

CAREER PATHWAYS

Effective 07/01/2020

Career Pathways Policies and Procedures Handbook

**University of Arkansas
Hope Texarkana**



This handbook contains important information for all Career Pathways students. Students should read this handbook carefully to ensure receipt of all appropriate services.

POLICIES AND PROCEDURES

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Section I - Eligibility

You are eligible for Career Pathways if you meet **ALL** of the following bulleted qualifications:

NOTE: Funding is one-time and dependent on availability & annual funding.

- You are an Arkansas resident.
- You are a U.S. citizen or a resident alien who meets qualifications listed on the form “TANF-Funded Services for Non-Citizen Eligibility”.
- You can document legal responsibility for a child under the age of 21 who lives permanently in your home. (You must claim the child on income tax return as married or head-of-household or be DHS case head or show other documentation of legal responsibility for and permanently living with child.
- Gross Income of less than 250% of the current federal poverty level, based on the most recent federal income tax return (If married filing separately, must provide both tax returns.) If your income is 100% or below the Federal Poverty Limit, you will be referred to DWS for services.
- If you did not file a 2019 Income Tax and you do not work, you will be required to complete a Zero Income Form.
- Receive from DHS: ARKids First, Food Stamps, or TEA (either current or former TEA)
- If you are a male born after Dec. 31, 1959, you are registered for selective service.
- You have received a Pell eligibility determination.

(You either have been awarded Pell or denied Pell – no incomplete files.) This does not apply if your program of study does not qualify for Pell. We will work with your academic advisor in this case in securing documentation.

Once you are determined eligible, your eligibility lasts for one year. You must renew your eligibility each year. If you are receiving DHS services, this renewal can be done for you. If eligibility is determined by your income taxes, you must provide the latest tax return in order to renew eligibility.

Before you can receive Book Rental Assistance, supplies or equipment each semester, you must provide your counselor an up-to-date degree plan signed by your academic advisor or an appropriate representative each semester.

Your CPI counselor can give you specific information concerning this requirement.

Calculators and Recorders MUST be returned to the Career Pathways Offices.



Section III - Career Readiness Certificates (CRC)

Career Readiness Certificates are required by some Arkansas employers and are encouraged by others. **ALL CPI ADVANCED services require earning a CRC in order to demonstrate that the student has the necessary basic skills to be successful in the selected program.** Any Arkansan can earn a Career Readiness Certificate. Career Pathways participants may begin the process either at an Arkansas Workforce Center or through the CPI offices. Other Arkansans must begin at the Arkansas Workforce Center.

Process for Obtaining a Career Readiness Certificate (CRC)

***Referrals Made to Career Center on Campus**

1. Register with Arkansas Job Link (AJL)
2. Receive a log-in and password to KeyTrain either from the Department of Workforce Services (DWS - employment office) or Career Center on Campus.
3. Take the KeyTrain Test in the areas of Applied Mathematics, Locating Information, and Reading for Information.
4. If you score at least level 4, then go to Step 7 unless you want to increase your score.
5. Work the KeyTrain assignments through level 4.

6. Retake the KeyTrain test in the required areas. If you do not score at least level 4, go back to step 3.
7. Tell the person who gave you the log-in and password (DWS or CPI) that you have reached your desired level and are ready to take the WorkKeys test. That person will give you instructions for how to schedule your WorkKeys (CRC) test.
8. Schedule and take the WorkKeys test. If you don't score at least level 3 in each area, ask us what to do next.



Section IV - Advanced Services Available to Eligible Students

Advanced assistance is provided if funds are available. It is anticipated that the assistance outlined in this handbook will be provided, but the services **may be suspended if funds are not available.** Additional services may also be provided if sufficient funds are available. If this happens, students will be notified of the decision to provide additional services, and the services will be available to all students who meet the determined qualifications for those services.

Career Pathways counselors will coordinate services with other entities to ensure that there is **no duplication of services (CPI cannot pay for items or services paid for by other sources, such as ARS, WIA, TAA, etc.).** In addition, **the total amount of financial aid provided from all sources cannot exceed the documented unmet need as determined by the UAHT Financial Aid office.**

Items provided may vary according to the changing needs of the program.

Eligibility Requirements for Advanced Services

In order to receive advanced services, you must do all of the following:

- Complete all eligibility requirements for Career Pathways and financial aid (Pell) determination if student's major qualifies
- Return any outstanding borrowed books or

- equipment according to CPI guidelines
- Give your counselor an updated resume (your CPI Counselor or the CPI Employability Coordinator can help you)
- Register with Arkansas Job Link (you can put a hold on your application if you are not yet ready for a job)
- Earn a Career Readiness Certificate (CRC)

Some services may have additional requirements. The following services are in addition to the basic services listed in Section III.

Funding and services cannot be duplicated. If any of the CPI services are provided by other entities, such as WIA, TAA, or ARS, they cannot be provided by Career Pathways. CPI will work with other programs to coordinate services as appropriate for the best benefit of the student.

Laptop Computers

Laptop computers are available if all requirements are met. ***(See Laptop Policy Agreement)***



CNA Students

Students who qualify for advanced services will receive the following in addition to the Book Rental Assistance:

- Stethoscope
- CPR mask
- Nursing watch
- Scholarship for the amount of the CNA State exam. This scholarship is given toward the end of the program. You must be making a C or better in the program, bring documentation of registering for the test, including the amount of the testing fee. **The scholarship must be written in a semester you are enrolled at UAHT.**

Nursing Students

Students who have been accepted into the Practical Nursing program may receive the following advanced services in addition to the book rental:

- Supplies and equipment needed for class and your career. This list will vary by program and depends on the needs of the student and the recommendations of the nursing staff. RN students should discuss their needs with their CPI counselors and **cannot receive duplication of supplies between the two programs.**

Students who received supplies with the CNA program may not receive duplication of supplies. Nursing supplies provided may include:

Stethoscope Nursing Kit
CPR mask Blood Pressure Cuff
Nursing watch
Drug Card Binder

- Scholarship for the amount of the NCLEX exam. This scholarship is given toward the end of the program. You must be making a C or better in the program, submit documentation including the amount of the testing fee. **The scholarship must be written in a semester you are enrolled at UAHT.**
- After successfully completing the course, reference books recommended by your instructors to keep for use in your career as a practical nursing student. These **may** include:
 - LPN Notes/ CPR Book
 - Clinical Calculations
 - NCLEX Study Guide
 - Nurses Pocket Guide

Note: If you request to keep these books, you agree to use them for your personal reference and not to sell them.
- After successfully completing the courses and returning all loaned books and equipment, you will receive a gift of pin and lamp used in the nursing pinning ceremony.

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Supplies and equipment are given to you to help you begin your career as a licensed practical nurse after you successfully complete the program. **If you withdraw from the program (either voluntarily or involuntarily), you must return all equipment or supplies that can be used by other students.**

AAT

AAT Students who qualify for advanced services may receive the CPR mask and a scholarship for the required PRAXIS Exam. Requirements are similar to those for CNA and nursing students. (If funding is available)

Other Programs Requiring Tools and/or Equipment

If funding is available, tools and other equipment required for particular vocational programs, such as welding, electricity, diesel, and HVAC will be given to students who qualify for advanced services and plan to work in these vocations. A list of required items will be supplied by instructors in each program. You may use these tools while taking appropriate classes. **In order to keep the tools after leaving UAHT, you must complete at least a Certificate of Proficiency.** If you leave without completing a certificate or degree in that field, you must return the tools. Failure to do so will result in a registration hold. You must have a CRC.

Other Programs Requiring Testing to Complete Program or Earn Licensure to Work in Field

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If funding is available, CPI will give a scholarship in the amount of the testing fee for other students who qualify for advanced services and who must take the exam in order to either successfully complete the program or to earn a licensure in order to work in the program. This scholarship will be paid only once per student, and the student is expected to use the scholarship amount to pay for the exam. As with other scholarships, they can be written only during the semester the student is enrolled at UAHT. If you do not take the exam within 6 months of receiving the scholarship, you will be placed on CPI hold. This hold can be removed by taking the exam or repaying the scholarship.

Duplication of Funding

Funding cannot be duplicated. If any of the above services are provided by other entities, such as WIOA, ARS, or TAA, they cannot also be provided by Career Pathways. CPI will work with other programs to coordinate services as appropriate for the best benefit of the student.

Changes made to the Book Loan Program

CPI will no longer physically give you your textbooks, once all requirements have been met, you will receive your books from the new location in the Library. Career Pathways will pay your book rental fee. These books must be taken care of and returned on time or your account will be charged the full price of the book.

*See New Rental Program Policy at the Library.

Policy 2223 Children and Other Visitors in Class

Visitors, including children, who are not registered for classes are **not permitted in the classrooms and/or laboratories.** The College is committed to maintaining an atmosphere that contributes to its educational mission and the safety, health, and well being of all students, employees, and other persons on campus. Maintaining student-focused learning environments is paramount to that commitment. This policy is based primarily on the concern for the safety of children, and secondarily on maintaining constructive learning environments. Prearranged tours, coordinated programs for children, and college-sponsored field trips are not prohibited by this policy. Public school students who are enrolled in college classes are governed by student conduct policies applicable to all students

Section IV: New Services Provided

Tuition and Fees:

Career Pathways will provide a limited number of Tuition/Fee Assistance until funding has been depleted. All students are required to apply for financial aid, unless the officially-declared major does not qualify for financial aid.

CRC AND RESUME REQUIRED AND MUST MEET ALL GUIDELINES IN THE TUITION/FEE POLICY.

Childcare:

Career Pathways will provide a limited number of childcare until funding has been depleted.

CRC AND RESUME REQUIRED AND MUST MEET ALL GUIDELINES IN THE CHILDCARE POLICY.

Transportation:

Career Pathways will provide a \$100 gas card to students who qualify. Students will be issued one card per month until funding has been depleted. Student in Texarkana may opt to receive a \$20 Bus Pass instead.

Cards will be issued at preset designated times.

CRC AND RESUME REQUIRED AND MUST MEET ALL GUIDELINES IN THE TRANSPORTATION POLICY.

Section V: Confidentiality Policy

The UAHT Career Pathways program and staff comply with all requirements of the Family Educational Rights and Privacy Act (FERPA; 20 U.S.C. § 1232g; 34 CFR Part 99). We will make your CPI file available to you at all times. You have the right to

- view your file at any time
- make copies of anything in your file
- ask that inaccurate information be corrected

We value your privacy and the privacy of your personal information. Unless you ask that we not, colleges have the right to disclose, without consent, “directory information,” such as your name, address, phone number, honors and awards, and dates of attendance. We can also disclose information about you to other school officials with legitimate education interests, to other colleges to which you transfer, to appropriate state and local agencies to which we are required to report information, and to other organizations from whom you are receiving services.

If you want more information about this act and how it may affect you, please see pages 70-71 of the 2015-2017 UAHT College Catalog.

CONFIDENTIAL

Section VI: Documents You Sign

You will be required to sign various documents as part of your participation in the Career Pathways program. You are encouraged to read each document and be sure you completely understand it. You are encouraged to ask questions concerning anything you do not understand. All signed documents will be kept in your file. You may view your file at any time. You may also request copies of any documents in your file.

Some of these documents will relate to the use of or receipt of books and equipment. In these documents you will agree to the policies stated in this handbook. These documents are posted on a bulletin board in the Career Pathways Computer Lab. You are encouraged to read these documents as posted and to read the policies in this handbook. You are expected to follow the policies of the handbook, and you may lose services if you do not.

NOTE: Funding is one-time and dependent on annual funding.



Section VII: Contacts and Follow-up

The staff of Career Pathways want you to be informed of all available services at UAHT and in the local area. For this reason, we will routinely attempt to give you information. Our primary method of doing this is through your UAHT email account. Your instructors and other staff may also attempt to give you information through email. Information may also be posted in our Computer Lab and on the UAHT web site.

For these reasons, we strongly encourage you to check your email at least once a week. We also encourage you to contact your CPI counselor in person, by email, or by phone at least once a month.

The purpose of Career Pathways is to help you obtain appropriate employment that leads to self-sufficiency. Part of our funding is based on the success of our students. We are required by our grant to do follow-up after you leave our program for one to two years to ask about employment. Please cooperate with these requests and keep us informed of your contact information for two years after you leave UAHT. We can also help with obtaining employment during this time. **When you accept our assistance, you are giving us permission to contact you after you leave the program.**

Our goal is for you to succeed in your chosen career!!



Student Agreement/Policy and Procedures Receipt Form

(This is the agreement signed during intake)

UAHT CAREER PATHWAYS STUDENT AGREEMENT
Students in the UAHT Career Pathways Program 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 received a copy of the UAHT's Career Pathways Handbook dated July 1, 2019. I agree to the following action(s) to ensure my academic success and guarantee my continued eligibility in the Career Pathways Program. I will read and abide by the policies set forth in the Career Pathways Handbook. If I need clarification on anything in handbook, I will ask questions before signing this form.

- 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 any time if funding is no longer available.
- I will keep all scheduled appointments with the Career Pathways Counselor.
- I agree to notify the Career Pathways staff of any change of address, phone number, email, or school/employment status.
- I agree to return any books/supplies that have been loaned or purchased by the Career Pathways Program that must be returned.

SPRING 2021 Academic Calendar:

AGE TO FACE CLASSES

ONLINE CLASSES

January 4 (M) Offices Open January 4 (M)

January 4 (M) Reporting Day for Faculty January 4 (M)

January 6-7 (W,Th) Extended Registration 8:00 a.m. to 6:00 p.m. January 6-7 (W,Th)

January 11 (M) Classes Begin January 11 (M)

January 11-12 (M-T) LATE Registration None

January 15 (F) Last Day for 100% Refund January 15 (F)

January 18 (M) College Closed (M.L. King, Jr. Birthday)

January 19 (T) Last Day to Change from Audit to Credit January 19 (T)

January 25 (M) Last Day for 50% Refund w/Complete Withdrawal January 25 (M)

January 26 (T) Census Day January 26 (T)

March 5 (F) Regular fast track I classes end March 5 (F)

March 8,9 (M,T) Midterms Exams and Fast Track I Finals March 8,9 (M,T)

March 10 (W) Fast track II classes begin March 10 (W)

March 12 (F) Midterm Grades Due March 12 (F)

March 17 (W) Last Day to change from Credit to Audit March 17 (W)

March 22-26 (M-F) Spring Break – Tentative

March 22-24 (M-W) S'Break, No classes, campus open

March 25-26 (TH,F) Campus Closed March 26-27 (TH,F)

March 30 (T) Last Day for Student Withdrawal March 30 (T)

April 6 (T) Fall & Summer Registration Begins April 6 (T)

April 2 (F) Holiday – Campus Closed – no classes

April 16 (F) Last Day for Faculty Withdrawal April 16 (F)

April 30 (F) Last Day of *Administrative Withdrawal April 27 (T)

April 30 (F) Last Day of Classes April 27 (T)

May 3-6 (M-TH) Final Exams April 28,29,30 (W,TH,F)

May 7 (F) Final Grades Due to Registrar by 2:00 p.m. May 3 (M)

May 7 (F) Deadline to Return Spring Books May 7 (F)



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