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OFFICE OF THE CHANCELLOR

ACADEMIC AFFAIRS, STUDENT ACADEMIC SUPPORT

To: Directors, Educational Opportunity Programs
Code: AA-2002-09
Date: February 1, 2002

From: John Karras
Associate Director, Transfer and Student Programs *JK*

Subject: Revisions and Order Form – 2003-2004 EOP Application Booklet

As the new Associate Director for Transfer and Student Programs in the Chancellor's Office, I wanted to both introduce myself and to let you know that I am looking forward to working with you.

We are currently beginning to update the EOP application for 2003-2004. As you know, the booklet contains information about EOP, the related application procedures, financial aid and the EOP family income guidelines, application forms, campus offices and related staff contacts (Attachment A). Please provide recommendations to improve the application, including the narrative, forms, and any updates to the EOP campus contacts (Attachment B). In addition, please complete the EOP Application Booklet Order Form (Attachment C) to let us know how many applications you would like to have printed for 2003-2004.

In the past, the Chancellors Office has paid for the printing and distribution of the EOP booklets and leaflets. Please note that effective with the 2003-04 edition, campuses will now incur this cost as was noted in our January 4, 2001 communication to you about the EOP application. As a gauge, to estimate your contribution to the printing costs, last year the booklets cost approximately 20 cents each plus shipping and handling.

Your recommendations for modifications to Attachments A and B and your completed EOP Booklet Order Form (Attachment C) should be received by us no later than Monday, **March 4, 2002** in order for us to meet our publication deadlines. Please forward the information to Ms. Tarita Varner, Office Manager, Student Academic Support, via fax at (562) 951-4867 or via e-mail at tvarner@calstate.edu.

If you have any questions about the EOP booklet, please feel to contact Tarita at (562) 951-4732 or me at jkarras@calstate.edu or by phone at (562) 951-4707. Thank you for assistance in this process.

I hope to be invited to future director meetings to learn more about EOP and how the Chancellor's Office can support the program.

Attachments A,B,C