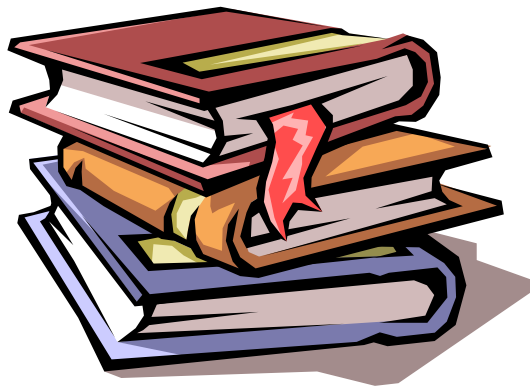


# **EOPS**

## **Student Handbook**

**Dreams Goals Self-Esteem**  
**Success College Degrees**



# **EOPS**

## **Extended Opportunity Programs and Services**

[www.sdmiramar.edu/eops](http://www.sdmiramar.edu/eops)

**Miramar College**

10440 Black Mountain Road

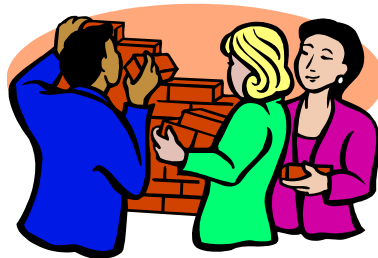
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## **EOPS: WHAT IT IS AND WHAT IT STANDS FOR:**

Extended Opportunities Programs and Services (EOPS) is a state-funded program that provides economically and educationally disadvantaged students with support services that will help them to achieve their educational and/or vocational goals at a community college. These support services are in addition to the services provided to all students. We want our students to be successful. Therefore we have shaped our program to provide assistance in meeting the cost of college and to provide experiences that will help students make good decisions and achieve their goals. Each semester students will be asked to complete certain requirements as outlined in the mutual responsibility contract (MRC). These requirements are designed to help students to succeed in college

Our Counselors, Program Coordinator, and staff are trained to help you navigate successfully through the educational system. We encourage you to ask questions. If we cannot answer your question right away, we will research the answer. **Our website is:**

<http://www.sdmiramar.edu/students/eops> and you can also find us on Facebook at:  
<http://www.facebook.com/SanDiegoMiramarCollegeEOPS>.

## **EOPS PROGRAM REQUIREMENTS:**

In order to receive the counseling and support services offered by the program, students must satisfy the following specific eligibility requirements:

- At the time of entry, you must be enrolled full time (12 units) with at least 6 of those units at Miramar College. In subsequent semesters you must be enrolled in a minimum of 9 units.
- Have financial aid at Miramar College.
- Maintain satisfactory progress as defined in the Student Financial Aid Bulletin. That is, have a C average or 2.0 overall GPA.
- Meet with an EOPS counselor three times a semester.
- Complete all EOPS requirements each semester.

Each semester you will need to complete certain requirements in order to be in good standing and to be eligible for EOPS the following semester. These requirements include the following and are described in more detail in the upcoming sections: 1) a progress report, 2) a project and 3) three counseling appointments.

To avoid interruption of your EOPS services, it is very important that you meet EOPS requirements and deadlines as agreed upon in your mutual responsibility contract. If you fail to meet any program requirements, you may be disqualified from EOPS services. You will remain eligible and will continue to receive EOPS services for **six consecutive semesters or until you have reached 70 degree-applicable units**. All services are contingent upon program funding and upon your completion of semester requirements.

### **Progress Report:**

You will need to complete a progress report each semester, approximately half way through the semester. One purpose of this report is to help you identify both your successes and any problems you may be having in your classes. Another purpose is to help you develop a relationship with your teachers. We are happy to discuss any concerns you may have about your classes.

### **Counseling Appointments:**

The 3 counseling appointments are a time for you to get help in planning your education. Each EOPS counselor has a Master's Degree in counseling or a related field and is trained to provide you with guidance, assistance with and/or development of:

- An educational plan
- Major selection and career guidance
- University transfer requirements
- Personal counseling or referrals; if you have stress, emergencies, crises etc.

**When you schedule an appointment with a counselor, it is your responsibility to remember your appointment.** We may telephone you the night before your appointment to remind you that you have an appointment the next day. These are courtesy calls. You are expected to make it to your counselor appointments on time, whether you receive a telephone call or not. **If you have changed your number from the one we have on record, you will need to go Reg-e and change it. You will also need to notify us in the EOPS office if your phone number has changed.** If you cannot make your appointment, call us at (619) 388-7869 to cancel it **as soon as you know you cannot keep your appointment (even if it is 5 minutes before your appointment)** rather than just not showing up. This allows someone else who may be waiting in our office for a cancellation to be seen and you won't be considered a 'no-show.' If you do not attend your appointment and do not call to cancel, you will be considered a 'no-show'. We will send you an email reminder. After 2 'no-shows' you will need to make an appointment with either the EOPS Director or the EOPS Student Technician to discuss your status in the program.

In addition to the program requirements above, all students of the EOPS program, Miramar College, and the San Diego Community College District (SDCCD) as a whole are responsible for adhering to the district's policy and code of conduct as outlined in the SDCCD Board Policy (BP) 3100. In accordance with BP 3100, all students shall have the right to a safe campus learning environment free from interference and disruption including verbal, physical, sexual or violent acts. The District shall ensure to the best of its ability to afford students the rights contained herein. Students are subject to charges of misconduct concerning, when committed on District-owned or controlled property or at District-sponsored activities.

The complete Board Policy 3100, which details the rights and responsibilities of all San Diego Community College District students and outlines the District's commitment to a safe learning environment for all students, can be found on the district website at

<http://www.sdccd.edu/docs/policies/Student%20Services/BP%203100.pdf> ; and in the college catalog, class schedule, course syllabi, and other official printed and online materials.

## **EOPS PROVIDES THE FOLLOWING SERVICES:**

**Associated Student Card** – Being a part of the ASC can be very helpful to you. The card will grant you 2 free transcripts, an academic planner, and other benefits.

**Book Accounts** – These accounts may be used only for textbooks and accessed at all district bookstores. Accounts are established after you complete your orientation each semester.

**Bus Pass** – Upon approval, a bus pass can be obtained within the first two weeks of the semester, if you have no other transportation to get to campus. If you complete orientation before the semester starts you can get a bus pass for the entire semester.

**Cap and Gown** –EOPS purchases graduation regalia for graduates in good standing.

**EOPS Student Leadership Conference** – This conference is designed to help you develop your leadership skills. Conference details are distributed via email.

**Financial Aid Application Assistance** – Individual assistance and/or group application workshops are available. Financial aid and scholarship information for other colleges/universities is provided to program students.

**General Support** – If you have a question or just need someone to talk to, stop by or make an appointment to see a counselor and/or peer counselor.

**Lending Library** – A limited selection of textbooks and laptop computers are available for checkout during the semester. If you need to borrow a textbook, please inquire with the EOPS front office and complete the required forms.

**Newsletter** – Students will receive updates about the program, educational information, and other information of interest. The newsletter is distributed EOPS website and sent via email. We also encourage students to submit articles and information for publication.

**Parking Permits** – EOPS students are eligible for a semester parking permit. Parking permits are required from the first day to the last day of the semester.

**Printing** – Students can use the EOPS office printer to print up to **10** pages a week for academic material.

**Priority Enrollment** – Students who have completed all EOPS requirements by the required deadlines and are in good standing for the current, maybe able to register early for the following semester. Students will receive an email with the registration date.

**Transfer Assistance and Application Fee Waivers** – EOPS provides assistance in completing applications to four-year colleges and application fee waivers to the CSU, UC and private schools.

## **CARE (Cooperative Agencies Resources for Education)**

CARE is a program offered through EOPS to single parents who are receiving CalWORKs. The primary goal is to help these students to become economically self-sufficient and to reach their academic and vocational goals. CARE students get the same services as other EOPS students plus additional assistance with supplies and possible CARE grants.

### **CARE REQUIREMENTS**

There are also specific requirements you must meet to receive CARE services that are in addition to EOPS requirements.

#### **Students must be:**

- a member of a household receiving CalWORKs
- 18 years of age or older
- Single, head of household
- a parent of at least one child less than 14 years of age



# MIRAMAR COLLEGE

## TIPS FOR SUCCESS:

- **Meet With Your EOPS Counselor Early in the Semester**

Bring a list of any questions that you have concerning your educational plan, your responsibilities outlined in the mutual responsibility contract, necessary paperwork, catalogs, financial aid concerns, etc. The Miramar EOPS staff is here to listen and to help you reach your academic goals.

- **Establish Priorities**

Make school a top priority. There may be a possibility that you will have to give up some things in order to be successful academically. Students most often fail because of work/school or family/school conflicts. Organize your life so that it supports your education and schedule your education in such a way as to avoid conflict with other high priority aspects of your life. Have reasonable expectations about what you can accomplish in a day, a week, and in a semester.

- **Manage Your Time**

Maintain a weekly and semester calendar. List all assignments, papers and tests that are due during the semester. Keep up on all weekly reading and homework assignments. Schedule regular times to study, research, and review. When you have a long-term assignment such as a term paper, schedule tasks that need to be completed throughout the semester. Don't wait until two or three weeks before projects are due to begin working on them. Prepare the night before. Organize yourself and the materials you will need the next day before you go to bed. Then, when you get up, you will not have to rush around to find what you need for the day. Try doing this for the entire week. Then, try every day for an entire month.

- **Complete Any Address and Contact Information Changes on Reg-E**

It is absolutely essential that we have your current address, phone number and email address. You are also responsible for letting us know of any changes. If you do not provide your correct contact information, it could result in you missing checks, letters, and other pertinent information. You can make changes on [Reg-e](#).

- **EOPS Student Success Workshops**

Remember to take advantage of the workshops EOPS offers each semester. They provide a wide range of information that can help you succeed in your classes.

## **ADDING AND DROPPING CLASSES**

Sometimes students get into academic trouble because they forget to add or drop classes. Remember, you need to complete the add/drop process on Reg-E.

### **To add/crash a class:**

Ideally, before the semester starts, go to Reg-e and access the class you want to add. If it is closed, get on the wait list. Next, follow the steps below. Getting on the wait list gives you priority over those who are not on the wait list. If the semester has already started and you would like to add a class, go to the first session of class and follow the steps below. If you are not on the wait list and want to add a class, you also need to follow the steps below. However, in both cases, the professor will decide whether or not to accept more students.

1. Go to the class that you want to add.
2. Obtain an add code from the instructor.
3. Sign on to Reg-e.
4. Follow the add instructions.
5. Enter the six digit add code.
6. Print and keep a copy.
7. If you owe fees for this class you must pay on-line or at the accounting office.

### **To drop or withdraw from a class:**

1. Check for the drop or withdraw deadline in the current class schedule.
2. Sign on to Reg-e.
3. Follow the drop/withdraw instructions.
4. Enter the six-digit CRN class that you want to drop.
5. Print a copy.
6. Remember, it is the student's responsibility to drop or withdraw from classes. Failure to do so may result in you receiving an "F" grade from your instructor, even if you never attended the class.

## **RESOURCES AND TOOLS FOR A SUCCESSFUL STUDENT**

### **n BOARD of GOVERNORS FEE WAIVER**

Eligible students may qualify for the Board of Governors fee waiver, which will waive students' per unit enrollment fee at any California Community College. Students must maintain academic and progress standards to maintain BOGW eligibility. This means that students must maintain a 2.0 GPA and complete 61% of units attempted. For more information or to apply, go to <http://www.sdmiramar.edu/students/financial/programs> .



## **n COLLEGE CATALOG**

The college catalog is your user's manual while you attend college. It contains all that you ever wanted to know about graduation requirements, course content, major requirements, course prerequisites, etc., The Miramar College catalog also outlines transfer requirements, resources, and other important information. College catalogs are issued once a year and include changes that were made in requirements for that year. You will be under the requirements of the catalog that was in force the year you started college. If you have a break in your college attendance, you will fall under a later catalog. The college catalog is an important reference tool for your success.

## **n DSPS: Disability Support Programs and Services**

The Disability Support Programs and Services (DSPS) department at Miramar College offers a variety of services for students with verified disabilities. Examples include students with learning disabilities, impairments in vision, hearing, and mobility, psychiatric conditions, acquired brain injuries, and other medical disabilities. Visit <http://www.sdmiramar.edu/students/dsps> for more information.

## **n MIRAMAR COLLEGE WEBSITE**

After the catalog and the schedule the Miramar College website is your one-stop place to go for all kinds of information, important links, and much more. You can access library resources, get information on campus programs, find out what books are required for your classes, add or drop classes, get a calendar of events, access on-line classes, etc. The college website can be found by clicking on the following link: <http://www.sdmiramar.edu/home> .

## **n SCHEDULE OF CLASSES**

While the catalog lists all courses that Miramar offers, not all of those classes are offered each semester. The schedule of classes is issued each academic term. (Miramar is on the semester system and has two regular 16 week semesters each year and often short summer sessions. Other colleges are on the quarter system and will have three 11 week quarters each year as well as summer sessions.) The schedule lists only the courses being offered in that term, how many sections of each course are scheduled and the days, time, place, and instructor. You will use this schedule to select your classes for each term. You can access the schedule on line or use the hard copy. Not all classes are offered every semester. Some are offered once a year and some only every other year. Miramar offers classes during the day and in the evening so you should be able to get the classes you need. Visit <http://schedule.sdccd.edu/> for more information.

## **n THE ENGLISH CENTER**

The English Center provides academic reading, writing, and study skills support to students in all English and ESOL courses to help them achieve their academic, career, and life goals. The English Center is located in room L-104 and no appointment is necessary.

## **n THE INDEPENDENT LEARNING CENTER**

The Independent Learning Center (ILC) is an open student computer lab for students enrolled in a credit course at any of the three campuses (City, Mesa or Miramar). The ILC is located in the LLRC on the first floor, room L-104. The ILC provides the following services: State-of-the-art computers and software; pay for print copying and printing; adapted computers for students with disabilities; scanners; Internet and email access; and friendly, helpful faculty and staff.

### **∩ THE MATH LAB**

The Math Lab provides walk-in math tutoring, homework help, and study space. No appointment needed. It is located in room M-210 and the phone number is (619) 388-7141.

### **∩ THE PLACe TUTORING CENTER**

The PLACe offers many ways to get help with your classes. You can work with a tutor (on campus or online), use computer programs for help with writing, reading, math skills and other subjects such as biology, Spanish, history, and statistics. No appointment is necessary to use computers. You can also get handouts on tips on studying, taking notes, and you use it as a quiet place to study.

<http://www.sdmiramar.edu/academics/place>

## **GLOSSARY OF COMMON COLLEGE TERMS**

Colleges have their own specialized vocabulary. Below are some of the terms you may hear and use.

### **ACADEMIC YEAR**

The academic year usually begins in August and ends in May. It consists of two semesters (fall and spring) or three quarters (fall, winter, and spring). Miramar College's academic year is made up of two semesters. Locally, all community colleges, SDSU and CSU, San Marcos are on the semester system and UCSD is on the quarter system.

∩ **Semester:** One-half of the academic year. Miramar's semester is 16 weeks long. The fall semester begins in August; the spring semester usually begins in January.

**Quarter:** One-third of the academic year. At UCSD a quarter is 11 weeks long. The fall quarter begins in September, the winter in January, and the spring in March.

∩ **Summer school:** Short term classes offered during the summer which may be five to eight weeks long.

- n **Unit:** A credit value assigned to a college course. Generally one unit of lecture credit means one hour of class per week. One unit of laboratory credit requires three hours per week in the laboratory. For every hour of lecture a student should plan on spending 2-3 hours studying. Students carrying a 12-unit load are expected to spend approximately 24 to 36 hours per week on their academic work.
  
- n **Lower division:** The first two years of college, which can be completed either at a community college like Miramar College or at a four-year college or university. Upon completion of your lower division work at Miramar College, you can obtain a certificate of achievement, an associate degree and/or transfer to a four-year institution.
  
- n **Upper division:** The last two years of a four-year degree program. Upper division courses are not currently offered by Miramar College, but you can complete the preparation for upper division work at Miramar College or at another community college.

## DEGREE COMPONENTS

The requirements of Associate and Bachelor's degrees are made up of certain components. The focus of a degree is the major in which a student focuses on a specific field of study and takes a particular sequence of required courses. A student must also complete a pattern of courses that introduces the broad range of human knowledge. This is general education. There are often also specific college graduation requirements that all students take such as American Institutions, Physical Education, etc. Students must also complete a total number of units required for their degree.

- n **General education:** This forms the foundation of any Associate or Bachelor's degree and contributes to the broad education of all students pursuing a degree. It includes courses in critical thinking, writing, oral communication skills as well as an understanding of mathematical analysis. It also includes courses in the arts, humanities, social sciences and life and physical sciences.
  
- n **Major:** A pattern of courses within a specific area of study. Majors for the associate degree at Miramar College require at least 18 units. If you will be transferring to a four-year college or university, you may complete the lower division preparation for your major at Miramar College.
  
- n **Preparation for major:** If you are transferring to a four year university there are courses you need to take before you begin the courses in your major. See your counselor to discuss the prep for major courses that you may complete at Miramar College.
  
- n **Prerequisites:** When a course has a prerequisite, students are expected to either have completed a prior course or demonstrate mastery of the skill level provided by the prerequisite course.

- n **Corequisites:** A corequisite is a course that must be taken at the same time as another course. For instance, Chemistry 152 requires that you take the Chemistry lab 152L in the same semester.
- n **Associate degree:** The associate degree is awarded for the completion of at least 60 units of lower division work which includes general education courses, a minimum of 18 units in a major and other graduation requirements. Miramar College offers both the Associate of Arts (A. A.) and the Associate of Science (A. S.) degrees.
- n **Bachelor's degree:** A bachelor's degree (B.A., B.S.) is awarded by a four-year college or university only upon completion of all graduation requirements. These include at least a major and general education. You can complete the first 2 years of this degree at a community college and then transfer to a four-year school.
- n **Certificate of achievement:** The certificate of achievement is awarded for the completion of all of the courses required in a major at a community college. It does not require the completion of general education or other graduation requirements.
- n **Educational plan:** An outline of the course work you need to complete to achieve your educational goal which can include major and general requirements, transfer requirements, etc.
- n **Transfer institution:** A school or college to which one plans to transfer for advanced education or training after attending a community college.
- n **Transfer major:** A major intended primarily for students planning to transfer to a four-year university where the major will be completed. The lower division prerequisites can be completed at a community college.

## STUDENT PERFORMANCE AND STANDARDS OF ACADEMIC PROGRESS

- n **Grades:** Grades are given in all courses. They are based on how well the student has fulfilled the requirements of a course. There are 5 possible grades. A, B, C, and D are passing grades. F is a failing grade. Although D is a passing grade, when it is in a prerequisite course it does not allow a student to take the next higher level. The student must retake the course and get at least a C.
- n **Grade points:** A numerical value assigned to each unit of college letter grades. For example: A=4, B=3, C=2, D=1, F=0 grade points. These points are used in computing the grade point average (GPA).
- n **Grade point average:** This can be calculated for each semester and for all classes you have taken. It is obtained by dividing the total grade points (# of units in a class times the grade point of the grade you receives) by total units taken. Each grade, A through F, is given a grade point. Thus, A=4, B=3, C=2, D=1, F=0. These points are used in

computing the grade point average (GPA). For example, if you took 12 units and received 6 units of C, 3 units of B, and 3 units of A your grade point average would be calculated like this: 12 points for the 6 units of C (2x6), 9 points for the 3 units of B (3x3), 12 points for the 3 units of A (4x3) which adds up to 33 grade points. When you divide 33 (grade points) by 12 (units) your gpa is 2.75.

- ⌞ **Appeal:** Students can challenge the grade they receive in a course if they think is wrong. They will need to complete a petition form requesting reconsideration of their grade giving specific reasons for the petition.
- ⌞ **Satisfactory progress:** Maintaining and completing 12 or more units with at least a 2.0 GPA.
- ⌞ **Incomplete grade:** This is only given when a student is unable to complete a course due to circumstances beyond the student's control. The incomplete must be made up within a year or the instructor will give a grade based on the work that was completed.
- ⌞ **Academic Probation:** A student is placed on academic probation when they have not maintained an overall grade point average of 2.0 (a C average). A student must show satisfactory progress of 12 or more units and improve his/her GPA to at least 2.0 ("C" average) within 2 semesters to avoid disqualification.
- ⌞ **Lack of Progress Probation:** A student shall be placed on lack of progress probation when the percentage of all (cumulative) units for which entries of "W", "I", and "NP" are recorded reaches or exceeds 40%.
- ⌞ **Academic Disqualification:** A student who is on academic probation and does not earn a 2.0 GPA in the probation semester will be disqualified. A disqualified student must petition for readmission to Miramar College. This can be done with an EOPS counselor.
- ⌞ **Lack of Progress Disqualification:** A student who has been placed on lack of progress probation shall be disqualified and an enrollment hold placed on the student's record when the percentage of all (cumulative) units for which entries of "W", "I", and "NP" are recorded in a subsequent semester(non-cumulative), reaches or exceeds 40%. Students who are disqualified after registering for the subsequent semester will be administratively dropped from all classes. Some exceptions apply, see the Miramar College catalog.
- ⌞ **Full-time:** To be considered full-time, a student needs to be enrolled in (12) twelve units or more. You are allowed to enroll in a maximum of sixteen units per semester (exclusive of Exercise Science classes) unless you get permission of a counselor for an overload. Your Financial Aid stipend will depend on how many units you are taking.
- ⌞ **Three quarter (3/4) time Student:** A student carrying 9-11 ½ units per semester is considered a ¾ time student. Your Financial Aid stipend will depend on how many units you are taking.

- n **Half-time (1/2) Student:** A student carrying 6-8 ½ units per semester. Your Financial Aid stipend will depend on how many units you are taking.
- n **Pass/No Pass:** At Miramar a student may choose up to total of twelve units of coursework to be graded on a Pass (P) or a No Pass (NP) grading basis. Pass is given if you have at least a C. Otherwise you will receive a No Pass. The Pass/ No Pass grading option does not affect your grade point average. Not all courses can be taken Pass/No Pass. Students cannot choose this option for courses in your major. If you plan to select this option, file a grade option form at Admissions very early in the semester. **IMPORTANT** - Students who plan to transfer to four-year institutions should review the Pass/No Pass acceptance policy of the transfer institution prior to petitioning for the grading option.

## FINANCIAL AID

The purpose of financial aid is to assist students who need help in paying for college and thus achieving specific academic and/or vocational goals. There are several types of financial aid, including direct grants that do not have to be paid back; student loans that have to be paid back after the student finishes school; work study; and specialized grants for specific majors. All students receiving financial aid are subject to strict standards of academic progress, which include defining your major very early, enrolling only in relevant course work, carrying a load of at least 6 units (for a full grant students must be in at least 12 units.), and maintaining an overall GPA of 2.0 or better. Remember that EOPS students must be enrolled in 12 units in the first semester and at least 9 units thereafter. Most students will have no problems and will be able to fulfill these requirements. Students who change their major, drop units, or fall below an overall 2.0 GPA may be put on financial aid probation or be disqualified. Visit the Financial Aid website for more information - <http://www.sdmiramar.edu/students/financial> . As mentioned earlier, students may also qualify for the Board of Governors waiver (BOGW). The BOGW waives students' per unit enrollment fee at any California Community College. For more information or to apply, go to <http://www.sdmiramar.edu/students/financial/programs> .

### FINANCIAL AID TERMS

- n **Budget:** An estimated cost of attending school (fees, books, room and board, transportation, personal expenses) calculated for financial aid purposes.
- n **Emergency Loan:** A small loan that must be repaid in 30 days with \$1.00 interest. It is available through the financial aid office.
- n **FAFSA:** Form used to apply for financial aid: Free Application for Federal Student Aid.

- n **Needs Analysis:** Federally approved methods of calculating how much aid a student is eligible to receive, based on the student's and parents' income and assets.
- n **Veterans Benefits:** Services offered to veterans or their legal dependants. Benefits include counseling, guidance, and financial assistance to qualified persons. See the Financial Aid Office/Veterans Affairs personnel for more information.
- n **Statement of Educational Purpose:** A document signed by each financial aid recipient certifying the financial aid will be used solely for educational expenses.
- n **Student Contribution:** The amount a student is expected to contribute to their educational costs each year in addition to the parents' contribution (usually savings from summer and vacation or employment).
- n **Student Loan:** Money borrowed by a student for an extended period to assist in their education. Loans are usually based on financial eligibility and must be repaid with interest.
- n **SAR:** The Student Aid Report (SAR) are forms sent from the processing center to notify your financial aid eligibility and instructions.