February 28, 2013

Dear EOPS Student:

Welcome back to another semester at Solano Community College. To further ensure your academic success while at Solano, we are enclosing our EOPS Academic Student Progress Report Forms. Progress reports are required from your instructors for the EOPS Program and your EOPS file to help guide you through your academic journey at Solano. The EOPS Academic Student Progress Reports are required as noted on your EOPS Mutual Responsibility Contract.

Please take your EOPS Student Academic Progress Report form to each of your instructors to discuss your current academic progress in class. In doing this, please follow the three steps outlined below:

1. Complete the top portion of the form with your name, your SCC identification number, the course title and number, and your instructor’s name.

2. Take one form to each of your instructors for their input and signature. NOTE: We encourage you to meet with all of your instructors during their office hours to discuss your class progress. If you cannot meet during your instructor’s office hours, please ask if you can arrange a different day and time.

   If you need additional forms, please stop by the EOPS Office and now you can go to [www.solano.edu](http://www.solano.edu) click on Financial Aid, and click on EOPS. The EOPS Student Academic Progress Report will be on the EOPS homepage.

3. You are required to return the completed EOPS Student Academic Progress Report to the EOPS Office in Room 426 on or before the due date of Tuesday, March 12, 2013.

If for some reason you need assistance with completing the attached forms, please stop by the EOPS Office or call us at (707) 864-7000 ext. 4444.

Sincerely,

*Cynthia Simon*
EOPS/CARE Coordinator

Enclosure: EOPS Student Academic Progress Reports