



East Arkansas Community College

1700 Newcastle Road • Forrest City, AR 72335 •

870.633.4480



Career Pathways Initiative

Student Handbook

2010 -2011

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OFFICE HOURS AND CONTACT INFORMATION

Hours of Operation:

Fall and Spring

Monday through Friday: 8:00 a.m. to 5:30 p.m.

Summer

Monday through Thursday: 7:00 a.m. to 5:30 p.m.

Friday 8:00 – 12:00 noon

Meetings can also be scheduled outside of normal business hours by contacting the Program Direction, Abbie Robinson, at 870-633-4480 Ext. 249.

East Arkansas Community College:

Career Pathways Initiative

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1700 Newcastle Road

Forrest City, AR 72335

Telephone: (870) 633-4480 Ext. 249

Fax: (870) 633-7222

Career Pathways Staff:

Abbie Robinson

Director

arobinson@eacc.edu

Contact #: (870) 633-4480 Ext. 249

Dowell Taylor

Counselor

dtaylor@eacc.edu

Contact #: (870) 633-4480 Ext. 371

Mary Ella Riley

Counselor

mriley@eacc.edu

Contact #: (870) 633-4490 Ext. 251

Paula Bingham

Career Support Services Facilitator

pbingham@eacc.edu

Contact #: (870) 633-4480 Ext. 356

Chastity Lee

Administrative / Intake Specialist

clee@eacc.edu

Contact #: (870) 633-4480 Ext. 358

To Be Named

Curriculum Coordinator/Instructor

Contact # (870) 633-4480 Ext. 374

GENERAL INFORMATION

Career Pathways Origin

Career Pathways Initiative (CPI) is a federal program that offers assistance to families who have DEPENDENT children and are in need of economic assistance. On the federal level this program is called TANF, the acronym for Temporary Assistance for Needy Families. TANF in Arkansas is called TEA or Transitional Employment Assistance. In the past the federal program similar to this one was called Aid to Families with Dependent Children (AFDC).

Career Pathways Vision

Career Pathways Initiative (CPI) at East Arkansas Community College will be a program model for providing educational and employability training to economically and educationally deprived individuals; for increasingly developing employment opportunities for CPI graduates in coordination with area businesses and industries; for cultivating a skilled workforce that attracts businesses and industries to Arkansas, especially the Delta region.

Career Pathways Mission

The Career Pathways Initiative recognizes the importance of meeting the needs of our students, area businesses and industries, and is dedicated to the implementation of learning experiences that will strengthen the employability skill levels of our area workforce.

Key Program Features

- Assist parents in being successful in college and competitive in the job market.
- Assist parents in finding their career pathways, based on interests.
- Assist parents in earning a certificate or degree.
- Assist parents in gaining access to critical student support services.
- Provide career counseling.
- Provide continuous support from program orientation through job placement.
- Administer TABE assessment, Arkansas College and Career Planning System (KUDER).

Expectations of Career Pathways Participants

- Use this program to gain education and skills
- Find a career pathway for a job and ultimately a career
- Set educational and personal goals
- Take advantage of the support services that will lead to success
- Have good attendance and attitude
- **Meet with Pathways Counselor at least once a month.**
- **Provide a monthly attendance report.** This report is required even if the student is not receiving transportation or child care benefits.
- Miss not more than two (2) days per class per month to qualify for any benefits.
- Work closely with the Career Support Services Facilitator in preparation for future employment.
- Utilize the program after gaining employment as a way to gain support, problem solve, stay employed, and complete further steps on the Career Pathway Plan within the established eligibility guidelines.

Criteria for Acceptance in to the Pathways Initiative

Students accepted for the Career Pathways Initiative (CPI) must meet the following criteria:

1. Must be an Arkansas resident
AND
2. Have dependent children (under 18 years old)
AND/OR
3. Be a current or former TEA client
OR
4. Receive food stamps, be a Medicaid or ARKids recipient
OR
5. Family income less than 250% of the federal poverty guideline

The Department of Human Services verifies some students' information; **other verification will include checking a copy of the student's or parent's tax return.**

Career Pathways Registration Process

- Must complete a Career Pathways application
- Must provide proof of eligibility as listed in the documentation section below.
- Must apply for financial aid by completing the FAFSA form.
- Must not be in default on a government loan.
- May be required to take a test/assessment (*if applicable*).
- Must be interviewed by Director or designated CPI staff member.
- Must attend a Career Pathways orientation session.

Documentation

Prospective Career Pathways Student:

- Social Security Card
- Valid Arkansas Driver's License
- High School, GED, or other College(s) transcripts
- Placement Scores (ACT, MAT, ASSET or COMPASS). Students who have no scores may be given the TABE assessment.
- Documentation of DHS benefits from the local DHS office (if applicable)
- Documentation of income (i.e. 1040 IRS tax form. Tax returns must be signed)
- Documentation of minor child living in the home. (i.e. tax form, DHS documentation, other documentation in file.)
- Pell award letter or denial letter.

Child Eligibility Requirements:

- Copy of Birth Certificate
- **OR**
- Proof of Birth showing date of birth and parent's name
- **OR**
- Adoption papers
- **OR**
- Court-ordered documents
- **AND**
- Social Security Cards of each child
- **AND**
- AR Kids or Medicaid Cards of each child (*if applicable*)

Financial Eligibility Requirements:

- Proof from DHS showing receipt of Food Stamps, TEA, Medicaid and/or ARKids.
- Income verification provided by the recent year copy of the federal tax return. If the student is a dependent, a copy of his/her parents' federal tax forms is required.

Disclaimer: All documentation and requirements are subject to change at the discretion of Career Pathways Initiative.

Enrollment

EACC's Career Pathways has an open enrollment period. Applications and eligibility documents should be submitted to the Career Pathways Administrative/Intake Specialist who will determine if other documentation is needed. Upon interviewing the prospective student, the director will maintain the discretion of accepting students for enrollment into the CPI program. The availability of funding will **be one of the criteria** used to determine enrollment.

Denial to the Career Pathways Initiative

The Pathways staff reserves the right to deny admission to the program even if the student meets the criteria for admission. Reasons for possible denial may include:

- Student has a history of very poor academic performance.
- Student is disrespectful and or abusive toward staff, faculty or other students.
- Student has a history of poor class attendance.
- Student abuse of gas card.
- Student stopped attending classes or withdrew from classes without notifying Career Pathways staff.
- Student has a G.P.A below 2.0 for two consecutive semesters or a very low G.P.A. during one semester.
- Students who have been enrolled **twice** and withdraw the **second time WILL NOT BE** allowed to re- enroll in the Career Pathways program.
- Student has no plan on finding employment upon graduation from college.
- Student is placed on academic suspension by the college.
- Student failing to follow CPI program guidelines. (**This includes failure to attend monthly counseling sessions and failure to turn in monthly class attendance sheets.**)

Please be aware that funding is limited and services are not an entitlement.

Probationary Status

Students not complying with the provisions of their Pathways Contract will be placed on probation the following semester or for the remainder of the current semester. Services may be discontinued at the discretion of the CPI staff based on the area(s) of noncompliance.

Any student placed on academic probation will have one semester to bring his/her GPA up to a 2.0. If a student has two consecutive semesters below a 2.0 GPA, the student will be required to exit the program.

Assessment

Part of the Career Pathways enrollment process is to assist students with their career interest. All participants will be required to take the Kuder Interest Inventory or another approved career assessment. The results of the student assessment will be used to develop an Individual Career Plan (ICP) which remains in the student's file and is updated each semester, if needed.

Mandatory Meetings

Students will be required to attend scheduled meetings with Pathways staff, including an initial advisement session with the Career Pathways counselor at the beginning of each semester and at least one appointment a month after that. **It is the student's responsibility to schedule and keep appointments at least once a month with the counselor to discuss progress.** Students who fail to attend counseling sessions will be placed on probation for the remainder of the semester.

Workshops

In order to enhance employability and academic skills, students will be strongly encouraged to attend scheduled workshops. Announcements will be made through the student's college email account.

Change of Information

It is very important for the Pathways staff to have current and correct student contact information. Students who change mailing addresses, phone numbers, etc., need to contact the Pathways staff within 5 working days so that we can make the necessary corrections in the database.

Academic Advising

Participants are required to meet with their Career Pathways Advisor before enrolling each semester. The Pathways counselor will review schedules and discuss degree plans. Students are invited to make an appointment with their Pathways counselor to discuss any academic difficulty and graduation plans. Career Pathways **will not be responsible** for delays in graduation or receiving certificates if the student fails to seek advisement from their Career Pathways counselor.

PATHWAYS SERVICES

Students need to be aware that funds are limited and Pathways services are not entitlements.

Services available to Pathways Students who meet eligibility requirements:

- Career Counseling/Mentoring
- Tuition/Fees (*To be determined by Director*).
- Tutoring
- Childcare
- Transportation Assistance (gas vouchers)
- Workshops
- Textbook Lending Library
- Classroom supplies
- Calculators/Flash Drives/Voice Recorders(*Based upon availability*)
- Testing Needs
- Job Referrals/Job Placement
- Career Readiness Certificates/KeyTrain
- Employability Training

To receive assistance with child care, you must be employed for a minimum of 1 hour per week of reimbursement (4 hours monthly) in addition to meeting the requirements listed above.

Career Pathways Daycare Information

Allowable Charges:

We are only allowed to pay for daycare for students when they are in class or involved in a school related activity. We will not pay for holidays or days when the student is absent from school. In these instances, the parent will be responsible to pay. Also, if the student drops out of school and still takes his/her child to daycare, then the student is responsible for any expenses incurred from the last date of attendance.

Students are required to turn in work verification and attendance forms and schedule and keep an appointment with the counselor **each month**, in order to be eligible for daycare assistance. If a student delays turning in work verification & attendance form the payment for daycare will be delayed. If the student does not, for whatever reason, turn in work verification and an attendance form, or does not keep an appointment with the counselor, then the student is responsible for daycare expenses for that month.

WE MUST HAVE WORK VERIFICATION & AN ATTENDANCE FORM AND A MONTHLY APPOINTMENT THAT HAS BEEN KEPT WITH THE COUSELOR WITHIN THE BILLING MONTH IN ORDER TO PAY FOR DAYCARE EXPENSES.

Career Pathways Transportation Information

In order to receive transportation assistance from Career Pathways the following requirements must be met:

- Successfully complete the Career Pathways Orientation.
- Complete all requirements for the Employability Certificate:
- Be employed a minimum of one (1) hour per week of reimbursement, (at least four hours per month).

Requirements for Employability Certificate

- TABE score of 8.0 or higher in reading, language and math;
- KUDER –(Career and College Assessment
- Updated resume
- Registering with DWS
- Keyboarding for Mavis Beacon Typing test @ 25 WPM
- Computer literacy or passing Teknimedia's 110-3 quizzes at 85%
- Career Readiness training through direct training from the Career Support Services Facilitator or via job readiness videos

Career Pathways Gas Voucher Information

The gas voucher amount is based on a set rate that has been determined by the EACC Career Pathways staff. The gas voucher is redeemable for **FUEL ONLY**. This award becomes effective upon acceptance of the student participation agreement which is signed at the beginning of the school year or upon completion of the employability certificate. Gas vouchers will be administered only to those students who have completed the requirements to obtain an employability certificate. Students will receive a \$30 gas voucher upon the completion of the employability certificate. This is a one-time appropriation. Thereafter, every month the administrative/intake specialist will send via email the dates that the gas voucher will be distributed. **These will be the only distribution dates for the month.** Students should come to the Career Pathways office in building three (3) and pick up an attendance sheet. Each classroom instructor must fill out the form, indicating the days of absence. Students are urged not delay until the day of distribution to obtain the instructors' signature. It is the student's responsibility to obtain the teacher's signature. The CPI staff will obtain the signature for on –line classes. On the date(s) on distribution, students must bring in their attendance sheet and work verification sheets (check stub for the month or self-employment verification form signed by their employer. *(CPI students may not be employees or another CPI student for self-employment benefits).* Work verification must be documented each month before TANF benefits can be distributed. When the student receives the gas voucher, they must go to the cashier's window with proper identification in order to receive the actual gas vouchers. *(Note: The cashier's window is closed from 1:00p.m. – 2:00 p.m. daily – Monday-Thursday.)* If the student fails to redeem the voucher during the dates of expiration, another voucher **will not** be awarded to the student for the month. Students desiring to receive a **late night** gas voucher must request ***in writing (e-mail)*** to the CPI Director, stating the time and date. Late night distributions will be held on the Forrest City campus and Wynne campus. Late night hours will be extended to 6:30 p.m. on the date(s) of distribution. **This award is suspended during school holidays and spring break. It will also be discontinued for excessive absences.**

CPI TUITION ASSISTANCE

In order to receive CPI assistance with tuition the following conditions must be met:

- All PELL funds must be exhausted
- GPA of 2.0 or above for the previous semester or Director's approval
- Must keep monthly appointments with the CPI counselor or designee
- Turn in attendance forms each month during the semester
- Student must attend scheduled classes and maintain satisfactory academic progress (as stated in the signed student responsibility form)

Payment of tuition for one semester is not a guarantee of future tuition payments.

Requests for assistance will be evaluated at the beginning of each semester. CPI tuition payments will be for tuition and fees for the current semester. Any drop/add fees or balances from previous semesters will not be covered. Upon approval of a student's request for tuition assistance, an email will be sent to the business office (prior to the payment deadline) stating the amount that CPI will pay.

TEXTBOOK LENDING LIBRARY

Books from the lending library are available on a "first come, first serve" basis. Students are encouraged to come to the CPI office as soon as possible, with their class schedule, to request textbooks from the lending library. The student will then take the form stamped by the administrative/intake specialist to the Lending Library which is located in the Learning Center in the Betty Jo Hodges Building to receive the book from the designated staff member. Since funds are limited, we cannot guarantee that all books needed for all classes will be available. All books are to be returned at the end of the semester in good condition. **Students should not write in the textbooks since they will be reused during other semesters. Failure to return all items to CPI as agreed upon and by the deadline or books in damaged condition will result in CPI placing a hold on the student's account in the business office.**

All Career Pathways students will be asked to read and sign the Student Participation Agreement. For future reference, we are including a copy of the Student Participation Agreement below.

Career Pathways

East Arkansas Community College

Student Participant Agreement

As a participant in the Career Pathways Initiative, you are eligible to receive services and participate in activities that will increase your chances of succeeding academically and graduating. These services are offered without regard to gender, race, color, disability, national origin, or age and at no additional cost beyond your regular tuition and fees as an EACC student. The program and staff will make this commitment to you. In return, we ask that you make the commitment to us:

1. I accept responsibility for my own academic success and agree to attend classes regularly. I understand attendance is to have a minimum number of absences in each of my classes.
2. I understand that the Career Pathways Initiative staff may confer with my instructors at any time concerning my attendance, my progress, and my grades. It is my responsibility to get my progress reports signed by my instructor and turn it in to my CPI counselor.
3. As a new Career Pathways participant, I agree to attend a Career Pathways orientation.
4. I agree to attend an initial advisement session with my counselor at the beginning of each semester. It is my responsibility to make an appointment with my counselor at least once a month to discuss my progress, problems, or personal concerns.
5. I agree to turn in my attendance and work verification if I will be receiving child care benefits. I will further agree to turn it in when requested each month. I understand that the amount of child care benefits that is paid by Career Pathways cannot exceed my unmet financial need as determined by the financial aid department.
6. I understand that transportation offered by the Career Pathways Initiative will be determined in regards to my unmet financial needs. This information will be obtained from the financial aid department on the EACC campus.
7. I agree to participate in workshops offered by the Career Pathways Initiative.
8. I authorize the Career Pathways Program staff at East Arkansas Community College to obtain or exchange any records or data from the Student Records Office, the Financial Aid Office, and/or any public service agency pertinent to my participation in the Career Pathways Program. I understand that my records are treated confidentially.
9. I understand that if my grade point drops below a 2.0 during the semester or cumulatively, my services may be discontinued.
10. I agree to inform CPI of any updated telephone numbers and addresses and I will not withdraw from EACC or stop coming to classes without notifying my counselor.
- 11. If student is receiving a gas card, the student agrees to use the gas card for gasoline purchases only.**

If I fail to comply with the above obligations and responsibilities as stated in the Career Pathways Handbook, I understand that I will be dismissed from the Career Pathways Initiative.

Student Signature

Date

Staff Signature

