



**MONTCLAIR STATE**  
**UNIVERSITY**

EDUCATIONAL OPPORTUNITY FUND PROGRAM  
SPRING 2011 BULLETIN



## A GREETING FROM THE INTERIM DIRECTOR

Dear Returning and Transfer Students:

**HAPPY NEW YEAR!**

Very quickly we will be approaching a “New” semester! What excitement to have an opportunity to begin a fresh and a new. Old things can be passed away and all things can become new. As I sat with one of my best friends, Webster, he began to define new in its truest sense. Webster stated that, new allows for the evolution of that which never existed before, or a time where one can make changes which are distinguishable from earlier occurrences.

Challenge yourself to achieve the greatness that lies dormant in you, set goals, create a plan of action, and seek out a mentor who will work with you.

Have a successful semester.

Bertha M. Diggs, Interim Director

**CHECK THIS BULLETIN OUT!**

**DEADLINES, SCHOLARSHIPS, JOB ANNOUNCEMENT AND MORE!**

Also visit EOP at <http://www.montclair.edu/EOP/>



## WELCOME NEW TRANSFER STUDENTS!

### What are the next steps?

1. **Register** for a mandatory [Transfer and Adult Learning Orientation Session or Scheduling Workshop](#)
2. Complete all sections of the [Accepted Transfer Student Check List](#)
3. Review the [Transfer Student Guide](#)
4. Schedule your **One-on-one Monthly Sessions** with your EOF Counselor in Morehead Hall.

THANK YOU FOR CHOOSING MONTCLAIR STATE UNIVERSITY TO CONTINUE YOUR EDUCATION.  
 THE EOF PROGRAM EXTENDS A SPECIAL WELCOME TO YOU. THE STAFF IS COMMITTED TO PROVIDING QUALITY COUNSELING AND ADVISING, IN A FRIENDLY AND SUPPORTIVE LEARNING ENVIRONMENT.

# IMPORTANT DATES!

Spring 2011 (see [Semester Calendars](#) for complete list of important dates)

01/18/11	Classes Begin
01/18/11-01/25/11	Final Add/Drop Period
01/25/11	100% Refund Deadline - may be processed on WESS*
02/21/11	50% Refund Deadline - may be processed on WESS*
03/29/11	Withdrawal deadline (No Refund) may be processed on WESS*

## **REMEMBER REGISTRATION AND CHANGE OF PROGRAM SPRING 2011**

**JANUARY 18-25 ON-LINE USING WESS**  
(**W**eb **E**nrollment for **S**ervices for **S**tudents)

**RESIDENCE HALL OPEN**  
**SUNDAY, JANUARY 16 AT 1 PM – DINNER IS SERVED**

**MARTIN LUTHER KING JR. HOLIDAY OBSERVANCE**  
(**NO CLASSES**)

**MONDAY, JANUARY 17**

**CLASSES BEGIN**

**TUESDAY, JANUARY 18**

**\*\*\*EOF EMERGENCY BOOK SCHOLARSHIP FUND\*\*\***

EOF Program has established a book fund to assist students who have exhausted all financial aid options, but yet do not have enough money to buy required textbooks at the beginning of the semester. Limited funds are made possible through donations by the JAM Foundation, EOF alumni, faculty, staff, and friends of EOF. An application is attached in this bulletin (pg. 10). See your EOF Counselor **IMMEDIATELY** for assistance. **The maximum grant will be \$250.**

**STUDENTS WHO HAVE REDUCED EOF GRANTS THIS SEMESTER BECAUSE OF SANCTIONS ARE NOT ELIGIBLE FOR CONSIDERATION. FUNDS ARE VERY LIMITED THIS SEMESTER.**

**ANNOUNCING**  
**\*\*\*EOF and JUSTICE STUDIES BOOK LENDING PROGRAM\*\*\***

If you are enrolled in Justice Studies and Paralegal courses, you may participate in the Educational Opportunity Fund "Book Loan Program". This program is jointly sponsored by the Educational Opportunity Fund Program and the Department of Justice Studies. Many of the textbooks are available to students in the Educational Opportunity Fund Program on a first come-first serve basis. Books will be loaned to students for one semester. The books must be returned to the administrator (Dr. Delores McMorrin) by the last day of the respective final exam period. Students who have declared a minor in Pre-Law, Paralegal, or a major in Justice Studies will be given first preference.

For further information please contact Dr. McMorrin in Morehead Hall Room 111 or call her at 973-655-7347 for an application.

**FOCUS**

Do you have a major? What are your career goals?  
Would you like some self-exploration about your values and  
interests?

**You must have a major before earning 60 credits (Junior Year).**

**Ask your counselor about FOCUS!**  
**Available in the Center for Career Services and Cooperative**  
**Education in Morehead Hall, 3<sup>rd</sup> Floor**

**SPRING 2011 FLAT TUITION**

The flat tuition rate for all full-time MSU NJ undergraduate students taking 12-18 credits is **\$3,661.78**

**\*\*\*\*\*SEMESTER REFUNDS\*\*\*\*\***

The University refund policy makes it convenient to buy books and meet commuting and off-campus housing expenses more timely. All full-time students with completed financial aid packages that exceed direct billed costs will receive refunds at the beginning of the semester. After all tuition, fees, room, and board charges are paid for the semester, you will receive any excess funds left in your account as a refund. The check will be sent to your home address during the first week of classes. The early refund puts financial resources at your disposal soon after classes begin. You will be responsible for paying for any additional credits (beyond 18) and fees you add to your schedule out of your refund.

**\*\*\*\*\*RED HAWK DOLLARS FOR BOOKS \*\*\*\*\***

Continuing students, and spring transfer students can apply for Red Hawk Dollars for books and meal plans each semester. This will help you manage your refund and insure that you have money for books and supplies at the University Bookstore; and access to meals in the cafeterias. Any student, who has financial aid in excess of the semester bill or has a refund that has not yet been sent to you, can get Red Hawk Dollars starting now. You will need your valid MSU Student ID. The University Bookstore also honors major credit cards.

Go on-line at [WESS](#) to see if Red Hawk Dollars appear on your bill. If not, go to the **Red Hawk Dollar Office in Student Center, Ground Floor.**



\*\*\*\*\*SMART MONEY MANAGEMENT\*\*\*\*\*

If you don't choose the Red Hawk Dollar option, you need to be sure that:

- ◆ You budget wisely. Make sure you save enough for books and supplies. I suggest \$500-800 each semester to be safe.
- ◆ Open a checking or savings account (if you don't already have one) to deposit your refund money and use it as needed. Don't carry around lots of cash or leave it where it may be stolen. There are a number of banks close to campus; and, there are ATM's throughout the campus made available through Bank of America.
- ◆ Plan to attend money management workshops during the semester sponsored by EOF Financial Literacy Leadership Program to learn money management skills and investing.

Once you receive a refund, you are responsible for any additional costs you incur. Be careful and manage your money wisely. Don't jeopardize future registrations. All outstanding balances must be paid before you are allowed to register, receive grades, and transcripts.

## **\$\$\$\$Management Workshops\$\$\$\$**

Is your MSU account up to date? Heard about the tuition rate?  
 How is your credit health? How many credit cards do you have?  
 Got enough financial aid for the year? Got a part-time job or work-study  
**See Ms. Torres in MO-203 about the Financial Literacy Leadership  
 Program**

**\*\*\*\*\*WESS FOR REGISTRATION\*\*\*\*\***

You still have the opportunity to register or change your schedule through January 25. Make sure you have the Spring 2011 Schedule of Courses. WESS is available daily until 11 PM. For registration via WESS, current course offerings, and seat availability on the web, go to at [www.montclair.edu](http://www.montclair.edu). Click on Quick Links, select Login to WESS. Click on Student Records, then Registration and Schedule Spring 2011

*Contact your Counselor if you need assistance with course selection and policy questions.*

**\*\*\*\*\*EXTENDED HOURS FOR YOUR CONVENIENCE \*\*\*\*\***

Counselors are available on Monday and Thursday evenings until 7 P.M. See your counselor for the evenings he/she is scheduled if you need an evening appointment. If you just have a question or need general information, feel free to call on Monday and Thursday evenings and any available counselor will be glad to assist you.

**\*\*\*\*\*AVOID A "HOLD" ON YOUR NEXT REGISTRATION\*\*\*\*\***

It's real easy to do! Just see your EOF Counselor a minimum of once every month. Students on Academic Probation and students returning from Academic Action are required to attend an Academic Success Workshop and meet with your counselor more frequently as agreed in your contract. All students need to meet with your counselor within the first four (4) weeks of the new semester for your monthly counseling appointment. That's all it takes to avoid a registration hold. After the fifth week holds will be placed. EOF Counselors wants to make sure that you are getting vital information in a timely manner. We want to assist you with academic advising (along with your faculty advisor if you have a major), keep you abreast of services, and the many other opportunities available to you. In the meantime, staff will continue to e-mail you, but there is no substitute for face-to-face contact.

***KEEP YOUR MONTHLY COUNSELING APPOINTMENTS!  
READ YOUR MSU EMAILS DAILY!***





## **SERVICES CONTRACT FOR STUDENTS**

Each year, the Educational Opportunity Fund Program provides a contract to remind you of the supportive services offered to students and your obligation to use them in maximizing your academic performance and co-curricular experience.

Visit <http://www.montclair.edu/EOP/> and download a copy for review periodically. Your counselors have every confidence in your ability to succeed at Montclair State University if you work hard and take advantage of the many resources this institution has to offer.

See your Counselor at the beginning of the year with your student contract. After you and your counselor review the requirements and decide what other services you need, please sign the contract and keep an extra copy on hand so you can review it from time to time.

**See your Counselor with your schedule and make your first appointment during the first week of class.**



## STUDENT SATISFACTION SURVEYS

When you come to the EOF Office to see your counselor, please take a minute to complete a brief survey about the kind of service you receive. It's a one-page five-question check off form done anonymously and deposited in boxes at the exits. Let us know what you think about program services and how EOF can improve them for you. SEE SAMPLE BELOW!

Please take a few minutes to let us know what you think of the service you received today in the Educational Opportunity Fund Program Office. Fill out this survey, fold it, and drop it in the box near the door when you leave. Thank you.

### Rating Scale      Circle the Number

Strongly Agree= **4**    Agree=**3**    Disagree=**2**    Strongly Disagree=**1**

A. I received prompt and courteous attention from the receptionist.

4      3      2      1

B. My counselor was available and ready to see me.

4      3      2      1

Check: \_\_\_ I had an appointment                      \_\_\_ I dropped in

C. My counselor (receptionist or administrator) was courteous, knowledgeable, and concerned.

4      3      2      1

D. I accomplished my purpose or received useful information and/or referral from my counselor (receptionist or administrator) during this visit.

4      3      2      1

Assistance received for this visit was by (check one):

Miss. Diggs ___	Ms. Reyes-Cuevas ___	
Ms. Torres ___	Ms. Whitaker ___	Mrs. Pecora ___
Ms. Reavis ___	Dr. McMorrin ___	Mr. Walker ___
Mr. Ramadan ___	Ms. Wynter ___	Other (specify) _____

Comments:



**EOF EMERGENCY BOOK FUND APPLICATION**  
**Spring 2011**

The EOF Emergency Book Fund is established to assist students who have exhausted all financial aid options and who have no other financial resources to purchase required text books for the semester. The maximum book fund scholarship award per student is **\$250** per semester. The fund is not available to late applicants or students whose financial aid is still in process. *However, you may borrow money for books pending the receipt of aid.*  
*PENDING AVAILABILITY OF FUNDS*

To qualify for the fund you must:

- ◆ Have applied for federal and state grants and loans by filing the FAFSA
- ◆ Accept the maximum loan for which are eligible or demonstrate that you do not qualify for any further subsidized or unsubsidized loans
- ◆ Can show proof of a completed financial aid package on SIS# 318 or WESS  
**You may apply for a loan up to \$250 pending receipt of your financial aid package \$\_\_\_\_\_**
- ◆ Have your EOF Counselor verify with a financial aid officer that you are NOT eligible for any additional aid via the Financial Aid Office.

After these conditions are met, please complete the following application:

Name \_\_\_\_\_ CWID# \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Amount Requested \$ \_\_\_\_\_

Grant \_\_\_ or Loan \_\_\_ (Check One)

I meet the conditions and understand that these funds are used in the University Bookstore for the express purpose of buying required texts for classes this semester.

Student signature: \_\_\_\_\_

EOF Counselor signature: \_\_\_\_\_



**EDUCATIONAL OPPORTUNITY FUND PROGRAM**  
**SPRING 2011**  
**SUMMER PROGRAM JOB ANNOUNCEMENTS**

The EOF Program will be hiring renewal students to work during the six-week Freshman Summer Program from June 25 through August 4, 2011. Attached please find the application form, which must be submitted with a resume, one letter of recommendation (not from your EOF counselor), and cover letter to the EOF Office via email to [cuevasc@mail.montclair.edu](mailto:cuevasc@mail.montclair.edu); by **Friday, February 11<sup>th</sup>**. Interviews will be conducted February 22 through March 11. Students selected for the positions will be notified by March 22<sup>nd</sup>. **PLEASE BE ADVISED THAT THE NUMBER OF POSITIONS AND THE SALARY AMOUNTS ARE \*TENTATIVE;** pending State of New Jersey funding. It is expected that by the time interviews are scheduled the actual figures will be available.

Compensation for Peer Leaders, Community Assistants, Math Tutors, and Computer Lab Assistants include a salary of \*\$775.00, a 14-meal plan, a room in the campus residence hall for six weeks, and tuition and fees for \*three to six credits. The total package will be approximately \$5,000.00.

### **Overall Qualifications**

Eligible candidates must:

- Be EOF students and maintain counseling contact.
- Have a minimum **G.P.A. of 2.5** at the end of the Fall 2010 semester.
  - Upon application submission, candidate's G.P.A. will be verified.
- Have earned at least 24 credits or more by the end of Spring 2011.
- Be in good judicial standing with the University
  - Upon application submission, candidate's record will be reviewed by the Dean of Students and the Office of Residential Education and Services.
- Have a record of service and leadership. Students active in community service organizations are urged to apply.
- Must attend Spring training sessions.



## **Terms and Conditions of Employment**

### **Mandatory Spring 2011 Training**

- All students selected for employment, regardless of position, must attend training sessions and meetings. (Dates and times to be announced).
- Summer employees, regardless of position, must be available from June 22-24<sup>th</sup> for staff training and preparation for the summer program. Students must also be available all day Saturday, June 25<sup>th</sup> and Sunday, June 26<sup>th</sup>.

### **Enrollment in Summer Courses**

All student workers are eligible to enroll in **\*2 summer courses**, up to six credits including Pre-Session and Post-Session courses, as long as they do not interfere with any training or work obligations.

### **Outside Employment**

- EOF Summer student workers, who are planning to hold outside employment, must have prior approval by Ms. Reyes-Cuevas.

### **Compensation**

- Student employees will receive a salary of \*\$775.00 that will be disbursed in 3 equal payments throughout the Summer Six Week Program. Should a student worker leave the position prior to the last day of the Summer Program, salary will be prorated.

### **On-Campus Housing**

- Student employees will be assigned a room on campus throughout the Six Week EOF Summer Program from June 22-August 4, 2011. You must abide by all rules and regulations of the Office of Residential and Education Services. Housing will be provided for student employees; however, employees will be required to leave the residence halls Thursdays by 9 pm and return Sundays by 2 pm).
- No interim housing will be provided prior to or after the official move-in/move-out day required for this position. All arrangements for interim housing must be made between the student workers and the Office of Residential Education and Services.

**PLEASE BE REMINDED THAT THE NUMBER OF POSITIONS AND THE SALARY AMOUNTS ARE \*TENTATIVE** pending State of New Jersey funding.

### **EOF STUDENT PEER LEADERS**

One Team Leader at \$825 and four Peer Leaders at \$775

**Responsibilities** are to: 1) assist the directors of the Human Relations and Leadership Development Program with weekly facilitation of classroom training exercises during the Freshman Summer Orientation Training stage; 2) coordinate, implement and evaluate civic, social, educational, recreational and leisure student life programs for freshman class; 3) orient freshman class to academic, leadership and student life organizations, programs, and services; 4) assist EOF Counselors with Orientation Weekend academic advisement sessions; 5) attend staff meetings; 6) complete required reports; 7) live in residence hall, and cover desk duties as required and; 8) work approximately 25 hours or more per week to include some weekends as mandated, 9) be flexible and willingly to adapt to duties as assigned.

**Qualifications** are: 1) demonstration of mature attitude, 2) demonstration of strong interpersonal, public speaking, and writing skills, 3) knowledge of MSU student life, programs, and services; 4) a positive record of accomplishment in coordinating, implementing, and evaluating team/group projects and activities; 5) evidence of participation in student life and/or community organizations; and 6) a minimum 2.5 cumulative average; 7) preferably have University leadership experience such as Human Relation and Leadership Development, Financial Literacy Leadership Program, LASO, OSAU, or other student organizations.

### **MATHEMATICS TUTORS (LEARNING ASSISTANTS)**

One Coordinator at \$800 and three Tutors at \$775

**Responsibilities** are to: 1) provide individual and small group instruction in computation and elementary and intermediate algebra; 2) co-lead study and review group sessions for test preparation; 3) conduct follow-up activities with students; 4) meet with faculty to identify student needs, and observe students in courses; 5) evaluate student progress and communicate same to students; 6) complete required reports; 7) reside on campus; and 8) coordinate, implement and evaluate civic, social, educational, recreational and leisure student life programs for freshman class; 9) orient freshman class to academic and student life organizations, programs, and services; 10) assist EOF Counselors with Orientation Weekend academic advisement sessions; 11) attend staff meetings; 12) cover desk duties as required and 13) work approximately 25 hours or more per week to include some weekends, if needed 14) Be flexible and willingly to adapt to duties as assigned.

**Qualifications** are: 1) minimum B average in mathematics courses; 2) ability to develop mock quizzes and tests; 3) ability to relate and communicate effectively with a diverse population; 4) ability to vary instructional styles according to students' individual needs; 5) tutoring experience (mathematics preferred); 6) minimum 2.5 cumulative average.

Students enrolled in teacher education or who have substitute teaching experience are strongly urged to apply.

#### **COMMUNITY ASSISTANTS (4) at \$775**

**Responsibilities** are to: 1) administer residence hall policies and procedures including, but not limited to curfew hours, guest visitation, quiet hours, sanctions, incident documentation, and room repair requests; 2) coordinate programming for the floor which addresses wellness issues; 3) assist students with adjustment to college life and residential living; 4) work scheduled desk duty assignments; 5) attend staff meetings; 6) complete required reports; 7) work 35–40 hours per week including required weekends.

**Qualifications** are: 1) one semester of resident assistant experience; 2) demonstration of strong interpersonal and conflict mediation skills at minimum; 3) sophomore status (30 credits); 4) a record of participation in student life or community organizations; 5) a minimum 2.5 cumulative average; 6) the ability to intervene in crisis situations; 6) a letter of recommendation from your Supervisor in Residence Education.

Students with community assistant experience and prior participation in EOF Freshman Summer Programs are strongly encouraged to apply.

#### **COMPUTER LAB ASSISTANTS (4) at \$775**

**Responsibilities:** are to assist lab users with their assignment. These activities include servicing a network printer, trouble shooting computer (MAC and PC) errors, assisting students with their assigned word processing, spreadsheet, and PowerPoint needs. Student Computer Assistants should be familiar with the operations of the Internet. In addition: 1) coordinate, implement and evaluate civic, social, educational, recreational and leisure student life programs for freshman class; 2) assist students in the continued growth and development and utilization of WESS and Blackboard; in completion of LASSI and CSI; 3) complete the schedule of 150 entering students for the lab attendance; 3) orient freshman class to academic and student life organizations, programs, and services; 4) assist EOF Counselors with Orientation Weekend academic advisement sessions; 5) attend staff meetings; 6) complete required reports; 7) live in residence hall, and cover desk duties as needed and 8) work approximately 25 hours or more per week to include some weekends, when required; and 9) be flexible and willingly to adapt to duties as assigned.

**Qualifications:** 1) all candidates must be EOF students; 2) knowledge of basic computer components; 3) demonstration of mature attitude; 4) demonstration of strong interpersonal skills; 5) ability to relate and communicate effectively with a diverse population. Initial hiring preference is given to students who have not earned junior academic status. All successful candidates will be trained. Candidates must be self-directed and demonstrate outstanding problem solving skills.

*Any questions regarding this application or summer program employment, please contact Ms. Reyes Cuevas via email at [cuevasc@mail.montclair.edu](mailto:cuevasc@mail.montclair.edu), or at 973-655-7006.*



**Awards**

Name/Type Received	Year Received	Name/Type	Year
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**Employment History**

List your three most recent important positions.

Employer Supervisor /Tel. No.	Dates (mo/yr)	Position
_____	From ___ / ___ to ___ / ___	_____
_____	From ___ / ___ to ___ / ___	_____
_____	From ___ / ___ to ___ / ___	_____

**References**

Please provide one letters of recommendation with this application. Also provide the following information below.

Name of References (MSU Faculty or Staff)	Contact Number
_____	_____
_____	_____

**Resume with cover letter**

Cover letter should include your reasons for applying for the position(s).

Comment on how your abilities, talents and experiences prepare you for the job(s). Indicate the qualities which you think are essential for the position.



### FOR RETURNING APPLICANTS ONLY

Please submit a type written essay of no less than 100 words indicating why you should be rehired to work in the 2011 EOF Summer Program. What were some of the obstacles and challenges which you where confronted with last summer? What were your resolutions? What would you do differently? What would you do differently?

#### SUMMER 2010 GRADES

Course

Grade


**Please bring this form to your counselor for completion. No candidate will be considered for employment that has a history of not maintaining effective counseling contacts.**

Student \_\_\_\_\_ CWID# \_\_\_\_\_

Counselor \_\_\_\_\_

Position applying for \_\_\_\_\_

Is the student in good academic status? \_\_\_\_\_ Current overall GPA \_\_\_\_\_

Is the student maintaining regular counseling visits? \_\_\_\_\_

Would you recommend this student to work in the EOF Summer Program? (Comments)  
If not, please share specific concerns.

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