

ARKANSAS NORTHEASTERN COLLEGE

Arkansas Career Pathways Initiative Program



STUDENT HANDBOOK

2019-2020



ANC Career Pathways Initiative Contact Information

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Career Pathways Overview:

The Arkansas Career Pathways Initiative (CPI) is a comprehensive project designed to improve the earnings and post-secondary education attainment of Arkansas's low-income Temporary Assistance for Needy Families (TANF)-eligible adults and other low-income adults. The initiative provides funding for two-year colleges to develop career pathways programs that assist TANF-eligible adults and other low-income adults to earn a marketable educational credential for immediate entry into a high demand occupation. The Career Pathways 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. CPI fosters strong connections among two-year colleges, students, community-based organizations, state agencies, and employers.

Funding Sources:

Career Pathways is a grant funded program. CPI is administered by the Arkansas Department of Higher Education with funding from the Arkansas Department of Workforce Services (ADWS). Therefore, the program is mandated by federal/state guidelines and *before* any Career Pathways funds can be utilized ALL other resources including Pell Grants, and other funding sources must be exhausted.

Career Pathways Mission:

The mission of the Career Pathways Program at Arkansas Northeastern College is committed to providing accessible, quality educational programs, services, and lifelong learning opportunities.

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.
- Meet monthly with Pathways Advisor 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.

Students accepted for the Pathways Program must meet the following criteria:

- Be a work-able adult, student applying or claiming disability must provide notarized documentation of ability to work
- Be a current Arkansas Resident
- Have a child under the age of 21 **Verification of relationship and establish the age of the minor child by the following:** Copy of birth certificate; Copy of baptism or other religious document; Paternity acknowledgement; Adoption paper; Latest federal tax return; Child Support Letter or Unemployment Claim Letter
- Be income eligible and all income MUST be verified. TANF Income Eligibility Standards are 250% or below the Federal Poverty Level.
- **Income guidelines** <https://aspe.hhs.gov/poverty-guidelines>.
Sources of evidence include the following: latest federal tax return and pay slips or check stubs, please note if you claim you did not file income taxes you must either obtain an IRS tax transcript or provide a notarized statement. If you claim \$0 income, then you will be referred to Department of Human Services for Transitional Employment Assistance program. CPI Advisors can assist with the application process and the process must be completed before any supportive services approved.

Students must provide all documentation requested by CPI staff in order to be eligible for the program.

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

Enrollment:

A student can only be enrolled in the CPI program twice, however supportive services are not guaranteed. Supportive services are dependent on funding and successful completion of each semester.

Applications and eligibility documents must be submitted to the Career Pathways offices at ANC. Students are taken based on grant priorities and a first come, first serve basis. When the funding and enrollment limit is maximized, student will be placed on a pending application list and enrolled at a later date based on funding availability.

Please note students **WILL NOT** be enrolled until all eligibility requirements/documents are received including but not limited to:

- Students must complete FASFA (Pell) and all necessary forms. All students must apply for all available funding resources/agencies including WIOA for which they may be eligible.* For additional funding resources please review the following link:
<http://www.anc.edu/financialaid/scholarships.htm>
- Complete CPI Orientation.
- Proof of TABE results.
- Complete Career Assessment
- Register on Arkansas Job Link.
- Complete assigned Career Readiness Assessments.
- Complete Key Train Soft Skills Training.

It is the students' responsibility to provide the results to their Pathways Advisor.

Each student who is accepted into the program will receive an acceptance letter detailing the services they are eligible to receive.

Denial into the Pathways Program:

The pathways staff reserves the right to deny admission into the program even if the student meets the criteria for college admission. If a student is denied they will be notified by the CPI Advisor. Reasons for possible denial may include, but are not limited to:

- Student is not work-able adult and failed to provide notarized documentation of ability to work.
- Student has a history of very poor academic performance.
- Student failed to meet monthly with CPI Advisor.
- Student failed to apply for other funding resources as outlined under enrollment.
- Alteration or falsification of documents.
- Student is disrespectful and/or abusive toward staff or other students.
- Student does not attend class regularly.
- Student does not provide information and documents to the Career Pathways Staff in a timely manner.
- Student has previous hours and/or degree(s) that will allow for employment in a high demand, high wage job.
- Student is not an active job seeker.
- Failed background check.
- Student has sufficient funding.
- Student has excessive hours.
- Student has previously received CPI funding for Certificate of Proficiency, Technical Certificate or Associate Degree including supportive services.
- Student has exceeded the amount of times they can be enrolled for CPI services.

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

Probation/Suspension

Students not complying with the requirements set forth by the CPI program will be placed on probation the following semester or for the remainder of the enrolled semester. Services may be discontinued at the Advisor (s) and/or Director's discretion based on the area(s) of noncompliance. CPI staff will then send the student a letter informing them of:

- Their status,
- Area(s) of noncompliance, and
- Corrective action(s) required

Excessive noncompliance may result in immediate suspension

Students must maintain a 2.0 GPA each semester in order to receive assistance. Students who receive less than a 2.0 may be placed on suspension. Students who have less than a 2.0 for the

semester, but have a cumulative GPA above 2.0 may be allowed a probationary semester. A probationary semester will only be allowed if the advisors, director, and instructors feel that the student will be able to meet all standards the following semester. Students who are in the CPI program and withdraw may also be placed on suspension. Alteration and/or falsification of documents will result in immediate suspension.

Students who are placed on suspension will be notified in writing of their status and will not be eligible for continued assistance through the CPI program. Students who wish to be readmitted to the program must meet with the CPI director to determine eligibility.

Eligibility for Financial Assistance

Failure to adhere to requests made by CPI staff may result in an interruption of services.

The Arkansas Career Pathways Initiative is a federally-funded program and all students must apply for a Pell Grant and other sources of funding (ie WIAO and scholarships). TANF funds must be utilized for educational or support service purposes (tuition, books, testing fees, childcare, transportation) and funds must be combined with Pell Grants (all students must apply and file must be documented) or other resources in spending plan that support the student to adequately reach educational attainment.

Student Financial Responsibility:

- If CPI pays for classes and the student drops those classes without meeting with CPI staff first, a charge will be placed on the student account up to ½ of the tuition costs.
- If CPI pays for classes and the student withdraws or fails for not attending or not completing assignments, the student will become ineligible for further tuition assistance.
- Tuition assistance and supportive services are limited to one Certificate of Proficiency, one Technical Certificate and one Associate Degree unless prior authorization by CPI Director. Decisions are based on the high demand, high occupation list. Please note CPI can only pay for a total of 8 semesters.
- If you are default of a student loan, you must show proof of payment(s) before you are eligible for services.

Eligibility for Laptops

To relieve the financial burden for a student to purchase a laptop or internet service, Career Pathways has purchased a limited amount of laptops and internet service, which can be checked out monthly through the ANC Library. Students may check out the laptop or internet service for 2 weeks at a time. Failure to return the equipment results in immediate suspension of any supportive services and equipment will be billed to the student's account.

Eligibility for transportation vouchers

There are two parts to receive these vouchers.

1. You have to be working and this can include self-employment while you are attending ANC classes.
2. You must attend class every week and be passing. **(If for any reason you have more than 2 absences and/or failing you are not eligible for gas vouchers that month).**

Gas vouchers are always the following month of classes. For example, August attendance of classes would receive gas vouchers in the month of September.

3. Monthly voucher amounts are based on the number of days a student attends classes:

4 days or more \$200 a month

1 to 3 days \$100 a month

4. Please note transportation vouchers eligibility for GED enrolled students is based on the following:
- Overall TABE score of 9 in Reading, Math, and/or Language
 - Attendance
- Monthly - 40 hours or more = \$200
Minimum of 20 but less than 40 = \$100

Amounts and availability of transportation assistance are subject to change without notice, based on the availability of funds.

(All) Online Enrolled Students – eligibility for transportation vouchers

1. You have to be working and this can include self-employment while you are attending ANC classes.
2. Gas vouchers are based on the following:
Registration of classes and minimum of two graded proctored activities* Verified by instructors.
3. Distribution schedule
Month following registration \$50
Month following mid-terms \$50
Month following end of semester \$50

Additional amounts may be earned each time in the amount of \$10, if a student attends any on campus sponsored activities and my CPI Advisor has been emailed by the Program/Director/Tutor verifying attendance Sponsored activities include by are not limited to Career Pathways, Student Support Services, TRIO, Community Relations, Tutoring and/or Study Groups and Job Fair. These additional amounts will be available the following month the activity attended.

GED Enrolled Students – eligibility of transportation vouchers

1. You have to be working and this can include self-employment while you are attending ANC classes.
2. **Minimum** of 40 hours a month and student has the option of attending traditional classroom instruction or enroll in the Adult Education distance learning program. The hours could be blended.
3. Monthly progression must be made on the TABE in at least 1 of the following areas: Reading, Math and Language.
4. If a student is co-enrolled in Arkansas Northeastern College classes, he/she is still responsible for meeting the 2 criteria's listed above. In addition, a student may be eligible for up to an additional \$100 in gas vouchers, **IF** grades and attendance are maintained.

FORM(S) REQUIRED for Transportation Vouchers

- You are required pick up and return your **Arkansas Career Pathways Initiative Monitoring Form** from your CPI advisor office. ***This cannot be emailed to you.*** This form must be completed by each of your instructors for the classes listed on that form. **For example**, in the month of August your instructor will provide attendance and grades from August 17 to August 31.

You are required pick up and return your **Self-Employment Documentation form (*this cannot be emailed to you*)** or provide a **check stub** for the month of attendance you will be receiving gas vouchers for. For example, in the month of August you will have to bring in either a check stub

showing you worked in that month **OR** a self-employment form completed by the person who paid you for work. Please note forms are available on the CPI website.

Eligibility for childcare assistance

We are aware some our students need additional supportive services such as childcare. However, childcare **is not** a guarantee through Career Pathways. It is dependent on the following:

- Availability of funding
- All external sources must be exhausted before Career Pathways funding can be utilized. Therefore, **all** students must apply and submit all necessary paperwork through their local Department of Human Services Office for Child Care Assistance. Please review the link below for additional information on this program.
<https://humanservices.arkansas.gov/about-dhs/dccece/programs-services/child-care-assistance>
- Priority given to student graduating by June 30, 2020.

In order to maintain childcare services to be paid through CPI, attendance is mandatory for all of your classes (this means you cannot miss more than 2 days of class for the month in which you are eligible to receive child care). In addition, you must make at least a "C" in each class for the month you will receive child care. **(If for any reason you have more than 2 absences and/or failing you are not eligible for childcare the following month).**

Mandatory Meetings and Workshops

A Career Pathways consultation is required for Pathways students every month. Students may also be required to attend scheduled workshops. Students are required to attend class on a regular basis and maintain satisfactory progress. The CPI staff will check instructor attendance reports monthly and will contact instructors with concerns. Students are required to meet with advisors when requested. Satisfactory progress is determined by the instructor of each class and the CPI advisors and director.

Change of Information

It is very important for the CPI Staff to have current and correct student contact information. Students who change mailing addresses, phone numbers, etc. need to contact their CPI Advisor as soon as possible so that necessary corrections can be made in the database. Updated contact information will be added to the college's student record computer database.

Academic Advising

Students are required to meet with their appointed ANC Academic Advisor before enrolling each semester. Pathways Advisor's will review the students schedule and discuss degree plan options based on the schedule set by the advisor and student. Students are encouraged to make an appointment with their Pathways Advisor to discuss any academic difficulty and graduation plans.

Pathways Services

Students need to be aware that funds are limited and Pathways Services are not guaranteed. Services available (*dependent on funding) to Pathways students **may** include the following:

- Career Advising
- Assessment Testing
- Academic Advising
- Tutoring
- Workshops
- Financial Assistance*
 - Tuition & Fees
 - Books
 - Childcare Assistance
 - Transportation vouchers
 - Testing Fees
 - Course related supplies

- Employability Guidance
- Job Search & Placement
- Computer lab
- Internships

*Based on availability, the following may be checked out from your Pathways advisor: Laptops, internet cards, 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.

Memorandum of Agreement

The Arkansas Department of Workforce Services and Arkansas Department of Higher Education for the Career Pathways Initiative can be viewed at the following website:

[file:///C:/Users/Pathways/Downloads/ADHE\(CPI\)_2017-2018.pdf](file:///C:/Users/Pathways/Downloads/ADHE(CPI)_2017-2018.pdf)

2019-2020 Student Handbook

All ANC Students must adhere to the ANC Student Handbook guidelines. This can be viewed at the following website:

<http://www.anc.edu/docs/student-handbook.pdf>