

STUDENT DEVELOPMENT

Counseling and Advising
Transfer Center
Athletic Advising
“Career Center”
EOPS
Calworks

1 General Counseling and Advising Services

1.1 *Advising and Counseling Services*

Drop-in advising is available daily. All students can see an academic advisor on a drop-in basis. Advisors will make referrals and appointments for counselors, as the advisor deems appropriate. Advisors are the only staff authorized to make appointments for counselors.

The Counseling and Advising Office provides support and referrals to help students succeed in college and assists students in College of the Redwoods policies and administrative regulations.

1.2 *Academic Dismissal – Appeal Process*

Students who have been placed on academic dismissal or progress dismissal may appeal their status through the Director of Student Development. All appeals must be submitted in writing. Students will be notified via letter regarding the outcome of the appeal. Students are encouraged to take the following steps.

- a. See an advisor on drop-in to discuss reasons for past performance and possible success interventions.
- b. Create a “Student Success Contract” with the advisor. This contract will be attached to the student’s written appeal. Completion of the Student Success Contract does not guarantee that their appeal will be approved.
- c. Complete the Academic Dismissal Appeal form. Additional information, such as a letter providing detailed information, doctor’s notes, Student Success Contracts, etc., may be attached.
- d. Submit appeal and attachments to the Director of Student Development’s secretary.
- e. Student will be notified via letter regarding outcome.

1.3 *Crisis Intervention*

Students who are in a crisis may seek short-term assistance from Marcy Foster, at the Counseling Center. Students may self-refer or be referred by a CR staff member. When seeking crisis assistance, please identify that the student needs to see Marcy Foster. Students and staff may also indicate that they are to see Marcy for a “9-1-1.” This will alert the staff that the student is to see Marcy immediately.

During her absence, contact the Director of Student Development or Associate Vice President for Student Learning Support Services.

1.4 Graduation Petitions/Process

The deadline for petitioning to graduate is usually early in the semester. Students intending to graduate from CR should plan to meet early in the semester to work with advisors and counselors who will assist them with submitting petitions for graduation. This is done on a drop-in basis. Advisors and counselors will review graduation requirements and students academic records, to determine if the student is ready to graduate.

1.5 First Year Initiative – New Students

Students intending to earn a certificate, associates degree, or plan to transfer to a 4-year college or university, are considered “matriculating students.” Matriculating students must complete the following steps prior to registering for classes.

- a. Complete application for admission
- b. Complete placement assessments
- c. Complete orientation and advising
- d. Register for appropriate classes.

No matriculating student may by-pass these steps. Counselors and advisors cannot advise students until the student has either taken the placement assessment or has demonstrated math and English placement at another college. This documentation may be in the form of placement scores from another California Community College or an official college transcript.

College of the Redwoods does not accept ACT or SAT scores in lieu of placement scores.

Orientation and advising for all new students is done on an appointment basis only. These new students must contact the New Student Services at the Enrollment Services Office, or see Ron McQueen, at the EOPS office.

New students who are not matriculating may choose to be exempt from this process.

1.6 Late Adds to Classes

Counselors and advisors will see students who wish to add a class after the first day of class. Counselors and advisors will discuss the reasons why a student wishes to enroll, look for alternative classes or other options, and then explain the late add process, if deemed appropriate.

1.7 Student Education Plans (SEP)

Student Education Plans are required for all matriculating students by Title V. In order to complete a Student Education Plan, a student must complete the following process.

- a. See an advisor on drop-in. Advisors will review the student’s academic record; make recommendations on transfer credit, if applicable, and set up an appointment with a counselor.
- b. If appropriate, all official transcripts from previous colleges must be on file in Enrollment Services.
- c. Attend counseling appointment.

1.8 Prerequisite Verification

Datatel, as an interrelational database, has been set up to review the student's academic record when the student registers for classes. If the system cannot detect that a student has met the prerequisite, counseling intervention is needed.

Students', who can demonstrate that a prerequisite has been met, must complete the following steps.

- a. Obtain official college transcripts or test scores from a California Community College. Transcript must be submitted to Enrollment Services.
- b. Once CR has received the transcript, the student must see an advisor on drop-in for review. Students will be asked to allow 2 – 4 weeks for processing.
- c. Counselors will review and evaluate transcripts as needed.
- d. Course data will be entered into Datatel.
- e. Students will then be able to register for the class via telephone, web, or in-person.

2 Transfer Center

The Transfer Center is located in the Counseling Office. Students may drop-in. Services include:
Library of college catalogs, CSU/UC Application Workshops
Reference materials Applications to CSU's and UC's.
Transfer Center Newsletter Videos
"College Day" (Reps come on campus from 4-year colleges.

"Transfer is a process, not an event" Students are strongly encouraged to begin the process during their first year at CR.

3 Athletic Advising

Athletic Advising is available on a drop-in or appointment basis at the Counseling Center. The Athletic Advisor assists student athletes with maintaining academic progress, eligibility, referrals, and other academic support issues.

4 EOPS

4.1 History

A diverse student body, one that represents all segments of society and different points of view, is fundamental to enhancing the quality of education to all students. Historically, certain socio-economic groups have not had equal access to a college education. Extended Opportunity Program and Services (EOPS) was established in 1969 as a social reform within the community college system. The program's initiating legislation, Senate bill 164 (Alquist), encouraged the state's community colleges to develop programs and services to provide access and educational opportunities for individuals whose educational and socio-economic backgrounds might otherwise prevent them from successfully attending and succeeding in college.

Currently, EOPS serves approximately 1,200 students district-wide.

4.2 Eligibility

To qualify for the EOPS program the following requirements must be met:

1. Be a California resident
2. Be enrolled full-time or receive a waiver for less than full-time enrollment
3. Have fewer than 70 degree applicable units completed
4. Be educationally disadvantaged as defined by EOPS regulations. In making that determination, one or more of the following factors are considered:
 - a. not qualifying at the college of attendance for enrollment into the minimum level English or mathematics course that is applicable to the associate degree
 - b. not having graduated from high school or obtained a GED
 - c. having graduated from high school with a gpa below 2.5 on a 4.0 scale
 - d. having been previously enrolled in remedial education
 - e. the student is a first generation college student
 - f. the student is a member of an underrepresented group targeted by district/college student equity goals
 - g. the student and/or parents are non-native English speakers
 - h. the student is an emancipated foster youth
5. Be eligible to receive a Board of Governors Grant under Method A or B

To remain eligible to receive programs and services students must:

1. Apply for federal financial aid utilizing the FAFSA
2. Maintain academic progress towards a certificate, associate degree, or transfer goal by completing at least 75% of the units attempted each semester with a 2.0 gpa or higher
3. Attend an EOPS orientation
4. Meet with a counselor at least twice each semester and academic advisor at least once each semester to complete or update a Student Education Plan (SEP)
5. Sign and adhere to an EOPS Mutual Responsibility Contract for programs and services
6. Complete an EOPS Outcome form before leaving College of the Redwoods

4.3 Services

4.3.1.1 Orientation

The EOPS Orientation is designed to familiarize the new student with program policies and services as well as provide information designed to promote a successful college experience.

4.3.1.2 Priority Registration

Continuing EOPS students have the opportunity to register for classes one day prior to general registration.

4.3.1.3 Academic Counseling and Advising

EOPS students are required to attend three meetings each semester for counseling and advising, ideally at the beginning, middle and end of the term.

4.3.1.4 Assessment

College Skills EOPS students are invited to complete the Learning and Study Strategies Inventory (LASSI). This assessment assists the program in determining academic needs and support services that will best enhance the students' college experience.

GED EOPS pays for the cost of the GED exam at College of the Redwoods for eligible students.

4.3.1.5 Transfer Preparation

EOPS works with the Transfer Center to provide opportunities to meet with four-year school representatives and visit their campuses. Application fee waivers for UC and CSU campuses are also provided for EOPS students.

4.3.1.6 Instructional Assistance

Reserved time with Instructional Aides is available for EOPS students in the Academic Support Center.

4.3.1.7 College Readiness

During the summer, a weeklong college readiness program is offered for first-time students. Information is provided on how to be successful in college math and English and the development of good learning and study strategies.

4.3.1.8 Peer Mentoring

EOPS Peer Mentors are second and third year students that have distinguished themselves as individuals with exemplary college success skills. They help students fill out forms, locate campus services and provide general information about college programs and services.

4.3.1.9 Financial Assistance

Book Voucher Book vouchers are available in the amount of \$250 for the fall and spring semesters on the Eureka and Mendocino campuses. Book vouchers for Del Norte and Klamath Trinity EOPS students are \$270 because there is not a need for parking permits on these campuses. EOPS students enrolled in a nursing program may receive a \$350 or \$370 book voucher. Voucher amounts for the winter and summer semesters vary according to need and availability of funds. Vouchers are pro-rated for students who have been approved for services at less than full-time enrollment.

Parking Permits/Bus Tickets EOPS students on the Eureka and Mendocino campuses have the option of receiving a parking permit or the equivalent dollar amount in bus tickets.

Workstudy The EOPS Workstudy Program assists students in gaining work experience as EOPS Peer Mentors and/or EOPS Tutors. Available positions are advertised with the Career Development and Student Placement office.

Achievement Awards Grants in the amount of \$50 are awarded to students who have completed 12 units or more and earned a minimum 3.0 grade point average for the term (fall and spring only). These awards are distributed at the beginning of the following fall or spring semester for which the achievement was determined – students must continue to be enrolled full-time, be eligible for EOPS, and have unmet financial need as determined by the Financial Aid Office to receive this grant.

Fee Waivers EOPS students receive fee waivers for the following College of the Redwoods services:

Official transcript requests (maximum of three)

Graduation cap, gown and honor cord

4.4 COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

4.4.1 History

In 1982, the state legislature established the CARE program in the California Community Colleges as “a unique educational program geared toward the welfare recipient who desires job-relevant education to break the dependency cycle” (Assembly Bill 3103, Hughes, Statutes of 1982, Chapter 1029). Fifteen programs were funded that first year. Presently, CARE programs are in place at all 106 community colleges providing assistance to over 11,000 students annually. The CR CARE program currently serves approximately 90 students district-wide.

4.4.2 Eligibility

To qualify for assistance from the CARE program students must meet the following requirements:

1. Meet the eligibility requirements for EOPS
2. Be at least 18 years of age
3. Be designated as a single head of household by their county welfare department
4. Be currently receiving CalWORKs/TANF cash aid for themselves and/or their child/children
5. Have at least one dependent child under the age of 14
6. Be enrolled full-time upon admission into the program

CARE students are required to:

1. Maintain status as an EOPS student in good standing
2. Provide documentation as required to verify eligibility for programs and services
3. Notify EOPS/CARE staff if CalWORKs/TANF cash aid is discontinued
4. Notify EOPS/CARE staff if single head of household designation changes
5. Notify EOPS/CARE staff if any other agency begins providing financial assistance for child care and/or transportation
6. Notify the EOPS/CARE staff of any changes effecting their child care and/or transportation award i.e. change in child care provider; change in cost of child care; change in cost of transportation

4.4.3 Child Care Assistance

The CARE program assists with childcare costs associated with education not covered by other programs, such as CalWORKs and Humboldt Child Care Council. Although some students may have their childcare costs paid directly to the provider, most CARE awards are disbursed in the form of grants at the beginning and middle of the semester. If receiving a cash award, it is the CARE student’s responsibility to pay their

childcare provider/s. Childcare providers that are not licensed or an approved adult relative of the child/children being cared for must be registered with TrustLine. For award purposes, childcare provider rates cannot exceed the rate set by the California Department of Education Child Development Division. CARE reimburses childcare expenses for approved class and work time and up to one hour of travel time per day as well as one half hour of study time per unit for academic courses.

4.4.4 CARE Grant

To help offset the cost of transportation, books, supplies and other expenses associated with education, CARE awards of up to \$300 are available for the fall and spring semesters when funds are available. Summer and winter session awards vary according to need and availability of funds.

4.4.5 CARE Meal Plan

Eureka Campus students receive Meal Plan cards worth up to \$300 for the fall and spring semesters to be spent at the CR Cafeteria. CARE students on other campuses receive the equivalent amount in the form of a grant to assist with the purchase of meals.

4.4.6 Other support services

The CARE program provides workshops and a Single Parent Support Group designed to empower and encourage students to succeed in their educational and life goals.

5 Career Development and Student Employment Center (Career Center)

5.1 Career Development

Career/Life planning is available in either individual, small group, or classroom settings. The Career/Life planning process involves several steps:

- a. Self-exploration (interests, values, skills, personality qualities),
- b. World-of-Work exploration (skills and abilities required, education levels needed, job outlook, salaries, range of job titles, types of employers),
- c. Finding (or creating) a career that matches a and b,
- d. Setting and pursuing goals and activities that lead to the chosen career (choosing education levels to attain, choosing a major, developing job skills, developing employability skills, getting a job),
- e. Final assessment: You're either happy with what you are doing, or you're not.....and what to do if you aren't.
- f. Be ready for unplanned opportunities.

5.2 Student Employment

The Career Center advertises both on-campus federal/district work study positions and off-campus job openings. These announcements are posted to a binder in our office, a bulletin board outside our office and on the Career Center website (<http://www.redwoods.edu/eureka/careercenter/jobs/>). Students contact employers directly for further information and interviews.

Federal Work Study jobs are processed and receive referrals in the following manner:

- a. Job requisition forms are obtained by departments, completed, and returned to the Human Resources office.
- b. A copy of the job requisition is sent by the Human Resources office to the Career Center for job posting and notifies department.
- c. Students either contact the employer, interviews, and then student and employer fill out employment forms OR student completes employment forms, contacts employer, interviews, and then employer completes employment forms.
- d. Completed employment forms are routed to the Career Center for log-in and are forwarded to the Financial Aid office for verification.
- e. Financial Aid office returns verified forms to Career Center and are forwarded to the Human Resources office for recording/payroll.
- f. The Human Resources office returns a copy of the final recorded forms to the Career Center for storage.

The Career Center keeps a log of where and when employment forms were delivered.