

Hartnell College EOPS/CARE Program 2011 - 2012



Introduction

Ground Rules

- This orientation is designed for new EOPS/CARE students who are eligible to participate in the EOPS/CARE program.
- Completion is mandatory for students to begin participating in EOPS/CARE as well as to begin receiving EOPS/CARE services.
- Upon completion of the orientation, students will meet with an EOPS/CARE counselor to create or review a current 4 semester Education Plan
- After the meeting with an EOPS/CARE counselor, students can begin to receive EOPS/CARE services.

Orientation Objectives

- Students will also be familiar with EOPS/CARE services
- Students will understand the procedures to clarify any questions or concerns while in the EOPS/CARE program
- Students will understand the limits to participating in the EOPS/CARE program.

EOPS/CARE TEAM

Paul Casey

Program Director

Paul was born in California, lived abroad and in various U.S. military bases. He is a graduate from Hartnell College, University of San Francisco and University of La Verne. He has worked as the EOPS/CARE Director since 2006.

During his down time Paul enjoys playing with his dog, listening to music, running marathons, reading non-fiction and watching House and CSI on TV.

Antonia Jaime

Program Coordinator

Antonia was born in Mexico City and raised in Salinas. She graduated from Alisal High School and received an AA from Hartnell College. Antonia plans to transfer to CSUMB to obtain a Bachelors Degree.

Antonia first worked in the Financial Aid Office then in January of 2000 she came to EOPS and has been here ever since.

She enjoys cooking and spending time with her family and eventually doing more traveling.

EOPS/CARE TEAM

Marlene Tapia

Program Specialist

Marlene was born and raised in Salinas. She attended the local schools and graduated from Alisal High School. She received her AA degree from Hartnell College and BA in Integrated Studies from CSUMB. She has worked for the EOPS program at Hartnell for the past eleven years.

Marlene enjoys spending time with her family, shopping and watching movies.

Sara Sanchez

CARE/CalWORKs Technician

Sara was born and raised in Salinas. She attended Hartnell College, then transferred to San Jose State University where she completed her B.A. in Behavioral Science and Anthropology. Sara began working at Hartnell College as a student worker in the Financial Aid Office, and has currently been working in the EOPS Office for one year.

Sara enjoys dancing, traveling, and spending time with friends and family.

EOPS/CARE TEAM

Millicent Madrigal

EOPS/CARE Counselor

A Counselor for the past 10 years at Hartnell, Millicent completed a B.A. in Communications Public Relations and a minor in Management from Rhode Island College and completing her M.A. in Human Development/ Counseling & Family Studies at University of Rhode Island.

Millicent lived in Newport, Rhode Island and currently lives in Monterey County with her family. She enjoys reading, cooking, walking, traveling, time with family/friends, and attending cultural events.

Her motto is to “support and challenge students”. She is a strong advocate for justice, equality, student development and success. She is conversant in Spanish.

Mitzi Alexander

EOPS/CARE Counselor

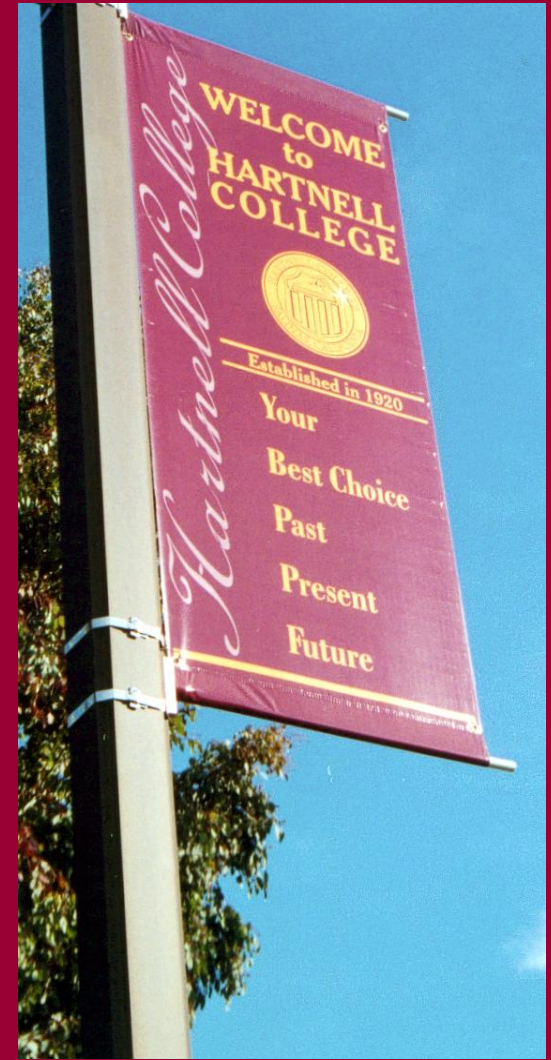
As an army brat, Mitzi has lived in Germany, Washington and Fort Ord, California. After graduating from Seaside High School, Mitzi completed a B.A. in Social Work from Fresno State as an EOP student. Mitzi continued her academic career at Cal Poly, San Luis Obispo, where she received her M.A. in Education, with an emphasis in counseling and guidance. She was hired as an EOPS counselor at Hartnell College in 2000 and was granted tenure in 2008.

Mitzi enjoys reading, swimming and taking walks with her bulldog and husband.

WHAT IS EOPS?

EXTENDED OPPORTUNITY PROGRAMS & SERVICES

- Established by the California legislature in 1969, is the **state's** promise to **provide access and educational equity for low-income and educationally disadvantaged students.**
- **Provides assistance** with admissions, registration, financial aid, curriculum planning, tutoring, counseling, university transfer, and other supportive services
- Aimed at increasing academic success for students unfamiliar with college system.



EOPS ELIGIBILITY

Requirements to participate in EOPS:

- Complete Financial Aid packet (FAFSA)
- Be a California Resident
- Be enrolled in 12 or more units at Hartnell
- Have an educational disadvantage
- May qualify for the Board of Governor's Fee Waiver (BoGW)
- Income limits based on BOG Fee Waiver Income Standards



Other considerations and factors are used to determine eligibility.

Students can be accepted based on program funding and resources available which may vary each semester.

WHAT IS CARE?

COOPERATIVE AGENCIES RESOURCES for EDUCATION

- **CARE** is supplemental to EOPS and provides supportive services for **single parents** receiving Temporary Assistance for Needy Families (TANF).
- **Program services** : EOPS and CARE services are supplemental to CalWORKs services. For example, the EOPS/CARE book credit should be used to pay for recommended readings, after CalWORKs book voucher covers the cost of required readings.
- **Additional services**: meal vouchers, grants, and bus passes or parking permits.
- **Possible CARE Academic goals**: vocational certificates or licenses, associate degrees or transfer program options.



CARE QUALIFICATIONS

- Meet EOPS eligibility guidelines
- 18 years of age or older and **single head of household** with at least one child /dependent under the age of fourteen
- Recipient of CalWORKs/CashAid
- Participant of Hartnell CalWORKs program
- Passport to Services verifies eligibility
- Be a California resident
- Be a full-time student (12 units or more)

Special circumstances may allow students in the program with less than 12 units



EOPS/CARE STUDENT RESPONSIBILITIES

To **participate fully** in the EOPS/CARE program you must:

- Complete a mandatory New Student Orientation.
- Maintain a 2.00 GPA and enroll in at least 12 units.
- Make a minimum of 3 EOPS contacts each semester (*except Summer*).
 - 1st contact: Complete/Review an **Educational Plan** with EOPS Counselor
 - 2nd contact: Submit Mid-term **Progress Report** by deadline date
 - 3rd contact: Use **Priority Registration** (check with EOPS for date)
- **Failure** to comply with program responsibilities and 3 EOPS contacts will result in a reduction of services or termination from program.

EOPS eligibility will **terminate** upon completion of **70 degree** applicable units or **six consecutive** semesters (whichever comes first).

Exceptions are made for high unit majors.



Financial Aid Considerations

Satisfactory Academic Progress (SAP) are the conditions Financial Aid requires of students to receive assistance:

1. Attempted Unit Maximum

- A limit of completing 90 **degree applicable** units
- Your Major needs to be on file at Admissions
- High unit major exceptions: **RN 118.05, LVN 95.85, Engineering 94.5**

2. Progress Rate of 67%

- Percentage of attempted vs. completed units
- **Make note of drop dates**
- Try not to receive a “W” on your record

3. Minimum grade point average of 2.0

- Overall GPA and each semester
- **All units are counted**, even if you didn't receive Financial Aid
- GPA and units from other colleges are included

Financial Aid Considerations

Appeals Process *Defined...*

- Probation
 - Fail to maintain any or all SAP requirements in one semester
- Disqualification
 - After two consecutive semesters of failure to maintain SAP requirements.
 - Student's Financial Aid will be placed on hold
- Appeals
 - Need to complete SAP workshop (*online or in person*)
 - Need to complete an appeal form with counselor
 - Appeal Committee reaches decision for each student
 - Include documentation of any special circumstances (health, emergencies, family death, etc)
 - **Upon completion of the Appeals process, students are held responsible to higher expectations**

EOPS/CARE SERVICES

- **Book Credits**
- **Grants**
- **Individual & Group Counseling**
- **Priority Registration**
- **Peer Advisement**
- **Workshops and Seminars**
- **Fee waivers for CSU and UC applications**
- **Campus Visits and Tours**



EOPS/CARE SERVICES

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• Grants

• Individual & Group Counseling

• Priority Registration

• Peer Advisement

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• Fee waivers for CSU and UC applications

• Campus Visits and Tours

EOPS/CARE book credits are awarded each full semester to help students purchase textbooks. Priority is given to students that have completed their student responsibility requirements.

EOPS/CARE SERVICES

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- **Priority Registration**
- **Peer Advisement**
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EOPS/CARE grants are awarded each semester after Progress Reports are reviewed by a counselor. Scholarships are awarded at the end of each school year. Scholarship applications are available in the Spring semester.



EOPS/CARE SERVICES

• **Book Credits**

• **Grants**

• **Individual & Group Counseling**

• **Priority Registration**

• **Peer Advisement**

• **Workshops and Seminars**

• **Fee waivers for CSU and UC applications**

• **Campus Visits and Tours**

EOPS/CARE Counselors provide academic, transfer and career counseling to assist in reaching academic and career goals. Educational Plans are completed and reviewed with counselors every year. At least two contacts are made with a counselor every semester.

EOPS/CARE SERVICES

- **Book Credits**
- **Grants**
- **Individual & Group Counseling**
- **Priority Registration**
- **Peer Advisement**
- **Workshops and Seminars**
- **Fee waivers for CSU and UC applications**
- **Campus Visits and Tours**

Every semester, EOPS/CARE students can register for classes one day before the student population. Registration is possible utilizing the PAWS internet system and/or the ASAP Phone Registration.



EOPS/CARE SERVICES

- Book Credits
- Grants
- Individual & Group Counseling
- Priority Registration
- Peer Advisement
- Workshops and Seminars
- Fee waivers for CSU and UC applications
- Campus Visits and Tours

Peer advisors are Hartnell students who provide EOPS/CARE students with information about Hartnell College resources, policies and program activities. They assist in Orientations, Workshops, and setting appointments. Peer advisors help in the retention and recruitment of EOPS/CARE students.



EOPS/CARE SERVICES

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- Peer Advisement
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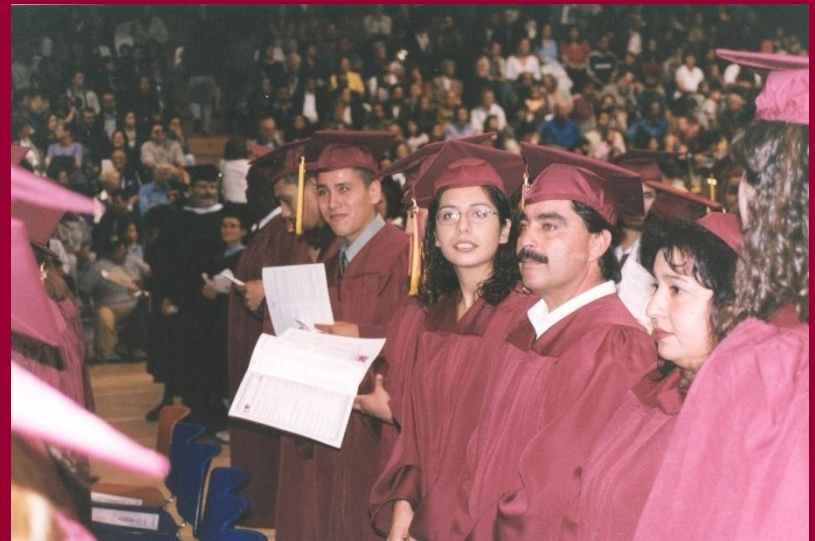
Every semester, student development workshops are offered for EOPS students. Topics Include: Career Development, Study Skills, Time Management, and various topics. A CARE seminar is held every Fall semester.



EOPS/CARE SERVICES

- Book Credits
- Grants
- Individual & Group Counseling
- Priority Registration
- Peer Advisement
- Workshops and Seminars
- Fee waivers for CSU and UC applications
- Campus Visits and Tours

EOPS students are eligible to receive application fee Waivers when applying to CSU and UC campuses. Fee waivers are available for Fall and Spring Transfer applications.



EOPS/CARE SERVICES

- Book Credits
- Grants
- Individual & Group Counseling
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- Peer Advisement
- Workshops and Seminars
- Fee waivers for CSU and UC applications
- Campus Visits and Tours



Tours to Universities are available in Spring semesters. The EOPS/CARE program collaborates with other campus services to visit university campuses. Students have the opportunity to become familiar with different campuses, and in doing so, can clarify their transfer goal.

Book Credit Policy

- Available at the bookstore one week before classes begin for continuing students (*No cash refunds will be issued*)
- Book Credits are to be used only for:
Textbooks, Thesaurus, Dictionary, CD's (*maximum of 5*), or flash drive
- For eligible EOPS students only (*not for relatives, or friends*) Any abuse of services will result in expulsion from the EOPS program.

Book Credit Procedures:

- Take the following to the bookstore when purchasing books:
 - Current ID (student ID or other)
 - Current semester schedule
 - Prepare to pay any excess



Book Credit Policy

To utilize book credits:

CONTINUING STUDENTS

- Have completed the following with a counselor the previous semester:
 - **First contact:** Develop, review or update Educational Plan
 - **Second contact:** Submit the Progress Report
- Be in good standing with EOPS responsibilities
- Have a current Financial Aid application on file (FAFSA)

NEW STUDENTS

- Complete an EOPS Orientation
- Sign Mutual Responsibility Contract
- Meet with an EOPS counselor to develop or review Educational Plan
- Have a current Financial Aid application on file (FAFSA)



Book Credit Policy

Students are disqualified for Book Credit if:

- Don't have a current Financial Aid Application on file
- If you are placed on suspension you need to complete a petition. Petitions must be reviewed by appeals committee.
- If you skip a semester you need to apply again and attend orientation again.
- Any **abuse of services** will result in expulsion from EOPS program.
- Have completed 70 or more degree applicable units or SIX consecutive semesters.



GMAIL Accounts – The EOPS office will send all communication regarding important dates/events to your Gmail account.

- Hartnell College has created GMAIL accounts for every student enrolled in classes.

Here's how to log on:

- 1. Go to <http://www.hartnell.edu/student/mail.html>
- 2. Click on mail.student.hartnell.edu
- 3. Enter Username (Same as your PAWS Account)
- 4. Enter Password. Your password is your 6 digit Date of Birth. For example: Born on February 14, 1985 your password is 021485.

Progress Report Procedures

Progress reports will be emailed to students as well as be available on Hartnell website: www.hartnell.edu/students/eops

- Progress Report forms available one month before due date
- Make time to ask instructors privately instead of before or after class
 - Instructors may not have your records available during class
 - Ask to meet during office hours
 - Or ask to set an appointment
- All graded classes need to be evaluated
- **Internet courses:** print grade book
- Unsatisfactory reports may need further action
- After due date, grants available to students (depending on availability of funds)
- Some students may not receive a grant (ex: BOG eligible, late first contact)

Hartnell College
EOPS/CARE
Student Mid-Term Progress & Evaluation Report
Report de Progreso y Evaluación Estudiantil

Due Date/Fecha de Entrega:

Last Name/Apellido: _____ First Name/Nombre: _____ Advisor ID #/Número de Asesor: _____ Advisor Name/Nombre de Asesor: _____
 Full Name/Nombre Completo: _____

Dear Faculty Member:
 The above student is a Hartnell EOPS/CARE student. In order to maintain student eligibility in our program, mid-term student progress must be made to determine satisfactory academic progress. To initiate an accurate student assessment request for your cooperation in filling out this form. Your feedback and suggestions are very important to us.

GRADE SCALE		ATTENDANCE		ACADEMIC REASONING/CATEGORY	
A. Excellent	U. Unsatisfactory Attendance**	S. Satisfactory Completion of Assignments			
B. Good	U. Unsatisfactory Attendance**	U. Unsatisfactory Completion of Assignments**			
C. Satisfactory		T. Successful Tutoring			
D. Marginal Passing**					
F. Failing**					

**Subject Instructors/Instructores/Docentes see each other.

NOTE TO INSTRUCTORS: CIRCLE THE APPROPRIATE MARK IN EACH COLUMN ALONG WITH YOUR REASONING AND DATE.

COURSE NUMBER	COURSE NAME	INSTRUCTOR	REASONING	DATE

TOTAL (NET) COURSES: _____

Note: Any class which you receive a grade requires verification from instructor. This applies to **all** Hartnell courses.

Note: For **Internet** courses, you may submit a copy of instructor's email which includes grade, attendance and academic effort. A email sent from the instructor to an EOPS/CARE counselor will be accepted. Counselor will email you a link to the following: www.hartnell.edu/students/eops/eops/care_student.html

Note: Students receiving grade(s) of "F" or "U" must complete mandatory EOPS/CARE including written schedule or appointment with EOPS/CARE counselor. Additional note: If marking less than satisfactory on attendance and academic effort, you are required to see an EOPS/CARE counselor.

NEEDS AND COMMENTS: _____
EOPS/CARE COMMENTS: _____ DATE: _____
EOPS/CARE CLASSIFIED STATUS: _____ DATE: _____
STUDENT: _____ DATE: _____

EOPS/CARE Department: _____ 114 Central Ave., Tallahassee, FL 32301 (904) 791-6860 Fax (904) 791-6860
 Hartnell 904 791-6860

Priority Registration: www.hartnell.edu

Benefits of using your PAWS account:

- Register for classes
- Make changes to your schedule
- Check for grades
- Access your semester schedule
- Obtain unofficial transcripts
- Change/update personal information (*address, phone, email, etc*)
- Review balances, make a payment
- Review Financial Aid account
- Order Textbooks

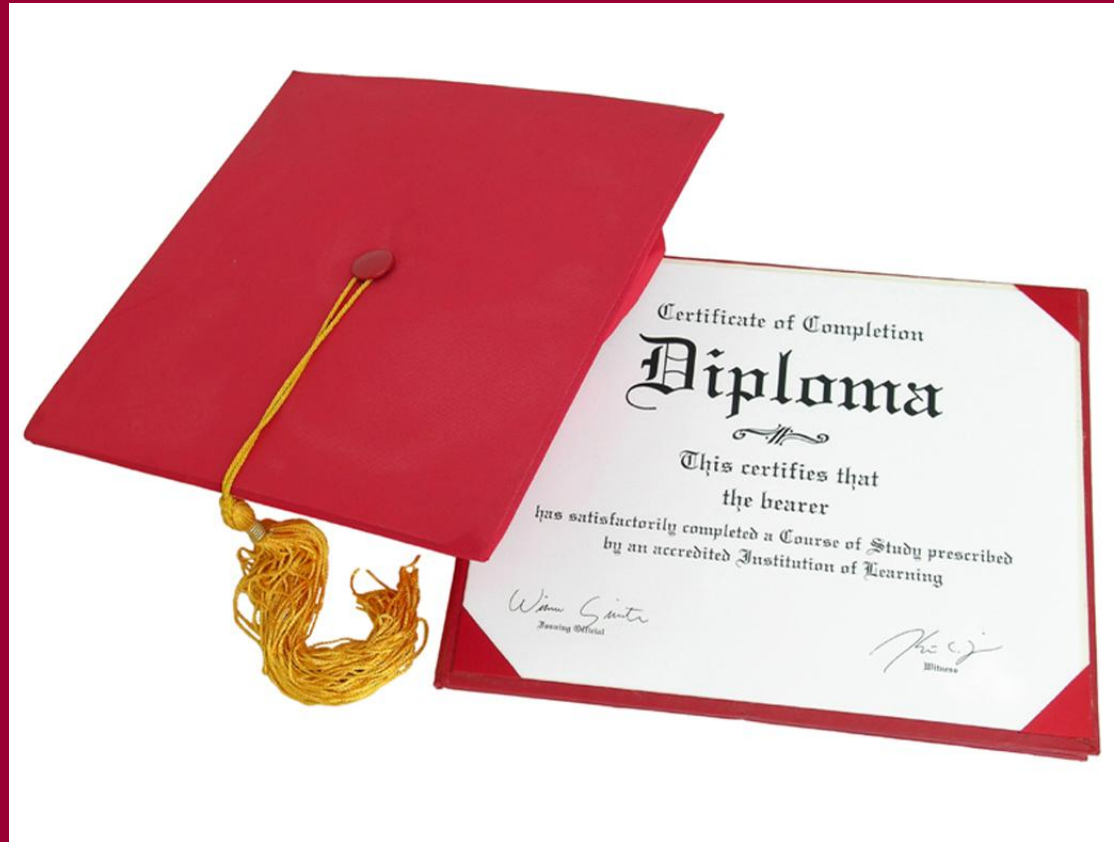
For P.A.W.S. Internet Registration:

LOGGING ON:

- Do you know your User ID?
Enter your User ID or select **What's my User ID?** in the PAWS User Account screen
- Do you know your password?
 - Enter password or select **What's my password** in PAWS User Account screen **or**
 - Check emails for a Hartnell message with a temporary password
 - *Check spam or junk mail folder*
 - *Add to address book or safe list*

EOPS/CARE

WE WILL GO ABOVE AND BEYOND TO PROVIDE YOU WITH THE SUPPORT YOU NEED TO SUCCEED IN YOUR EDUCATIONAL GOALS.



“ALWAYS DO YOUR BEST. WHAT YOU PLANT NOW, YOU WILL HARVEST LATER.”

--Og Mandino