



**OPPORTUNITY
YOUTH
PARTNERSHIP**

Community College

GUIDE BOOK



The first step is the hardest.

This is the hardest part - making the decision to do something different, or to take a leap into something new and unknown. You could literally be doing anything other than reading these words and thinking about college. The fact that you have chosen to use your time to even take a look inside this book is amazing!

There is a pathway for everyone. There are options for you no matter how well you did during high school or how long you've been out of school. There is always a way even if you've been through tough stuff or if you need to work a lot to support yourself or your family. In Santa Clara County we are lucky to have seven community colleges. You can attend any of them. These colleges offer short term programs, two-year degrees, and degrees for transfer into universities. Also, every community college has so many support programs designed for you!

Before we get into how community college works, let's talk about Money. Real talk, education pays. Every little bit of education you get after high school means you earn more money every hour you work.

High School Diploma	Completed Some College	2-Year College Degree	4-Year College Degree
Weekly Income in 2018: \$730	Weekly Income in 2018: \$802	Weekly Income in 2018: \$862	Weekly Income in 2018: \$1,198
This is equivalent to: <ul style="list-style-type: none"> • An hourly wage of \$18.25 • An annual salary of \$37,960 	This is equivalent to: <ul style="list-style-type: none"> • An hourly wage of \$20.05 • An annual salary of \$41,704 	This is equivalent to: <ul style="list-style-type: none"> • An hourly wage of \$21.55 • An annual salary of \$44,824 	This is equivalent to: <ul style="list-style-type: none"> • An hourly wage of \$29.95 • An annual salary of \$62,296

Source: Bureau of Labor Statistics

So, by completing even just a few courses at community college, you will earn \$1.80 more per hour, which is \$3,745 more per year.

Youth Stories Introduction

Below are stories of students who have graduated from different types of high schools and have gone on to Community College. Their stories share what they went through and what they learned on their journey to Community College. Each story is different, each student has overcome different obstacles. You might find that you can relate to some things they share.

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"In the middle of difficulty lies opportunity."-Albert Einstein

Luis's Story

Lacking parent support for education, and learning to ask for help

My name is Luis and here's my story. I never took school seriously mainly because I've never had the support from my parents and my parents never attended school, so asking for help was not an option for me. My parents way of life is work until you can move up and make enough money to survive. The idea of school and getting a higher education was never talked about in my family. Because I did not take school seriously I started to get in trouble with the authorities.

I was in 8th grade when I first got locked up and that's when I started to not believe in myself. During this time I did not care about my future so I continued to get in trouble with the authorities and gave my parents a hard time. I was kicked out of several schools until I began to realize that if I did not start to take school seriously, I would be stuck working minimum wage jobs the rest of my life. It was my junior year when I realized I needed to start thinking more about school, so that is when I found the San Jose Conservation Corps. They helped me get through school and I graduated with my High School Diploma, when I never thought I could. While I was going to school at the San Jose Conservation Corps, I connected to an Education Navigator. Having an Education Navigator was also a huge support in helping me graduate from High School. I was able to turn my life

around and get through school with the help of the San Jose Conservation Corps and an Education Navigator. Getting my High School Diploma helped me realize I can accomplish anything I wanted to. I am now enrolled at Evergreen Valley College with the hopes to someday become a Police Officer. My dream has always been to become a Police Officer. Now, as a college student, I am determined to make my dream become a reality. Also, once I completed my first semester at Evergreen and showed my parents my grades they were amazed at how well I was doing. This made them believe in me again. They changed their minds in how they looked at me and decided to support me in going to college.

I can write about my life experiences all day, but I want those who are reading this to understand despite any negative life experiences you endured in the past, do not let it stop you from pursuing higher education. Reaching out for help is also something I recommend. There are many things I learned during this process, but the main lesson I learned is to never be afraid to reach out and ask for help. Hopefully reading my story will help you feel more comfortable with pursuing higher education and remember, you are not alone.

Diana's Story

Succeeding in college, despite multiple barriers to education

My name is Diana and my educational journey has been unique, and I am proud of where I am today. I attended two middle schools and more than five different high schools due to my behavior along with being involved in the foster care system as well as the juvenile justice system. Although I am not the first person in my family to go to college, I am the first grandchild in my family to pursue higher education through community college right out of high school. I was fortunate enough to have support through my involvement with a wonderful organization called Fresh Lifelines for Youth, my case manager Mary Ann helped me with my initial application and the FAFSA process. With Mary Ann's support getting enrolled was easy, but staying motivated was the hardest part for me.

One thing that helped me stay motivated was making small goals for myself every month, and sometimes even on a weekly or even on a daily basis. Making attainable

goals for myself made me feel productive even on my "down time" which is the time where I've noticed I lose focus. My transition into college wasn't anywhere near traditional, but I learned to keep a positive attitude and take advantage of the wonderful resources the community college system in Silicon Valley has to offer.

Some resources on campus I have been a part of are the YESS/Equity Plus program on Evergreen Valley College, as well as the EOPS program at both San Jose City and Evergreen Valley College campuses. Because of my involvement in the Foster Care system I was also eligible for a great program called the Guardian Scholars Program at San Jose City College. All of these programs helped me with textbook lending program, book vouchers, and even cafeteria meal tickets, without the support of these programs I do not know where I would be in my educational journey or if I would even be enrolled.

Soledad's Story

Balancing full time work, school, and being a mother of 3 boys

My name is Soledad, I am a mother of 3 boys and I am probably a lot like you! I grew up in a single parent home as first generation, and I went through a lot of hardships. I have been in college since 2009 and being a mom while balancing school, is not easy. Though my life has always been hard, I am excited to be in my final semester at Mission College and ready to graduate in May. I am excited to go on to the next chapter in my life.

Growing up my mother never had a car, and it was a huge obstacle in our life. My mother never drove because she was very afraid that she would get stopped by a cop and she would be deported. She couldn't imagine leaving us behind or taking us to Mexico where we wouldn't have the same opportunities as we do in the United States. Can you imagine walking 45 minutes in the rain at 7am in the morning to get to the school bus stop? Well I can, because I have done that for all of my life.

We grew up poor. When we moved we had to transfer our things in shopping carts. But regardless of our financial situation, my mother still tried her best and always told us how important school is in order to have a better life for us. My journey through college has not been an easy experience, but with the supports at Mission College I was able to get through. I am connected to a variety of support programs on campus, such as EOP&S, CARE,

CalWORKs, Work Study, and Puente. The work study program has been a huge help because I am able to work on campus and not worry about traveling between school and work. CARE, CalWORKs and EOP&S all provide extra financial assistance and cash aid which have allowed me to afford being both a mom and student. My advice for balancing being a mom and student is to take advantage of any free time you have to complete school work. Getting your kids into a daily routine also helps, that way you can make sure all the responsibilities of being a mom are taken care of by a certain time every day, allowing you time for school and self-care.

I could write and write about the obstacles in my life that might be similar to yours, or maybe you have faced even bigger and harder obstacles, but the point that I really want to get across is to never give up. Even if you need to take a break from school because of life, never forget to go back. Education is the only way out of this cycle, and we all deserve a better life.

Please, do not give up. The struggles are just temporary. Just take your college experience one day at a time. Everything will be fine. You will make it out. You will succeed. The only person who has to believe in you, is YOU! Everyone else are just extras! :]

Jason's Story

Succeeding in college when I never thought I could

My name is Jason, I am 25 years old and currently a freshman at San Jose City College. In June 2016, I graduated from the San Jose Conservation Corps & Charter School and continue to work there as a Crew Leader. I lead a team of people, who are in the same shoes I was in not too long ago, doing different environmental projects around Santa Clara County. I've made it to college, despite fearing I never would and wanting to quit along the way. I'd like to share some of my experiences transitioning from a not-so-conventional high school to community college. My road to getting back on track has been long, and it hasn't been easy. But I did it. I hope we can help many more young adults like me to make this transition.

To be honest, nearly everything about this transition has been challenging. Filling out the multiple applications, completing FAFSA, deciding which school to go to, and taking a placement test were unfamiliar and nerve wracking experiences. I have bad memories of being in high school and not understanding the material, and these memories resurfaced throughout this process. Managing my feelings, while managing all the appointments, taking care of the details, and working full-time was tough. It was made harder by commuting across town by bus. If you aren't in the right mindset, if you aren't ready, all of these things become even more challenging.

Support from kind and knowledgeable people has been really important. Aside from people who have come into my life through school and programs, I don't have any adults in my life who can help me figure these things out. Enrolling in college is confusing. Erica, the Pathways Coordinator with the Opportunity Youth Partnership, supported me through the enrollment process. Having her support took a huge load off of my shoulders. If I hadn't, I probably would have quit - I would have given up

on the FAFSA. I messed up on it the first time and didn't know what I did wrong, and it's hard to keep track of all the things to do and turn in. I was so frustrated I didn't even want to look at it. She helped me figure out what needed to be fixed, and gave me constant reminders about things to turn in and paperwork to collect. A lot of this stuff is pretty difficult, it's nice to have someone there to help you out.

Erica also connected me to Guardian Scholars where I met Julio, my counselor. He helped me choose the right classes. He showed me all the classes I will need to take to graduate and helped me choose a class schedule that fit with my full-time job. He also gave me a book voucher, meal vouchers, and school supplies. I work full-time, but it's still difficult to get by. It was a relief to know these expenses were taken care of. He also gave me things I didn't know I would need, like scantrons and bluebooks. Getting these things gave me a sense of being more prepared for college, which made me feel excited and confident.

The process has been challenging, and I truly had no idea what to expect or what would be required. It felt like being in a dark hallway with no light - you don't realize where you are until you hit something. Having support people to walk you through every step is really important, they can start to shine a light in the dark. I'm not sure what kept me going, but I know I was tired of expecting things to go good instead of making them go good. I used to blame everything in the world but myself for bad things, but instead of feeling bad for myself I'm trying to make good things happen for me. If I didn't have people to walk me through the process I would not be attending school. Opportunity Youth need someone to give them that boost, that nudge, or that opportunity. I feel like that was given to me and I am so thankful for it.

Sarah's Story

A life worth living

My name is Sarah, I am a 25 year old mother of 2 boys. I graduated from the Opportunity Youth Academy (OYA) with my High School Diploma and I am now a 3rd semester student at San Jose City College. My educational journey has been anything but, easy, so I want to share with you how I was able to overcome certain obstacles. I had my first son at 15 years old, and my second son at 23 years old. I was in the foster system as a child which was a very hard time for me because I was taken away from my family and I felt my rights as a child were being violated. I have been on and off in the foster system since I was 4 years, due to society's misconceived perceptions there were multiple CPS reports made, causing me to be taken away. Living in this type of environment forced me to grow up faster because I had to take care of my little sister and take on responsibilities most children never have to do. Then when I was 13 years old I overdosed on drugs and the overdose caused me to die in the hospital --luckily I was necessitated by the doctors that were caring for me. After that I realized I needed to make changes and turn my life around. The day I died, was the day I started to live.

When I turned 18 years old I dropped out of High School because I knew I was not going to graduate. I used that as an excuse to find a way out of school. Then I found out about San Jose Conservation Corps due to an advertisement on a bus. I did some research and found out I can receive my High School Diploma from there at the time it seemed like an easy way out, so that is when I decided to enroll. I was enrolled at San Jose Conservation Corps for 1 year before I dropped out due to my step-dad being diagnosed with Adenocarcinoma stage 4 cancer. He was the only one at the time who was taking care of me and when he died I was 21 years old. After his passing I knew I had to finish my high school education so I re-enrolled at the Corps, to later drop out to have my second son. After my second son was born I realized I now have 2 children to support, feed, and provide for and looking back at my history I don't want them even contemplating doing the things I did. During this time, I was very focused on completing my high school diploma. Being a former foster youth I was a regular attendee at the HUB, which is how I later became connected to the Opportunity

Youth Academy (OYA). While I was attending OYA I was connected to my Education Navigator Delrishia and also introduced to the Silicon Valley Children's Fund (SVCF). It took me over 1 year to finally graduate with my high school diploma in hand. After I graduated, Delrishia asked me, "So, What do you plan on doing next?". At that time I was just so happy to be done with high school, I never thought about my next steps. Delrishia told me, "Maybe college?" I got my diploma and I felt that is all I needed. Then Delrishia talked to me about College, but my first thought that came to mind on the college subject was DEBT, I cannot afford college. Delrishia then told me, "The government Financial Aid will pay up to 6 years of my college." Hearing that I can go to college for free is when I decided I should take advantage of the opportunity to go to college especially if I can walk away with \$0 Debt and that is when I decided to become a student at San Jose City College.

I am now in my 3rd semester of college. I am connected to a variety of different on campus supports, such as EOPS and Guardian Scholar. These programs have helped me because they provide extra financial assistance, including book vouchers up to \$400.00 and food vouchers for lunch. Due to the supports from my Education Navigator, Silicon Valley Children's Fund, Financial Aid, EOPS, and Guardian Scholars I am able to successfully attend college and eventually pursue my dream career of becoming a Forensic Medical Examiner. I eventually plan on transferring to San Jose State University to get my Bachelor's degree in Forensic Sciences.

Not only am I a full time college student and a mother of two beautiful baby boys but I am also a full time worker. Working full time, going to school full time, and being a mom is not easy! But with the supports around me, I am able to do it all. My biggest tip for full time students, moms, and full time workers is time management! Make yourself a weekly schedule listing all your general responsibilities, student responsibilities, and your work hours. Seeing everything written down keeps you on track, helps you manage your time, and allows you to get everything you need to get done. It's not easy, but you can do it! In other words don't procrastinate. Just do!

Tony's Story

"In the middle of difficulty lies opportunity."-Albert Einstein

My name is Tony I am 24 years old and graduated from the Opportunity Youth Academy (OYA) with my High School Diploma. While I was attending the OYA I received a Board of Supervisors award for working at the HUB and working with students who have experienced gang life. Receiving this award helped me realized I am a changed man, and living the life I want to live. I plan on reenrolling at San Jose City College in the summer of 2018. I am currently working on getting into the union and completing my Union Certificate in Construction National. My goal is to work full time for the Union while I complete my college education at San Jose City College. My educational journey has not been easy, I faced many barriers, such as being in the foster system starting at age 11, being in and out of jail sense I was 13 years old, and having to live out of my car for a period of time. I was able to overcome these barriers and finish high school due to the support from my Foster Mom, my Education Navigator and Work2Future. My journey to complete high school was not easy, but I want you all to know, anything is possible if you keep working hard.

I started out at Mountain View high school to then get kicked out my first 2 months of school. After I was kicked out of Mountain View high school I was then transferred to Terra Bella high school, which later got shut down due to gang violence. While I was in between high schools, I ended up getting locked up for 6 months and put on 2 year probation. After I was released, the school district transferred me to Los Altos high school, where I got kicked out after my first semester. I continued this pattern of getting locked up and kicked out of schools to the point that there were no other schools I could transfer to, besides Adult Education in Mountain View. However, the Adult Education program ended up not working out so I decided to stop going to school all together. Due to being kicked out of so many schools, incarcerated, and gang involvement it was hard for me to think about continuing my education. It was not until I utilized the resources of being a Foster Youth, that I found the Opportunity Youth Academy (OYA).

Due to being foster youth, I was connected to the HUB, which is how I learned about the OYA. When I was touring the OYA, I ran into my old PE teacher from Juvenile Hall, Mr. Dempsey. He was the one who motived me to attend the OYA and complete my high school diploma. Mr. Dempsey was the one who helped me turn my life around. While I was in juvenile hall I remember seeing a quote by Albert Einstein saying, "In the middle of difficulty lies opportunity." I felt this quote was a message for me and that was the moment I realized I need to turn my life around. I was at the OYA for 7 months before I completed my high school diploma. I completed a majority of my high school credits while I was serving time in Juvenile Hall. While attending the OYA, I was introduced my Education Navigator, Delrisha. Delrisha helped me with my next steps after high school and introduced me to the idea of going to college. She told me about the YES Scholarship and Financial Aid, which were financial resources that allowed me to be able to go to college for free. This is when I decided to enroll at San Jose City College to study Political Science.

I was at San Jose City College for 1 semester and I was getting As and Bs in my classes, until I was kicked out of my house forcing me to live out of my car. Because I was living in my car, I had to take a break from school. I talked to my college counselor and he told me to not give up and to keep trying. He helped me realize the importance of school and I am now planning on reenrolling for the summer of 2018. I am looking forward to going back to school and continuing my education. With the supports of San Jose City College, Guardian Scholar, YES scholarship and Financial Aid I will be able to successfully attend and complete my college education.



We think the ideas and opinions of young people matters the most. When you see a box like this, that lets you know that a student just like you is sharing their voice and input to help guide you on your way.

Luis's Top 5 Tips for Incoming College Students

1. Do not take a break. Go straight from HS into College
2. Use the free tutoring to your advantage.
3. Time management
4. Get to know your professors
5. Make sure you have some kind of reliable transportation

Jason's Top 5 Tips for Incoming College Students

1. Stay motivated
2. Use the free tutoring to your advantage
3. Time management
4. Get to know your counselors
5. Don't get distracted

Diana's Top 5 Tips for Incoming College Students

1. Use a planner to schedule assignments and tasks when you receive your syllabus
2. Communicate with your instructor if you are having a difficult time understanding the material or struggling in general
3. Use the tutoring resources on campus
4. Do NOT wait until the night before or the day something is due to get it done
5. Arrive at least one hour before class starts to make sure you eat breakfast and go over any assignments or finish homework before class

Angel's Top 5 Tips for Incoming College Students

1. Ask questions no matter what! Many people don't ask questions because they feel the question is dumb. Guess what there are no dumb questions, just the one you don't ask.
2. Remember that the professors work for you, they are there for you to learn. Do not be intimidated by them. They are people just like us.
3. Take advantage of any tutoring that is offered.
4. Sign up for clubs or organizations.
5. Exhaust all your resources—they work for us, pongan los a trabajar! (they work for us make them work)

Soledad's Top 5 Tips for Incoming College Students

1. Make a professional email for school and work
2. Just keep swimming
3. One day at a time
4. Make a "to-do" list
5. Try to do the paperwork part of school right away

FIRST THINGS FIRST

EVERYONE is accepted into community college.

Once you complete the community college application, you are automatically accepted in the college.

You cannot be denied.

Before starting the Community College enrollment process, think about the reasons as to why you want to go to college. If you know why you are going to college, you are more likely to succeed. Here are some questions to help you brainstorm:

Why do you want to go to college?

What is your motivation?

What excites you about taking this step?

Record your answers below:

Complete this checklist and you'll be all set (make sure you check the box when you complete each step, because it feels good to get stuff done!)

College Success Checklist:

- 1. Explore careers and colleges** (Page 11)
 - <https://www.cacareerzone.org/>
 - <https://www.mynextmove.org/explore/ip>
- 2. What might get in the way** (page 11)
- 3. Find the people who can help you** (page 12)
- 4. Complete the "6 Steps to Enroll in Community College"**
(page 13)
- 5. Read the Top 10 College Success Tips** (page 20)

1. Explore Careers And College

Finding the right program that will get you to the career you want is important, and you're more likely to succeed in college if you know what you want to get out of it. We recommend 2 websites that have easy to use tools that won't take up too much of your time. You can write your results from the assessments here. 

1. California Career Zone:

www.cacareerzone.org

2. O*NET; My Next Move

www.mynextmove.org/explore/ip

3. Take the free Human Metrics Personality Test

www.humanmetrics.com/cgi-win/jtypes2.asp

4. Explore different programs on Community College Campus

www.sccoyp.org/resources/certificate-and-associates-degrees

ASSESSMENT RESULTS

1. _____

2. _____

3. _____

2. What might get in your way?

Examples of obstacles could be:

- Housing
- Transportation
- Childcare (if needed)
- Mental health
- Substance abuse
- Employment

It is important for you to know that community colleges have many supportive services. No matter what obstacles you face, the colleges can help you get the resources you need. **See pages 24-28 for lists of support staff at the different community colleges.**

OBSTACLES

1. _____

2. _____

3. _____

3. Find the People Who Can Help You

Every community college has staff whose job is to make sure you successfully enroll in college. Below is a list of each community college and the three contact people who are best able to help you. Call these people and ask for help. Seriously, call them. Don't be afraid. They are paid to ensure you are supported and successful.

College	Contacts	
Gavilan College	Carina Cisneros , Associate Dean, EOPS/ CalWORKs: Phone: (408) 848-4772 Email: ccisneros@gavilan.edu	Welcome Center: Phone: (408) 848-4800 ext. 5108
Evergreen College	Sarai Minjares , EOPS Program Specialist Phone: (408)270-6456 Email: Minjares.Sarai@evc.edu	Victor Garza , Associate Dean: Phone: (408) 274-7900 ext. 6547 Email: Victor.garza@evc.edu
San Jose City College	Thong Vang , Outreach & Recruitment Specialist Phone: (408) 288-3162 Email: thong.vang@sjcc.edu	Ana Rosa Camacho , Transition specialist: Phone: (408) 918-5140 Email: Ana.camacho@sjccd.edu
West Valley College	Ryan Flanigan , Transition Specialist Phone: (408)741-2156 Email: ryan.flanigan@westvalley.edu	Jennifer Keh , EOPS/CARE Counselor Phone: (408) 741-2503 Email: jennifer.keh@wvm.edu
Mission College	Katy Fitzgerald , Financial Aid Phone: (408) 855-5070 Email: Katy.Fitzgerald@missioncollege.edu	Monica Sain , Transition Specialist: Phone: (408) 855-5503 Email: monica.sain@wvm.edu
De Anza College	Le Chuong , EOPS Outreach Specialist/ Academic Advisor Phone: (408) 864-8274 Email: lechuong@fhda.edu	Outreach Staff Phone: (408) 864-8327 Email: outreach@deanza.edu
Foothill College	April Henderson , EOPS Supervisor Email: hendersonapril@foothill.edu Phone: (650) 949-7206	ASK ME Text Service: (408) 334-7061

4. 6 Steps to Enroll in Community College

- 1 Create your OpenCCC Apply Account**
Completion time: 10-15 minutes
- 2 Apply to your community college of choice**
Completion time: 25-30 minutes
- 3 Reach out to/connect with student services**
Completion time: 60-70 minutes
- 4 Get free money!**
Completion time: 45-60 minutes
- 5 Attend orientation and create an academic plan**
Completion time: 60-70 minutes
- 6 Register for class**
Completion time: 30-40 minutes

You could literally do this in one day if you wanted. Some college even have events to help you do just that. If you complete one step each day, this is something you can easily do in your spare time.

These are the 7 steps of the community college enrollment process. These are the same step for every community college in Santa Clara County.

- Steps 1 and 2 must be completed first
- Steps 3-6 do not need to be done in this exact order. However, the sooner you complete step 4 (Get free money!), the better

6 Steps to Enroll in Community College

STEP 1: Create Your OpenCCC Apply Account

What is OpenCCC?

The OpenCCC Apply Account is the first of two required applications for Community College. This account allows students to attend multiple Community Colleges or transfer between Colleges.

What materials or information do I need to complete the OpenCCC Apply application?

- Your Social Security Number (if you do not have a social security number that is okay. There is an option that says you do not want to provide it)
- Email address

How do I create an OpenCCC Apply Account?

1. Go to the CCC Apply website at <https://home.cccapply.org/>
2. You must have an email address to start the OpenCCCApply account. If you do not have an email address, there are free email accounts on the OpenCCCApply website. If you already have an email, then you can skip creating a new email all together.
3. After you have created your new email, or decide to use one you already have, the next step is to "Begin Creating My Account"
 - o After you "Begin Creating My Account," there will be 3 pages of questions that must be filled out.
4. After all the questions to the application have been answered and the Community College has been selected, click on "Submit Application".
5. Once you submit your application, you will be redirected to the Community College of Choice application. Turn to the next page for help with that.

Page 29 has a place to save all your login information



Check this box once you have completed the OpenCCC application

6 Steps to Enroll in Community College

STEP 2: Apply to the Community College of Your Choice

After you have completed your OpenCCC apply account, you must complete the actual community college application. This application will take you around 25-30 minutes.

1. To complete the application of your Community College of choice, you can access the application on their individual Websites.
 - Below are links on where to access the Community College Applications:
 - o Evergreen College: www.evc.edu/future-students/apply-now
 - o San Jose City College: www.sjcc.edu/future-students/apply-now
 - o Mission College: missioncollege.edu/admissions/apply.html
 - o West Valley College: westvalley.edu/admissions/apply-now.html
 - o Foothill College: www.foothill.edu/reg/admission/apply.html
 - o De Anza College: www.deanza.edu/registration/myinfo.html
 - o Gavilan College: www.gavilan.edu/admit/apply.php



Jason and Luis say, *"Make sure you pick a community college that has the program you want to study."*

2. In order to begin the Community College Application, you will be required to log back into your OpenCCC apply account.
3. Answer all the required questions on the application
4. Once all the questions are answered click the "submit" button
5. In 3-5 days you will receive an email stating you've been accepted. In this email will be your student ID#, making you an official college student!
 - If you do not receive an email, contact the school's administration department.

Check this box once you receive your student ID#

6 Steps to Enroll in Community College

STEP 3: Reach Out to/Connect with Student Support Services



What are Student Support Services and how do I access them?

- These services are free, and will help you succeed in school
- See pages 24-28 for more details on support services

Luis says, "Signing up for student support services is easy. They provide book vouchers, parking passes, and counseling support. It helps you save a lot of money. The counselors are there for you if you feel overwhelmed about school. I felt overwhelmed the first week of school and I talked to a counselor who encouraged me and told me I can succeed in college."

What materials or information do I need to apply for Student Support Services?

- Your Student ID Number

Student Support Services are designed to help you with:

- Academic counseling - support from a specialized counselor dedicated to you
- Financial support - help accessing financial aid
- Priority registration - register for classes before everyone else
- Class registration - help choosing classes
- Book Vouchers - money to help pay for books
- Food Vouchers - money to get meals on campus
- Child Care—reduced price child care
- Bus Passes- reduced price or free bus passes



Examples of a few Student Support Services programs are:

- EOPS/CARE
- Programs for students who were or are in foster care
- DSPS
- CalWorks

Jason says, "Applying for EOP&S and Guardian scholar has been a huge support. These are people on campus who want to see you succeed, so they are there to help you at all times. You can ask them any question and they will always help you."



Check this box when you found someone on your campus who can support you

6 Steps to Enroll in Community College

STEP 4: Get free money!

What is FAFSA?

- FAFSA means Free Application for Federal Student Aid.
- Federal student aid is money to help you pay for college.
 - Usually, this means free money to help you cover the cost of college and can even help with living expenses.
 - You do not need to pay this money back!
- Once you complete the FAFSA, if eligible for Cal Grant you will receive information regarding the next steps in completing the Cal Grant application.
 - For more information on Cal Grant eligibility: <http://www.csac.ca.gov/doc.asp?id=48>
 - In order to keep getting financial aid you must keep a 2.0 GPA every semester/quarter



Jason says, "Don't let the financial aid application discourage you. It is a long and complicated process but you can do it. There is plenty of help on campus and if you keep persisting you will eventually complete the process."

What materials or information do I need to apply for the 2018-2019 Financial Aid Application?

1. You will need your and your parent's Social Security Number
2. For the 2018-2019 school year, you need your and your parents 2016 tax returns (w2 or 1040 or 1040A forms)
3. *****If you are or were in the foster care system any day after your 13th birthday, or are at least 24 years old, you do not need to provide parent information.*****

Important Things to Know

- You can access the FAFSA through the FAFSA website - <https://fafsa.ed.gov/>
- The Financial Aid Application can be tricky. However, every school has a financial aid office that can help you.
- The California College Promise is another application that will cover the cost of your classes.
- If you are a non U.S citizen, The California Dream Act is an application that is similar to the FAFSA. The Dream Act allows students who are AB 540 eligible to receive state financial aid at California public and private colleges. Link: <https://dream.csac.ca.gov/>.
- For Questions about the Dream Act application and AB 540 eligibility, please see: http://www.csac.ca.gov/pubs/forms/grnt_frm/california_dream_act_faq.pdf
- If you are or were ever in the foster care system for at least one day after your 13th birthday, select "Yes" on the question about whether you have been involved in foster care.
- FAFSA and Dream Act is open year round, HOWEVER March 2nd or September 2nd is the latest deadline if you are hoping to be eligible for the Cal Grant.
- Go to icanaffordcollege.com for more information on how to get free money for college!



Luis says, "If a parent does not support you through the Financial Aid process, there are ways to still complete the application, do not feel you have to give up. You can still complete your FAFSA, you just have to keep trying."



Check this box when you complete applications for financial aid

6 Steps to Enroll in Community College

STEP 5: Attend Orientation and Create an Academic Plan with a Counselor



Soledad says, "Always double, triple check your education plan. Or if you can see two different counselors. We are all people and can make mistakes."

What is orientation and how will this help me?

- All students must attend an orientation in order in order to register or sign up for classes.
- Orientation is designed to help students become familiar with the college campus, meet new incoming students, and learn about the available student support services. Colleges have found that students are much more successful when they have completed orientation and are more familiar with the buildings on campus, and have met fellow students and college staff who can help.
 - Orientation can be taken online and runs for about 2 hours
 - Orientation can also be attended in person and runs for about 2 hours
- Every college website has information on how to sign up for orientation

What materials or information do I need to attend Orientation?

1. Student ID number
2. Photo ID
3. High school transcripts

What is an Academic Plan and how will this help me?

- Once a counselor reviews your high school transcript they will help you make the right academic plan
- An academic plan is your map to graduation. Everyone needs to make one.
 - Your academic plan will show you the exact courses you need to take and the order you need to take them in to reach you Big Goal in the shortest possible amount of time.
- All students are highly encouraged to see a counselor to create an academic plan.
 - In fact, you should see a counselor at least twice during each academic period to check in and make sure you plan is still right.
 - Community colleges have many different interesting courses. It is important you talk with a counselor to ensure you are taking the right courses, and should you want to explore something a bit different, you can work that course into your academic plan, so you stay on track.
- Once you have your academic plan set, it is time to register for classes!
- Your counselor can help you with this step too!
- Every college website has information on how to schedule an appointment with a counselor.

Check this box once you complete orientation

Check this box once you have an academic plan

6 Steps to Enroll in Community College

STEP 7: Register for Classes

What materials or information do I need to register for classes?

1. Student ID number
2. Academic plan

How do I register for classes?

- Each college has their own separate website where you will manage all your classes.
- A counselor will help you with this step.

What are Community College Portals?

- The schools portals are where you will be able to register for classes, check grades, request transcripts, and check financial aid applications.
- The links to each school portal is below:
 - Evergreen College: <https://myweb.sjeccd.edu/>
 - San Jose City: <https://myweb.sjeccd.edu/>
 - Mission College: <https://mywvm-aaa.wvm.edu/logon/LogonPoint/tmindex.html>
 - West Valley College: <https://mywvmaaa.wvm.edu/logon/LogonPoint/tmindex.html>
 - Foothill College: <https://myportal.fhda.edu/cp/home/displaylogin>
 - De Anza College: <https://myportal.fhda.edu/cp/home/displaylogin>
 - Gavilan College: <https://my.gavilan.edu:8447/cas-web/login>
- Once you login, you will see the "Register for Classes" link. That is where you can register for your classes.
- If need extra assistance, your counselor will assist you with the registration process.



Soledad says, "If you are in a program like Puente, EOPS, Foster support, you can get priority registration. If you do not have priority registration it will be hard to get in the classes you need."

Check this box once you register for classes

Action Item #6

★ Top 10 Tips for Success

1. Get to class

Angel says, "Don't miss class unless it's an emergency, we all have different learning styles and getting notes from a friend isn't the same."

Jason and Luis say, "Getting to class on time is important. You are only hurting yourself by missing class because you are missing parts of lecture."

2. Get to know your professors

Luis says, "Getting to know your professors is helpful because they have worked in the field you are studying and they could potentially be a good person to talk when ready to get a job."

Angel says, "They are people just like us, they were students at one point, introduce yourselves. One of my good friends to date is one of my former professors."

3. Talk to your professors when need help

Luis says, "One time I forgot a homework assignment so I emailed my teacher and she was able to send me the Word Document through email. If I didn't email my teacher I wouldn't have been able to complete the homework assignment"

Angel says, "I remember one time I wanted to relapse, and I emailed my professor and she responded quickly saying to call her if needed. We spoke, and she told me not to worry about the due date but to focus on not relapsing."

Diana says, "Communicate with your instructor if you are having a difficult time understanding the material or struggling in general."

4. Stay consistent with completing your homework

Angel says, "Stay on it or the work will add up and you will be mad at yourselves."

Luis says, "Take advantage of any free time that you may have between classes, work, or at home."

Jason says, "Set aside time for homework, it is important to plan time to do your work."

5. Read your Syllabus

Jason says, "Keep your syllabi with you at all times. It has homework assignments and test dates."

Angel says, "All important dates are there so keep it with you and use it to time manage."

Diana says "Use a planner to schedule assignments and tasks when you receive your syllabus."

6. Study for tests

Angel says, "Find your learning style, take time to find what works, if you need help go to counseling and ask them to assist you towards the disability resource center or however it's called at the respected college you will attend."

7. Always do assigned reading assignments

Angel says, "Do the readings, they help you learn and stay on top of your game."

8. Check your Canvas

Luis says, "Remember your password. Write it down in a safe place."

Angel says, "Check canvas like you check your social media—a few times a day."

9. Seek out extra help when needed

Jason says, "When you are stuck, always ask for help."

Angel says, "If you need extra help go to the tutoring center and your professor's office hours"

10. Form study groups with other students

Angel says, "I remember one time while taking human biology, we formed a study group where we played family feud with our material and we all got an A."

More Tips on College Success

What does it mean to be Successful in college?

- 2.0+ GPA
 - GPA means C+, B- average
- Attending all classes
- Talking to teachers
- Dedicating time to study for exams, midterms, quizzes, and finals
- Dedicated time for homework
- Seeking help at the tutoring center for needed subjects



Diana says, "Use the tutoring resources on campus."



Jason says, "Set aside time for homework, it is important to plan time to do your work."

Commitment to Studying Everyday

- Students should schedule 2-3 hours per unit, per week for studying. 12 units=36 hours per week.
- Homework assignments will be assigned in every class

Visiting the Tutoring Center

- The free writing center is available to all students
- There are writing tutors available if students need help with essays or research papers
- There are tutors available for all classes; math, science, history, biology, or social sciences

Asking the Professors for Help

- Students should always ask the professor for help on assignments
- If at home and working on a homework assignment, students can email their teachers
- If a student knows they will be missing class, they should always email their teacher so they can make sure they don't fall behind
- If a student had an emergency or is sick and cannot complete an assignment on time, they should always email their teacher to let them know

What does it mean to be a full-time student?

- To be considered full time students must take at least 12 units, which is about 3-4 classes
- To receive full financial aid, students must be full time
- Full-time students complete an Associate's Degree from the CC within 2-3 years

What does it mean to be a Part-time student?

- To be considered part-time, students take 1-9 units, which is 1-3 classes
- Students who are part time will receive some financial aid, but not the full amount.
- Part-time students complete an Associate's Degree from the CC within 4-6
- Being a part-time student means it will take you a bit longer to reach your goal. That's OK!

Internships and Work Experience

- Internships are a great way for students to gain experience in their career of interest
- Through internships students can learn more about their career of interest and meet professionals in the industry
- Work experience is a way for students to explore what their skills are, learn proper workplace behavior, gain experience, and recognize any weaknesses.

Talk to a Counselor

- Create an academic plan with an advisor or counselor
- An academic plan will make sure you are on the correct path for graduation and major requirements
- Talk to your advisor or counselor 2-3 times a semester
- Make sure your advisor or counselor understands the major you want to study so you can create a clear guided pathway



Soledad says, “Don’t give up, and just keep practicing.”



Luis and Jason say, “Take advantage of any free time that you may have between classes, work, or at home.”

Join Peer Study Groups

- Form study groups with students in your class
- If a classmate is struggling in the class, offer to help them. Teaching other students the material is a way for you to better learn as well
- Joining a peer study group is a way for you to feel a sense of community with the school, develop connections, and receive peer support.

Access Student Support Services. Below are a few examples (for more information regarding support services, please see pages 24-28)

- EOP&S
 - EOP&S is a program designed to support students who face financial and educational challenges. The mission is to provide financial and social support to help students’ successfully complete community college successfully.
- Disability Supports
 - Disability support services provide services for students with some form of learning disability.
- CalWORKs
 - CalWORKs program serves parents who receive TANF, CalWORKs provides extra financial service to help with academic success.
- Foster Support Programs
 - There are foster youth liaisons at every campus that are designed to help students with academic success.
- Financial Aid
 - Financial aid is available for every student. You can potentially go to school for free, through grants and scholarships. Every student should apply for Financial Aid.
- Tutoring
 - There are free tutoring services on campus. Every student can access these free tutoring services, tutoring is offered in every subject.

EOP&S is a program designed to support students who face financial and educational challenges. Their goal is to provide financial and social support to help students complete community College successfully.

Description of Support Services	How can these services help you?
Scholarships	Information regarding free money
Priority Registration	Pick classes before everyone else
Book Vouchers	Free or reduced priced books
Academic Counseling	Meet with a counselor 3 times a semester to make sure you're staying on track
Access to computers and printers	Free printing and computer access
Tutoring services	Tutoring is free and can help you on any subject you might be struggling with
Cap and gown	Free or reduced price graduation cap and gown

You can sign up if...

- California resident or AB540 eligible
- Qualify for the BOG fee waiver, Part A or B
- Enroll in 12 units per semester (exceptions for DSP students)
- Educationally disadvantaged, defined by EOP&S state guidelines
- Completed less than 70 college units
- That's all kind of confusing; you are most likely able to sign up but if you're not sure EOP&S will tell you.

School Name	Contact Name	Contact Information
Evergreen Valley College	Sarai Minjares	Email: Sarai.Minjares@evc.edu Phone: (408) 270-6456
San Jose City College	Maria Teresa Aguirre	Phone: (408) 288-3788
Mission College	Jennifer Keh	Email: Jennifer.Keh@missioncollege.edu Phone: (408) 855-5057
West Valley College	Becky Juarez	Email: becky.juarez@westvalley.edu Phone: (408) 741-2449
Foothill College	April Henderson	Email: hendersonapril@foothill.edu Phone: (650) 949-7206
De Anza College	Le Chuong	Email: lechuong@fhda.edu Phone: (408) 864-8274
Gavilan College	Carina Cisneros	Email: ccineros@gavilan.edu Phone: (408) 848-4772

CalWORKs program supports students who are parents and receive cash aid. CalWORKs provides extra financial service to help with academic success.

Description of Support Services	How can these services help you?
Book and school supply vouchers	Free or reduced price books and supplies
Access to second harvest food bank	Free food
Child Care costs	Free or reduced priced childcare
Work Study program	Students can get paid work on campus
Parking permits	Free or reduced price parking passes
Academic counseling	Free academic counseling
Student mentorship	Students will be assigned a mentor
Support assistance and advocacy	Extra personal support
Career exploration	Help with finding a career and job
Resume development	Help with building a resume
Tutoring	Free tutoring
Laptop rentals	Free laptop rentals
Cap and gown	Free or reduced price cap and gown for graduation ceremony

You can sign up if...

- Students who are currently receiving cash assistance (TANF)
- A county referral form is needed in order to receive services from EVC CalWORKs program
- Maintain a GPA of 2.0
- You are not able to take any breaks between semesters
- Turn in attendance sheets on time

School Name	Contact Name	Contact Information
Evergreen Valley College	Reyna Avila	Email: reyna.avila@evc.edu Phone: 408-274-7900 ext. 6509
San Jose City College	Marilyn Brodie	Email: Marilyn.brodie@sjcc.edu Phone: (408)-298-2181 ext. 3684
Mission College	Donna Hale	Email: donna.hale@missioncollege.edu Phone: 408-855-5226
West Valley College	Marta Mora-Evans	Phone: (408) 741-4007
Foothill College	Sofia Abad	Email: abadsofia@fhda.edu Phone: (650) 949.7465
De Anza College	Sabrina Stewart	Phone: 408.864.8360
Gavilan College	Olga Rodriguez	Email: orodriguez@gavilan.edu Phone: (408) 852-2838

Disability Support Services

Disability support services provide services for students with some form of learning disability

Description of Support Services	How can these services help you?
Specialized counseling services	Counseling services for individual student needs
Classroom support	Extra support during class
Test taking assistance	Extra time to take tests or take tests before everyone else
Priority registration	Register for classes before everyone else
American sign language	Sign language interpreters are available for students who need it
Tutoring	Free tutoring
Alternative media formats	Instead of textbooks students can have access to audio narration

You can sign up if...

Students must have a documented disability that results in educational limitations (IEP or 504 plan)

School Name	Contact Name	Contact Information
Evergreen Valley College	Robin Salak	Email: robin.salak@evc.edu Front Desk Phone Number: (408) 270-6447
San Jose City College	Edina Rutland	Phone: (408) 831-3131 Email: Edina.rutland@sjcc.edu
Mission College	Gladys Simpson	Phone: 408-855-5085 Email: gladys.simpson@wvm.edu
West Valley College	Front Desk	Phone: (408) 741-2010 Email: desp@westvalley.edu
Foothill College	Front Desk	Phone: (650) 949-7017 Email: drc@fhda.edu
De Anza College	Patricia Whelan	Phone: (408) 864-8753
Gavilan College	Rosalinda Barbosa-Moreno	Phone: (408) 848-4767 Email: rbarbosa@gavilan.edu

Free Tutoring

The tutoring center is a place where students can go for FREE tutoring.

Description of Support Services	How can these services help you?	You can sign up if...
Free tutoring is for any subject.	Students can receive extra support on any subject they may need help in	Any student can access the free tutoring center.

School Name	Contact Name	Contact Information
Evergreen Valley College	William Nguyen	Email: william.nguyen@evc.edu Phone: (408) 274-7900 x6802
San Jose City College	Peiman Gheibi	Email: Peiman.Gheibi@sjcc.edu Phone: (408) 298- 2181 ext. 3559
Mission College	Front Desk	Phone: (408) 855-5095
West Valley College	Jen Wagner	Email: jennifer.wagner@westvalley.edu Phone: (408) 741-2615
Foothill College	Front Desk	Email: tlc@foothill.edu Phone: (650) 949-7444
De Anza College	Front Desk	Phone: (408) 864-5422
Gavilan College	Front Desk	Email: gcribb@gavilan.edu Phone: (408) 848-4838

Foster Youth Services

There are foster youth liaisons on every campus that are designed to help students with academic success.

Description of Support Services	How can these services help you?
A place to study	A place to study and get homework done
Access to a computer lab	Free access to computers and printers on campus
Access to book lending in the library	Free textbook on reserve on the library
Tutoring	Free tutoring
Food vouchers	Free to reduced food from the cafeteria

You can sign up if...

Current or former foster youth are eligible for Foster Youth services on campus

School Name	Contact Name	Contact Information
Evergreen Valley College	Brenda Martinez	Email: brenda.martinez@evc.edu Phone: (408) 274-7400 ext. 6499
San Jose City College	Xiomara Martinez	Email: Xiomara.martinez@sjcc.edu Phone: (408) 298-2181 ext. 3688
Mission College	Katy Fitzgerald	Email: Katy.Fitzgerald@missioncollege.edu Phone: 408-855-5070
West Valley College	Erica DiPietro	Email: erica.dipietro@westvalley.edu Phone: (408) 741-2477
Foothill College	Christine Johnson	Email: johnsonchristine@foothill.edu Phone: (650) 949-7470
De Anza College	Jacqueline DiBernardo	Email: ramosjacqueline@fhda.edu Phone: (408) 864-8226
Gavilan College	Carina Cisneros	Email: ccisneros@gavilan.edu Phone: (408) 848-4772

Passwords and Usernames:

OpenCCApply Username: _____

OpenCCApply Password: _____

FAFSA Pin: _____

FAFSA Password: _____

Parent FAFSA Pin: _____

Parent FAFSA Password: _____

My Portal Username: _____

My Portal Password: _____

Canvas Username: _____

Canvas Password: _____