

# 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)

Data Entered in:  SARS  Excel Initials: \_\_\_\_\_

To be *eligible* for EOPS, students must:

- Be eligible for the California College Promise Grant (CCPG) formerly known as BOG Fee Waiver
- Have an educational disadvantage
- Be enrolled in 12 credit units at the time of acceptance

How did you hear about EOPS?

- CalWORKs  HARTS  Guardian Scholars  Counseling  
 Outreach  Frisco Day  Presentation  HS Counselor  
 EOPS Student  Other:

### Date Stamp

### SEMESTER OF APPLICATION

FALL  SPRING YEAR \_\_\_\_\_

Planned units of enrollment: \_\_\_\_\_

CAMPUS (CIRCLE ONE): *Ocean* *Mission* *Southeast*

### CHECK ALL THAT APPLY

- New  Single Parent  
 Readmit to EOPS  Homeless  
 DSPS  AB540  
 Emancipated Foster Youth  Free City Recipient  
 Formerly Incarcerated/ Parolee/ Probation

### APPLICANT INFORMATION

LAST NAME FIRST NAME STUDENT ID

ADDRESS CITY STATE ZIP CODE

EMAIL ADDRESS HOME TELEPHONE CELL PHONE

( ) - ( ) -

ARE YOU A CALIFORNIA RESIDENT?  NO  YES

### PERSONAL DATA

DATE OF BIRTH: \_\_\_/\_\_\_/\_\_\_ MARITAL STATUS ETHNICITY

GENDER:  Male  Female  Other  
 Single  Married  Domestic Partnership  Divorced  
 Separated  OTHER: \_\_\_\_\_

### 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(S)

**CCSF Goal:**  Certificate/License  AA/AS Degree  Transfer Without AA/AS Degree  Transfer with AA/AS Degree  AST/ADT Degree

**Transfer Goal:** Transfer Major: \_\_\_\_\_  
College/University you plan to transfer to: \_\_\_\_\_

## OTHER COLLEGE INFORMATION

1. Did you attend a different college?  NO  YES  
 2. Did you participate in EOPS at another college?  NO  YES / Name of College: \_\_\_\_\_ When: \_\_\_\_\_

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

## 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):  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

## SPECIAL PROGRAMS

Which program(s) are you CURRENTLY receiving services from? (Check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Disabled Student Programs & Services (DSPS)             | <input type="checkbox"/> CalWORKs Education and Training                       |
| <input type="checkbox"/> Homeless At-Risk Transitional Students Programs (HARTS) | <input type="checkbox"/> Guardian Scholars for current and former foster youth |
| <input type="checkbox"/> Metro Transfer Academies                                | <input type="checkbox"/> Maisin Scholars                                       |
| <input type="checkbox"/> Working Adult Degree Program (WADP)                     |  |

## CERTIFICATION AND AUTHORIZATION 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 CCPG, 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. #:** \_\_\_\_\_

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### Eligibility Code:

1.  California Resident (5) OR  AB540 eligible (6) (SWAQUIK)
2.  Full-time Enrollment (12 or more units) at time of acceptance (SFAREGQ)  
 OR **Exception:**  DSPS with program documentation  
 Other (with Director approval): \_\_\_\_\_
3.  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
4.  CCPG A  CCPG B  CCPG C w/EFC \$0 (SWAQUIK)
5. 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 1<sup>st</sup> Counseling Contact) \_\_\_\_\_

Acceptance Term:  Fall  Spring Year: \_\_\_\_\_

\*\*\*\*\*

**Ineligible** Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Reasons:  Income Over  Units Over  Residency

Other: \_\_\_\_\_

Comments: \_\_\_\_\_

## **EOPS MUTUAL RESPONSIBILITY CONTRACT (MRC) – ABBREVIATED**

The Extended Opportunity Programs and Services (EOPS) provides 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 until you complete 70 degree applicable units as long as you comply with the following requirements: *Please read all the statements carefully and INITIAL every statement to indicate that you understand.*

\_\_\_\_\_ **ORIENTATION:** Eligible students must attend an EOPS Mandatory Orientation to be admitted into the program.

\_\_\_\_\_ **UNIT REQUIREMENT:** You must enroll in a minimum of 12 units of credit classes to be accepted into the EOPS program with the exception of students receiving services from the Disabled Student Programs and Services (DSPS). *Students under 12 units must provide verification and unit recommendation from DSPS Counselor.*

\_\_\_\_\_ **COUNSELING CONTACTS:** Students who are accepted into EOPS are required to fulfill three (3) counseling contacts with an EOPS counselor EACH semester

\_\_\_\_\_ **EDUCATIONAL PLAN:** Students are required to meet with an EOPS counselor to develop a Student Educational Plan (SEP) and must follow the SEP mutually agreed upon by the EOPS counselor and student to be eligible for services.

\_\_\_\_\_ **EOPS ACADEMIC PROBATION/PROGRESS PROBATION POLICY:** Students are placed on EOPS academic probation if their G.P.A. falls below 2.00. Students are placed on EOPS progress probation if their academic progress falls below 50%. EOPS students on academic probation/progress probation must enroll in courses mutually agreed upon with their EOPS counselor, and must improve their G.P.A. to 2.0 or above and/or progress to 50% or above within two (2) consecutive semesters. Tutoring is strongly recommended for students on academic probation.

\_\_\_\_\_ **LERN 50/IDST 50:** Students who have completed less than 24 credit units are recommended 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, especially students who are on academic probation.

\_\_\_\_\_ **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.

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

- a. Have transferred to a four (4) year university
- b. Have completed 70 degree-applicable units
- c. Did not complete at least three (3) EOPS counseling contacts every semester
- d. Misuse of the EOPS book voucher in any way, including purchasing books for any other courses in which you are not currently registered
- e. Missed two (2) scheduled appointments during the same semester without cancelling at least 24 hours in advance
- f. Did not improve cumulative GPA to 2.0 or above and/or did not improve academic progress to 50% and above for two-consecutive semesters while on EOPS academic probation/progress probation
- g. 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, and fraud

**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** \_\_\_\_\_

## 7 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 California College Promise Grant 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, 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.

7 Steps	Department	Checklist
1. Complete the <b>CCSF Application for Admission</b> to the College.	Apply in person: Admissions & Records, Conlan Hall, Room 107, (415) 239-3285. Apply online: <a href="http://www.ccsf.edu/New_Students">www.ccsf.edu/New_Students</a>	
2. Take the <b>English/Math Placement Test</b> : New CCSF students will also need to do a college <b>orientation</b> and <b>see a regular counselor</b> to identify coursework.	Call (415) 239-3128 or visit in Conlan Hall, Room 203 for test schedule. For more information, visit: <a href="http://www.ccsf.edu/en/student-services/admissions-and-registration/admissions/orientation-and-placement-testing.html">http://www.ccsf.edu/en/student-services/admissions-and-registration/admissions/orientation-and-placement-testing.html</a>	
3. <b>Apply for the California College Promise Grant (CCPG)</b> , formerly known as BOG Fee Waiver, which pays for student's enrollment at CCSF. Students are <b>STRONGLY ENCOURAGED TO APPLY FOR FAFSA TO MAXIMIZE AWARD: CCSF CODE IS 012874.</b>	Apply in person: Financial Aid Office, Cloud Hall, Room 331, (415) 239-3576, or print CCPG application from the Financial Aid Office website of forms: <a href="http://www.ccsf.edu/NEW/en/student-services/financial-aid/Forms.html">http://www.ccsf.edu/NEW/en/student-services/financial-aid/Forms.html</a>  To apply for FAFSA, go online to <a href="http://fafsa.gov">fafsa.gov</a> . Please see Financial Aid Office for assistance.	
4. <b>Register in at least 12 Units.</b> (Students in DSPS must submit a DSPS Verification form 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.	
5. <b>Complete the EOPS Application.</b> Applying for EOPS DOES NOT guarantee acceptance into EOPS.	Obtain an EOPS application in person in EOPS Building. For questions, call (415) 239-3562.	
6. <b>Attend EOPS Orientation + Group Counseling (by invitation ONLY).</b>	Visit the EOPS Office, or call (415) 239-3562 to check status of your application and whether you have been invited to EOPS Orientation + Group Counseling.	
7. <b>Officially Accepted into EOPS:</b> Official EOPS acceptance is accomplished when student has attended EOPS Orientation + Group Counseling.	To check status of your acceptance, visit the EOPS office in EOPS Building, or call (415) 239-3562. <i>Please note that book vouchers will be issued ONLY to officially accepted EOPS students. EOPS services are dependent on funding.</i>	