

**CHAPTER 5: STUDENT SERVICES
ADMINISTRATIVE PROCEDURE NO. 5150**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Extended Opportunity Program and Services

Revision Date: 11/09; April 10, 2014

Responsible Office: Student Success

Reference: BP 5150; Education Code Sections 69640-69656; Title 5 Sections 56200 et seq.

The EOPS program was established by Senate Bill 164 which encouraged community colleges to develop programs and services “over, and above, and in addition to” the regular educational programs of the college to meet the unique educational needs of students.

Students may be eligible for EOPS if they are California residents and are eligible for a Board of Governor’s Grant A, ~~B~~, or C if the student’s expected contribution (EFC) is zero (0) and meet one of the following criteria:

1. Do not qualify for minimum level mathematics, reading or writing courses as required for an Associate Degree at College of the Siskiyous;
2. Did not graduate from high school or did not obtain a General Education Diploma (GED);
3. Graduated from high school with less than a 2.5 grade point average;
4. Previously enrolled in resource education courses in high school;

Additional eligibility requirements include:

1. Enrollment in 12 or more units; approved exceptions through Disabled Student Programs & Services (DSPS) only;
2. Not have completed more than 70 degree applicable units;
3. Having not been served by EOPS for more than six (6) consecutive semesters.

Students served by EOPS are required to have:

1. An EOPS application;
2. An educational plan;
3. A mutual responsibility contract;
4. Three (3) contacts with a counselor/staff member each term;
5. Complete at least 50% of attempted term units or a Probation Contract signed by an EOPS Counselor;
6. Maintain a term GPA of at least a 2.0 or a Probation Contract signed by an EOPS Counselor.

The EOPS Program will have the following program components/ functions:

1. Management Services Component that includes program administration and support functions, management information and evaluation functions and program eligibility determination functions.
2. Outreach, Registration, and Orientation Component that includes recruitment functions and services such as EOPS program orientation, outreach to community, registration assistance, etc.
3. Instructional Development and Services Component that may include campus tutoring and EOPS book service program.
4. Counseling Services Component that may include academic, transfer, career/vocational and personal counseling, college testing/assessment services, academic progress monitoring, and peer advisor services.
5. Special Activities Component that may include coordination/liaison functions with schools and community agencies, support of cultural enrichment, academic recognition, and graduation assistance.
6. Direct Aid Service Component that may include book vouchers, grants, bus passes, gas vouchers, semester starter kits, PTK membership fee, and commencement fee.
 - a. The criteria to receive a full book voucher is the student must have completed the 3 required contacts (at least 2 must be with a counselor) the prior semester. If the student only completes one counselor contact or 2 progress report check-ins, then they may receive half of a book voucher. If a student does not have any counselor contacts or only one (or none) progress check-ins, then they will not receive a book voucher for the following semester. The amount of the book voucher depends on funding.
 - b. The criteria to receive an EOPS grant (or other assistance) the student must have applied for Financial Aid and have unmet need. The student must also still be enrolled in at least 12 units at the time the grants are issued (exceptions allowed through DSPS only). The amount of the grant and if a grant is awarded depends on funding.
7. Staff Development and Training Component that includes program staff development, regional meetings, state conferences, and college in-service functions.

An EOPS Advisory Committee will be 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 will be for two years, July 1 of the year of appointment to June 30 of the second succeeding year. Member may serve more than one term. The committee will consist of no fewer members than the members of the local Board of Trustees and will serve without compensation. The Advisory Committee will meet at least once during each academic year.

The District authorizes the use of public funds for the purchase of food and beverages for nonemployees, including students, for yearly EOPS and CARE district sponsored student programs including, but not limited to, the Awards Recognition Luncheon.

The EOPS program will establish program objectives, collect student data, and maintain student database and files.

The EOPS/CARE program is staffed by a 30% director, 90% coordinator, 25% eligibility technician and 50% counselor equivalent and 2 (15 hours a week) student workers.

Review and evaluation of the programs and services includes end of semester student survey, services utilized, graduation and transfer rates, submission of MIS report, and annual program plan and year end report.

CARE (Cooperative Agencies Resources for Education):

CARE is a student support program to assist single parents on CalWORKs or TANF to become successful students and find meaningful employment.

Eligibility requirements for CARE:

1. Must first qualify for services from EOPS
2. Must be at least 18 years old
3. Must be single head of household parents according to the county
4. The student themselves or on behalf of their dependent children must be receiving cash aid benefits through CalWORKs or TANF program
5. Must have at least one child under 14 years old

Students served by CARE are required to have (in addition to all EOPS requirements):

1. Agency Certification Form – verifying from the county that the student is single head of household and receiving cash aid either for themselves or their dependent children
2. CARE application
3. Child Care Student Agreement form, if they are requesting child care assistance from CARE

The CARE program will have the following program components/functions (which are in addition to EOPS):

1. Management Services Component that includes program administration and support functions, management information and evaluation functions and program eligibility determination functions.
2. Orientation Component that includes CARE program orientation.
3. Special Activities Component that may include support of workshops or activities from which the student derives educational benefit.
4. Direct Aid Service Component that may include child care reimbursement, additional book service, grants, transportation assistance, school supplies, on-campus meal cards, and course required materials.
5. Child Care – if students are eligible for CalWORKs or Siskiyou Child Care Council, they must receive assistance from those agencies first, CARE pays last (no double funding). Hours reimbursed are limited to the amount of units the student is taking and depending on funding. Timesheets must be turned in on time each month to get reimbursement check for current month.

If the EOPS book voucher does not cover all of the students books, then CARE can cover the difference, if funding is available.

CARE can assist with purchasing required materials needed for a class, such as nursing equipment.

The criteria to receive the CARE grant (depending on if funding is available) is to apply for Financial Aid and have unmet need and still enrolled in at least 12 units when the grant is issued. Transportation assistance may be given to CARE students in the form of gas vouchers and/or bus passes, depending on funding.

Additional school supplies may be given to CARE students at orientation, depending on funding. Meal cards for on campus may be given to CARE students, depending on funding.