



STUDENT HANDBOOK

2023-2024

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Section 1. Introduction

1.1 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 in earning 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.

1.2 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.

1.3 Funding Sources:

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

Section 2: Policy & Eligibility

2.1 Career Pathways Criteria:

- Be a workable adult.
- 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 documents; Paternity acknowledgment; Adoption paper, guardianship; Latest federal tax return; Child Support Letter or Unemployment Claim Letter.
- Be income-eligible and have a gross household income less than 250% Federal Poverty Level **OR**
- Current recipient of SNAP, ARKids, or Medicaid or a current or former recipient of TEA
- Sources of evidence include the following: documentation of services from DHS **OR** the latest federal tax return and paystubs 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, you will be referred to the Department of Human Services for the Transitional Employment Assistance program. CPI advisors can assist with the application process, which must be completed before any supportive services are approved.
- **Income guidelines** <https://aspe.hhs.gov/poverty-guidelines>.

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

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

2.2 Eligibility for Assistance:

The Arkansas Career Pathways Initiative is a federally-funded program, and all students must apply for a Pell Grant for FAFSA-approved programs and other sources of funding (i.e., 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 the spending plan that support the student to reach educational attainment adequately.

Student Financial Responsibility:

- 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 unless the student obtains approval from CPI Director. A written statement is required from the student before approval is given to continue services.
- 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.
- If you are in default on a student loan, you must show proof of payment(s) before you are eligible for services.

2.2 Enrollment:

A student can be enrolled more than once in the Pathways program at the discretion of the Pathways Director and with proper documentation. 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 on a first-come, first-serve basis. When the funding and enrollment limit is maximized, students 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) for all FAFSA-eligible programs 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>

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

2.3 Denial Admission

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 dismissed, the CPI Advisor will notify them. Reasons for possible denial may include, but are not limited to:

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

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

Section 3. Available Assistance

3.1 Pathways Services

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

- Career Advising
- Financial Assistance (Tuition, textbooks, childcare, transportation, course-related supplies, testing fees, and Ed Pays)
- Assessment Testing
- Academic Advising
- Tutoring
- Workshops
- 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.

3.2 Childcare Assistance

We know some of our students need additional support 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 is given to students graduating by June 30, 2023

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).**

3.3 Transportation Reimbursement

Each Pathways student may receive up to **\$200** a month in gas vouchers. There are two different ways a student may be able to receive gas vouchers.

1. **Traditional students** are those enrolled in traditional-only classes. Amounts are determined by the number of times a week student attends classes.

OR

2. **Online Students** are those enrolled in INET-only classes. Amounts are determined by the number of times a student returns to visit the ANC Campus for specific documented activities. These may include but are not limited to the following: ANC student services, activities, clubs, organizations, library, computer labs, tutoring services, and Career Pathways offices. **Please note: visits are limited to twice a week.**

Round trip daily calculations are based on the distance from a student's home to the ANC Campus. The total mileage (based on Mapquest) is multiplied by .42 for each class or documented visit **BUT not both.**

PAPERWORK REQUIRED:

1. **All students (both traditional and INET enrolled)** must provide monthly attendance and grade monitoring documentation for the month gas is requested. Students can utilize either the ANC portal grade book or the Monthly Attendance Form. (All forms are available at www.anc.edu/pathways or in front of the Pathways offices.

***If a student has more than 2 absences or 2 missed assignments per month and/or failing grades, eligibility is suspended for that month.**

2. **INET ENROLLED ONLY STUDENTS** must provide a monthly on-campus verification form if they want to receive gas vouchers. This form must be documented by appropriate ANC personnel. Visits are limited to twice a week. (All forms are available at www.anc.edu/pathways or in front of the Pathways offices.

FORM(S) REQUIRED: Listed on www.anc.edu/pathways under Availability of Services or in front of the Pathways offices.

- Attendance/Grade Monitoring Form
- On-Campus Daily Verification Form

3.4 Education Pays (ED Pays)

Education Pays is designed to reward students for enrolling in CPI and achieving steady progress toward credential achievement. Cash payment will be provided upon initial enrollment in CPI and in the Education Pays program, with progression incentives at the middle of the semester and the end of each semester (Fall, Spring, and Summer), and a completion incentive upon withdrawal from the CPI program

with a credential. To be eligible for incentives, the student must enroll in a minimum of six (6) for-credit hours or one of the approved non-credit programs identified in the funding formula and maintained satisfactory performance.

EdPays enrollment is available to students who meet the following eligibility requirements:

- Must have a household income of less than 150% of FPL. Evidence of family income must be provided even if the student is CPI qualified through a program such as TEA.
 - Students who have not been enrolled in CPI, including at other college locations will receive \$100
 - Enrolled in at least six (6) credit hours or a combination of shorter terms within a semester. Hours may include developmental or co-requisite hours even though no college credit is awarded. (Student must have a 2.0 GPA or better for midterm grades on coursework taken that semester to receive \$300; Must also maintain a 2.0 GPA or better on finals to receive \$300 at the end of the semester.)
- OR**
- Enrolled in an approved non-credit program that is included in the funding formula (CNA or Phlebotomy). Must maintain Satisfactory Progress. (Student must have satisfactory progress at the end of the program and withdrawn from CPI to receive \$500)

For Credit Students will continue to receive up \$600 per semester until they complete their program; once completed, students will receive \$500. Once student receives \$500 and withdrawn from the program, you cannot ever receive this \$500 payment.

3.5 Laptops and Wifi Hotspots

Career Pathways has purchased a limited amount of laptops and wifi hotspots to relieve the financial burden for a student to purchase a laptop or internet service. Students may check out the laptop or internet for the duration of the semester. However, if a student fails or drops all college classes, equipment must be returned to CPI staff immediately. **Failure to return the equipment results in immediate suspension of any supportive services and equipment will be billed to the student's account, and a police report will be filed.**

Section 4: Rules of Conduct

4.1 Non-Compliance

Students must maintain a 2.0 GPA each semester to receive assistance unless extreme circumstances cause a lower GPA. 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 permitted if the advisors, director, and instructors feel the student can 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 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.

4.2 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

4.3 Student Expectations

- 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, including 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 to gain support, problem solve, stay employed, and complete further steps on the Career Pathway Plan.

Section 5: Expectations

5.1 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 regularly and

maintain satisfactory progress. The CPI staff will check instructor attendance reports monthly and 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.

5.2 Change of Information

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

5.3 Academic Advising

Students are required to meet with their appointed ANC Academic Advisor before enrolling each semester. Pathways advisors will review the student's 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.

All Pathways students will be asked to read and sign the Student Participant Agreement. Additional requirements may be necessary for specific majors/programs.

2023-2024 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>