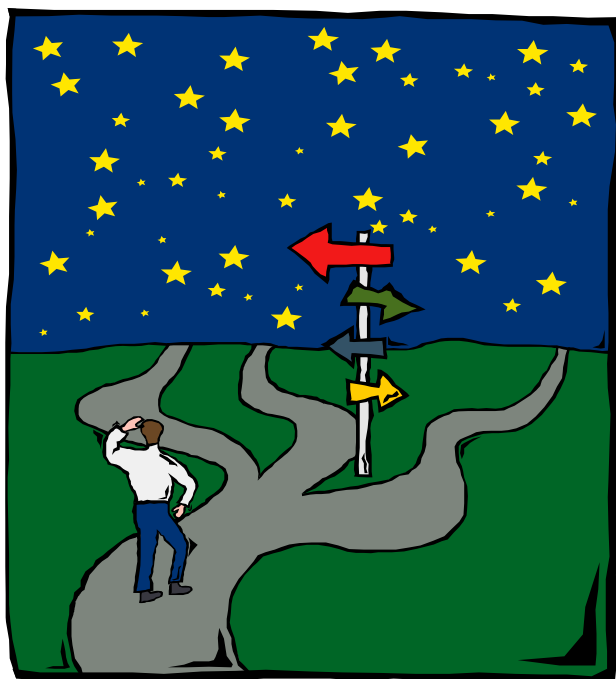


Arkansas Northeastern College



Career Pathways

Student Handbook

Arkansas Northeastern College Career Pathways

Office Hours and Contact Information

Normal Hours of Operation:

Monday thru Friday
8:00 a.m. – 4:30 p.m

Blytheville Campus

Arkansas Northeastern College
2501 S. Division
Blytheville, AR 72315
Telephone: (870) 762-1020
Fax: (870) 780-6115

Burdette Campus

Arkansas Northeastern College
P.O. Box 36/Hwy 148 & I-55
Burdette, AR 72321
Telephone: (870) 763-1486
Fax: (870) 763-1496

Paragould Campus

Arkansas Northeastern College
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Paragould, AR 72450
Telephone: (870) 239-3200
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Ann Whitis
Director
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General Information

Career Pathways Origin:

Arkansas Career Pathways (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 Transition Employment Assistance Program. TANF in Arkansas is called TEA or Temporary Economic Assistance. In the past, the Federal Program similar to this one was called Aid to Families with Dependent Children (AFDC).

Career Pathways Mission:

The mission of the Career Pathways Program at Arkansas Northeastern College is to assist eligible adults in meeting education and employment training goals in order to acquire and maintain a self-sustaining job and career pathway.

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 help lead to success which may include the personal and professional arena
- Have good attendance and attitude
- Keep in close contact with Pathways Counselor and/or other staff
- Your success is your responsibility – Pathways Staff is here to offer assistance as needed
- Use this program after gaining employment as a way to gain support, problem solve, stay employed, and complete further steps on the Career Pathway Plan

Criteria for Acceptance into the Pathways Program:

Students may be eligible for the Pathways Program if they meet the following criteria:

1. Arkansas Resident
2. Have dependent child/children (under 21 years old) that lives with you
* This might include adult caretaker or relative of the dependent child.
Additional documentation may be required.
3. Current or Former TEA Client or WorkPays
OR
4. Receive Food Stamps or Medicaid, or child/children receive ARKids
OR
5. Family income is less than 250% of the federal poverty guideline (available from any Pathways Advisor)

Pathways has a short survey that a perspective client or student can complete that helps gather this information. DHS verifies some student's information; other verification may include checking a copy of the student's tax return.

Documentation:

Child Eligibility Requirements:

- Copy of Birth Certificate
- Proof of Birth showing date of birth and parent's name
- Adoption papers
- Court ordered documents
- Income Tax Documents

Financial Eligibility Requirements:

- Proof from DHS showing receipt of Food Stamps, TEA, Medicaid and/or ARKids
- Federal Income Tax Forms
 - If the student and its dependent is a dependent; a copy of his or her parents' federal tax forms will be required.

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

Enrollment:

Applications and eligibility documents should be submitted by September 15th for Fall Semester and by January 28th for Spring Semester. Additional students may be enrolled after these dates based on funding availability.

Application and eligibility deadlines for C.N.A., Truck Driving, E.M.T. and other short term programs will be the first day of class.

Attending Career Pathways Orientation is required for all Pathways Students.

Students cannot be enrolled until all eligibility documents are received and all other requirements are met. This includes, but is not limited to: ASSET/COMPASS/TABE results, KUDER results, KeyTrain pretests completed, and PELL processed. It is the students' responsibility to provide the results to their Pathways Advisor.

Eligibility for current students will be verified annually, usually in July, after original enrollment. Students may be asked to provide documents from DHS, Tax Forms, and sign new release forms. Students will be required to file a PELL grant every year.

Denial to Pathways Program:

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/abusive toward staff or other students.
- Student does not attend class regularly.

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 Counselors discretion based on the area/s of noncompliance.

Students will sign a Probation Notice to inform them of their status, area/s of non-compliance, and corrective action required.

Additional Information:

KeyTrain/WorkKeys:

Career Pathways applicants will be required to complete the KeyTrain pretests before receiving transportation or childcare assistance. Pathways students may be required to continue working on KeyTrain lessons while enrolled classes in order to improve their KeyTrain levels. The WorkKeys CRC test can be completed after Pathways enrollment. Students need to take the WorkKeys after successfully completing the KeyTrain pretests.

Assessments:

Part of the Pathways enrollment process is to assist students with their career interests. All participants will be required to take the Kuder Interest Inventory or another approved career assessment.

Mandatory Meetings:

Career Pathways Orientation is required for all Pathways students. Students will be required to attend scheduled meetings with Pathways Counselor. Meetings will be scheduled monthly during semesters enrolled or as needed to meet student's needs.

Workshops:

Students may be required to attend scheduled workshops.

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 their Pathways Counselor as soon as possible so that we can make the necessary corrections in the database.

Academic Advising:

Participants are required to meet with their appointed ANC Academic Advisor before enrolling each semester. Pathways Counselor will review schedules and discuss degree plan. Students are encouraged to make an appointment with their Pathways Counselor to discuss any academic difficulty and graduation plans.

Pathways Services

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

Services available to Pathways Students:

- Career Counseling
- Financial Assistance
- Tutoring
- Mentoring Services
- Childcare
- Transportation
- Workshops
- Supplies
- Testing Needs
- Job Placement
- Lab/Clinical Supplies
- Based on availability, the following may be checked out from your Pathways Advisor:
 - Laptops
 - Internet Cards
 - Voice Recorders
 - Pax-PN and Pax-RN Study Guides

All Pathways students will be asked to read and sign the Student Participant Agreement. Additional requirements may be necessary for specific majors/programs. For future reference, we are including a copy of the Student Participation Agreement below.

**Career Pathways
Arkansas Northeastern College**

Student Participant Agreement

As a participant in the Career Pathways Program, 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 ANC student. The program and staff will make this 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 attendance is to have a minimum or no absences in each of my classes.
2. I understand that the Career Pathways Program staff may confer with my instructors at any time concerning my attendance, my progress, and my grade. It is my responsibility to get my progress reports signed by my instructor.
3. As a new Career Pathways participant, I agree to attend 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 every two weeks 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 the 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 transportation offered by the Career Pathways program is based on an "as needed" situation that will be determined by my counselor.
7. I agree to participate in career exploration, financial aid advisement, counseling, academic advising, transfer services and workshops that are scheduled each semester as advised by my counselor.
8. I authorize the Career Pathways Program Staff at Arkansas Northeastern 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 Pathway Program. I understand that my records are treated confidentially.
9. I understand that if my grade point average drops below a 2.0, the services that are offered to me may be discontinued.

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

Student Signature

Staff Signature

Date