within two (2) consecutive semesters. Tutoring is mandatory for students on academic probation and those enrolled in Math E.

LERN 50/IDST 50: Students who have completed less than 24 credit units are required to enroll in a 3-unit CSU and UC transferable LERN 50 or IDST 50 course during their first or second semester of enrollment in EOPS. Students who are on probation and/or undecided about a major are required to enroll as well.

CANCELLATION/"NO SHOW" POLICY: Students who fail to attend two or more appointments in the same semester without notifying the EOPS office 24 hours in advance to cancel or reschedule the appointment, will be exited from the program at the counselors' discretion. To cancel or reschedule an appointment, call or leave a voicemail message at (415) 239-3562.

EOPS SERVICES: Counseling and peer advising, priority registration, book loan, book vouchers, computer lab, transfer guidance, CSU and UC transfer application fee waiver, financial aid advising, and referral to tutoring services and other student support services.

REASONS FOR BEING EXITED FROM PROGRAM: EOPS students may be exited from the program for the following reasons, but not limited to:

1. Have transferred to a four (4) year university.
2. Have received EOPS services for six (6) consecutive semesters (summers do not count), OR completed 70 degree-applicable units.
3. Did not complete at least three (3) EOPS counseling contacts (see above for Guidelines for Completing Counseling Contacts).
4. Misuse of the EOPS book voucher in any way, including purchasing books for any other courses in which you are not currently registered.
5. Missed two (2) scheduled appointments during the same semester without cancelling at least 24 hours in advance.
6. Did not improve grades after two (2) consecutive semesters while on EOPS Alert/academic probation.
7. Did not follow the CCSF Rules of Student Conduct on campus and centers, including in the EOPS Office, CCSF Bookstore, etc. Misconduct includes disruptive behavior, continued disruptive behavior, willful non-compliance, willful and persistence profanity or vulgarity, disorderly conduct, fraud, etc.

STUDENT CERTIFICATION: By signing this contract you certify that you understand, and agree to, all of the above.

Student ID# _____ Print Name _____ Student Signature _____ Date _____

8 Steps to Becoming a CCSF EOPS Student

INSTRUCTIONS FOR COMPLETING THE EOPS APPLICATION

Applicants are responsible for completing **ALL** of the following steps, and **provide REQUIRED unofficial academic transcripts from all colleges and universities previously attended before your application will be accepted.**

EOPS is a state-funded program designed to help educationally disadvantaged and low-income students attain a higher education by providing a variety of support services for academic success.

EOPS eligibility is determined if a student **meets ALL of the following criteria:**

1. Eligible for BOGW Fee Waiver Part A or B or C with a \$0 Expected Family Contribution (EFC).
2. Educationally disadvantaged (**MEET AT LEAST ONE Educational Eligibility criteria from list provided below.**)
3. California resident AND at least 18 years of age.
4. Full-time student (12.0 credit units or more) DSPS eligible students with DSPS verification are not required to be enrolled fulltime.
5. Current CCSF Students: Must have at least a 2.0 GPA, AND have earned at least “C” grades in your previous semester.
6. At time of application review, student must have earned **45 or fewer** degree applicable units (exceptions are made for students receiving county cash-aid/CARE, Second Chance, Foster Youth and DSPS students; and members of underrepresented groups; students must have earned less than 70 credit units—NO EXCEPTIONS).
7. Students who have earned an AA/AS and/or bachelor’s degree are **NOT** eligible for EOPS.

Educational eligibility includes but is not limited to students who **meet one of the following criteria:**

- a) Not qualified for college level of Math/English based on placement test scores
- b) No high school diploma or obtained GED
- c) High school G.P.A. below 2.50
- d) Previously or currently enrolled in high school/college remedial/basic math and English skills, or ESL courses
- e) Other:
 - 1) First generation college student (defined as student’s parents, one or both, have not “earned an associate degree or certificate”);
 - 2) Member of an underrepresented group;
 - 3) Primary home language other than English;
 - 4) Emancipated Foster Youth.

8 Steps	Department	Checklist (√)
<u>1. Complete the CCSF Application for Admission</u> to the College.	Apply in person: Admissions & Records, Conlan Hall, Room 107, (415) 239-3285. Apply online: www.ccsf.edu/New_Students	
<u>2. Take the English/Math Placement Test :</u> New CCSF students will also need to do a College orientation and see a regular counselor to identify coursework.	See Class Schedule for Testing & Assessment information. Call (415) 239-3128 or visit in Conlan Hall, Room 203 for test schedule.	
<u>3. Apply for BOGW via Financial Aid:</u> BOGW (Board of Governors Fee Waiver) pays for student’s enrollment at CCSF. STRONGLY ENCOURAGED TO APPLY FOR FAFSA TO MAXIMIZE AWARD: CCSF CODE IS 012874.	Apply in person: Financial Aid Office, Cloud Hall, Room 331, (415) 239-3576, or print BOGW application from the Financial Aid Office website of forms: http://www.ccsf.edu/NEW/en/student-services/financial-aid/Forms.html To apply for FAFSA, go online. Please see Financial Aid Office for assistance. ***** STRONGLY ENCOURAGED TO APPLY FOR FAFSA TO MAXIMIZE AWARD: CCSF CODE IS 012874. *****	
<u>4. Register in at least 12 Units:</u> (DSPS eligible students with DSPS Verification are not required to be enrolled full-time).	New Student Counseling appointments may be scheduled by calling (415) 452-3296 or by visiting Conlan Hall 205.	
<u>5. Complete the EOPS Application</u> Applying for EOPS DOES NOT guarantee acceptance into EOPS.	Obtain an EOPS application in person in EOPS Building. For questions, call (415) 239-3561.	
<u>6. Attend EOPS Orientation (by invitation ONLY):</u> Attending an EOPS orientation session DOES NOT guarantee acceptance into EOPS.	Visit EOPS Building, or call (415) 239-3561 to check status of your application and whether you have been invited to EOPS Orientation.	
<u>7. Complete 1st EOPS Counseling Contact:</u> Students who have completed EOPS orientation will be invited to complete their 1 st EOPS counseling contact; student must be registered in 12 units (exception for DSPS students with verification only). Students are required to meet with EOPS counselor 3 times per semester once admitted.	To schedule an appointment, visit the EOPS Office in EOPS Building, or call (415) 239-3561.	
<u>8. Officially Accepted into EOPS:</u> Official EOPS acceptance is accomplished when student has attended EOPS orientation, completed 1 st EOPS counseling contact by established deadline, and registered in 12 units (unit exception for DSPS students as listed in #7).	To check status of your acceptance, visit the EOPS office in EOPS Building, or call (415) 239-3561. <i>Please note that book vouchers will be issued ONLY to officially accepted EOPS students based on availability of book voucher funds (first-come, first-serve basis).</i>	