



Southern Arkansas University Tech
Career Pathways Initiative Student Handbook
SAU Tech Career Pathways Contact Information

Physical Address: 6415 Spellman Road
Camden, AR 71701

Mailing Address: P.O. Box 3499
Camden, AR 71711

Staff Contact: LaTonya Reed, Director
Administration Building Rm. 240
lreed@sautech.edu
870-574-4704

Fall/Spring Office Hours: Monday-Thursday 7:30AM-5:00PM
Friday 7:30AM-11:30AM

Summer Office Hours: Monday-Thursday 7:00AM-5:30PM

SAU Tech Mission Statement: Southern Arkansas University Tech is a comprehensive community college that meets the educational, training and cultural needs of communities it serves.

Program Description: Arkansas Career Pathways Initiative is designed to improve the earnings and post-secondary education attainments of Arkansas' low-income, Temporary Assistance for Needy Family (TANF) eligible parents and Temporary Employment Assistance (TEA) recipients. The initiative will help those adults attain the required skills need 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.

SAU Tech Career Pathways Mission: The goal of the Career Pathways Initiative at SAU Tech is to assist TANF-Eligible adults remove educational barriers leading to the obtaining of certificates and/or degrees necessary to secure high wage careers by providing financial services including the purchase of books and supplies, tutoring, networking, childcare, tuition and transportation assistance.

CAREER PATHWAYS STAFF INFORMATION

The Career Pathways Initiative program operates under the Student Services Division:

Dr. Edward Rice, Vice Chancellor of Student Services
870-574-4504 **OR** erice@sautech.edu

Paula Doss, Administrative Assistant for Student Services
870-574-4530 **OR** pdoss@sautech.edu

LaTonya Reed, Career Pathways Initiative Director
870-574-4704 **OR** lreed@sautech.edu

STUDENT ELIGIBILITY

In order for a student to meet eligibility guidelines, he or she must be:

- An Arkansas resident
- A parent or legal adult care giver of a child or children under the age of 21
- Receiving SNAP, Medicaid, AR Kids, be a current or former TEA recipient **OR** earn an annual income at or below 250% of the federal poverty level

To determine eligibility, an applicant must provide the following documentation:

- A current Arkansas issued ID or driver's license
- Birth Certificate(s) for child(ren)
- Social Security cards for applicant and child(ren)
- Copy of your most recent **FEDERAL** tax return with applicant's signature (1040 forms)

ENROLLMENT/INTAKE PROCESS

A potential student may apply for Career Pathways by stopping by the office located in Administration room 240 at SAU Tech **OR** by logging on to **arpathways.com** and complete the pre-apply tab. Completion of the pre-apply tab does not make you an active participant of Career Pathways.

Any student deemed eligible for Career Pathways Initiative services will receive an acceptance letter detailing what services the student/participant is eligible to receive. If an applicant is not eligible for services, the applicant will receive a letter explaining why they are not eligible for services.

ADVISING

It is **STRONGLY** recommended that each CPI participant meet with an SAU Tech academic advisor.

Vontisha Murphy 870-574-4585

Health Sciences
Pharmacy Tech
Public Health
Practical Nursing (PN)
Sonography
Health Science Technology-CP

General Health Science
Phlebotomy
Sports Science
Practical Nursing-TC
Registered Nursing (RN)
Nursing Assistant-CP

Cosmetology

Non-Degree Seeking

Mrs. Murphy advises summer class registration for all degrees for students with last names A-L.

Temeke Butler 870-574-4492

Automated & Robotic Engineering	Engineering
Electrical & Instrumentation Tech	Fire Academy
Fire Science & Fire Emergency Response	HVAC-R
Mechanical Maintenance	Non-Destructive Testing
Production Technician	Professional Studies
Welding Academy of South Arkansas	Teacher Education
Environmental Management Professional Studies	

Mrs. Butler advises summer class registration for all degrees for students with last names M-Z.

Catherine McDaniel 870-574-4717

ALETA	Business Administration
Medical Office Administration	Office Management

Divesh Acharya 870-574-4723

Computer Information Technology
Cybersecurity

Kat Beckham 870-574-4788

Aviation Maintenance

Phillip Allison 870-574-4464

Students with Last Names A-L

General Education
General Education-English
General Education-History
General Education-Math

Rebecca Hughes 870-574-4522

Students with Last Names M-Z

General Education
General Education-English
General Education-History
General Education-Math

Scotty Morrison 870-574-4457

Multimedia Film and Video
Multimedia Graphic Design

Students enrolling in courses at SAU Tech and requesting assistance from Career Pathways must complete an SAU Tech Admissions packet with the Admissions Office (870-574-4558) and the Free Application for Federal Student Aid (FAFSA). These applications are separate from the Career Pathways Application packet.

FINANCIAL ASSISTANCE

****Assistance from Career Pathways IS NOT an entitlement****

**** Financial awards are at the discretion of the program director and the Arkansas Career Pathways state office****

****Awards/Services are based on available funding****

****CPI program eligibility DOES NOT guarantee a student will receive Assistance****

TUITION

To be eligible for transportation assistance, program eligibility determination must be completed. For students to be eligible for tuition assistance, students must exhaust all other sources of funding (PELL, Arkansas Rehab, Scholarships, WIOA). Student loans are not considered in the exhaustion policy. Students who receive funding for other sources but still have a balance remaining, may be eligible for assistance with the remaining balance. ALL eligibility documents must be received before tuition assistance will be provided. If CPI pays for courses and the student withdraws or fails for not attending, that student may not be eligible for tuition assistance the following semester. Tuition assistance is limited to 4 semesters. Additional semesters may be awarded at the discretion of the director.

TRANSPORTATION

To be eligible for transportation assistance, program eligibility determination must be completed. Basic transportation is available for travel to and from required class and CPI activities. Basic transportation is capped at **\$200.00 monthly**. Additional travel assistance is available for those traveling to clinical sites. Clinical transportation is capped at **\$300.00 monthly**. Miles driven will be determined using Map Quest from student's physical address to campus and back for basic and from student's physical address to the clinical rotation site and back for clinicals. To receive transportation assistance, a student must be:

- Be enrolled in the current semester

- Submit a current attendance form signed by the instructor or designated department staff with no more than 3 absences for the current monitoring period
- Submit attendance forms on time and pick up stipends in a timely manner

CHILDCARE

To be eligible for transportation assistance, program eligibility determination must be completed. Student must meet with CPI director **BEFORE** enrolling a child at a center if CPI is to help cover costs. Student must also:

- Choose a state licensed/certified facility
- Establish a contract with CPI and childcare facility
- Submit an attendance form for the month that payment is to be assisted
- Understand that monthly payment is based on available funding and the entire monthly bill may not be covered.
- Ensure that children are picked up from the facility on time. Any late fees charged will be the responsibility of the parent.

EDUCATION PAYS

Education Pays (Ed Pays) is an incentive assistance program developed to encourage CPI students/participants to maintain satisfactory progress while working toward attaining a credential. To qualify, a student/participant must meet certain income guidelines. **Not every student/participant who qualifies for CPI will qualify for Ed Pays. Because Ed Pays is an incentive program, FUNDING IS NOT GUARANTEED every school year.**

COURSE RELATED SUPPLIES

A course related supply is material required for a student to successfully complete a program of study. CPI does students with the purchase of required textbooks, uniforms, clinical supplies, lab kits and other supplies. In order to receive this assistance, student/participant must meet with CPI staff **BEFORE** payment is due.

IMPORTANT DATES TO REMEMBER:

July 2023

July 6, 2023: Summer II classes begin

July 10, 2023: **Deadline** to submit 2023-24 eligibility update information for currently enrolled students requesting July assistance

July 10, 2023: **Deadline** for attendance forms for July gas issuance

July 13, 2023: Gas stipend pick-up date

July 13, 2023: Census

July 17, 2023: Gas stipend pick-up date

July 18, 2023: Nursing SOAR and uniform fitting day {You must have provided updated information for 2023-24 school year to be eligible for uniform assistance}

July 27, 2023: RN Pinning Ceremony

July 28, 2023: PN Pinning Ceremony

August 2023

August 15, 2023: **Deadline** to request fall tuition assistance for classes beginning August 23, 2023 and fall mini-semester 1

August 23, 2023: Classes begin for fall 2023 and fall mini-semester 1

August 23, 2023: Student Appreciation Day

September 2023

September 4, 2023: **LABOR DAY- NO CLASS- CAMPUS CLOSED**

September 7, 2023: Census

September 7, 2023: **Deadline** for attendance forms for September gas issuance and August childcare assistance

September 14, 2023: Gas stipend pick-up date

September 25-26, 2023: **CPI Office Closed for Fall director's meeting.**

October 2023

October 9, 2023: Early Advising & Registration for fall begins

October 12, 2023: Deadline for attendance forms for October gas issuance and September childcare assistance

October 10, 2023: Deadline to request tuition assistance for fall mini-semester 2

October 11-13, 2023: FALL BREAK – NO CLASS

October 18, 2023: Fall Festival

October 18, 2023: Fall semester mid-term

October 19, 2023: October gas stipend pick-up

November 2023

November 1, 2023: Last day to drop with a grade of “W”

November 9, 2023: Deadline for attendance forms for November gas issuance and November childcare assistance

November 10, 2023: Last day for instructor drops

November 16, 2023: Gas stipend pick-up date

November 22-24, 2023: THANKSGIVING BREAK- NO CLASS- CAMPUS CLOSED

December 2023

December 8, 2023: Fall final exams begin

December 13, 2023: Deadline for online final exams 5:00pm

December 14, 2023: Last Day for regular fall final exams-**SEMESTER ENDS**

December 14, 2023: Fall mini-semester 3 begins

January 2024

January 2, 2024: Campus reopens

January 12, 2024: Deadline to request spring tuition assistance for classes beginning January 17, 2024 and spring mini-semester 1

January 15, 2024: MLK Jr. DAY – NO CLASS

January 17, 2024: Classes begin for spring 2024 and spring mini-semester 1

January 31, 2024: Census

February 2024

February 8, 2024: Deadline for attendance forms for February gas issuance and January childcare assistance

February 15, 2024: Gas stipend pick-up date

March 2024

March 6, 2024: Final exams for spring mini-semester 1/mini-semester 1 ends

March 7, 2024: Deadline for attendance forms for March gas issuance and February childcare assistance

March 11, 2024: Spring mid-term

March 11, 2024: Deadline to complete “I” grades

March 13, 2024: Classes begin for spring mini-semester 2

March 14, 2024: Gas stipend pick-up date

March 18-22, 2024: SPRING BREAK- NO CLASS

March 25, 2024: Early Advising begins for summer and fall 2024

March 27, 2024: Spring Fling

April 2024

April 3, 2024: Last Day for students to drop a class with “W”

April 4, 2024: Deadline for attendance forms for April gas issuance and March childcare assistance

April 11, 2024: gas stipend pick-up

April 25, 2024: Last day for Instructor drops

May 2024

May 3, 2024: Final exams begin for spring 2024

May 8, 2024: Deadline for online finals to be completed by 5:00PM

May 9, 2024: Last Day for regular spring finals and mini-semester 2-
SEMESTER ENDS

May 11, 2024: COMMENCEMENT 10:30 AM

May 23, 2024: Deadline to request summer I/extended summer tuition assistance

May 27, 2024: MEMORIAL DAY-NO CLASS-CAMPUS CLOSED

May 29, 2024: Summer I/Extended summer classes begin

June 2024

June 5, 2024: Census

June 13, 2024: Deadline for attendance forms for June gas issuance and May childcare assistance

June 20, 2024: Gas stipend pick-up

June 27, 2024: Finals begin for summer I/summer I semester ends

