

Subject: Opportunity Scholars Program Recruitment of Participants  
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The Opportunity Scholars Program (OSP) is a student support services initiative funded by the U.S. Department of Education Office of TRIO Programs. OSP serves a specific number of eligible students each year as defined and approved by the USDOE Trio Program.

In order to join the Opportunity Scholars Program, individuals must be enrolled or accepted for admission at USCB. First-generation college students, low-income students, or students with documented learning or physical disabilities are eligible to participate. According to federal guidelines two-thirds of OSP students must be both first-generation and low-income or must be physically disabled. For TRIO programs, the term "low-income student" means an individual whose family's taxable income for the preceding year did not exceed 150% of the poverty level amount.

**1. Recruitment Letters**

During June, July, and August, the OSP Director requests reports from the University's Registrar, Financial Aid Office, and the Office of Institutional Effectiveness and Research in order to identify potentially eligible applicants. Letters are mailed to applicants who have been fully accepted (code 5 on the Registrar's report) or tentatively accepted (code 4). A pre-application brochure is included with the letter. This procedure is followed in December if there are openings in the program for the Spring Semester.

**2. New Student Orientation**

New Student Orientation is conducted during the summer months for freshmen and transfer students enrolling for the Fall Semester. The students tour the campus and receive information about the services provided through Student Development. During orientation sessions, students are presented with an overview of the program and services provided along with a pre-application brochure that students are asked to complete. The information on the OSP pre-application is carefully reviewed and follow-up letters are then mailed out to students who appear to meet the eligibility requirements set by USDOE TRIO Programs for participation in the program.

**3. Classroom Visits**

OSP staff members obtain permission from instructors to visit their classes to recruit participants. OSP staff members also visit introductory classes such as ENGL 101 and MATH 111. During the visit the staff members describe OSP services and resources and distribute pre-application brochures.

**4. Faculty/Staff Referrals**

The OSP Director will maintain communication with USCB faculty and staff in order to inform them of program achievements and to encourage them to refer eligible students.