

**RICH MOUNTAIN  
COMMUNITY COLLEGE**



**Career Pathways Student Handbook  
2009-2010**

## **RMCC Career Pathways Contact Information**

### **RMCC Mena Campus:**

1100 College Drive  
Mena, AR 71953  
479-394-7622

Due to the April 2009 tornado the CP offices are currently located in the old ACE building at the corner of 4<sup>th</sup> and Sherwood in Mena.

The CP offices will return to the main campus during the Fall 2009 semester.

The phone number while located at the old ACE building is 479-243-0739

### **RMCC Waldron Outreach Center:**

479-634-5502

### **RMCC Mt. Ida Outreach Center:**

870-867-5264

*For assistance at an outreach center (Waldron & Mt. Ida) please contact one of the CP Counselors.*

#### **Charlotte Wiles**

Director of Career Pathways  
Main Campus 479-394-7622, ext 1450  
Ace 479-243-0739, ext 1450

#### **Lura Powell**

Counselor/Outreach Representative  
Main Campus 479-394-7622, ext 1452  
Ace 479-243-0739, ext 1452

#### **Amanda Epperson**

Career Pathways Intake  
Main Campus 479-394-7622, ext 1451  
Ace 479-243-0739, ext 1451

#### **Brandon Burk**

Counselor/Outreach Representative  
Main Campus 479-394-7622, ext 1453  
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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 low-income 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 Rich Mountain Community 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. CPI provides intensive student services as well as financial services that can include tutoring, book & supply loans, transportation assistance, childcare assistance, 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 Pathways Counselor and/or other CP staff
- Use this program after gaining employment 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 – Pathways Staff is here to offer assistance as needed

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

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

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

### Documentation (may include all of the following):

- Copy of Federal Tax Return
- Drivers License
- Social Security Card (Student and Children)
- Proof from DHHS showing receipt of Food Stamps, 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):

- 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 RMCC. 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 waiting list and enrolled at a later date based on funding availability. Application and eligibility deadlines for CNA, EMT and other short term programs will also be based on grant priorities, funding availability, and on a first come, first serve basis. Each student is required to take the Kuder Interest Inventory or another approved career assessment. Students may also be required to take the Compass, Assett, and/or TABE test.

## **Denial into 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, 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 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.

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

## **Probation/Suspension:**

Students not complying with the provisions of the Student Agreement will be placed on probation the following semester or for the remainder of the enrolled semester. Services may be discontinued at the Counselor(s) and/or Director's discretion based on the area(s) of noncompliance. CP staff will 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 will be required to meet with a counselor to determine if they will be allowed a probationary semester. A probationary semester will only be allowed if the counselors, director, 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 and Workshops:**

A Career Pathways consultation (orientation) session is required for all Pathways students. Students may also be required to attend scheduled workshops. Students are required to attend class on a regular basis

and maintain satisfactory progress. The CP staff will check attendance reports monthly and will contact instructors with concerns. Students are required to meet with counselors when requested. Satisfactory progress is determined by the instructor of each class and the CP counselors and 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 their CP Counselor 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:**

Participants are required to meet with their appointed RMCC Academic Advisor before enrolling each semester. Pathways Counselor's will review the students schedule and discuss degree plan options based on the schedule set by the advisor and student. Students are invited 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 may include:

- Career Counseling
- Assessment Testing
- Academic Advising
- Financial Assistance
  - Tuition & Fees
  - Books & supply loans
  - Laptop loans
  - Childcare Assistance
  - Transportation vouchers
  - Testing Fees
- Tutoring
- Workshops
- Employability Guidance
- Job Placement

### Tuition:

Students must deplete all sources of funding before CP will pay tuition and fees. Tuition and fees will not be paid until the end of the semester and/or program. Students must make satisfactory progress and meet all program requirements before tuition will be paid. Students who withdraw or stop participating in class may be required to pay for their own classes.

### Books & Supplies:

Books, laptops, graphing calculators, quizzoms, and supplies are available to students through the Career Pathways Loan Library. When available, students may check out required textbooks to use each semester. All book(s), laptops, and reusable supplies must be returned in good condition at the end of each semester.

If funding is available Career Pathways may also purchase books for students who meet requirements set by Arkansas Career Pathways. Students who do not return their books and/or supplies will be placed on probation and possibly suspension.

#### Transportation:

Transportation assistance is available to students through a voucher program. Students must live at least 5 miles from the campus they are attending and work a minimum of one (1) hour per week in order to receive transportation assistance. Transportation information is updated each semester and is available in the CP office.

- Students must have a valid driver's license.
- Vouchers must be used by the expiration date or the voucher will be forfeited.
- Students must turn in a monitoring form and a work verification form in order to receive a voucher.
- Any tampering with the voucher will result in immediate termination of all services provided through the CP program.

#### Childcare:

Students must apply for vouchers through the Arkansas Department of Human Services Division of Child Care (DCC) before they may become eligible to receive assistance from Career Pathways. In order to receive DCC and/or Career Pathways assistance, the childcare provider used by the student must be state certified. Students must work a minimum of one (1) hour per week 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.***

- Students must turn in the monitoring form and verification of employment before receiving assistance.
- Childcare assistance will be provided for up to three children per student. The student is responsible for the remaining children.
- All charges accrued with the childcare provider will be the responsibility of the student. CP will only provide assistance for the time a student is in class and/or tutoring.
- 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.
- Eligible employed students will be provided childcare support for the class time as shown on the students schedule and documented tutoring and lab times.
- Any tampering with childcare documents will result in immediate termination of all services provided through the CP program.

#### Testing:

CNA, EMT, and LPN students may be eligible for assistance with testing fees. Students who are pursuing a teaching degree may be eligible for fee assistance with the PRAXIS. Students must contact the CP office to see if they are eligible.

#### *Disclaimer:*

*All documentation and requirements are subject to change at the discretion of the Career Pathways Program. RMCC CP has the right to adjust and/or change any policy at any time with reasonable notice. All students must attend classes and make satisfactory progress in order to receive assistance. CP staff will check class attendance and progress through monitoring forms, attendance reports in CAMS and/or contact with instructors.*

*Equal Opportunity/ Affirmative Action:*

RMCC 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, Vietnam era veteran or special disabled veteran status, or sex. Questions or concerns regarding affirmative action or disabilities can be directed to the Vice President for Student Affairs, 1100 College Drive, Mena, AR 71953, 479-394-7622, ext. 1400.

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

## **RMCC Career Pathways Student 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, sex, handicap, age, or national origin. The program and staff will make this commitment to you. In return, we ask that you make the following commitment to us:*

I, (print name) \_\_\_\_\_ have been made aware of my responsibilities and have received a RMCC Career Pathways Handbook. I agree to the following action(s) to ensure my academic success and guarantee my continued eligibility in the CP Program. I have read, understand, and will abide by the policies set forth in the Career Pathways Handbook.

- I accept responsibility for my own academic success and agree to abide by the requirements of the Career Pathways Program.
- I understand the services provided to me may be discontinued at anytime if funding is no longer available.
- I understand that if my grade point average drops below a 2.0 or if my instructors report compliance issues, the services offered to me may be discontinued.
- I will keep all scheduled appointments with the Career Pathways Counselor, Instructor, and/or other RMCC staff members.
- I agree to notify the Career Pathways staff of any change of address, phone number, email, or school/employment status
- I understand the services provided to me are a privilege and not an entitlement.
- I agree to attend and participate in advisement sessions, career exploration, financial advisement, counseling sessions, academic, and student success workshops as advised by my counselor.
- I agree to return any books and/or supplies that have been loaned or purchased by the Career Pathways program.
- I have been made aware of the services that Career Pathways provides and what I may be eligible for.

I will need the following support assistance to maintain satisfactory progress:

\_\_\_\_\_ Tuition      \_\_\_\_\_ Books/Supplies      \_\_\_\_\_ Transportation      \_\_\_\_\_ Childcare

Other: \_\_\_\_\_

Staff Notes: \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Career Pathways Staff

\_\_\_\_\_  
Date