

Dear EOPS Student,

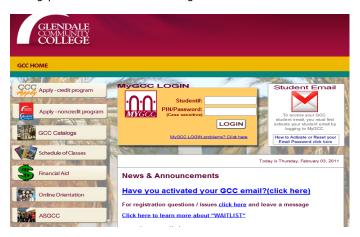
EOPS financial assistance <u>may be</u> available to EOPS students who in addition to meeting all EOPS program eligibility requirements are financially <u>eligible</u> to receive these services. The determination is based on individual student's financial aid award and the <u>remaining financial need</u> as determined by the Financial Aid Office. Students must have completed all financial aid forms and requirements and have received their Financial Aid Award Notification for remaining need to be determined. All EOPS awards are contingent upon EOPS Program funding availability.

Below you will find step-by-step instructions on obtaining and using your Summer 2012 book voucher.

How can I get and use my electronic book voucher?

Follow steps 1-4 below:

1. Login to MyGCC using your student ID and six digit PIN number.



2. Click on "my EOPS/CARE" from the main Menu as seen in the picture below.

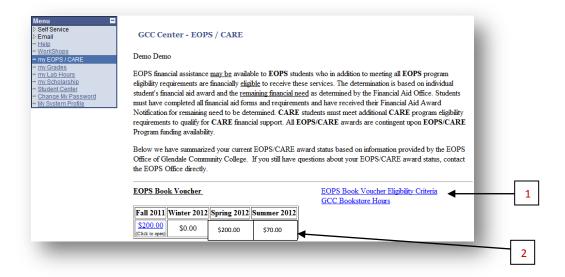


3. The picture below is a sample of "my EOPS/CARE" page. It will display the EOPS book voucher information for spring. The amount of your book voucher is listed in the **Summer 2012** box under section titled **EOPS Book Voucher**, as shown in the sample picture below. For your convenience, we have included the following links: EOPS Book Voucher page and GCC bookstore hours page from our website (see 1 in the sample picture below).

If you are eligible for Summer 2012 book voucher, you can download your printable book voucher by clicking on the hyper-linked dollar amount found in the column titled **Summer 2012** in the **EOPS Book Voucher** section (see 2 in the sample picture below).



Personalized "my EOPS/CARE" page



What if I am not eligible for Summer2012 book voucher?

If you are not eligible for Summer 2012 book voucher, you will see **\$0.00** listed for the award amount. Click on \$0.00 to find out the reason for your ineligibility.

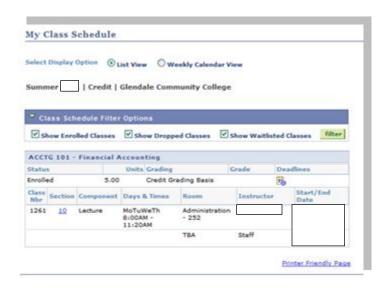
4. EOPS book voucher may be used to purchase/rent only those books that are required for registered courses.

You need to present a printout of your registration slip to the bookstore cashier at the time of purchase/rent.

How do I get my registration slip?

Follow steps **a)** and **b)** below:

- a) From the main Menu click on the Student Center.
- **b)** From the **Academics** option click on **My Schedule**. The screen will display your Summer 2012 registered courses, as seen in the sample below.





What does my book voucher look like?

On the bottom of the page there is a sample of EOPS Summer 2012 book voucher. Beginning **June 15**, you will be able to **print out your personalized book voucher**. All you need to do is follow **Steps 1-4 above.** Your book voucher should have a current date, your name, your student ID #, a specific dollar amount allocated for Summer 2012, and a list of required documents you need to present to the bookstore cashier at the time of purchase/rent.

IMPORTANT:

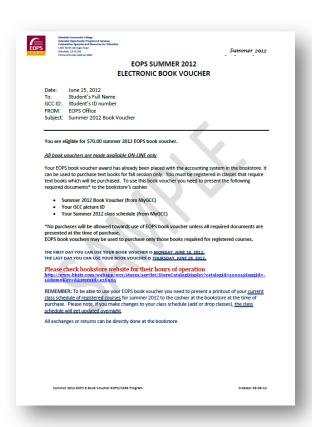
- EOPS book voucher may be used to purchase/rent only those books that are required for registered courses. To be able to use EOPS book voucher you need to present a printout of your most recent registration slip to the cashier at the bookstore.
- You may purchase/rent your books in several trips to the bookstore as long as you have not exhausted the **full amount** in your account. If you make changes to your class schedule (add or drop classes) after your first visit to the bookstore, you need a printout of your updated schedule to use your book voucher.
- All book purchases/rents must be completed by the closing of the bookstore on Thursday, June 28, 2012.
 Make sure to check the book store hours, available on the Book Store website.
- No purchases/rents will be allowed towards use of Summer2012 EOPS book voucher unless all required documents are presented at the time of purchase/rent.
- Book purchases/rents using EOPS Summer2012 book voucher can be made only during the following dates:

Summer 2012

THE FIRST DAY YOU CAN USE YOUR BOOK VOUCHER IS MONDAY, JUNE, 2012 THE LAST DAY YOU CAN USE YOUR BOOK VOUCHER IS THURSDAY, JUNE, 28, 2012

All exchanges or returns are done at the bookstore

Book Voucher Sample



DISCLAIMER: EOPS reserves the right to change the policy and procedures affecting book voucher eligibility and distribution as needed. Efforts will be made to inform the affected party in advance.