

Career Pathways

Your Path to a Brighter Future

August 2011
Volume 1, Issue 11

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College Terminology Guide for New Students

People who work for colleges sometimes throw around words you've never heard. This can create confusion when you think they mean something entirely different from their intention. Here's a helpful guide:

Academic Advisor/Counselor - This person will help you select the correct courses, review the course requirements in the field you have selected to pursue and help you with any academic problems you may encounter.

Alumni - people who have graduated from the institution.

Application/Admission - Application is the process by which a prospective student submits the required forms and credentials to his/her chosen institution. Admission is the status granted to an applicant who meets the prescribed entrance requirements of the institution.

Associate Degree - The Associate Degree is granted upon completion of a program of approximately two years of college work. Associate of Arts and Associate of Science degrees are conferred upon students who successfully complete programs designed for transfer to a senior college. The Associate Degree requires

completion of a minimum of 60 credit hours, with a cumulative GPA of 2.0 (a "C" average).

Associate of Applied Science Degree - This degree is conferred upon students who successfully complete a program designed to lead the individual directly into employment in a specific career. The Applied Science degree has the same requirements as those stated above for the Associate Degree.

Course Numbers - All courses are identified by numbers usually containing 3 or 4 digits, for example English Composition I might be 1013. The first digit indicates the class year in which the subject is usually taken and the last digit indicates the number of credit hours the course carries. A course number beginning with a "0" indicates that it does not carry credit hours applicable to a degree.

Credit Hours - Courses taken in college are measured in terms of credit hours. To earn one credit hour, a student must attend a class for one classroom hour per week for the whole semester. Classes are usually offered in 1 - 4 credit hour increments, and sometimes larger amounts.

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The best way
out is always
through.
Robert Frost

CPI Locations & Times to Serve You in August

Career Pathways serves the main campus in Melbourne as well as all the satellite sites of Ozarka College in Mountain View, Ash Flat and Mammoth Spring.

The fall hours for the Melbourne office are Monday through Friday from 8:00 a.m. to 4:30 p.m.

Charlotte Knox will assist you daily with your Career Pathways questions and needs.

The Mountain View office is open for business Mondays and Tuesdays from 9 a.m. to 3 p.m. each day.

The Ash Flat office is open Tuesdays and Wednesdays

for business from 9 a.m. to 3 p.m.

The Mammoth Spring office is open Wednesdays and Thursdays from 9 a.m. to 3 p.m.

Appointments are not necessary... just drop by. We look forward to serving you this fall!

Your Career Pathways Staff

- Kim Lovelace, CPI Director 368-2038
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Education

Fundamental Foundation,
Development, growth or
new invention,
For any country, state or
nation,
IT is essential to get GOOD
EDUCATION.

Education is priority,
To live in today's society.
Education is the key,
To set us tension free,

Importance of Education,
For new generation,
Lowers Financial
Frustration,
Give life protection.

School and college,
A place for Knowledge,
To avoid skill shortage,
Need education in village.

Education is the light of
child's mind
It makes him literate and
disciplined,
Problems of any Kind,
Education gives a way to
find.

Education is power,
To build success tower.
Education is in abundance,
Provide life's insurance.

Education is a treasure,
Ones cannot significantly
measure,
Relieves earning pressure,
Makes bright future

Education is the path to
successes door,
Education is the growth
floor.
Education sets the motion,
In life for us to function.

To change ones fate,
This needs no debate,
You have a future to
create,
Never leave it too late.

Let's break the monotony,
Let's set the economy,
Let's all of us give call,
Education for all...

Divyesh J. Shah

Curriculum - A curriculum is composed of those classes prescribed or outlined by an institution for completion of a program of study leading to a degree or certificate.

Degree Requirements - Those requirements prescribed by institutions for completion of a program of study are generally termed degree requirements. Requirements may include a minimum number of hours, required GPA, prerequisite and elective courses within the degree area.

Degrees - Degrees are rewards for the successful completion of a prescribed program of study.

Enrollment - This is the procedure by which students choose classes each semester. It also includes the assessment and collection of fees.

Faculty - The faculty is composed of all persons who teach classes for colleges.

FAFSA -Free Application for Federal Student Aid. The almost universal application for financial aid, including loans, grants, college work-study and other federal and state programs.

Final Exams (Finals) - These exams are usually given during the last week of classes each semester. Final exams are given on specified dates and are usually listed in each semester's class schedule.

Financial Aid - Aid is made available from grants, scholarships, loans, and part-time employment from federal, state, institutional, and private sources. Awards from these programs may be combined in an "award package" to meet the cost of education. The types and amounts of aid awarded are determined by financial need, available funds, student classification, academic performance, and sometimes the timeliness of application.

Full-Time/Part-Time Enrollment - A full-time student is enrolled in 12 or more credit hours in a semester (full-time status for a Summer term is usually 6 credit hours). A part-time student is enrolled in less than 12 credit hours in a semester (less than 6 in a Summer term).

Letter Grades/Grade Point Averages (GPA) - Most colleges use both letter grades and GPAs in determining students' grades.

Grades at most colleges are figured using the following method: As are worth 4 points Bs are worth 3 points Cs are worth 2 points Ds are worth 1 point Fs are worth 0 points.

Mid-Term Exams (Midterms) - During the middle of each semester, instructors may give mid-term exams that test students on the material covered during the first half of the semester.

Non-Credit Courses - These are classes or courses that do not meet the requirements for a certificate of a degree at a given institution. Non-credit courses may serve one of several purposes: to explore new fields of study, increase proficiency in a particular profession, develop potential or enrich life experiences through cultural and/or recreational studies.

Prerequisite Courses - A prerequisite course is a course taken in preparation for another course. For example, Accounting 1 is a prerequisite for Accounting 2.

Registrar - The registrar of an institution is responsible for the maintenance of all academic records and may include such duties as: maintenance of class enrollments, providing statistical information on student enrollment, student eligibility for honor rolls, certification of the eligibility of veterans, monitoring registration activities, administering probation and retention policies and verification of the completion of degree requirements for graduation.

Schedule of Classes- With the help of academic advisors, students make up their own individual class schedules for each semester they are enrolled. Courses are designated in the Class Schedule by course number, time and days the course meets, the room number, and the instructor's name.

Student Identification Card (I.D.) - A student ID is usually required in college. It is similar to a driver's license and generally includes a photograph of the student, a student ID number, the student's name, the name of the college and the semester enrolled.

Syllabus-An outline of the important information about a course. Written by the professor or instructor, it usually includes

important dates, assignments, expectations and policies specific to that course. Some are quite lengthy.

Transcript - The transcript is a permanent academic record of a student at college. It may show courses taken, grades received, academic status and honors received. Transcripts are typically not released by the college if the student owes any money to the college.

Transfer of Credits - Some students attend more than one institution during their college career. When they move or transfer from one college to another, they also transfer accumulated credit hours from the former institution to the new one. The new institution determines which courses will apply toward graduation requirements.

Tuition - Tuition is the amount paid for each credit hour of enrollment. Tuition does not include the cost of books or fees. Tuition charges vary from college to college and are dependent on such factors as resident or out-of-state status, and whether the institution is publicly or privately financed.

Tutors - A tutor is a person, generally another student, who has completed and/or demonstrated proficiency in a course or subject, and is able to provide instruction to another student. Tutors usually help students better understand course material and make better grades.

Undergraduate- An undergraduate is a student who is pursuing either a one-, two-, or four-year degree.

University - A university is composed of undergraduate, graduate, and professional colleges and offers degrees in each.

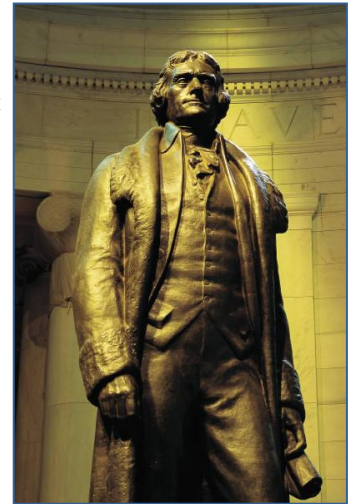
Withdrawal - Students may withdraw from courses during a semester, but there are established procedures for doing so. The college catalog and/or Class Schedule generally specifies the procedures.

Source:
collegeprep101.com

A 'Yes' Face – By Charles Swindoll

During Thomas Jefferson's presidency he and a group of travelers were crossing a river that had overflowed its banks. Each man crossed on horseback fighting for his life. A lone traveler watched the group traverse the treacherous river and then asked President Jefferson to take him across. The president agreed without hesitation, the man climbed on, and the two made it safely to the other side of the river where somebody asked him: "Why did you select the President to ask this favor?" The man was shocked, admitting he had no idea it was the President of the United States who had carried him safely across. "All I know," he said, "is that on some of your faces was written the answer 'No' and on some of them was the answer 'Yes.' His was a 'Yes' face."

"The most significant decision I make each day is my choice of an attitude. When my attitudes are right there's no barrier too high, no valley too deep, no dream too extreme and no challenge too great." - Charles Swindoll



What is Transitional Employment Assistance (TEA)?

Students filling out an application for Career Pathways often ask, "What is TEA, anyway?" While not a college-based program, TEA provides grants, job training, and help finding employment. If you are a TEA client, you are eligible for Career Pathways.

TEA Program Description

The Transitional Employment Assistance (TEA) program helps economically needy families with children under the age of 18 become more responsible for the support of their families. The TEA program is Arkansas' welfare reform program under the Federal Temporary Assistance

for Needy Families (TANF) block grant.

TEA General Program Requirements

In order to qualify for this benefit program, you must be a resident of Arkansas, either pregnant or responsible for a child under 19 years of age, a U.S. national, citizen, legal alien, or permanent resident, have low or very low income, and be either under-employed (working for very low wages), unemployed or about to become unemployed.

TEA Application Process

To request an application, send an email to your local County

Office here:
<http://www.arkansas.gov/dhs/ContactCounty.php> or
contact:

DEPARTMENT OF WORKFORCE SERVICES

Mr. Ben Baxter
Arkansas Department of
Workforce Services
296 Barnett Drive
P. O. Box 2296
Batesville, AR 72503-2296
Office: 870-793-4156
Fax: 870-793-2577

*Serving Independence,
Izard, Sharp
and Stone Counties*

"In order to qualify for this benefit program, you must be... either under-employed (working for very low wages), unemployed or about to become unemployed."

September Gas Card Distribution Dates

Gas cards will not be distributed in August. September gas cards will be distributed **September 12th – 16th** on the Melbourne campus, **September 12th & 13th** at the Mountain View site, **September 13th & 14th** at the Ash Flat site and **September 14th & 15th** in Mammoth Spring. To receive a gas card, CPI

students must submit an attendance sheet, employment verification form and a receipt for the last gas purchase. A MapQuest must also be on file confirming at least 15 miles travelled per week to school. The food activity for September will be breakfast foods on the

following dates:

Melbourne – Sept. 19
Mtn. View – Sept. 20
Ash Flat – Sept. 21
Mammoth Spring – Sept. 22

Food activities are optional and will be provided at each location free of charge. Students simply sign their name to indicate they have participated.



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www.ozarka.edu/blogs/career
pathways

Career Pathways is a state-funded program that can assist eligible students with the academic and financial obstacles that they may face while going to school. CPI offers the following services:

Tutoring
Counseling
Academic Advising
Kuder Interest Inventory
Career Readiness Certificates
Resume Building
Interview Skill Building
Job Search Assistance
Tuition & Fee Assistance
Gas Cards
Childcare Assistance
Book Loan Library

Your Path to a Brighter Future



Our website is full of useful information, handy references and current (printable) documentation. Visit us at www.ozarka.edu/blogs/careerpathways or visit Ozarka.edu and go to the Student pull-down menu and select Career Pathways. E-mail us your questions (and job updates) at careerpathways@ozarka.edu. We're always glad to hear from you!

Tips for Non-Traditional Students — By Tawan Perry, campustalkblog.com

Are you a non-traditional student going back to school after a number of years? Are you a non-traditional student starting school for the first time? Wherever you are in your collegiate journey, here are some tips that can help you get off to a successful start in your college experience.

Tip #1

The first step to becoming successful in any college environment is to become familiar with the resources that your institution has to offer. (*For instance: **Career Pathways** helps parents go back to school and prepare for a high-demand job. **TRIO** assists first-generation college students who plan to transfer to a four-year college.) The best way to do this is to attend orientation, read the school catalog and

meet with your adviser. Remember, it's all about getting connected.

Tip #2

If you are struggling with academic deficiencies then I suggest taking advantage of your campus tutoring program. *The Student Success Center can provide you with a list of tutors by subject and schedule. By utilizing a tutor and other campus resources, you will greatly increase your chances of staying on top of things.

Tip #3

Don't be afraid to ask for help. One of the most common challenges for most of non-traditional students is asking for help. Asking for help has nothing to do with being weak, but has everything to do with getting connected and staying connected. Consider this, if

you never admit to anyone that you need help, those in a position to help you will never know. Also, when you fail to ask for help, you are giving off a signal that says, "I've already mastered this." Ask for help, not because you are weak but because you want to remain strong. And don't stop asking for help until you get it.

No matter your age or ability. No matter where you are in your journey, you can be successful in college. With hard work and learning how to get connected and stay connected, you will achieve your goals and graduate in no time.

**Ozarka-specific additions were made to this article by Kendra Smith.*