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## **Extended Opportunity Programs and Services Handbook**



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EOPS provides students with a safe environment to discover and develop their skills for personal and professional growth. We are dedicated to helping students realize the resiliency of their nature, the uniqueness of their humanity, and encourage students to utilize these strengths toward the completion of their goals. EOPS is committed to empowering diverse, underrepresented students to overcome barriers and achieve their academic and career aspirations, by delivering supportive services, which are above and beyond what the college provides.

# EOPS Programs

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## EOPS Program



**EOPS** is a student support program designed to assist students who are economically, socially, and/ or educationally disadvantaged by providing them with the tools and resources to help them achieve their educational goals.

Website: [www.msjc.edu/eops](http://www.msjc.edu/eops)

## CARE Program



**CARE** is a support program designed specifically for single parent, head of households who are recipients of CalWORKs/TANF and are eligible to the EOPS program. CARE is a supplemental support program of the EOPS (Extended Opportunity Program and Services) at Mt. San Jacinto College.

Website: [www.msjc.edu/care](http://www.msjc.edu/care)

## NextUp Program



**NextUp** is a program that supports current and former foster youth. It provides services above and beyond the scope of the college and EOPS for current and alumni foster youth students attending Mt. San Jacinto Community College District.

Website: [www.msjc.edu/guidinglight](http://www.msjc.edu/guidinglight)

## UndocuDREAMers Program



**UndocuDREAMers Program** is a support service that provides resources to undocumented and mixed family status students. The purpose of this resource is to provide students and their families with access to information and resources specifically related to DACA, AB540, and Dreamers.

Website: [www.msjc.edu/undocudreamers](http://www.msjc.edu/undocudreamers)

# Office Hours & Locations

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## San Jacinto Campus (SJC)

Building 1100, Room 1113

951-487-3295

1499 N. State St., San Jacinto, CA 92583

Monday –Thursday: 8:00am-5:30pm

Friday: 8:00am-12:00pm (Virtual)



## Menifee Valley Campus (MVC)

Building 250

951-487-3295

28237 La Piedra Rd., Menifee, CA 92584

Monday-Thursday: 8:00am-5:30pm

Friday: 8:00am-12:00pm (Virtual)



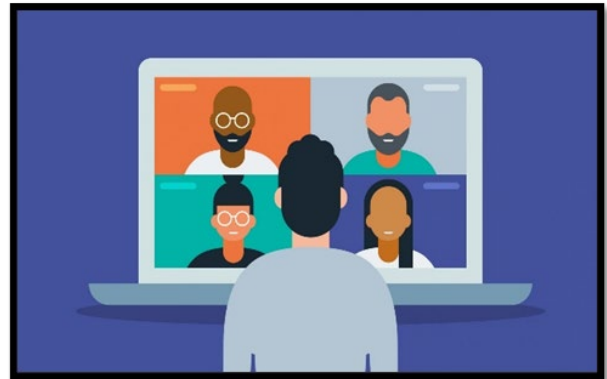
## Temecula Valley Campus (TVC)

Room 240

951-487-3295

41888 Motor Car Pkwy., Temecula, CA 92591

Wednesday & Thursday: 8:00am-5:30pm



## Virtual Environment

[Schedule an Appointment](#)

\*Virtual Office Hours & Counselor availability is subject to change.

# Meet the Team

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Associate Dean, Student Services Lisa Campbell, M.A.

EOPS | CARE | UndocuDREAMers | NextUp

[lcampbell@msjc.edu](mailto:lcampbell@msjc.edu)

## Counselors



**Pamala James**

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## Support Staff



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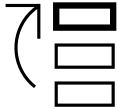
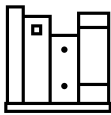




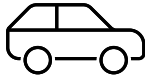


**Thai Pham**

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# EOPS Benefits

<p><b>Career Assessment Testing</b></p>  <p>Career Assessment testing helps identify students' interests, values, abilities, and personality styles.</p>	<p><b>Academic, Career &amp; Personal Counseling</b></p>  <p>EOPS counselors are ready to help students identify a major and assist with personal and career goals!</p>	<p><b>Priority Registration</b></p>  <p>This is an opportunity to register for Fall and Spring courses before general registration begins.</p>
<p><b>Book Service Grant</b></p>  <p>EOPS provides textbook grants to qualified students to assist with the purchase of their required textbooks.</p>	<p><b>Cap &amp; Gown</b></p>  <p>EOPS will be waiting to congratulate students with a free Cap &amp; Gown for the graduation ceremony!</p>	<p><b>University Fee Waivers</b></p>  <p>EOPS to possibly help with application fees for CSU and UC campuses. Private schools are not included.</p>
<p><b>SGA Sticker</b></p>  <p>EOPS covers the cost of an SGA sticker for eligible students.</p>	<p><b>Personalized Support &amp; Tutoring</b></p>  <p>EOPS tutoring services are available through the Learning Resource Center (LRC).</p>	<p><b>Parking Permit</b></p>  <p>EOPS covers the cost of a parking permit for eligible students.</p>

\* Budget Permitting

## Overview

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To maintain good academic standing with the EOPS program, students must fulfill their responsibilities as outlined by the [Mutual Responsibility Contract \(MRC\) & Photo Release](#)

- Enroll in 12 units each semester, (excluding summer sessions) unless a unit waiver is approved by the EOPS Director each semester. Students in Accommodation Service Center (ASC, formally DSPS) must meet with an EOPS counselor regarding their unit course load and obtain an Accommodations Services Verification Form.
- Maintain a 2.0 semester GPA and demonstrate academic progress as determined by the academic policies of MSJC and EOPS/CARE.
- Changes to a student's education plan must be approved by an EOPS/CARE counselor.
- Complete required contacts #1-3 during the specified time frames. Failure to complete required contacts may result in dismissal from the EOPS program.

# Contacts

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EOPS counseling contacts are to ensure that students are progressing every semester. Students are responsible for scheduling and managing their appointments. All contacts must be completed in their designated time frames.

Tip: Set reminders on your mobile device\*

## Contact ① Education Plan (Appointment only)

Students will meet with an EOPS Counselor to discuss their educational and career goals. During this time, a comprehensive education plan will be created or reviewed. This is a great opportunity for students to meet the EOPS team and address any questions/concerns they may have. Contact #1 overview:

- Create a comprehensive student education plan; if needed.
- Explain general education options A, B, and C
- Explain requirements for graduation
- Provide resources for career exploration

## Contact ② Progress Report (Walk-in or Appointment)

Students meet with their professor(s) to discuss their current academic progress. If students are unable to meet with their professors, they can obtain grades from canvas and email a copy to their counselor before their meeting. Counselors will review and discuss the student's progress for the semester. Students have two (2) options for completing their 2nd contact:

**Option I:** Students can meet with an EOPS paraprofessional as a Walk-in

- Students can visit one of the EOPS offices as a Walk-in appointment and submit grades

**Option II:** Student meets with EOPS Counselor for Appointment

- Students can visit one of the EOPS offices as a Walk-in appointment Video Appointments – students are encouraged to schedule a video appointment for their meeting. A video appointment provides a safe space for the student and counselor to discuss and review each student's academic progress. Video appointments also have great features such as screen sharing and virtual signatures to enhance the quality of the appointment.
- Phone Appointments – EOPS Counselors can receive the Progress Report Form from students via email or a screenshot of grades from Canvas. Students can permit counselors to sign the Progress Report Form for them.



- Counselor receives Progress Report From student via screen sharing or document upload in the chat box. Counselor then discusses and reviews academic progress with the student. Counselor and student both sign using the pencil feature (typing signature is acceptable).

### Contact ③ End of Semester Review

The goal for contact #3 is to review the student's education plan and discuss course registration for the following semester. Students will be completing an End-of-Semester survey during this contact. Like contact #1 and #2, contact #3 is another opportunity to address any questions or concerns that students may have.

## **How to Schedule Your Contact Appointment**

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Go to (<https://msjc.edu/eops/>)

Scroll down to find the EOPS counselor you would like to meet with and click on "schedule an appointment with "counselor""

There are 3 methods to choose from:

**Phone appointment:** You will receive a call from the counselor. Make sure you have your MSJC ID# and are able to write down notes as the counselor assists you with your questions. At the conclusion of the appointment the counselor will follow-up with an email to share any documents and/or links that was spoken about during your meeting.

**Virtual appointment:** You will use the link provided in the confirmation email sent to you student email or log into Cranium platform (<https://msjc.craniumcafe.com/login>). Make sure your mic and camera are enabled to allow a counselor to provide you with the best support.

**On-campus appointment:** Make sure you arrive at your assigned campus on time for your appointment. Refer to the confirmation email that will included in your assigned meeting location and time.

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## **Book Grant**

The Book Grant provides students with a set amount to help offset the cost of the student's required textbooks for enrolled courses. Students will receive an email from MBS direct once their book account is available to them through the bookstore website. Book accounts are typically available on the first day of each semester. However, approval dates may vary. Refer to EOPS semester calendar for more information.

**Please note:** Students must comply with the bookstore-established textbook rental agreement to be eligible to receive their service. The EOPS program is not responsible for any other cost associated with the rental of textbooks other than the initial rental textbook fee.

Amount: \$350 (Subject to change)



**Using the Book Grant:** Students can purchase both NEW and USED textbooks for the current semester only. Students will receive an email notification from MBS Direct where they will be prompted to log in to the campus bookstore website to order their books (Student ID & voucher code is required).

Additional Textbook Assistance - Requests can be made to [eopsoffice@msjc.edu](mailto:eopsoffice@msjc.edu)

Supplemental documentation: Course syllabus outlining required textbooks & total cost beyond approved grant amount. **All requests are subject to approval by the EOPS Director.**

## Course Supplies

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Required course supplies – must be listed on the course syllabus. Request for required course supplies can be made to [eopsoffice@msjc.edu](mailto:eopsoffice@msjc.edu)

Supplemental documentation: Course syllabus outlining required course material or supplies & total cost of requested item(s). **All requests are subject to approval by the EOPS Director.**

## SGA Sticker

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The Student Government Association (SGA) is an organization run by students for students. SGA sponsors activities and programs on campus, such as BBQs, athletic events, student leadership training, club activities etc. The SGA Sticker provides students with:

- 5% off on purchases at the Eagle Express Café
- Free lunch at SGA BBQs and events
- Free school supplies through Student Life & Development (while supplies last)
- Free admission to home athletic games (excluding playoffs)

**Picking up the SGA Sticker:**

- Picking up the SGA Sticker from the SGA Office.
  - Walk into any SGA office during hours of operations and provide your physical student ID & a staff member will assist you.

SGA Sticker Fee - \$7

**Reimbursements:** Students will automatically be reimbursed if they have already paid for their SGA Sticker. Reimbursements take 6-8 weeks for processing and will be refunded in the same method of their preferred financial aid disbursements (May be combined with another financial aid disbursement).

## Parking Permit

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Student Semester Parking Permits are available for purchase online and are **electronic**. Students can purchase their permit by logging into MyApps at [login.msjc.edu](http://login.msjc.edu), using their student log-in credentials, then selecting the iParq icon. Each permit is valid for the entire semester.

Parking Permit Fee - \$20

## RTA Go Pass Program Fee

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Students should verify or update their cell phone number by logging in to their Self-Service account and going to User Profile. Directions on uploading the Token Transit app will be sent as a text message one week prior to the start of each term. Students who do not have a mobile device to use the Token Transit app can request a paper pass by contacting RTA Customer Services at (951) 565-5002.

Students who drop all courses during any semester become ineligible for the “GoPass” program and will need to re-enroll and pay any outstanding fees before their access will be restored on RTA buses.

RTA Go Pass Program Fee - \$8

## Student Health Center

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MSJC students have access to high-quality, on-campus health care that is professional, confidential, supportive, and affordable. The [MSJC Student Health Centers](#) provide first aid and basic out-patient care to MSJC students. The student health fee is mandatory and is paid for by EOPS. Students who have already paid this fee will be reimbursed in the FAFSA disbursement schedule.

Student Health Center Fee - \$26