In order to meet program requirements and 100% compliance, Parts 1 - 4 need to be completed entirely:

- **ATTEND TOWN HALL MEETING - PART 1**
- **ATTEND TWO (2) IN-PERSON WORKSHOPS - PART 2**
- **SUBMIT TWO (2) WORKSHOP SURVEYS - PART 3**
- **MEET WITH AN EOP ACADEMIC ADVISOR - PART 4**

All Educational Opportunity Program (EOP) students must complete specific requirements to maintain good standing in EOP. Requirements are generally based on, but not limited, to the following: Fall/Spring term, class level, and SJSU cumulative GPA. If all plan requirements are not completed by the stated deadline, you will be placed on EOP Probation or you will be removed from EOP if you are already on EOP Probation.

Requirements are assigned at the beginning of each term. It is your responsibility to read, understand and complete all items listed on your specific plan by the deadlines listed. Descriptions of each requirement are listed below.

Deadlines to complete your requirements are firm. No extensions will be given. The workshop calendar, survey, and registration information are located online at [http://www.sjsu.edu/eop/current-students/workshops/index.html](http://www.sjsu.edu/eop/current-students/workshops/index.html)

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**PART 1 – THE TOWN HALL REQUIREMENT**

- Attend a Town Hall session on **Friday, August 24th, 2018**.
- If you are unable to attend a session, please submit a complete EOP Status Appeal form (located on our website Quick Links). If you are submitting an appeal for work, travel or health reasons, supporting documentation is required along with your form and statement (see form for details).
- **EOP Status Appeals are due by** **Friday, September 7th, 2018**.

**PART 2 – EOP WORKSHOP REQUIREMENTS**

- Attend a total of two (2) EOP workshops in person by **Friday, November 16th, 2018**.
- There are three tracks of workshops: **Academic Success, Beyond the Degree, and Life Skills**. You may choose which two workshops you attend, so long as they are from two different workshop tracks.
- Workshop topics will also be focused by class level: **Lower Division** (1-60 units) and **Upper Division** (61-120+ units). Students are recommended to attend workshops based on class level.
- The calendar of approved in-person workshops can be found on the EOP website. The calendar may be updated with additional workshops in the first few weeks of school.
- In-person workshops will run from Tuesday, September 4th - Friday, November 16th, 2018.
- Other campus events that you attend are not listed on the EOP calendar WILL NOT satisfy EOP plan requirements.

**PART 3 – FALL 2018 EOP WORKSHOP SURVEY REQUIREMENTS**

- In order to receive credit for attending a workshop, you must complete the EOP Workshop Survey **BEFORE YOU LEAVE THE WORKSHOP**. At the end of each workshop a QR code will be available to access and complete the survey.
- The Fall 2018 EOP Workshop Survey is used to determine completion of workshop requirements. Please ensure that you are entering your correct SJSU ID and name so that you receive proper credit.
PART 4 – EOP ADVISING APPOINTMENT REQUIREMENT

- Students on Plan 4 are required to meet with their EOP Academic Advisor once during the semester by no later than Friday, November 9th, 2018. A GradesFirst appointment campaign will be sent out by the second week of classes. Please make your appointments with your assigned EOP Academic Advisor only through the GradesFirst appointment campaign link.
- Drop-in appointments cannot be accommodated and will not count towards the requirement.

WORKSHOP REGISTRATION/CONFIRMATION

- Additional registration information at: [http://www.sjsu.edu/eop/current-students/workshops/workshopregistration/index.html](http://www.sjsu.edu/eop/current-students/workshops/workshopregistration/index.html)
- An Eventbrite ticket/QR Code is required to attend each in-person workshop. Ticket links for workshops will become active one week prior to the workshop on Sunday at approximately 10am. For example, workshops during the week of September 4th, become available for registration on August 26th. When viewing the EOP registration webpage, if you cannot see the correct week’s workshops, you must refresh your browser.
- Ticket registration will close after capacity is reached or on Thursdays at 8pm, whichever one occurs first.
- When ordering your ticket, make sure to enter your CORRECT email address; you will receive an automatic and immediate ticket confirmation with a QR code. This QR code will be scanned at check-in, so be sure to bring the code via smartphone or paper ticket.
- To cancel your registration, please send an email at least 24 hours prior to the workshop to eopworkshops@sjsu.edu
- Check-in begins 20 minutes prior to workshop.
- 5 minutes prior to the start of a workshop walk-in students will be allowed to attend if space is available. Example, workshop begins at 2pm, all confirmed attendees must arrive before 1:55pm. At 1:55pm walk-ins will be allowed to enter.
- If a student with a confirmation arrives after walk-ins have been allowed in, they will be allowed to attend if there is space available.
- Workshops will begin right at their scheduled time. Late arrivals will NOT be accommodated for any reason. As a courtesy to the presenter and fellow participants.
- Confirmation of workshop completion will be emailed within approximately three weeks of submission of survey.
- REMEMBER TO BRING QR CODE VIA SMARTPHONE OR PAPER TICKET TO ENSURE SUCCESSFUL REGISTRATION AND CREDIT.

EOP PROBATION

- If a student is not in good standing with EOP Plan Requirements, the student will be placed on EOP Probation, and a hold will be placed on the EOP Grant for the following semester. The hold will not be removed until requirements have been completed and verified at the end of the following semester. The hold does not affect your status as a SJSU student or ability to register for classes.
- A second, consecutive semester of non-compliance with plan requirements will result in removal from EOP and a loss of services and the EOP Grant.
- EOP Probation status is separate from SJSU’s academic probation standing.