



# CAL POLY

Educational Opportunity  
Program

## **Summer Institute Handbook**

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## **WELCOME TO THE EDUCATIONAL OPPORTUNITY PROGRAM (EOP)!**

The EOP staff welcomes you, your family and supporters. The EOP program is committed to your success as an individual, as a student, and as an integral member of the Cal Poly community.

In this handbook, you'll find important information about our services and program, Summer Institute. It also highlights key events and resources relevant to incoming first-year students. Please don't hesitate to reach out to the EOP staff if you have any questions, that's what we are here for!

### **CONTACT INFO:**

**Hours:** Monday – Friday, 8:30am–5:00pm

**Email:** [eop@calpoly.edu](mailto:eop@calpoly.edu)

**Instagram:** [eopcalpoly](#)

## **EOP SERVICES**

### ***COUNSELING***

EOP counseling staff will treat each student as an individual, taking into account their physical, economic, social, and cultural environment. Counselors will promote involvement in academic and extracurricular activities that will help integrate students into the campus community and support their well-being and achievement. The following are ways EOP counselors provide academic and personal counseling:

- Connection to Campus Resources
- Course Scheduling Support
- Degree Progress Checks
- Personal and Professional Development

### ***WORKSHOPS***

In collaboration with the Office of Writing and Learning Center EOP staff encourage students to participate in academic enrichment services. The Office of Writing and Learning Center sponsors supplemental workshops in math and science as well as study sessions.

## ***TRANSITIONAL PROGRAMS***

Summer Institute (SI) is an academic orientation program help annually for newly admitted EOP first year geared at helping students make a successful transition from high school to college. This year's program is scheduled for August 4 – August 30, 2024.

## ***FIRST-YEAR HOUSING***

EOP has worked with University Housing to provide a community for our EOP students and the most affordable housing option. Benefits of living with EOP include access to more specific campus resources, community building, and much more.



## **DIFFERENCES BETWEEN HIGH SCHOOL & CAL POLY, SAN LUIS OBISPO**

The adjustment from high school to college can be difficult for some people. EOP is available to help students understand this transition and assist in making the adjustment easier. Here are some examples of differences between high school and college.

## **CLASS TIME**

*High School:* You spend on average 6 hours each day/30 hours a week in class, proceeding from one class to the next. The school year is 36 weeks long; with a break in winter, short break in the spring, and a long one over the summer.

*College:* You spend 12-16 hours each week in class, usually with breaks in between. Times are not limited to daylight hours, many classes are offered in the evening. At Cal Poly, the academic year is divided into four 10-week quarters (fall, winter, spring, summer) plus a week after each quarter for exams. There is a winter break and spring break.

## **CLASS SIZE**

*High School:* Classes generally have no more than 35 students and are taught by teachers.

*College:* Classes may range in size from twenty to hundreds of students. Classes are taught by professors who've acquired a Doctorate degree in their chosen field. Some classes may also be taught by graduate assistants.

## **TEACHING STYLE**

*High School:* Teachers present material to help you understand the material in the textbook, often writing information on the chalkboard/whiteboard to be copied in your notes.

*College:* Professors may lecture nonstop, give you power points, provide background information, practice problems or discuss research about the topic you are studying. They may or may not utilize a textbook. Good notes are critical because students are expected to identify and understand the important points.

## **TIME MANAGEMENT**

*High School:* Your time is usually structured by others: administrators, teachers, coaches and, parents/supporters. Teachers carefully monitor class attendance.

*College:* You manage your own time. It's up to you to get to class, do your lab work, homework, research, and study. Professors may or may not formally take roll.



## ***HOMEWORK***

*High School:* You will usually be told what you need to learn from assigned readings and teachers will remind you of assignments and due dates. They will check your completed homework.

*College:* Professors expect you to utilize the course syllabus (outline) which explains what is expected of you, when assignments are due and how you will be graded. It's up to you to read and understand the assigned material; lectures and assignments are based on the assumption that you've already done so. Professors may not always check completed homework, but they will assume you can perform the same tasks on tests.

## ***ASSISTANCE***

*High School:* Teachers will approach you if they believe you need assistance.

*College:* Professors are usually open and helpful, but expect and want you to attend their scheduled office hours if you need assistance.

## **STUDYING**

*High School:* You are expected to do the homework or read short assignments that are then discussed in class. You may study outside of class as little as 1-2 hours a week, and this may be mostly test preparation.

*College:* You are assigned substantial amounts of reading, writing, lab homework, group projects which may not be discussed in class. It is recommended you study 25-35 hours outside of class in order to keep up with the coursework.

## **TESTING**

*High School:* Testing is frequent and covers small amounts of material. Teachers frequently conduct review sessions, pointing out the most important concepts. If you miss the test, makeup tests are often available.

*College:* Testing is infrequent (a particular course may have only 2 or 3 tests in a quarter) and may cover large amounts of material. You are expected to organize and understand the material to prepare for the test. Professors rarely offer review sessions, and when they do, come prepared with questions. Makeup tests are rarely an option; on exam day you need to be prepared and on time.

## **GRADING**

*High School:* Good grades are based on the ability to comprehend what you were taught in the form in which it was presented to you, or to solve the types of problems you were taught how to solve. Consistently good homework grades may help raise your overall grade if test grades are low. In addition, extra credit projects are often available to help raise your grade.

*College:* Good grades are based on your ability to apply what you've learned to new situations or to solve new kinds of problems. You must do well consistently: grades on tests and papers usually provide most of the course grade. Unlike high school, first tests may account for a substantial part of your course grade and extra credit projects are rarely used to raise a grade.

## **RESPONSIBILITIES**

*High School:* Parents and teachers will remind you what your responsibilities are and guide you in setting priorities. If your behavior is out of line, you will be corrected.

*College:* You're now responsible for what you do and don't do, as well as for the consequences of your decisions. In addition to studying, you will be expected to manage a budget, do your own laundry and learn how to live in a new environment without a lot of structure. Along the way, you will be faced with a large number of moral and ethical decisions you have not had to face previously. You must balance your responsibilities and set priorities.

## **ENVIRONMENT**

*High School:* Students are accustomed to seeing their peers, family/supports, and teachers on a daily basis.

*College:* The new environment will feel exciting and sometimes uncomfortable. There are many ways to engage with campus life by either joining clubs, Greek life, participating in SLO Days, Week of Welcome, campus activities, etc.

## **FAMILY EDUCATIONAL RIGHTS PRIVACY ACT (FERPA)**

Federal privacy law that protects a student's privacy interest in his or her 'education records.' FERPA provides that educational institutions, such as postsecondary institutions, may disclose education records, or personally identifiable information from such records, only if an eligible student has provided prior written consent

The University may not disclose protected or confidential information from a student's education record, with some exceptions, including: Student's Written Consent; Valid Subpoenas; Search Warrants; Ex Parte Order (Patriot Act); or Emergency/Crisis Situation.

In primary and secondary educational institutions (i.e. K-12) all FERPA rights belong to the parent. However, when the student reaches the age of 18 or begins to attend a post-secondary institution regardless of age, all FERPA rights transfer to the student.

## STUDENT LIFE ORIENTATION DAYS (SLO DAYS)

SLO Days is a **mandatory** summer orientation program for all new students.

## WEEK OF WELCOME (WOW)

WOW is a **mandatory** program for all new students which takes place in September. New students will make lifelong connections, learn about the campus, and explore the central coast.

## FIRST-YEAR STUDENT HOUSING

Cal Poly requires all first-year students to live on campus. First-years live in university residence halls. Residents have access to academic, social, wellness and awareness events, enjoy opportunities to build life-long friendships and typically achieve better grades than those who live off campus.

## FIRST-YEAR DINING PLANS

Campus Dining and University Housing policies require that all entering first-year students living on campus must have a dining plan for the full academic year. Having a dining plan gives students the ease of not having to prepare meals so they can focus on their academics and student life.

Students can access their dining funds through the PolyCard (student ID). Unspent funds roll over each quarter. Any unused funds are forfeited at the end of spring quarter. The dining plan that a student selects will be based off where they will be living (residence hall, Cerro Vista, Poly Canyon Village, yakʔitʔutʔu).

## POLYCARD

Students can submit their photo to PolyCard Services in their MyCalPoly Portal.

*What can I do with my PolyCard:*

- If you have a meal plan, you can use your PolyCard as your meal card.
- By adding money to your PolyCard through campus express, you can buy books or school supplies at the University store, snacks from vending machines, laser printing in open access computer labs, or beverages and meals at campus restaurants.
- You can check out items and use certain resources at the library.
- You can use the SLO city bus by simply showing your PolyCard to the bus driver to ride at no cost to you.
- Printing is paid through your campus express account.
- You will need to show your PolyCard when purchasing parking permits.
- Used at the health center to verify you are a student.



## CAL POLY LINGO

### ***Academic Advisor***

A professional that can assist you in identifying resources on campus suited to your personal needs, schedule planning, and study skills development. Advisors can also help you navigate and understand your degree requirements, curriculum, and Cal Poly's policies.

### ***Academic Probation***

An undergraduate student is automatically placed on academic probation when the grade point average drops below 2.0 (C). The grade point average applies to the current term, the Cal Poly cumulative, or the higher education cumulative. The student is advised promptly by email of being placed on probation. It is the student's responsibility to check his/her campus email account regularly.

### ***Add/Drop***

A period of time (the initial registration cycle until the 8th day of instruction each quarter) when classes can be added or dropped without penalty or paperwork.

### ***Advanced Placement***

A high school course that offers college credit if successfully complete course and obtain high scores on exam. Exams are passed by earning a score of 3, 4, or 5, earn a Credit (CR) grade and are not calculated in the GPA.

### ***Block Schedule***

First-year students are enrolled in classed by Cal Poly for their first fall quarter. This is based on each student's major and any course credit that was submitted on time to the university.

### ***CAED***

College of Architecture & Environmental Design

### ***CAFES***

College of Agriculture, Food, & Environmental Sciences

### ***Cal Poly Cumulative GPA (C.P, CUM GPA)***

GPA calculated using Cal Poly courses only.

***Catalog***

Prepared by the Office of the Registrar. The catalog provides a description of colleges & departments, programs, course descriptions, degree requirements, and university policies that impact students.

***CENG***

College of Engineering

***CLA***

College of Liberal Arts

***Concentration***

Group of courses designed to provide specialized knowledge within a bachelor's degree program.

Completion of a concentration is noted on the student's transcript, but not shown on the diploma. Not all majors have a concentration.

***COSAM or CSM***

College of Science & Mathematics

***Crashing a Class***

Attempting to add a class by going to the designated class during the add/drop period (first 8 days of the term) and speaking to the professor. To add a class after classes begin, students must obtain a permission number from the professor or department.

***CSD***

Coordinator of Student Development. Full time professionals living on campus that train and direct resident and community advisors.

***Curriculum Sheet***

A list of the major, support, general education, and free elective courses, as well as other graduation requirements required for a particular degree.

***DPR***

Degree Progress Report. Commonly called the "degree audit," it indicates which requirements have been satisfied and which ones still must be completed.

***EMPL ID***

Student ID number that can be found in the portal under the "personal info" tab.

***Faculty Advisor***

Designated faculty member (professor) within your college, providing academic and advising support.

***Flowchart***

A quarter by quarter plan of the courses required for a particular major to complete the degree.

***Higher Ed GPA***

GPA calculated using a combination of courses taken at Cal Poly and any other community college of four year university.

***Hold***

Restricts a student's ability to register for classes or access services. Students can access their Student Center to view holds and take care of holds and information about whom to contact.

***MAPE***

Mathematics Placement Exam. Not all students need to take the MAPE. This is a test that students can choose to

take if they want to test into a higher math class than they were initially placed in.

### ***MustangJobs***

Online database hosting hundreds of on and off-campus jobs.

### ***OCOB***

Orfalea College of Business

### ***Office Hours***

Cal Poly faculty (professors) keep regular office hours each week for students. You are encouraged to meet with your professors early and often for further academic support. Office hours can be a great place to ask for clarification on lectures and course materials, review exams, discuss mentoring opportunities, and much more.

### ***Schedule Builder***

Online scheduling system that allows students to plan and enroll in their schedules for the upcoming quarter.

***Peer Advisor***

Current Cal Poly student that's hired and trained within an advising office to help support other students, academic advisors, and departments.

***Plus Dollars***

Money that can be put on a student's PolyCard that enables students to use their ID as a debit card at campus establishments.

***PolyProfile***

A student's unofficial transcript. Students can see AP credit, community college credit, academic progress gauge, and other important academic information. Access to student PolyProfile is in student portal under the Academics tab.

***Degree Planner***

Degree Planner is a required degree planning tool which provides you with a personalized, pre-populated path to graduation. Your path contains a sequence of courses that you are encouraged to regularly adjust to accurately reflect your future plans.

***Student Center***

The tool used to register for classes and accessed within the My Cal Poly Portal.



## ADVICE FROM CURRENT STUDENTS TO PARENTS/SUPPORTERS



- Don't worry, your child is having the time of their life, not partying, but they are having fun beginning the rest of their life.
- Summer Institute will change your child in the best of ways, so be patient with them and ask them how they are doing.
- When they talk about their Learning Assistant's (LA) they mean their leaders for the summer; the LA's are their mentors and introduction to college life, so ask about them!

- Your child will be introduced to college classes, college life, roommates, independence, real world issues and more, but rest assured that they are in the best of hands and that this experience will make them become better people and students.
- The food will become repetitive and terrible for them after the first week, so send them here prepared with recipes and treats they can enjoy!
- Summer Institute will make your child's journey in college better, they will be more equipped, have more friends at the start of their first year and countless mentors and older students they can count on during the year.
- Do not hesitate to contact the counselors for more information about the program! It will put you more at ease without having to ask your child every day what everything means. If you already have a good idea then your child is more likely to open up about their experiences with you.



## **SUMMER INSTITUTE (SI) PROGRAM**

Each summer, EOP offers students the unique opportunity to participate in Summer Institute's academic orientation program held annually for newly admitted first-year students. This year's program is taking place August 2 to August 29, 2025.

### ***I. SUMMER INSTITUTE HOUSING***

This year, students will stay at the Yak?itvutvu dorms.

### ***II. SUMMER INSTITUTE FINANCIAL AID***

Students need to complete the 2024-2025 FAFSA. All SI fees SI are covered by EOP.

### ***III.EOP STAFF***

The EOP staff supports the learning assistants, instructional staff and student participants. EOP staff manages the logistics of the summer program and assists in meeting the goals and objectives.



#### ***IV. INSTRUCTIONAL STAFF***

##### ***Professor***

Students will be enrolled in a General Education course that will be taught by a Cal Poly Professor.

##### ***Writing Instructors***

Students will participate in a writing seminar taught by an English instructor.


##### ***Learning Assistants (LAs)***

Students will be placed in a group with their designated LA. The LA's focus on supporting the growth and development of their students by sharing their experiences and tips for college success and identifying resources that will help them

## **SUMMER INSTITUTE PROGRAM POLICIES**

Students are expected to respect the rights and privacy of others and to follow Cal Poly State University and EOP rules.

### ***Emergency contact***

In case of emergency during 8 am – 5 pm office hours, contact the EOP office at  805-756-2301.

### ***Check-in and check-out***

Student must check in to their rooms on the weekend prior to their first day of class.

We will have university housing bins to assist with unloading and transporting students personal belongings to their rooms.

### ***Room keys***

During check in, students are given a room key they will be responsible for.

## ***Roommates***

Single rooms are not available. Students will have other roommates of the same sex. Roommate changes are not allowed. In the event of serious roommate conflict, students should meet with the EOP staff for assistance in resolving issues.

## ***Curfew and room checks***

There is no curfew or room check. Students are responsible for getting to bed on their own.

## ***Meal plans***

Meals are provided during the summer program.

## ***Personal belongings***

Cal Poly State University and EOP are not responsible for students' personal property.

## ***Other items to bring***

- Cell phones - Students may have their phones on them to take pictures or to stay in touch with their families during breaks. Phone policies during class time and study hours are at the discretion of the instructional staff.
- Power strip with surge protector/fuse; extension cords are not allowed

- Alarm clock, desk lamp, portable speakers (smaller than 1 ft. x 1 ft.)
- Hair dryers, curling irons, and similar appliances –to be used in the restrooms for fire safety reasons
- Camera
- Extra spending money
- Tablet or laptop



### *ITEMS NOT TO BRING*

- Large sums of money
- Large speakers and large gaming devices
- Hot plates, toasters, grills, toaster ovens, micro-wave ovens, blenders, room heaters, coffee makers, etc.
- Lethal weapons - Not allowed on campus. No student may possess knives, firearms, BB guns, slingshots, pellet guns, air soft guns, toy/water guns, ammunition, fireworks, bows and arrows, crossbows, air tanks, metal pipes, explosives, etc. Any student found in possession of any of these objects will have a police report filed, be dismissed from the program, and be held accountable to local and/or campus police.
- Illegal drugs - The University is governed by the health and safety laws of the State of California that pertain to use, sale and possession of illegal drugs. Any violation of this policy will result in State prosecution and dismissal from the program. Staff members must notify Public Safety of any violation of these laws. Drug paraphernalia is also prohibited.

- Alcohol - The use or possession of alcohol is strictly forbidden on campus. No one may be on campus or enter residence halls while under the influence of alcohol. Containers that originally contained an alcoholic beverage are not permitted in the residence halls. Students in the company of someone who is drinking, or who is in possession of alcohol or alcohol containers, are also subject to campus disciplinary action and subject to dismissal from the program.
- Smoking, Chewing Tobacco, Incense – Not allowed.

### ***ROOM GUIDELINES***

Students are responsible for keeping their rooms clean.

### ***ROOM FURNITURE***

Each room is furnished with a bed, mattress, mattress pad, chest of drawers, desk, chair, bookshelf, bulletin board, closet, mirror, recycling bin and trash can. Students are expected to care for their room and its contents. Students will pay for any damage or loss, as per University Housing policy. All room furnishings are to stay in the room.

## ***DÉCOR GUIDELINES***

No items may be attached to residence hall walls, ceilings, windows or doors. Students may only use the provided room bulletin boards as decorative surfaces and use thumbtacks or pushpins to attach decorations. Students may not display any items on surfaces other than the bulletin board. Items displayed must not be of a derogatory nature (e.g., sex, drugs, violence, alcohol, etc.) Damage to doors or walls, will be billed appropriately as per University Housing policy.

## ***WINDOWS AND SCREENS***

Screens may not be removed. If window screens are loose in your room, notify CSD.

## ***TRASH***

Trash cans and recycling bins are provided in each room. Students are responsible for emptying the bins.

## ***COMMON AREAS/UNIVERSITY PROPERTY***

The furniture provided in the common areas is for use by all students in the residential community and must remain in the lounge areas. Students must clean up after themselves.

## ***LAUNDRY ROOM***

Laundry rooms are located on the first floor of each building. For more info about laundry in yak?itʷutʷu follow this link: [yak?itʷutʷu - University Housing - Cal Poly, San Luis Obispo](#)

## ***RESIDENCE HALL SECURITY***

Rooms must remain locked at all times. Outside doors are to remain closed and locked. Propping the entrance door open is prohibited.

## ***COURTESY AND QUIET IN THE HALL***

The Cal Poly community operates under a 24-hour courtesy policy that prohibits activities loud enough to be heard outside student rooms. This policy applies to all campus spaces.

## **SI CLASS INFORMATION**

### ***ACADEMIC WORK***

Students are expected to do all work assigned by their professor. The professor will provide a syllabus with specific class guidelines, including grading procedures.

### ***HOMEWORK & STUDY TIME***

Students are responsible for completing class assignments, projects and managing their own study/project time.

### ***ABSENCES***

Students must attend all SI classes.

## **SPECIAL EVENTS**

Students will be able to participate in various in-person events throughout the summer.

## HEALTH, SAFETY, AND CONDUCT

### *MEDICATION*

If a student requires medication, they are responsible for taking their own medication. The SI staff will not be reminding students to take their medication.

### *HEALTH SERVICES*

Students with minor illnesses or injuries will be taken to the health center. If it is determined that a student needs the care of a physician, parents will be notified immediately and asked to pick up their student. In the event of any major illness or injury, it is understood that parents have given their written authorization for the staff of SI to take appropriate action in securing professional medical attention. All resulting expenses will be the responsibility of the parent/guardian.

### *FIRE SAFETY*

Students are not allowed to burn anything or be in possession of anything that can ignite fire (e.g., lighters, matches, etc.). SI students will be able to prepare meals in Poly Canyon Village. However, SI participants will be required to have a meal plan to ensure they can conveniently access meals without worrying about food

preparation.

### ***MOVING OBJECTS***

Furniture is to remain in assigned rooms. Common area furniture is to remain in the common area.

### ***PERSONAL SAFETY***

Students are responsible for their own safety.

### ***HARMFUL BEHAVIOR***

Students are expected to behave with maturity and respect. Use good judgement and respect others' personal space and property. Any activity that may cause physical or emotional harm to anyone is strictly forbidden. To avoid accidental injury and conflict students will not participate in any roughhousing. This includes, but is not limited to playful pushing, shoving, and all forms of physical contact. Do not participate in water-fights, pillow-fights, towel snapping or running indoors. No objects may be thrown or rolled out of windows, in hallways, or down stairwells.

## ***REPORTING***

If you are uncomfortable with anyone's behavior, immediately speak with your LA & the EOP staff. Staff members are instructed to notify Public Safety and file a Police Report for any violation of laws that threaten the safety and rights of others. When reporting to an EOP staff member, confidentiality will be maintained, unless student or reporting party indicates physical or sexual abuse, suicidal thoughts, threats to harm themselves or others, and illegal acts. Under California State Law, it is the responsibility of every staff member to report these matters.



## ADVICE FOR PARENTS

"A piece of advice I would give is that it will never be easy to be away from their child but that their child will be learning more about themselves and what it really means to begin to grow up." Patricia Sanchez

"College can be tough and as a supporter, it's important to keep in touch with your student. Don't call them every day, but call them to check up on them and ask about the interesting new things they are learning!" Mugen Blue

## ADVICE FOR PARENTS (CONT.)

"My parents always wanted to give me all that they could to help me succeed. They have always been my number one supporters and I will always be grateful for what they did to get me where I am today. Although, when it came to college, my parents did not always know how to help me. Being a first generation student meant my parents did not know how to give me college advice, because they had never enrolled in a university before. This is where EOP became crucial to furthering my success. My parents did not have the information on scholarships, enrollment, financial aid, etc. that I needed, but my EOP counselors and supporters were able to fill in those gaps. What makes EOP special is the community that makes up this organization. My counselors, Summer Institute leaders, and peers are all first generation. They understood my specific struggles: like balancing classes with a job, applying to financial aid every year, and adapting to the academic struggles of a four year university. My parents will always be my main source of support, but in the areas my parents could not help me with, I had my community of EOP faculty and supporters guiding me through." Emma Zamora