



## Contract Review/Compliance Requirements

### What is a Mutual Responsibility Contract?

An agreement between you and EOPS...what you need to do, and what EOPS agrees to provide.

#### Your part of the contract:

- The number of units you agree to complete each quarter and the GPA you must maintain.
- The frequency with which you must meet with an EOPS Counselor/Advisor.
- The agreement to follow your Academic Plan.
- The consequences for non-compliance to the contract.

#### Our part of the contract:

We want you to succeed! If you agree to the terms of the contract, our staff will provide you with academic, career and personal counseling, book funds for those who qualify, assistance with the financial aid processes, assistance navigating other campus processes, special workshops and events, and more.

**DE ANZA COLLEGE**  
Extended Opportunity Programs & Services  
Mutual Responsibility Contract

As a condition of accepting and receiving EOPS/CARE support services, I, \_\_\_\_\_ will

Print Name (First, M.I., Last)

- enroll in and maintain 12 units per quarter. I understand that failure to complete at least 9 units or maintain at least a 2.0 GPA in two consecutive quarters may result in my disqualification from EOPS/CARE.
- meet with an EOPS Counselor/Academic Advisor at least twice per quarter to complete or review my academic plan.
- follow my academic plan and inform EOPS/CARE before making any changes in my class schedule, units, or major.
- not be able to participate in EOPS/CARE registration for the following quarter if I do not show up for my counseling appointment twice in one quarter. Two (2) no-shows in any term may impact my book funds eligibility.
- authorize the release of information to EOPS/CARE for the purpose of monitoring academic progress and program evaluation.
- complete an exit interview when I accomplish my educational objectives at De Anza College.

**CARE students only:**

- Inform staff of any changes to my TANF (Cash Aid) benefits
- Submit current TANF verification of benefits quarterly

I understand that failure to fulfill this EOPS/CARE Mutual Responsibility Contract could result in my termination from EOPS/CARE or the loss of any or all EOPS/CARE services.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Student ID Number \_\_\_\_\_

If you agree to the above terms, EOPS/CARE agrees to provide you with the following services:

- Academic, career and personal counseling
- EOPS/CARE registration
- Book funds for eligible students
- EOPS/CARE grants for eligible students
- Transfer information and assistance
- Financial aid and scholarship application assistance
- Workshops and special activities

EOPS/CARE Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Date reviewed: \_\_\_\_\_ Student Signature \_\_\_\_\_ Staff Initials \_\_\_\_\_

Date reviewed: \_\_\_\_\_ Student Signature \_\_\_\_\_ Staff Initials \_\_\_\_\_

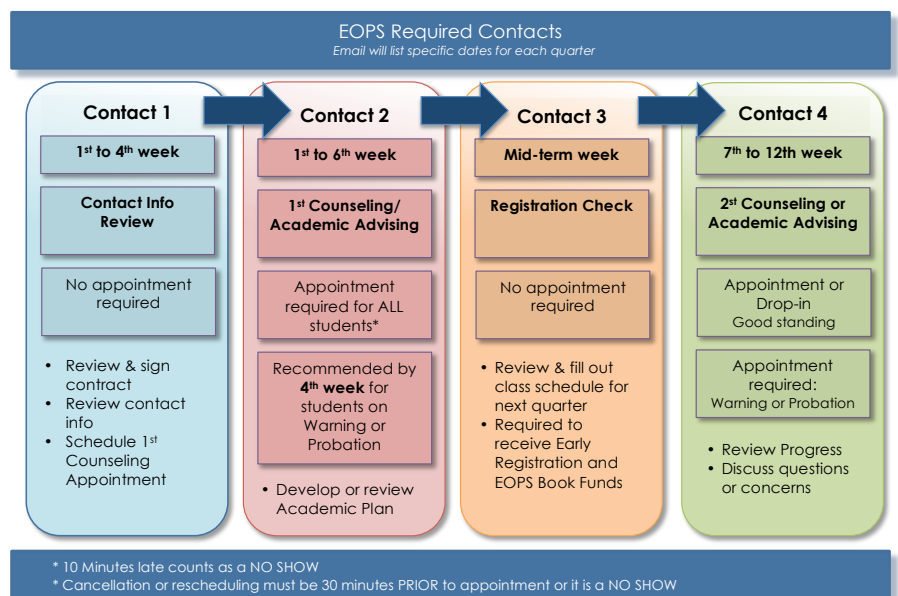
Rev. 08/15

### EOPS Required Contacts

Each quarter, you will be required to make four (4) contacts with EOPS. Two require appointments and two do not.

#### Important Reminders about Appointments:

- 10 minutes late counts as a NO SHOW.
- Two NO SHOWS in a quarter result in no EOPS Book Funds for the following quarter.
- Cancellation or rescheduling must be 30 minutes PRIOR to the appointment or it is considered a NO SHOW





## Academic Plans

### What is an Academic Plan?

A plan is a method or tool that is used to accomplish a specific goal. An Academic Plan will help you identify and monitor your progress towards your academic goal.

### How to Develop an Academic Plan

Think of your Academic Plan like preparing to take a trip. What do you need to pack?

- ✓ Your Major
- ✓ Your Major Requirements
- ✓ Your General Ed Requirements
- ✓ AP Scores
- ✓ Transcripts from other School(s)
- ✓ Your Transfer Institution



### EOPS Multi-Year Academic Plan (MAP)

This is a paper-based plan that you fill out with an EOPS Counselor/Academic Advisor. It will help you track your progress through your time at De Anza College.

As part of your Mutual Responsibility Contract, if you want to make changes to your class schedule/MAP, you must inform an EOPS/CARE Counselor/Advisor before making those changes.

DE ANZA COLLEGE  
Extended Opportunity Programs and Services  
Multi-year Academic Plan

FA Ext. \_\_\_\_\_  
TAG \_\_\_\_\_  
Other \_\_\_\_\_

Name \_\_\_\_\_ SID \_\_\_\_\_  
Last First MI. \_\_\_\_\_  
Transcripts: \_\_\_\_\_

Major: \_\_\_\_\_  
Transfer to: \_\_\_\_\_  
AA/AS/Certificate: \_\_\_\_\_  
 CSUGE  IOETC

| Fall _____ | Course | Units | Grade | Winter _____ | Course | Units | Grade |
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| Fall _____ | Course | Units | Grade | Winter _____ | Course | Units | Grade |
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| Spring _____ | Course | Units | Grade | Summer _____ | Course | Units | Grade |
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Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
Counselor/Academic Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
Counselor/Academic Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
Counselor/Academic Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
Counselor/Academic Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_



## De Anza DegreeWorks Academic Plan (DW)

DegreeWorks is an online Academic Plan accessed through MyPortal. It is required for continued priority enrollment.



The screenshot shows the DegreeWorks interface for a student. At the top, there are navigation links for FAQ, Help, Print, and Log Out. Below these are input fields for Student ID, Name, Degree (1AA.A), Major (Studio Art FH), Level (FU), and Last Audit (Today). The main navigation tabs include Audits, Planner (selected), and GPA Calc. The Planner section shows a dropdown for the degree (1AA.A) and the plan name (Becoming Artist [Inactive]), along with a Notes Mode dropdown and a checkbox for 'Show completed classes'. A 'Load' button and 'Edit/View' options are also present. The central area is divided into two panes: 'Planner Worksheet' and 'Student Educational Planner'. The 'Planner Worksheet' pane displays student information (Name: M..., S..., College: Foothill College, ID: 1..., Degree: Associate in Arts - FH, College GPA: 4.00, Major: Studio Art FH, Test Scores, Catalog Year: 2010-2011) and 'Estimated Degree Progress' (Degree Requirements: 24%, Total Credits Earned: 32%). The 'Student Educational Planner' pane shows Student (M...), Current Term (2011 FAL FH), Description (Becoming Artist), Catalog Year (2010-2011), Last Modified (12/14/2011 by Malmgren, Susan L), Active/Inactive (Inactive Plan), and Locking Status (Plan is not locked). A checkbox indicates 'This plan needs to be approved. Please submit for approval when are ready.' At the bottom, there are buttons for 'Show What If Options', 'Use What If Scenario', 'Save Plan', 'Reload Form', 'Save As...', 'Process New', 'Check All Terms', and 'Uncheck All'.



## *Book Funds*

### **Eligibility for EOPS Book Funds**

To be eligible to receive book funds students must have:

- met minimum program participation requirements
- no more than one "no-show" for counseling/academic appointments
- returned any books for classes they dropped in the previous quarter, either to the college bookstore or to EOPS
- returned or renewed any textbook or calculator borrowed in the previous quarter
- completed the registration check process
- registered for twelve or more units (EOPS funds will be held until student is enrolled in 12+ units)

### **Students on Probation Status**

- Considerations for book funds will be made on a case by case basis after meeting with a counselor no later than the second week of the quarter.
- Students on extended probation will not receive book funds.

### **Terms and Conditions for your EOPS Book Funds**

- Book funds are valid through the 3<sup>rd</sup> Monday of the quarter
- TEXTBOOKS ONLY. No duplicate textbook purchases.
- No cash back for unused amount. No cash refunds on books purchased with EOPS funds.
- All purchases are subject to DAC Bookstore policies.
- Books purchased are for classes you are enrolled in the current quarter at De Anza College.

### **Dropped Classes...**

- Books must be returned to the Bookstore for any class dropped by the 3<sup>rd</sup> Monday of the quarter (last day EOPS funds are valid).
- Books must be returned to EOPS for any class dropped AFTER the 3<sup>rd</sup> Monday of the quarter.
- Rule of thumb: *EOPS book funds can't be used to buy books for classes you aren't enrolled in.*

**All EOPS Book Fund purchases are audited each quarter. Any violations of the terms and conditions will result in disqualification from receiving future book funds.**



## Strategies for stretching your EOPS Book Funds:

- Shop EARLY to get the best selection of USED textbooks
- Make a list of required texts using the DAC Bookstore web site. Decide which books you should:
  - Purchase with EOPS Funds or with your Financial Aid funds
  - Rent with EOPS Funds or EOPS DASB rental funds
  - Borrow from EOPS, DAC Library or Public Library
- Take advantage of the EOPS Shopping Days and other specials offered at the DAC Bookstore

## Make a Book List [[Visit this page](#)]

The screenshot shows the De Anza College Bookstore website. The header includes the college logo, the name 'De Anza College Bookstore', and the tagline 'Your official campus store'. There are social media icons for Facebook, Twitter, and YouTube, along with links for 'Account Login' and 'Shopping Cart'. A navigation menu contains 'HOME', 'BOOKS', 'ONLINE SHOP', 'INFORMATION', 'FACULTY', and 'De Anza College'. The main content area is titled 'Course Materials > Select Term and Departments' and features a search bar for books. Below the search bar, there are two options: '-OR- Select Term to Search by Course and Section' and '-OR- Select Your Courses'. The 'Select Your Courses' section has three dropdown menus for 'Term', 'Select Department', and 'Select Course and Section', along with 'Add Selection' and 'Clear Selection' buttons. At the bottom, there is a table for 'Your Current Course List' with columns for Term, Dept, Course, Section, Instructor, and Remove? and a 'Get Course Materials' button.

## Textbook Rentals

- Your EOPS Book Funds can be used to rent textbooks at the DAC Bookstore
- DASB/EOPS Rental funds are usually available each quarter on a limited basis.
  - An email will be sent out informing you of availability.
  - DASB/EOPS funds are first-come, first-serve.
- ALL RENTALS MUST be returned to the DAC Bookstore NOT EOPS! Late rental returns will result in YOU being charged the full cost of the textbook and a HOLD placed on your student account.
- Remember to follow your DAC Book Rental Agreement.

## Book and Calculator loans:

- EOPS has a limited number of textbooks and graphing calculators available to loan.
- Contracts are for one quarter and can be renewed for the next quarter
- Please be mindful to return items...we want to make them available for students who need them after you.
- *Not returning loaned items will result in a HOLD placed on your DAC student file.*

## Security Issues

- Be mindful of where your textbooks and personal items are
  - Don't leave textbooks, backpacks unattended—even in classrooms or the library
  - Don't leave textbooks, backpacks and personal items visible in your car. Lock them in the trunk, out of sight.
  - Imagine each item as \$100 bill. Put it away!



## *Office Services*

### **Our Office is Here for You!**

- Always have your **Picture ID** ready in case staff need it to help you.
- Make your required contacts:
  - Drop-in to do the Update and Registration Check
  - Make Appointments with your Counselor/Advisor
- Use the computers and printer
- Ask questions about college processes
- Let us know if you need help with anything
- Just stop by to say hi!

### **When Visiting Our Office...**

- Ask your friends to wait outside. Our services are only for EOPS eligible students.
- Always stop at the front desk, and let us know:
  - What you want to do in the office. (e.g. "I'd like to print my homework.")
  - If you have a question. (e.g. "When is the last day to drop a class?")
  - If you need something. (e.g. "I need a green Scantron and a large Blue Book.")
- Sign in on one of the two sign in sheets:
  - Yellow: Update, appointments, registration check, seeing George
  - White: Using computers and printers

*When in the office, be courteous and respectful of other students and staff.*

### **Making Appointments...**

- You may make appointments in person or over the phone (call us at 408-864-8950).
- You will need to let us know:
  - Your schedule
  - Your student ID number (memorize it!)
- Helpful to let us know:
  - Which counselor you'd like to see
  - The reason for your appointment

It is your responsibility to remember your appointment, so make sure you write down the date and time or program it into your phone. If you need to call or come into the office to ask when your appointment is – it's okay! 😊

## **About Our Computers...**

- If you see the Windows Logo, this means you can use the computer.
  - Ask EOPS Staff for help logging you in.
- If you see a triangular tile desktop, you won't be able to print.
- Bring a USB flash drive or save a copy of your work online using Google Docs. The computer will delete all of your work when it logs off.

## **Printer Use Rules...**

- Printers are for class-related work only.
- You may print up to 10 pages per day.
  - Need to print more than 10 pages? Ask for permission **before** you print.
- Please don't press print more than once if a document doesn't print the first time. Ask staff for help.
- Log the number of pages you printed on the sign-in sheet before you leave.

## **Getting Help...**

*Do you have a college-related question?*

If we don't know the answer, we will refer you to someone who does.

## **Need something?**

We have Scantrons, Blue Books, and Parscores available for free. But only for EOPS eligible students. Ask us if you need something else. Maybe we will have it.

## **Just want to say hi?**

Feel free to stop in just to let us know how you're doing!