

What You Need to Know

EOPS Tutoring is individualized. However, we do offer on a limited basis, drop-in tutoring. For more information and to view the schedule, go to www.foothill.edu/eops and click on **Tutoring Information**.

Individualized tutoring requests will not be accepted after the 7th week of the quarter.

EOPS Student Progress Reports help us identify students who may need tutoring. It is your responsibility to seek early tutoring assistance or to follow-up with the tutorial services invitation that we send to you. Please make sure the EOPS Department has your current home address and email information.

Summer Session: EOPS tutoring is offered on a very limited basis during the 6-week summer session. Not all subjects are guaranteed.

Students taking online courses or at any of our extended campuses will need to meet with our tutors on the Foothill main campus. As of now we do not provide online or off campus tutoring.

EOPS Tutorial Services Events

Cramathon: During college dead week, before finals, EOPS offers students the opportunity to bring a friend and study with other EOPS students in an environment where tutors are available to answer those last minute questions. During this time our hours of operation are extended and refreshments are provided. Check the EOPS quarterly Calendar for the actual dates.



Foothill College
Extended Opportunity Program & Services (EOPS)
12345 El Monte Road
Los Altos Hills CA 94022
Tutorial Services (650) 949-7206
Appointments (650) 949-7207

Are You Getting The Help You Need?

Accessing E O P S Tutorial Services



About EOPS Tutorial Services

EOPS Tutorial Services is available to students currently participating in the EOPS program. Our program offers students tutoring on an individualized one-on-one basis. Our purpose is to see that EOPS students are offered “over and above” support in order to achieve academic success.

Location/Hours

The Foothill College EOPS Tutorial Services office shares tutoring space with the campus general tutoring program. We are located in the Tutorial Center room 3526, attached to the Semans Library.

Our office hours are, Monday through Thursday 8:30am – 5:30pm and Friday 8:30am – 3:00pm. Tutoring appointments are based on student/tutor availability.

Tutors

The tutors hired to work in our program are students who have mastered their subjects and have been recommended by Foothill faculty for having the ability to communicate concepts to their peers.

Subjects Offered

Accounting, Biology, Chemistry, English, ESL, Economics, Math and more.

Although we try to accommodate many subjects, certain subjects require special requests and sometimes are unable to be matched. The sooner a request is made the more opportunity we have to locate a tutor. However, finding a tutor for these subjects is not guaranteed.



Getting Started

In Person:

Check in at the Tutorial Center front desk, room 3526. Ask for EOPS Tutorial Services or April Henderson. Complete the **Tutor Request and Schedule of availability** form.

By phone:

Call (650) 949-7206. Leave a message with a phone number where you can be reached and you will receive a return call within 48hrs.

Email:

Send your request to hendersonapril@fhda.edu. Indicate EOPS Tutorial Services in the subject line. Let us know the hours you are available between 9:00am-5:00pm, Monday through Friday and list the subject(s) requiring tutoring.

Online:

Go to the EOPS web page at www.foothill.edu/eops click on **Forms** and print out the **Tutor Request and Schedule of Availability** form. Bring directly to our office, room 3526 or mail to:

EOPS Tutorial Services, Attention: April C. Henderson
12345 El Monte Road, Los Altos Hills CA 94022

Note: If you have not made contact with April Henderson or the EOPS Tutorial student assistant you have not accessed the EOPS Tutorial Services Department.

Tutoring Sessions Begin

Once you are informed of your confirmed tutoring session, complete the **Contract of Commitment Agreement** form, www.foothill.edu/eops click on **Forms**. Submit the contract to the EOPS Tutorial Services office prior to your first tutoring session.

Our tutors are hired to work specifically with you. Your responsibility is to commit to the agreed meeting times. You are only allowed **two excused absences before you jeopardize this service. Two unexcused absences and your tutor will be reassigned.** We understand that emergencies can happen, however, out of respect for our program and services, should you not be able to make your tutoring session, it is your responsibility to contact our office 24 hours in advance, or as close to it as possible.