

University of Arkansas Community College  
Rich Mountain



Career Pathways Student Handbook

**UA RICH MOUNTAIN Career Pathways Contact Information**

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## **Career Pathways:**

The Arkansas Career Pathways (CP) Initiative is a comprehensive project designed to improve the earnings and post-secondary education attainment of Arkansas's Temporary Assistance for Needy Families (TANF)-eligible adults. The initiative provides funding for two-year colleges to develop pathways programs that assist TANF-eligible adults earn a marketable educational credential for immediate entry into a high demand, high wage 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.

## **Career Pathways Mission:**

The mission of the Career Pathways Program at UA Rich Mountain 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. CP provides intensive student services as well as financial services that can include tutoring, books & supplies, testing fee, transportation, childcare, and tuition assistance.

## **Expectations of Career Pathways Participants:**

- Use this program to gain education and employment 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 personal and professional successes
- Have good attendance and attitude
- Keep in close contact with CP staff
- Use this program as a way to gain support and skills, find employment, stay employed, and complete further steps on the Career Pathway Plan
- **Your success is your responsibility – CP Staff is here to offer assistance as needed**

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

- Be an Arkansas resident **AND**
- Have a dependent child and/or children (under 21 years old) **AND**
- Be a current or former TEA Client, SNAP, Medicare or ARKids recipient **OR**
- Have a family income less than 250% of the federal poverty guideline

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

Documentation (may include all of the following):

- Copy of signed Federal Tax Return
- Current Arkansas Driver's License
- Social Security Card (Student and Children)
- Proof from DHS showing receipt of SNAP, TEA, Medicaid, and/or ARKids
- Proof that the FAFSA (Pell Grant) Application has been filed

Child Documentation (may include one or more of the following):

- Federal Tax Return

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

**Enrollment:**

Applications and eligibility documents must be submitted to the Career Pathways office at UA RICH MOUNTAIN. Students are taken based on grant priorities and 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. Application and eligibility deadlines for CDA, CNA, EMT and other short term programs will also be based on grant priorities, funding availability, and on a first come, first serve basis. Students may also be required to take the Career Readiness Certificate, Accuplacer, and/or TABE test. 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 eligibility criteria. If a student applies and is not approved, they will receive a denial letter. Reasons for possible denial may include, but are not limited to:

- Student has a history of very poor academic performance.
- 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 CP 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.
- Failed or refused a drug screening.
- Student has sufficient funding.
- Student is in default of a federal loan.
- Student has excessive hours.
- Family income is over the 250% poverty guidelines.
- Student has exceeded the amount of times they can be enrolled for CP services.

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

**Probation/Suspension:**

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

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

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 probation or suspension. A probationary semester will only be allowed if the CP staff and instructors feel that the student will be able to meet all standards the following semester. Students who are in the CP 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 CP program. Students who wish to be readmitted to the program must meet with the CP director to determine eligibility.

### **Mandatory Meetings, Workshops, and Monitoring Forms:**

A Career Pathways consultation (orientation) session is required for all Pathways students. Students will be required to attend scheduled workshops and submit monthly academic monitoring forms. Students are required to attend class on a regular basis and maintain satisfactory progress. The CP staff will check instructor attendance reports monthly and will contact instructors with concerns. Students are required to meet with CP staff when requested. Satisfactory progress is determined by the instructor of each class and the CP director.

### **Change of Information:**

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

### **Academic Advising:**

Participants are required to meet with their appointed UA RICH MOUNTAIN Academic Advisor before enrolling each semester. CP staff 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 CP staff to discuss any academic details and concerns, graduation requirements, and transfer information.

### **Pathways Services:**

Students need to be aware that funds are limited, and Pathways Services are not entitlements. All students are required to turn in a monthly progress report to be eligible for CP services. Assistance available to Pathways Students may include:

- Personal Resource Development
- CRC Testing
- Academic Advising & Resources
- Tutoring
- Workshops
- Career Counseling, Employability Guidance & Job Placement
- Computer lab
- Financial Assistance
  - Tuition & Fees
  - Books & supplies
  - Laptop loans
  - Childcare Assistance
  - Transportation vouchers
  - Testing Fees

### **Tuition and Books:**

Students must deplete all sources of funding (Pell, Rehab, WAEDA, Scholarships, etc.) before CP will pay tuition, fees, and book rental fees. *Depletion of funding does not include Federal Loans.* Charges on the students account will not be paid until the end of the semester and/or program. \*Exception of summer 1 courses which will be paid at mid point. Students must make satisfactory progress and meet all

program requirements before payment will be made. Students who withdraw, fail, or stop participating in class may be required to pay for their own classes. Book rentals must be returned to the bookstore at the end of the semester. If they are not returned by the date set by UA Rich Mountain, the student will be charged for the full price of the book. Career Pathways will not cover the book charge for late or non-returned books.

### **Supplies:**

Laptops, graphing calculators, and supplies are available to students through the Career Pathways Loan library. Consumable supplies do not have to be returned. Students who need consumable supplies (binders, notebooks, paper, pens, etc.) may come by the CP office to pick supplies up if they are available. All laptops, and reusable supplies must be returned in good condition at the end of each semester. Students who do not return their supplies will be placed on suspension and may be reported to law enforcement. Laptops will only be checked out to students who meet all program requirements and are maintaining satisfactory academic progress. Returning students will have first option to check out laptops. Pending availability of laptops, new students may not be able to check out a laptop until mid-term grades are reviewed.

***Program Specific Supplies:*** Some programs have supply costs outside the regularly charged tuition and fees. When funding is available CP will provide these supplies to students. Students who have specific supply needs should contact the CP office for assistance.

### **Transportation:**

Transportation assistance is available to students who meet set eligibility. Students who have not exceeded their annual Cost of Attendance may be able to receive transportation payments. Students must make satisfactory academic progress in order to be eligible for transportation assistance. An academic progress report form (academic monitoring form) must be turned in to receive payment for the time period. Transportation information is updated each semester and is available in the CP office. Support will vary by student and must be based on the need of the individual student.

- The rate per mile will not exceed the state approved rate for travel.
- Payment amounts and schedule with amounts and dates are provided each semester.
- Transportation support is available only for travel that is specifically tied to participating in an allowable activity-CPI training program. This includes to and from home address on record and campus for:
  - Class instruction
  - Study/assignments outside of classroom, library, computer lab, tutoring, advising, etc.
  - Travel to and from childcare as long as the childcare is associated with the above activities.
  - Travel to and from clinical instruction (for nursing students).
- Students must have a valid Arkansas driver's license.
- Students must turn in an academic monitoring form each payment period.
- Additional details provide on contract given to each qualifying student.

### **Childcare:**

Students must meet with the CP director to determine childcare eligibility. CP encourages the use of free and reduced fee services. The director will present those options to students during the application appointment. The childcare provider used by the student must be state certified. Students must work and make satisfactory academic progress in order to receive childcare assistance. Childcare information is updated each semester and is available in the CP office. ***All students who wish to receive childcare assistance must meet with the CP Director to discuss childcare options.***

- A contract will be established each semester with the childcare facility, CP, and the student.

- Students must turn in academic monitoring forms. Students who do not turn in forms in a timely manner will no longer be eligible for childcare assistance and will be responsible for any charges accrued at the childcare facility.
- Childcare assistance funding limits are set based on state requirements and availability of CP funds.
- CP will make payment directly to the childcare provider, not the student.
- All charges accrued with the childcare provider will be the responsibility of the student. The CP program is not responsible for any difficulties encountered with the students chosen childcare provider.
- The student is responsible for getting his/her child to and from daycare each day.
- Any tampering with childcare documents will result in immediate termination of all services provided through the CP program.

### **Testing:**

Students may be eligible for assistance with testing fees (CNA, EMT, LPN, RN, Welding, Education, HIM, etc.). Students who are pursuing a teaching degree may be eligible for fee assistance with the PRAXIS. Students must contact the CP director for more information on testing fee assistance.

### **Employment:**

CP provides multiple resources for employment assistance including resumes, interview skills, application assistance, and employment search. Please contact a CP staff member for assistance.

*Disclaimer: All documentation and requirements are subject to change at the discretion of the Career Pathways Program. UA RICH MOUNTAIN CP has the right to adjust or change any policy at any time with reasonable notice. **Career Pathways is a grant funded program and funding is not guaranteed.***

*Equal Opportunity/ Affirmative Action: UA RICH MOUNTAIN is an Equal Opportunity/ Affirmative Action Institution. The College, in compliance with the Higher Education Act of 1965 and other Civil Rights laws, offers equal opportunity for admission and employment. Additionally, all programs and activities of the College are provided to all students without regard to race, color, national origin, religion, age, disability, or sex. Questions or concerns regarding affirmative action or disabilities can be directed to the VC for Student Affairs, 1100 College Drive, Mena, AR 71953, 479-394-7622, ext. 1400.*