



Your Path To A Brighter Future

# College of the Ouachitas

MALVERN, ARKANSAS



# CAREER PATHWAYS

## STUDENT HANDBOOK



Your Path To A Brighter Future

# **COLLEGE OF THE OUACHITAS**

## **CAREER PATHWAYS INITIATIVE**

*One College Circle  
Malvern, AR 72104  
(501) 337-5000*

# **OFFICE HOURS**

### ***COLLEGE OF THE OUACHITAS***

One College Circle  
Malvern, AR 72104  
(501) 337-5000

#### **Fall/Spring Hours**

Monday thru Friday  
8:00 A.M. – 4:30 P.M.

# **CAREER PATHWAYS INITIATIVE**

## ***STAFF***

- 1. Billy Francis, Director**  
College of the Ouachitas  
One College Circle  
Malvern, AR 72104  
(501) 332-0307  
[bfrancis@cotoweb.edu](mailto:bfrancis@cotoweb.edu)
  
- 2. Terral Harper, Outreach Coordinator/Finance**  
College of the Ouachitas  
One College Circle  
Malvern, AR 72104  
(501) 332-0298  
[tharper@coto.edu](mailto:tharper@coto.edu)
  
- 3. Johnnie Mitchell, College Counselor**  
College of the Ouachitas  
One College Circle  
Malvern, AR 72104  
(501) 332-0227  
[jmitchell@cotoweb.edu](mailto:jmitchell@cotoweb.edu)

# GENERAL INFORMATION

## **CAREER PATHWAYS ORIGIN:**

The Arkansas Career Pathways 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 pathway 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 programs components as job readiness skills, basic academic skills preparation-remediation, and post-secondary credentials tied to high wage, high demand occupations.

## **THE MISSION OF CAREER PATHWAYS**

The mission of the Career Pathways Program here at *College of the Ouachitas* is to assist eligible adults in meeting their education and employment training goals in order to acquire and maintain a self-sustaining job and career pathway. Career Pathways provide intensive student services as well as financial services that can include tutoring, book & supply loans, gasoline assistance and tuition/book assistance.

## **EXPECTATIONS OF CAREER PATHWAYS STUDENTS:**

- To gain education and skills needed to be self sufficient.
- To choose a career pathways for a fulfilling job/career.
- To take advantage of support services that will assist in success efforts.
- Meet bi-weekly as outlined in Student Contract.
- Keep a positive attitude and participate in all events sponsored by Career Pathways and the college.
- Keep the Career Pathways staff informed regarding your employment status after leaving the program.
- To gain employability skills .
- To meet with the Career Pathways Director for 1<sup>st</sup> meeting (signature), as well as after midterm grades.
- **Students can only enroll in the program twice.**

## **CRITERIA FOR ACCEPTANCE INTO THE PATHWAYS PROGRAM:**

Students may be eligible for the Pathways Program if they meet the following criteria:

1. Be an Arkansas Resident.
2. Have dependent child/children (under 21 years old) that live with you. (This may include adult caretaker or relative of the dependent child who will require additional information). (If a child turns 22 years of age by re-verification date, you will not be re-enrolled in the program.)
3. Current or former TEA client or WorkPays
4. Receive food stamps, Medicaid, or child/children receiving ARKids.
5. Family income is less than 250% of the poverty guidelines (available from Career Pathways staff.

## **DOCUMENTATION NEEDED FOR ENROLLMENT:**

### **Child Eligibility Requirements:**

- Copy of child/children's birth certificates.
- Copy of child/children's social security cards.
- Copy of ARKids card and proof from DHS showing receipt of DHS assistance.
- Copy of student's GED scores, high school transcript or college transcript.
- Copy of household's Federal Income Tax forms. Student cannot use parent's tax information because the parent is not enrolling in the program.

Student cannot be enrolled until all eligibility documents are received and all other requirements are met. This includes, but is not limited to: ASSET/COMPASS/TABE results, KeyTrain pretest completed, and PELL process. It is the student's responsibility to provide the results to their Career Pathways Advisor.

Eligibility for students will be verified annually after original enrollment. Students may be asked to provide documents from DHS, tax forms and sign new release forms. Students will be required to apply for PELL each year.

## **DENIAL TO CAREER PATHWAYS PROGRAM**

The Career Pathways staff reserves the right to deny admission to the program even if the students meet the criteria for admission. Reason for possible denial may include:

- Student has a history of very poor academic performance.
- Student is disrespectful/abusive toward staff or other students.
- Current prisoners are not eligible for TANF aid under the Career Pathways Program. Ex-convicts may be eligible unless convicted of a felony charge connected with distribution or manufacture of a controlled substance. Possession conviction does not cause ineligibility. A felony conviction (occurring since July 1, 1977) involving distribution or manufacture of a controlled substance, results in applicant being ineligible.

Rehabilitation does not change ineligibility. Ineligibility applies to applicants convicted of a felony drug charge involving distribution or manufacture whether incarcerated for the conviction or not. This requirement is in accordance with Arkansas state law governing the Arkansas TANF program.

### **PROBATIONARY STATUS**

Student not complying with the provisions of their Career Pathways Contract will be placed on probation. Services may be discontinued at the Director's discretion based on the area/s of noncompliance. The Career Pathways Program will pay for one class and two books if students are on academic probation.

## **ADDITIONAL INFORMATION**

### **ASSESSMENTS**

A major part of the Career Pathways enrollment process is to assist students with their career interest. All participants will be required to take the *Kuder Interest Inventory* or another approved career assessment.

### **MANDATORY MEETINGS**

Career Pathways Orientation is required for all students. Students will be required to attend meetings with the Counselor, which are scheduled twice a month or as needed to meet student's needs. Students will meet with the Director for 1<sup>st</sup> session as well as after mid-term grades are posted.

### **WORKSHOPS**

Students ***will be required*** to attend scheduled workshops and will not be assisted with transportation and childcare if absent without informing Career Pathways staff.

### **CHANGE OF INFORMATION**

It is very important for the Career Pathways staff to have current, correct student contact information. Students changing mailing addresses, phone numbers, etc. should contact their counselor as soon as possible in an effort to make necessary corrections in the database.

## **ACADEMIC ADVISING**

Students are required to meet with their appointed *College of the Ouachitas* Academic Advisor before enrolling each semester. Career Pathways Counselor will review schedules and discuss degree plan.

# **CAREER PATHWAYS SERVICES**

**Students should be aware that funds are limited and services are not entitlements. Services available to pathways students are:**

- Career Counseling
- Financial Assistance
- Childcare Assistance
- Transportation/Gas Vouchers
- Supplies
- Employment Guidance/Placement
- Based on availability, the following may be checked out from your Pathways Advisor:
  1. Laptops
  2. Nursing Supplies
  3. Calculators
  4. Textbooks
  5. Cosmetology Kits

# **CAREER PATHWAYS ASSISTANCE**

In order to receive **ANY** financial services from Career Pathways, the following requirements must be met:

- Complete all requirements for the Employability Certificate: TABE score of 10.5 or higher in reading, language and math. KUDER; updated resume, registering with DWS, Keyboarding – 20 WPM; and computer literacy.

To receive assistance with transportation and/or childcare, students must count at least one hour of employment. (Regular employment or errand/s for someone).

## **DAYCARE INFORMATION**

### **ALLOWABLE CHARGES:**

We are only allowed to pay for daycare for students when the student is attending class or involved in a school related activity. We will not pay for holidays or days when the student is absent from school. In these instances, the parent will be responsible for that day. Also, if the student drops out of school and still takes his/her child to daycare, the student is responsible for any expenses incurred from the last day of attendance. Students are responsible for childcare enrollment fees.

Students are required to turn in work verification, attendance forms, and schedules as well as keep appointments with the counselor **each month**, in order to be eligible for daycare assistance. If a student delays turning in work verification and attendance form, the payment for daycare will be delayed. If the student does not, for whatever reason, turn in work verification and an attendance form, or does not see the counselor during required times, then the student is responsible for that month.

**WE MUST HAVE WORK VERIFICATION, MONTHLY PROGRESS FORM AND AN ATTENDANCE FORM WITHIN THE BILLING MONTH IN ORDER TO PAY FOR DAYCARE EXPENSES.**

## **GAS VOUCHERS**

**The gas voucher amount is based on the distance from your home to school** and is redeemable for **FUEL ONLY**. No change will be returned if your vehicle does not hold the full amount of fuel listed on the voucher. A gas schedule will be given to you at the start of each semester as well as monthly progress forms. If you fail to turn in monthly progress forms by the deadline, you will not be eligible for gas voucher for the month.

## **TUITION**

In order to receive CPI assistance with tuition, the following conditions must be met:

- All PELL funds must be exhausted.
- GPA of 2.0 or above for the previous semester.
- Must see counselor at least two times per month.
- Must turn in monthly progress forms as scheduled.

Payment of tuition for one semester is not a guarantee of future tuition payments. Requests for assistance will be evaluated at the beginning of each semester. CPI tuition payments will be for tuition and fees for the current semester. Any drop/add fees or balances from previous semesters will not be covered.

For additional information, please contact any Career Pathways staff. Refer to page 3.



# COLLEGE OF THE OUACHITAS

## CAREER PATHWAYS STUDENT AGREEMENT

*(This page for student files)*

*Students in the COTO 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 *COTO 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 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 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.
- I agree to notify the Career Pathways staff of any change of address, phone number, email, or school/employment status.
- I agree to attend and participate in advisement sessions, career exploration, financial advisement, counseling sessions, academic, and student success workshops as advised by the program.
- I agree to return any books/supplies that have been loaned or purchased by the Career Pathways Program.

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

Printed Name of Student \_\_\_\_\_

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

# NOTES