

2024-2025 EOPS Quarterly Requirements

Mutual Responsibility Contract	1 st Counseling / Advising Appointment	2 nd Counseling / Advising Appointment
No appointment required	Appointment required	Appointment required
<ul style="list-style-type: none"> • 1st time during orientation • Once per academic year thereafter 	<ul style="list-style-type: none"> • Week 1 to Week 6 • For students on <u>warning</u> or <u>probation</u>: Week 1 to Week 4 	<ul style="list-style-type: none"> • Week 7 to Week 12 • Must be at least 3 weeks apart from 1st appointment
<ul style="list-style-type: none"> • Review and sign the Mutual Responsibility Contract (MRC) • Review and update your contact information 	<ul style="list-style-type: none"> • Develop or review Academic Plan • Required to be considered for EOPS grant (*eligibility is subject to additional criteria; please check emails and Canvas for updates) 	<ul style="list-style-type: none"> • Review progress • Discuss questions or concerns • Required to receive EOPS Book Funds
<ul style="list-style-type: none"> • 10 minutes late counts as a NO SHOW • Cancelling or rescheduling an appointment must be done 30 minutes PRIOR to original scheduled appointment or it is a NO SHOW • Drop-in appointment does not count as a counseling appointment 		

Revised 7 / 17 / 24

IMPORTANT NOTE:

***Continuing EOPS students:** You may begin submitting your Mutual Responsibility Contract (MRC) two weeks before the Fall or returning quarter. A signed MRC must be received by the end of Week 2 of the quarter in order to receive Book Funds.

***New and returning EOPS students:** You will complete your Mutual Responsibility Contract (MRC) during your EOPS new student orientation.