

EOPS Requirements

Fall  2017

The purpose of these requirements is to help you succeed at Miramar College. Each semester that you participate in the Miramar College EOPS program, you are required to complete the following requirements:

1st Requirement: Due by Friday, Oct. 6, 2017

- **Education Plan:** Complete your education plan and your long range plan. This will be done during your orientation or during your second counseling appointment.

AND

- **2nd Counseling Appointment / Follow-Up:** Use this appointment to complete and/or update your educational plan, complete a long range plan, or to address any other concerns you may have. Make your second appointment during the first month of the semester.

AND

- **Progress Report:** A Progress Report is required each semester. This tool provides an opportunity for you to assess your progress and to discuss ways to improve with each instructor. Your teacher does **NOT** need to sign or fill out these forms.

- **For New Students ONLY - PLACe Visit:** All new EOPS students must complete a tour of our tutoring center, the PLACe, in L101. The PLACe staff will inform you of the services that are available and sign your ***progress report*** to verify that you have completed the tour.

and

- ☒ **Within the first two weeks of orientation**, you will be required to establish an email account. If you do not already have an email account, visit the ILC in room L-104 for assistance.

Important Due Dates

1st Deadline:

October 6, 2017

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2nd Deadline:

November 17, 2017

Important Notice:

Failure to complete the requirements by the due date will result in loss of your EOPS eligibility and priority registration for Spring 2018.

Office Hours*

Mon-Thurs 8:00 am - 7:00 pm
Fri 8:00 am - 3:00 pm

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*Subject to change

2nd Requirement: Due by Friday, Nov. 17, 2017

- **3rd Counseling Appointment/Follow-Up:** Use this appointment to complete and/or update your educational plan, complete a long range plan, prepare for graduation/transfer or address any other concerns you may have.

AND

- **Project**:** All students are required to complete only **one** of the following projects:
 - a) **Enroll in & complete Personal Growth 120, 127, 130, 140 or Business 120**
 - b) **Miramamar College - Passport to Success**
 - c) **Inspiration Board**
 - d) **Workshops**

**See Project Instructions form for more details and guidance



Progress Report forms and Project Instructions are located in the EOPS Office, K1-305, and at www.sdmiramar.edu/eops. Forms and/or reports can be submitted to the EOPS office, drop box (outside our office), emailed or faxed, on or before the deadline.

All documents should be legible, neat, and stapled together. Please put your **name and CSID number on each document!**

All Student Reminder

Please inform us immediately about changes to your contact information. We encourage all students to check your email regularly for important information and updates from our office. We look forward to helping you succeed throughout the semester!