

EOPS appointments can fill up quickly, so plan to schedule and complete your contacts early! The highest demand time periods are the beginning of the semester, the end of the first contact period, and the end of the semester. Appointments can be scheduled up to two weeks in advance. See further notes under "Appointment Scheduling."

FIRST COUNSELING CONTACT January 16 – April 12 (Anytime between these dates)	SECOND COUNSELING CONTACT Begins March 11th (At least 2 weeks after 1st contact & 2 weeks before your 3rd contact)	THIRD COUNSELING CONTACT April 03 – June 04 (Anytime between these dates)
Create and/or update your EOPS student educational plan (EOPS ed plan). <ul style="list-style-type: none"> • Be prepared to take notes. • Have access to your Degree Planner Educational Plan. • <u>Must be completed with an EOPS Counselor!</u> 	Mid-semester (midterm) progress check. <ul style="list-style-type: none"> • Be prepared to take notes. • May be completed with an EOPS Counselor or a Special Programs Counselor (2nd contact form required, see back of sheet for details). 	End of the semester planning, class enrollment for next terms, educational goal and Financial Aid check-ups. <ul style="list-style-type: none"> • Be prepared to take notes. • Have access to your Degree Planner Educational Plan. • <u>Must be completed with an EOPS Counselor!</u>
Counselor: _____ Date: _____	Counselor: _____ Date: _____	Counselor: _____ Date: _____

Appointment Scheduling	<ul style="list-style-type: none"> • Contacts may be scheduled up to two weeks in advance by calling the EOPS Office. Example: appointments for the week of September 7th may be scheduled starting Monday, August 24th. • Early Monday morning is the best time to try to schedule an appointment (unless it is a holiday or Flex Day). • Contacts need to take place within their specified time frames, and each must be at least 2 weeks apart. • Appointments are provided on a first-come, first-served basis. • <u>Children cannot be brought to a counseling appointment.</u> • Counseling appointments fill quickly, please plan ahead.
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Appointment Check-in	<ul style="list-style-type: none"> • Check-in to your virtual EOPS meeting 10 minutes prior to the scheduled time or have your phone available when you are meeting with a counselor via phone appointment. • Once you are logged in, please wait until your counselor virtually meets you for your appointment. • If you have checked-in on time, it is 5 minutes past your scheduled appointment and your counselor has not logged in, please call the front desk right away.
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Appointment Preparation	<ul style="list-style-type: none"> • Have access to EOPS education plan. You can access your education plan through your Viking Portal. For assistance click on the link How to use your Degree Planner & How to view your Ed Plan on Degree Planner • Be prepared to take notes, bring any questions you might have. • Children are not allowed during counseling appointment.
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Appointment Policy	<ul style="list-style-type: none"> • There is a 5-minute grace period for all EOPS counseling appointment. • EOPS counseling appointment that need to be rescheduled or cancelled, require a 24-hour advance notice. • Any student who does not show up for their EOPS counseling appointment will be considered a "No Show." • Any student who calls to reschedule after the 24-hour grace period will be consider an "RS." • Any student who arrives more than 5 minutes late to their appointment will not receive a contact credit. • Any student who has 2 No Shows, 2 Reschedules, or 2 Late codes in a semester will not be able to schedule additional appointments for the semester unless approved by the EOPS Program Coordinator.
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Study Skills Course	<ul style="list-style-type: none"> • Couns 49 or Learn 11 must be completed by the end of your 2nd semester of participation in the EOPS program. EOPS offers free textbooks for these courses to enrolled students, permitting funding.
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LBCC Scholarships	<ul style="list-style-type: none"> • EOPS students are encouraged to apply for any LBCC scholarships at: www.lbcc.edu/scholarships
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Spring 2025 Transfer	<ul style="list-style-type: none"> • Applications must be submitted online between August 1, 2024 – August 31, 2024, for CSU. • EOP @ CSU is similar to the EOPS program, but not available at all campuses. • EOP applications are due soon after the CSU transfer applications, and require 2 letters of recommendation. • Apply early and ask for EOP recommendation letters early as well! See an EOPS counselor for more details.
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Important Dates <small>(go to www.lbcc.edu, click on Admissions & Aid, Admissions and Records, click on Important Class Registration Dates for more information)</small>	Classes Begin	02/05/24
	Change Grading Basis Deadline (16-week classes)	https://www.lbcc.edu/pod/important-class-registration-deadlines
	Drop Deadlines (16- week classes)	https://www.lbcc.edu/pod/important-class-registration-deadlines
	Graduation Application Deadline	ADT – 02/16/24 All – 03/08/24
	Holidays & Flex	02/12/24, 02/19/24, 03/14/24 (Flex), Spring Break 04/01/24 - 04/07/24, 05/27/24
	Final Exams (16-week classes)	Last day of the class

“Special Programs” Option for Completing EOPS Second Counseling Contact

In addition to being able to meet with an EOPS Counselor for the EOPS Second Counseling Contact, EOPS students also have the option of meeting with a counselor from one of the following special programs listed below. Students utilizing this option must **submit a “2nd CONTACT VERIFICATION FORM”** to the EOPS Office by the end of the semester (**June 04, 2024**), preferably earlier. Forms are available in the EOPS Office.

Approved Special Programs:

Athletics	CalWORKs	DSPS	Dreamers	Go Project	Guardian Scholars
Honors	Justice Scholars	Phoenix Scholars	PUENTE	Veterans	Umoja

Priority Enrollment: It Has to Be Earned

Beginning in the 2014-2015 academic year, students must meet the requirements listed below to receive priority enrollment. Students who do not meet these requirements will not be able to register until the open enrollment period, which is typically two weeks after priority enrollment starts. Only students classified with the college as a current or former Foster Youth are exempt from these requirements.

- LBCC course placements on file in the Viking Student system or completion of Guided Placement Tool (inquiries can be directed to the Welcome Center)
- LBCC Online Orientation completed (inquiries can be directed to the Welcome Center)
- LBCC Electronic Educational Plan completed (in the Viking Student System)
- Must declare a major before completing 15 units at LBCC

Requirements for all students, regardless of when admitted to LBCC:

- Cannot be on second term of probation in a row, or more, at LBCC (for having lower than a 2.0 GPA or less than a .50 course completion rate)
- Must have less than 100 units completed at LBCC

Appeals – Students who fall under the following categories can appeal for priority enrollment:

- Students with extenuating circumstances, such as a verified illness, accident, or circumstance beyond their control
- Students going into their final semester at Long Beach City College
- Students who have made significant academic and/or completion improvement to bring them off all probation(s)
- Students who have a verified disability and applied for DSPS services before the priority registration deadline

The “Enrollment Priority Appeal” form is available at the Admissions & Records Office and is also available online at <https://www.lbcc.edu/admissions-and-records-forms>.

Long Beach City College EOPS

Office Hours: Monday-Thursday 8:00am-5:00pm and Friday 8:00am-12:00pm

Liberal Arts Campus (LAC)

4901 East Carson Street
Long Beach, CA 90808
Room: A-1134
Phone: (562) 938-4273

Pacific Coast Campus (PCC)

1305 E. Pacific Coast Highway
Long Beach, CA 90806
Room: GG-217
Phone: (562) 938-3097

Emails

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www.LBCC.edu/eops