



**Extended Opportunity Programs and Services/  
Cooperative Agencies and Resources for Education**  
1500 North Verdugo Road  
Glendale, CA 91208  
[Hybrid Services](#)  
Email: [eopsdesk@glendale.edu](mailto:eopsdesk@glendale.edu)  
Phone/Voicemail: 818-240-1000 ext. 6900

Dear EOPS Student,

Please be advised that the [third counseling meeting deadline for EOPS is December 16.](#)

According to our records, you are missing counseling visits with EOPS. You can still make your required visits in time before the deadline to maintain a good program standing with EOPS and qualify for book voucher and grant for spring 2023 semester. We have open counseling appointments available now. Don't wait until it is too busy. Use the following link to submit the EOPS [Appointment Request Form](#) to schedule your appointment ASAP.

**All EOPS students are expected to visit their EOPS counselors three times a semester and complete at least 6 semester units to maintain a good program standing. For complete details refer to the [Mutual Responsibility Contract \(MRC\).](#)**

EOPS students can monitor their EOPS counseling meeting dates posted on their student portal Just use the following three easy steps:

1. Go to **MyGCC**; 2. Click on **Other Services**, 3. Click on **My EOPS Counseling Contacts**.

You will see the date of the EOPS counseling visit you made, the counselor's name, and the number of visits for this semester.

[Click here for more detailed instructions on how to check your EOPS contacts.](#)

**NOTE:** If you find that the last counseling visit date recorded in your student portal does not match with your record, you will be expected to inform our office through

[eopsdesk@glendale.edu](mailto:eopsdesk@glendale.edu) within one week from the time of your counseling visit in question.

No corrections or adjustments will be made if it is not addressed within that week.

**REMEMBER TO CHECK YOUR RECORD AS SOON AS YOU ARE DONE WITH THE MEETING!**

We currently offer EOPS counseling **IN-PERSON** (EOPS office), **REMOTELY** (by-phone) and **ONLINE** (Zoom). Please make sure to complete your online [EOPS Appointment Request Form](#) asap, and we will get back to you with your scheduled counseling appointment date and time.

If you have quick questions, you may also **see counselors on drop-in basis daily. This counts as a counseling visit.** The weekly drop-in counseling schedule and zoom link is available on the [EOPS Homepage](#).

Make sure to see an EOPS counselor asap to have your spring 2023 schedule reviewed and updated to ensure you are on the right track to complete your academic goal.

We hope to see you soon!