



Student Handbook
2011-2012



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Office Hours and Contact Information

Hours of Operation:

8:00 a.m. – 5:00 p.m.

Monday – Friday

Appointments may be scheduled at other times if necessary.

Mailing Address:

UACCB

Career Pathways

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General Information

Introduction:

The Arkansas Career Pathways Initiative is a comprehensive project designed to improve the earnings and postsecondary education attainment of Arkansas' low-income Temporary Assistance for Needy Families (TANF)-eligible adults. The initiative provides funding for two-year colleges to develop career pathways programs to assist TANF-eligible adults to earn a marketable educational credential for immediate entry into a high-demand occupation. The initiative emphasizes such program components as job readiness skills, basic academic skills preparation/remediation, and post secondary credentials tied to high wage/high demand occupations. Intensive student services are provided for students in the program.

Career Pathways Mission:

The mission of the Career Pathways Program at the University of Arkansas Community College at Batesville is to provide eligible adults a better opportunity for employment by offering educational pathways into employment.

Expectations of Career Pathways Participants:

- This program should be used as a resource for you to obtain education and skills necessary to advance in the job market.
- You must set educational and personal goals.
- You must attend class on time and as scheduled.
- The CPI staff is here to assist you; however your personal success is your responsibility.
- We may be able to provide resources such as tutoring, career counseling, academic advising, etc. It is your responsibility to seek these services.
- Meet with your CPI counselor when required and attend all required CPI workshops and events.

Criteria for Acceptance into the Career Pathways Program:

Students accepted in the pathways program must meet the following requirements:

An adult caretaker, parent or relative of a child under the age of 21 who is deemed financially needy because they are:

1. A current or former recipient of TEA cash assistance;
OR
2. A current recipient of Food Stamps, ARKids or Medicaid;
OR
3. Earnings are at the 250% of the Federal Poverty Level or less

The CPI program has a short application that a perspective student may complete that gathers this information. Verification is completed by either the Department of Health and Human Services or by checking a copy of the student's tax return.

Documentation:

Child Eligibility Requirements: *(only 1 required)

- Copy of birth certificate
- Copy of baptism or other religious document
- Paternity acknowledgement
- Adoption papers
- Prior year tax forms

Financial Eligibility Requirements: *(only 1 required)

- Proof from DHS showing receipt of Food Stamps, TEA, Medicaid, and/or ARKids.
- Income at or below 250% Federal Poverty Level verified by prior year tax forms.

**Documentation requirements are subject to change.

Enrollment:

For enrollment into the CPI program student must be granted acceptance based on the previous criteria and complete the following:

- UACCB CPI student application
- CPI Authorization to Release or Obtain Information
- CPI Student Participation Agreement
- Kuder Journey Assessment

Additional documentation may be necessary.

Denial to CPI Program:

The CPI program reserves the right to deny admission to the program even if the student meets the criteria for admission. Reasons may include:

- Student has an abusive attitude toward staff
- Student has poor attendance record
- Student has a history of poor academic performance
- Student has a felony conviction in connection with distribution or manufacturing of a controlled substance.

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

Probationary Status:

Students are required to attend class regularly, complete assignments on time, and maintain a 2.0 GPA. It is the students' responsibility to meet with the CPI counselor at scheduled times throughout the semester and ask for assistance when needed. Assistance may include, but is not limited to counseling, advising, and tutoring services.

Assessment:

The CPI staff reserves the right to obtain information about the student's attendance, performance, and discipline in the course for use in the assessment of career goals. The CPI staff may take proactive measures by contacting the student if necessary.

Mandatory Meetings:

Students will be required to attend scheduled meetings with CPI counselor. Meetings will be scheduled monthly during the semester or as needed to meet student's needs.

Workshops:

Workshops will be available to CPI students throughout the year. Students are required to attend a minimum of 1 workshop each semester at the discretion of the counselor.

Change of Information:

If is very important for the CPI office to have correct contact information at all times. All students must notify the CPI office of any change of information.

Academic Advising:

An academic advisor will be assigned to each UACCB CPI student through the Academic Advising Center. CPI students are required to meet with their academic advisor before enrolling in each semester. The CPI counselor will then review schedules and career plan. Students may contact the CPI counselor to discuss any academic difficulties they are having throughout the course of the semester.

Pathways Services:

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

Services may include:

- Career Counseling/Advisement Services
- Registration Assistance
- Testing Assistance
- Tutoring
- Assistance with Job Placement
- Workshops
- Mentoring Services
- Financial Assistance
 - Tuition
 - Test Fees
 - Background Check
 - Kaplan Review
 - NCSBN Test Fee
 - EMT National Exam
 - CDA Licensure Fee
 - CNA Licensure Fee
 - Supplies
 - Stethoscope
 - Scrubs
 - Uniforms
 - Books
 - Childcare*
 - Transportation (Gas)**

*Required to work a minimum of 1 hour per week at minimum wage.

**Required to work a minimum of 1 hour per month at minimum wage.

Policy Requirements for Transportation Support Services:

- Eligible employed Career Pathways students may be provided with transportation support in the form of a gas card to assist with transportation to and from class.
- The student must provide verification of employment before benefits are awarded. Employment will be verified through the employer monthly. Transportation benefits will only be provided if a student is employed during the reimbursement period. (See attached form “Definition of Earnings”)
- Mileage is calculated based upon distance between the student’s home and the campus.
- Gas cards are distributed two days per month from 8:30 a.m. – 4:00 p.m.
- Last month’s red gas card must be submitted when a student picks up new gas card.
- The amount of the gas card is predetermined by the Career Pathways staff and is not negotiable.
- The student must attend scheduled classes and maintain satisfactory academic progress in order to continue receiving transportation support services. Attendance and academic progress is assessed through the verification of attendance forms that are reviewed by Career Pathways staff monthly. The student must present verification of attendance forms to the CPI staff before a new gas card will be awarded.
- Transportation will only be paid for the days in which classes are in session and on the days that the student has attended scheduled classes.
- The student must keep all scheduled appointments with the Career Pathways staff.
- Unsatisfactory participation in the program or disregard of any of the above requirements may result in denial of transportation support at any time during the semester.
- A student may on occasion obtain more fuel than they are awarded. Any overage that exceeds the maximum reimbursement rate allowed by the state of Arkansas will be the responsibility of the student. Any overage that exceeds 10% of the original award amount will result in a disciplinary conference with a Career Pathways staff member and a reduction of the next period’s award. All conferences and award reductions will be noted in the student’s file. If the student receives three award reductions in an academic year, the student will be ineligible for transportation benefits for the remainder of that academic year.

Eligibility for transportation benefits will be reviewed each semester. Probation period can be adjusted under the discretion of the CPI staff.

Career Pathways funding is provisional and is provided on an as-needed basis. Awards may be subject to revision or cancellation based on your enrollment status, limitation of funding, failure to meet academic progress standards, and/or your receipt of additional aid.

Definition of Earnings

Earned income includes wages, salaries, tips, commissions, and any other payment resulting from labor or personal service. Generally, if a person is working as an employee, FICA taxes are withheld from earned income. Earned income also includes income from self-employment.

Verification of Earnings

Verification of earnings from employment may be by any one, or a combination, of the following:

- Check stubs
- Pay slips
- Collateral contact with the employer. A DHHS-97 can be used for the employer to verify income.

Verification of earnings from self-employment may be by any one, or a combination of the following:

- Federal Income Tax Return
- Purchase, sales, and account books
- Any other source which establishes the source and amount of income

**Career Pathways
University of Arkansas Community College at Batesville**

Student Participation Agreement

As a participant in the Career Pathways Program at UACCB, you are eligible to receive services and benefits that are intended to assist you in furthering your education and increasing your position in the career pathway. We will not discriminate on the basis of gender, race, color, disability, national origin, or age. This is our commitment to you. In return, we ask that you make the following commitment to us:

1. I accept responsibility for my own academic success and agree to attend classes regularly. I understand that satisfactory attendance is defined as having a minimum or no absences in each of my classes.
2. I understand that the Career Pathways staff may confer with my instructors at any time concerning my attendance, my progress, and my grade. It is my responsibility to get my attendance reports signed by my instructor.
3. I agree to attend an orientation session with my Career Pathways counselor upon acceptance into the CPI program.
4. I agree to attend an initial advisement session with my campus advisor/CPI counselor at the beginning of each semester. It is my responsibility to make an appointment with my counselor every month to discuss progress.
5. I agree to contact my Career Pathways Counselor if my child will be absent from their child care facility. It is also my responsibility to contact my child care facility to inform them of my child's absence. I must contact them on the same day of the absence or before. If my counselor is not available at the time of the call, I may leave a message.
6. I understand that financial services offered by Career Pathways should not be duplicated by another agency including, but not limited to, WIA, Employment and Training, DHS, or DWS. It is my responsibility to insure that I do not receive financial assistance from more than one agency for the same service during the same time frame.
7. I understand that transportation offered by the Career Pathways program is based on an "as needed" basis that will be determined by my counselor.
8. I understand and agree to abide by the requirements and terms for receiving transportation support through the Career Pathways program.
9. I agree to participate in career exploration, financial aid advisement, counseling, academic advising, and workshops that are scheduled each semester as advised by my counselor.
10. I authorize the Career Pathways staff at UACCB to obtain or exchange any records or data from the Student Services office, 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.
11. I understand that if my grade point drops below a 2.0, the services that are offered to me may be discontinued.
12. I was provided a copy of the Career Pathways Student Handbook.

If I fail to comply with the above obligations and responsibilities, I understand that I will be dismissed from the Career Pathways program.

Student Name (Please Print)

Student Signature

Date

Staff Signature

Date