

RICH MOUNTAIN
COMMUNITY COLLEGE



Career Pathways Student Handbook

RMCC Career Pathways Contact Information

RMCC Mena Campus:

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

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
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Lura Powell

Counselor/Outreach Representative
Main Campus 479-394-7622, ext 1452
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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 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 AND
- Have a dependent child and/or children (under 21 years old) AND
- 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 signed Federal Tax Return
- Driver's License
- Social Security Card (Student and Children)
- Proof from DHS 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 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. Each student is required to take the Kuder Interest Inventory or another approved career assessment. Students may also be required to take the Career Readiness Certificate, Compass, Asset, 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 criteria for admission. If a student is denied 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 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.
- 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 Counselor(s) and/or Director's discretion 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

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 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 instructor 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 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 may include:

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

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, fail, or stop participating in class may be required to pay for their own classes.

Books & Supplies:

Books, laptops, graphing calculators, and supplies are available to students through the Career Pathways Loan Library. All book(s), laptops, and reusable supplies must be returned in good condition at the end of each semester. Students who do not return their books, laptops and/or supplies will be placed on probation and possibly suspension. 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. New students may not be able to check out a laptop until mid-term grades are reviewed. If laptops are available at that time new students will be allowed to check them out.

Book Rental Program-Starting Fall 2016 RMCC will have a mandatory book rental fee for each course. The CP program may pay the book rental fee for each student who completes the application and testing process before the 5th day of class. Funding is limited and not guaranteed! The books must be returned to the bookstore at the end of the semester. If they are not returned by the date set by RMCC you will be charged for the full price of the book. Career Pathways will not cover the book charge.

Transportation:

Transportation assistance is available to students through a voucher program. Students must 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 each voucher period.
- 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 DDC 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. 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 days shown on the student's 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:

CDA, 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. Funding for testing and supply fees in other programs will be available if funding allows. Please contact the CP Director for more information.

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 C.A.M.S 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 Associate Vice President for Student Affairs, 1100 College Drive, Mena, AR 71953, 479-394-7622, ext. 1460.

Things to Remember:

Advisor: _____

Degree: _____

Keep a copy of your degree plan! Make sure the classes you take are a part of the degree plan- It is your responsibility to enroll in the appropriate classes. If you plan to transfer, you will also need a copy of the degree plan from the institution you plan to attend. To ensure your classes transfer, go to the Arkansas Core Transfer System on the Arkansas Department of Higher Ed's website. <http://acts.adhe.edu/studenttransfer.aspx>

Resource Information:

Career Pathways Computer Lab: The CP computer lab is available to all CP students- located in room 312 of the Abernathy building.

Student Support Services: Free tutoring and computer lab- located in the Learning Commons

Library: Research information, books, and computer lab- located in the Learning Commons

EOC (Educational Opportunity Center): Admissions, registration, financial aid, and testing assistance available regardless of the college you attend-located in the Tower Room and at the Mt. Ida & Waldron Centers.

Campus Security- Located next to the Learning Commons at the intersection of the Spencer and Maddox buildings.

The Career Pathways staff is available to provide information and assistance in any way possible. If we do not have the answer or know of a resource, we will do our best to find it. Please do not hesitate to contact us for any need.

Notes: _____

