

SOUTHERN ARKANSAS UNIVERSITY TECH

Arkansas Career Pathways Initiative



STUDENT HANDBOOK

2021-2022



Dear Career Pathways Student,

We are so excited that you have chosen to share your higher education experience with us here at Southern Arkansas University Tech and that you have afforded Career Pathways the opportunity to assist you on this journey!

We are providing a copy of this handbook to every student to ensure that you are informed of the policies and procedures used by SAU Tech's Career Pathways Initiative Program. It is our goal to display a clear answer to any questions you may have about our program. Due to some federal budget cuts, you will find some changes to some of the policies and procedures of the Career Pathways program. If you have any questions about anything in this handbook, please do not hesitate to contact the office.

Once again, welcome to our beautiful campus and we hope your time spent here is pleasantly unforgettable! We wish you a very productive year!

Sincerely,

LaTonya Reed

LaTonya Reed
Director of SAU Tech Career Pathways Initiative

Southern Arkansas University Tech -Statement of Nondiscrimination

Southern Arkansas University Tech does not discriminate on the basis of race, color, national origin, ethnic origin, sex, age, disability, or protected veteran's status in employment or the rights, privileges, programs and activities generally accorded or made available to students at the school, administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. This statement of non-discrimination applies to educational programs, educational policies, admissions policies, educational activities, employment, access and admission, scholarship and loan programs, and athletic and other school-administered programs.

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Hours of Operation

Fall and Spring



Monday-Thursday

7:30 am-5:00 pm

Friday

7:30 am-11:30 am



Summer Hours of Operation

Monday-Thursday

7:00 am-5:30 pm



Office Location

Administration Building

Room 240

MISSION STATEMENT

The mission of the Southern Arkansas University Tech Career Pathways Initiative is to help remove barriers that hinder TEA recipients, low-income and/or TANF-eligible adults caring for dependent children in Calhoun, Columbia, Dallas and Ouachita Counties from obtaining post-secondary certificates and degrees that lead to higher earnings and a most self-sufficient life.

PROGRAM DESCRIPTION

The Arkansas Career Pathways Initiative is designed to improve the earnings and post-secondary education attainments of Arkansas' low-income, Temporary Assistance for Needy Families (TANF)-eligible parents and TEA recipients. The initiative will help those adults attain the required skills needed to earn a marketable educational credential for immediate entry into a high demand occupation and/or further advanced education. The initiative will emphasize such program components as job readiness education, basic skills, remediation, advanced skill training in high wage, high demand occupations and strong connections among two-year colleges, students and employers. In addition to helping move Arkansas forward economically through education and training, the outcome of the initiative will be to assist Arkansas in meeting the goal of reducing the need for public assistance.

PURPOSE

The main purpose of the Career Pathways Initiative is to use education as a tool for job training so students can attain jobs or higher wage jobs. The staff of the SAU Tech Career Pathways Program will work to assist students in removing barriers by providing resources and motivation to students who are deemed eligible for the program.

STUDENT ELIGIBILITY

In order for a student to meet eligible requirements, he or she must be:

An Arkansas resident

An adult caretaker, parent or relative of a child under the age of 21 who is deemed to have a financial need because they are /have:

- a. Earning less than 100% of the federal poverty level; or
- b. Earning 101-250% of the federal poverty level;
- c. **See Appendix A**

Prospective students are asked to provide the following documents for documentation and eligibility determination:

- a. A Current Driver's License or Current State Issued Photo ID
- b. Child(ren) Birth Certificate(s)
- c. Social Security Card(s) for student and child(ren)
- d. Copy of most current **FEDERAL** tax return or **ALL** Current W-2s and/or Current paystubs for the last 30 days (if employed)

If you are currently enrolled in college:

- a. Current class schedule

If you are requesting tuition assistance, you must verify:

- a. Application for FAFSA for the current school year is completed
- b. A current denial letter from the office of financial aid
- c. Current schedule of classes

Please refer to page 5 of the handbook if you plan to request tuition assistance for tuition assistance guidelines.

ENROLLMENT/INTAKE PROCESS

Prospective students may contact Career Pathways at 870.574.4704 to schedule an interview, or stop by the office located in Administration 240 on SAU Tech's campus. Embarking on a college career can be both exciting and intimidating. A Career Pathways staff member will assist each student through the necessary steps needed to enroll into a program of study and/or college courses. SAU Tech's Career Pathways staff works hard to make the student's educational journey enjoyable and rewarding.

Steps are identified below to help in the student's understanding of the process:

1) Complete application and intake process:

- a. During this step, students are asked a series of questions to help identify the goals, needs and wants of the prospective student. The intake process gives the student and staff a chance to connect with setting goals and learning more about the program.
- b. Verification documents will be obtained at this time. When the student's file is complete and all documentation is verified as correct, the student will be sent an acceptance or denial letter.

2) Advisement:

- a. It is our main goal to help establish a clear path to ensure success in the chosen field of study.
- b. Each applicant will be required to complete an Individual Career Plan (ICP), O'NET assessment and Career Research Form with a staff member.
- c. Students will receive continuous advisement during their time in the program. The Program works to ensure that students have support while seeking an education.
- d. **It is STRONGLY recommended that each student meet with one of SAU Tech's academic advisors before registering for classes!**

Vontisha Murphy: 870-574-4585

- Engineering
- All AFTA
- Non-Credit Environmental
- Environmental Management
- Fire Science Management
- Fire & Emergency Response
- Industrial Science & Technology
 - HVAC-R
 - E & I
 - Robotic Engineering
 - Mechanical Maintenance
 - Nondestructive Testing
 - Production Technician
- Cosmetology
- Professional Studies
- Teacher Education
- K-12 PE & Health
- Welding Academy of South Arkansas

Faith Brock 870-574-4745

- Practical Nursing
- Registered Nursing
- Sonography

Hannah Dixon 870-574-4492

- Business Administration
- Health Science/General Health
 - Sports Science
 - Phlebotomy
 - Pharmacy Tech
 - Public Health
- Law Enforcement
- Professional Studies
- Supply Chain

Divesh Acharya 870-574-4723

- Computer Information Technology
- Cybersecurity

Kat Beckham 870-574-4788

- Aviation Maintenance Technology

Dr. Velvet Easter 870-574-4742

- Criminal Justice
- Psychology

Scotty Morrison 870-574-4457

- Multimedia: Graphic Design/Film/Video

Dr. Terry Hudson 870-574-4525

- General Studies (Students last name A-L)
- History
- Math

Rebecca Hughes 870-574-4522

General Studies (Students last name M-Z)
English
Religious Studies

Phyllis Hutson 870-574-4466

- Medical Office Administration
- Office Management

LaClaire Williams 870-574-4476

- Concurrent Students

- 3) **Students enrolling in college courses must complete an SAU Tech Admissions packet with the Admissions Office and Free Application for Federal Student Aid. NOTE: The SAU Tech admission packet is separate from the Career Pathways packet.**

FINANCIAL ASSISTANCE

Please be aware that assistance from the Career Pathways is not an entitlement. Failure to adhere to any requirements set forth by the Director may result in an interruption of services.

******Financial Exceptions may be made at the discretion of the Program Director and Arkansas Department of Higher Education's state CPI office******

The Career Pathways Initiative Directors reserves the right to make exemptions to the tuition award chart listed below.

Tuition

The Arkansas Career Pathways Initiative is a federally-funded program and all students must apply for a Pell Grant (**Free Application for Federal Student Aid**). Students must use all awarded Pell funds before Career Pathways funds (TANF) can be used for tuition and fees. **If a student is denied a Pell award, students must submit the denial letter to the Career Pathways Office to receive assistance with tuition and fees.** Career Pathways would like to serve as many students as possible with its limited supply of funds for tuition assistance. The following guidelines have been established to help determine how tuition assistance will be administered.

- a. No students who meet eligibility requirements and receive enough Pell to cover tuition/fees will receive tuition/fee assistance from CPI for that semester.
- b. A student who meets eligibility requirements and receives Pell and it is not enough to cover all tuition and fees may receive tuition assistance for the unpaid amount. Transportation, supplies and other services from Career Pathways are also available when students follow the guidelines of each service.

- c. For **tuition** and **other services** to be received, each student **MUST** complete a Request for Services form and receive approval for the number of requested hours before registering for classes. All verification documents must be received before services are provided.
- d. If CPI pays for classes and the student drops those classes without meeting with CPI staff first, the Student may be held responsible for up to ½ of the tuition costs.
- e. If CPI pays for classes and the student withdraws or fails for not attending or not completing assignments, the student may become ineligible for further tuition assistance.
- f. Tuition assistance is limited to **4** semesters per student **effective August 1, 2020**.
- g. **Tuition assistance will be denied if a student is ineligible for PELL because of incomplete admissions due to a balance at another institution.**

Career Pathways will provide tuition assistance as follows:

- 1) **3-6 hours for those students with a cumulative GPA less than 2.0**
- 2) **6-9 hours for those students with a cumulative GPA of 2.0-2.50**
- 3) **9-12 hours for those students with a cumulative GPA of 2.50-3.00**
- 4) **12-15 hours for those students with a cumulative GPA of 3.00 +**
- 5) **Tuition assistance will be limited to a max of \$2500 per semester.**

*****Practical Nursing, Registered Nursing, Cosmetology, Aviation, HVAC/ E&I and Welding Academy are exceptions to the GPA criteria*****

The Career Pathways Initiative Directors reserves the right to make exemptions to the above tuition award chart.

Career Pathways understands that there are external factors which can influence a person's success and failure. Tuition assistance through Career Pathways can give students a second chance at an education. Our goal is to help the student find some type of assistance even if Career Pathways cannot provide funding. Partnerships with other agencies are established to aid in referring students for tuition assistance.

- | | | |
|---|---------------------|-----------------|
| • Ouachita County DHS | 870-836-8166 | |
| • Calhoun County DHS | 870-798-4201 | |
| • Columbia County DHS | 870-234-4190 | |
| • Dallas County DHS | 870-352-5115 | |
| • Department of Workforce Services | 870-836-5024 | Camden |
| • Department of Workforce Services | 870-234-3440 | Magnolia |
| • Central AR Development Council | 870-836-3200 | Camden |

- c. Students **must** attend *on campus* classes and cannot have more than **three** unexcused absences during the month.
- d. **All monitoring forms must be returned by the deadline each month. Extensions will not be granted without permission of the director.**
- e. Gas cards must be picked up on the dates indicated on the gas card schedule.
- f. Card amount is based on the mileage driven to and from class and the number of days class is attended.
- g. ***Gas receipts must be turned in to Career Pathways along with the other required documentation monthly ON THE DATES SPECIFIED ON THE SCHEDULE. Students who do not turn in gas receipts will NOT be eligible for gas the rest of the semester.***

***** Students who take all online courses will not be eligible for transportation assistance. Only students who travel to attend class will receive gas cards. *****

****Amounts and availability of transportation assistance are subject to change without notice, based on the availability of funds.***

Childcare

Childcare assistance is offered to students with children under the age of thirteen. Assistance is offered to students who complete the **Orientation** requirements, complete employability requirements and are taking on-campus classes. Students requesting childcare assistance must complete a childcare assistance application with the Department of Human Services and provide proof of submission. For documentation purposes, class attendance must be verified on a monthly basis in order for students to receive childcare assistance. See **Appendix B and C** for these forms. The forms must be turned in to Career Pathways before the childcare bill will be paid. Childcare will only be paid for the days the student attends classes **and** the child is actually in attendance at the childcare facility. It is the responsibility of the parent & the daycare provider to bring/send bills to CPI by the 10th of the following month. CPI **WILL NOT** pay a bill that is received more than 30 days late.

Effective August 1, 2020, Career Pathways will pay up to \$20.00 daily for full-time childcare and up to \$13.00 for after-school care. Any charges over \$20.00/\$13.00 daily are the responsibility of the parent. Career Pathways will not pay more than the facility rate listed for each center on www.dhs.arkansas.gov/dccece. Each household will receive a maximum of \$600.00 monthly in childcare assistance.

STUDENT PROGRESS

- Students who have tuition or courses paid by Career Pathways must see a Career Pathways staff member **before** dropping or adding a course. This will ensure that adequate payment is sent to the Business Office to ensure students are not dropped from a course due to non-payment.
- Career Pathways staff will monitor student progress to determine continued student assistance status.
- **Each student will need to meet with Career Pathways Staff at least once each quarter (every 3 months) to remain an active Career Pathways participant.**

CAREER READINESS CERTIFICATE

A CRC is a credential based upon the Work Keys® assessments that confirms to employers that a job seeker possesses the basic workplace skills required for 21st century jobs. To earn an Arkansas Career Readiness Certificate, job seekers must successfully complete the Key Train® instruction and score at least a Level 3 on the Work Keys® Assessments in Reading for Information, Applied Mathematics, and Locating Information.

Reading for Information – The ability to understand information commonly used found in workplace documents such as letters, memos, procedures and instructions.

Applied Mathematics – The ability to use mathematical reasoning to solving common situations found in the workplace.

Locating Information – The ability to understand and extract information from graphics such as diagrams, tables, forms, graphs, and charts.

Upon successfully completing Key Train® and Work Keys® job seekers will earn an Arkansas Career Readiness Certificate.

Arkansas Career Readiness Certificate Skill Levels

- **Platinum**—Scores a **Level 6** on Work Keys® assessments and possesses core employability skills for approximately 99 percent of the jobs profiled by Work Keys® in the three skills areas
- **Gold** – Scores a **Level 5** on Work Keys® assessments and possesses core employability skills for approximately 90 percent of the jobs profiled by Work Keys® in the three skill areas
- **Silver** – Scores a **Level 4** on Work Keys® assessments and possesses core employability skills for approximately 65 percent of the jobs profiled by Work Keys® in the three skill areas
- **Bronze** – Scores a **Level 3** on Work Keys® assessments and possesses core employability skills for approximately 30 percent of the jobs profiled by Work Keys® in the three skill areas

The back of each certificate provides detailed information about the skills of the individual earning the certificate.

The Governor of Arkansas, the Director of the Arkansas Department of Workforce Services, and the Executive Director of the Arkansas Workforce Investment Board sign each Career Readiness Certificate to certify that the individual has successfully completed the Work Keys® assessments.

The Career Readiness Certificate was implemented in Arkansas to help job seekers improve their skills so they can meet the needs of employers. Several employers require a CRC as part of their pre-employment process.

REAPPLYING/RECERTIFICATION FOR PROGRAM

A student's eligibility for Career Pathways will last for one academic year. After one year of participation, the student will need to resubmit verification of eligibility to continue participating in Career Pathways. The documents include taxes, current verification of services statement from DHS and renewed driver's license/state identification. Career Pathways will also submit names annually to DHS to re-verify that assistance from DHS is still received.

If a student drops out of the program, before completing a degree or certificate, they will be allowed to reapply for the program one more time. No student will be allowed to apply for the program more than twice

CAREER PATHWAYS STAFF INFORMATION

The Career Pathways Initiative is a part of the Department of Enrollment Services which operates under the Student Services Department:

Dr. Edward Rice, Vice Chancellor of Student Services

870-574-4504- erice@sautech.edu

Paula Doss, Administrative Assistant for Student Services

870-574-4712- pdoss@sautech.edu

LaTonya Reed, Career Pathways Initiative Director

870-574-4704- lreed@sautech.edu

Student
References and
Appendixes

APPENDIX A

Eligibility for TANF Funded Services

2020 Federal Poverty Levels		
Family Size	TANF-Eligible Income Eligibility 250%	Low-Income Eligibility 100%
2	\$43,100	\$17,240
3	\$54,300	\$21,720
4	\$65,500	\$26,200
5	\$76,700	\$30,680
6	\$87,900	\$35,160
7	\$99,100	\$39,640
8	\$110,300	\$44,120

Poverty Chart Update Effective 07/29/2020

APPENDIX B



SAU Tech Career Pathways Attendance Monitoring Form

Reporting Month _____ Submit Date _____

Student Name _____

Course Name _____
No. of Absences _____ Dates of Absences _____
Grade this date _____
Instructor's Signature _____ Date _____
Comment: _____

Course Name _____
No. of Absences _____ Dates of Absences _____
Grade this Date _____
Instructor's Signature _____ Date _____
Comment: _____

Course Name _____
No. of Absences _____ Dates of Absences _____
Grade this Date _____
Instructor's Signature _____ Date _____
Comment: _____

Course Name _____
No. of Absences _____ Dates of Absences _____
Grade this Date _____
Instructor's Signature _____ Date _____
Comment: _____

APPENDIX C

Gas Card Dates 2021-2022

Gas Card Dates for 2020-2021	All Attendance Forms, Earnings Verifications and Previous Receipts need to be Turned in By:	Gas Card Pick Up Dates:
September 2021	September 1, 2021	September 2, 2021 A-M September 3, 2021 N-Z
October 2021	October 4, 2021	October 5, 2021 A-M October 6, 2021 N-Z
November 2021	November 02, 2021	November 3, 2021 A-M November 4, 2021 N-Z

February 2022	February 1, 2022	February 3, 2022 A-M February 4, 2022 N-Z
March 2022	March 01, 2022	March 03, 2022 A-M March 04, 2022 N-Z
April 2022	April 4, 2022	April 05, 2022 A-M April 06, 2022 N-Z
June 2022	June 13, 2021	June 14, 2021 A-M June 15, 2021 N-Z

NOTES:



Southern Arkansas University Tech
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Camden, AR 71701
870-574-4500
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