

Catawba Indian Nation

Job Placement and Training Student Handbook



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MISSION STATEMENT

“Empowering prosperous futures for sustainable employment through job training.”

The purpose of the Catawba Indian Nation Job Placement and Training Program (JP&T) is to assist Native American tribal members with acquiring job skills necessary to obtain full-time sustainable employment. The JP&T program will provide vocational guidance by relating personal skills to pre-approved training options and availability of jobs in the current labor market.

Additionally, the program is responsible for ensuring that its graduates are work-ready upon completion of their training. The JP&T program is an integral part of the overall tribal economic and community development effort; which offers training opportunities for the Native American community for the purpose of obtaining and retaining employment.

Staff Contact Information

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PROCEDURES

Eligibility Requirements

To be eligible for training with the JP&T Program, applicants must meet all of the following requirements:

1. **Have a high school diploma, G.E.D. or equivalent;**
2. **DOES NOT have an Associate, Bachelor or Graduate degree in any field or program.**
3. **Be at least 17 years of age;**
4. **Be a member of a Federal or state recognized Native American tribe;**
Non-Indian spouses shall not be eligible to participate in the JP&T Program; in accordance with 25 CFR Part 26.1 and 26.5(a). Priority is given to tribal members living on the reservation.
5. **Be unemployed or underemployed or in need of training in order to obtain reasonable and satisfactory employment;**
*An applicant, once accepted into the JP&T Program becomes a student. That student will only be allowed to complete the program once. If the student has been accepted and finds they are incapable of completing the program, they must follow ALL of the proper procedures in order to ensure the possibility of re-applying for the program at a later date. If the student re-applies and is accepted (acceptance is not guaranteed for second time applicants), they **MUST** complete the program. The applicant will NOT be allowed to re-apply into the program more than 2 (two) times total, as stated in 25 CFR Part 26.31.*
6. **Have not previously applied and received JP&T funding for training.**
Eligibility for repeat training and other financial assistance will be determined on a case by case basis by the tribal Economic Development Director and the Executive Committee Liaison as stated in 25 CFR Part 26.31.

7. **Provide proof of acceptance to the desired program of study and be accepted into a vocational or technical program of study at one of the approved vocational or technical programs;**

The Bureau or the tribal service provider will determine if an institution or business provides an acceptable area of study or OJT program as stated in 25CFR Part 26.12.

8. **Complete an Individual Self-Sufficiency Plan (ISP) with the Vocational Coordinator, as outlined in 25 CFR Part 26.23.**

9. **Provide ALL required documents listed under the Application Procedures on pages 5 and 6.**

10. **Provide proof of residency if you live ON the Catawba Indian reservation.**

First priority is for applicants who live on the Catawba Reservation. All other applicants will be listed as second priority, as listed in the Catawba Indian Nation Job Placement and Training Contract with the Bureau of Indian Affairs.

11. **After residency status has been proven, applications will then be accepted by the date the completed application was turned in to the Vocational Coordinator.**

Priority shall be given to current students already accepted and participating in the program. Any new applicants will be accepted into the program as space permits, as listed in the Catawba Indian Nation Job Placement and Training Contract with the Bureau of Indian Affairs.

Application Procedures

It will be necessary for all applicants who are interested in receiving training through the JP&T Program to complete the application in its entirety prior to being considered for funding. An entire application includes all of the required forms listed below:

- **Copy of Driver's License or Valid State Picture ID**
- **Copy of Tribal Card or an approved letter confirming tribal status**
- **Authorized letter from the Catawba Indian Nation stating proof of residency and signed by an approved tribal official (for those living on the reservation only)**
- **Copy of high school diploma or GED**
- **Official Transcripts from any college attended**
- **Copy of completed current FAFSA application**

ALL of the items above are needed before the application is considered completed. It is important for the applicant to be aware that *an incomplete application will not be considered* in JP&T selection for assistance; which is based on first-approved, first-served basis until funding is no longer available.

Application Deadlines

The deadline for accepting applications for the JP&T Program is rolling; first completed, first served; as funding permits; and space allows. A completed application has ALL of the required documents listed above. **Once an application is deemed complete by the Vocational Coordinator, it will be forwarded to the Economic Development Director and Executive Committee Member for final approval.** Once both signatures are received the application will be date stamped approved. If an application must be placed on the waiting list due to limited funding the date stamp given when the application was approved by the Executive Committee Member will be the date used when funding becomes available. Once the application has been approved, the Vocational Coordinator will contact the New Program Participant. The New Program Participant will then be instructed on the next steps through their first Advisory Meeting scheduled with the Vocational Coordinator. However it will only remain on the waiting list if the application information is current.

For an application to be considered current, students must complete, within six months of the approved application date, a required workforce portfolio with the CIN Vocational Coordinator. This portfolio consists of a career assessment and job match analysis, job seeking application, cover letter, resume, reference list, WorkKeys assessment test score, basic computer skills workshop, interviewing, and job searching skills. The items for the portfolio must be completed **PRIOR** to receiving funding for the approved certificate program. If the student portfolio is not completed within six months of the approved application, any committed funding will be reallocated to the next approved applicant on the waiting list.

In addition the Free Application for Federal Student Aid (FAFSA) is only current for one school year. For example: Fall 2012 – Spring 2013 school semesters is only when the 2012/2013 FAFSA Application is current. The FAFSA will expire during the Spring school semester of 2013; where you will then need to reapply for FAFSA and resubmit your JP&T application.

JP&T applications will only be held until their FAFSA expiration date. After that date a new application will need to be submitted with all required copies. If you are resubmitting your application, approval will be based on first come, first served; as funding permits; and space allows. Additionally, if you are enrolled in the program it is your responsibility to renew your FAFSA application every year, if necessary.

Complete Applications

Students are selected according to approval date of completed application. Slots are filled as each completed application is received and approved. Slots are limited; when the limit is met, applicants are placed on a waiting list for the next semester and/or funding round. Each applicant will receive an award letter to submit to the Financial Aid department of their school after their application has been approved and signed by an Executive Committee Member.

Incomplete Applications

Incomplete applications are those that have not met all of the eligibility requirements. Only those applications that are complete (completed program application and copies of all required documents) will be considered in JP&T selection process. An application that is incomplete will not be considered for selection and will be denied assistance. Therefore, the applicant will need to reapply by the next semester deadline to be considered for assistance.

POLICIES

Student Responsibilities

By signing the Student Handbook Waiver, the student understands that classroom training contributes to chosen career objectives and agrees to:

1. **Complete** within six months of the initial approved application date a required workforce portfolio with the CIN Vocational Coordinator consisting of a career assessment and job match analysis, job seeking application, cover letter, resume, reference list, WorkKeys assessment test score, basic computer skills workshop, interviewing, and job searching skills **PRIOR** to receiving funding for the approved certificate program. Any committed funding for incomplete applications will be reallocated to the next approved applicant on the waiting list.
2. **Meet with the Vocational Coordinator to develop an Individual Self-Sufficiency Plan (ISP) prior to beginning classes, at the end of each semester and upon completion of education.** Failure to attend scheduled meetings will result in removal from the program. If you are unable to attend your meeting, you must provide at least 24 hours notice prior to reschedule your meeting.
3. **Maintain a 2.0 Grade Point Average (GPA) per course, not cumulative, or receive a pass/satisfactory grade (in the event a GPA is not applicable to the course).** A student with a GPA below 2.0 or fail/unsatisfactory grade will need to meet with the Vocational Coordinator to determine whether the student will remain in the program. The student will be required to provide a copy of his/her grades at the end of each semester or course.
4. **Complete program of study in a timely manner.** If student fails a class, the student is responsible for making up the class. JP&T will not pay for a repeat class.
5. **Submit a class schedule upon registration.** A class schedule must be submitted with enough time in advance to allow for the Catawba Indian Nation to submit payment to the educational institution. If it is not received within the required time frame, your application will be cancelled and you will need to reapply for the following semester.

6. **Keep FAFSA up-to-date per Federal deadlines.** Information available through the York Technical College Financial Aid office and through the FAFSA website at www.fafsa.gov.
7. **Perform his or her training and classroom responsibilities in an efficient manner.**
8. **Show honesty, punctuality, a cooperative attitude and a willingness to learn.**
9. **Conform to the rules and regulations of the college the student is attending by adhering to the Student Code of Conduct at all times.**
10. **Consult the staff of JP&T about difficulties that may arise related to your classes or workshop training.**
11. **Present and maintain a positive image as a representative of JP&T.**
12. **Drug/Alcohol free program policy:**
 - (a) If the school finds evidence of association with illegal substance use, possession or sale of any illegal drug or controlled substance; the student will be subject to sanctions administered by the program.
 - (b) If convicted of illegal use, possession or sale of any illegal drug or controlled substance, said conviction is grounds for immediate termination from the program.
 - (c) Transporting onto the CIN or Educational facility premises, property, or jobsite, having possession of, having present in the body system, being under the influence of, using, consuming, distributing or attempting to distribute, manufacture or dispense any form of alcohol (except only a prescribed drug under the direction of a physician, to the extent it does not impair job performance or threaten safety, health, security or property) at any time during the hours between the beginning and the end of your work or training day is prohibited and grounds for immediate termination from the program
 - (d) Anyone terminated from the program for any of the reasons explained above in part 12 section (a), (b) or (c) will be required to reimburse the Job Placement and Training program any funds paid on the applicant's behalf.
 - (e) Applicant may be required to submit drug test and background screen if needed for on-the-job training program.
13. **Fill out a course drop form BEFORE a course is dropped from your schedule and BEFORE the add/drop period has ended.** Failure to do so will result in the college charging you, *not JP&T*, for the class. Student will receive a bill from the college and will be responsible for the respective charges incurred.

14. Failure to comply with any of the above stated policies, or individualized on-the-job training agreements, will result in the applicant being responsible for full reimbursement of the funding paid on the applicant's behalf to the CIN Job Placement & Training department.

PROGRAM INFORMATION

Program Responsibilities

It is the goal of the JP&T Program and Program Staff to promote a positive, motivating and productive atmosphere that will facilitate student success by:

1. Encouraging the student to effectively carry out his/her educational responsibilities and develop an **Individual Self-Sufficiency Plan (ISP)**;
2. Reinforcing students to achieve success by providing financial assistance, tutoring, and advising services;
3. Ensuring related classroom instruction and trainings are provided in order to advance student success;
4. Assisting in the evaluation of student grades and progress towards accomplishing his/her ISP by providing scheduled meeting times with each student;
5. Adhering to and enforcing all guidelines listed in this handbook at all times. The Vocational Coordinator has the final authority in making these decisions;
6. Providing a list of scheduled Workshop Training dates for the student to choose from and scheduling those Workshop Trainings within an accessible area for students to attend.
7. Resolving any grievance the student may have within the scope of the Vocational Coordinator's abilities. Any other grievances that are unable to be resolved will be filed in accordance to the CIN Grievance Procedure;
8. Keeping student information confidential according to the CIN Confidentiality policy;

9. Receiving permission to share or receive information on the student's behalf from the client prior to sharing/requesting the information by having the student sign a Release of Information statement; and
10. Ensuring the student's privacy is being protected by receiving written permission to use photos of the student in any publication materials.

ASSISTANCE PROVIDED

Direct Cost of Education:

Direct cost of education includes registration fee, tuition, books and basic supplies relating to the course of study and requested by the educational institution. If applicant qualifies for any Federal Student Aid grant, the amount awarded will be applied towards the direct cost of education first. If the Federal Student Aid grant does not cover the direct cost of education; JP&T will assist with the remaining balance. If the Federal Student Aid grant is in excess of the direct cost of education, the funding from the JP&T Program will not be awarded. If the student is not awarded any FAFSA funding, the JP&T program will cover the cost of tuition, if the student application is approved and awarded the funds from the JP&T program.

Approved area of study tuition costs cannot exceed a maximum amount of \$6,500.00 per certificate program including cosmetology and massage school certificates/diplomas.

Student Stipend:

Currently, there are not any funds available for student stipends. There will not be any stipend paid to the student at this time.

Travel:

Currently, there are not any funds available for student travel. This program will not be providing students with travel assistance. If you are attending training anywhere in York County please contact the Catawba Transit Service at 803-366-4793. Rides are \$1.00 each way. Please call at least 24 hrs in advance to schedule a ride.

Supplies:

JP&T will provide each participant with the basic course related supplies needed for their training; this includes books and basic required supplies. All items such as welding supplies, calculators, recorders and uniforms for medical classes will require a special voucher. Calculators and recorders that are purchased through JP&T are the property of the program and will be returned to the Vocational Coordinator at the end of the semester. All supply items

must be approved in advance of purchase. Items such as laptops, Ipads and computers are NOT approved for funding under this program. Supplies cannot be purchased on a personal credit card or with cash unless approved by the CIN Controller. In the rare event an advancement of funds is granted from an estimated supply cost, it is the students' responsibility to submit proper receipts for the cost of the item and any UNUSED portion. Payment for supplies will be made directly to the store or agency, whenever possible.

Tutoring and Advising Services:

JP&T desires to promote the successful advancement of each student toward their academic achievement. If at any time a student's course grade is unsatisfactory, a student may contact the Vocational Coordinator to schedule an appointment to develop a plan for accessing tutoring services within the college they are attending or within the community. (The JP&T Program will not pay for any tutoring services.) It is the goal of the program to enhance the student's ability to learn, to promote decision-making that will assist them with fulfilling their **Individual Self-Sufficiency Plan (ISP)** and to provide them with the resources and supportive services that will prepare them for successful full-time employment.

Catawba Achievement Center:

Any student who has been accepted into the JP&T Program will be allowed a free membership to the Catawba Achievement Center computer lab for the duration of their time in the program. The student will be allowed to use the lab for any school, job search and personal reasons during their membership period. Once the student has completed their training in the JP&T Program, their free membership will expire within 90 days upon completing their training. The purpose of this free membership is to allow the student to access job searches online and create, update and print their resumes in assisting them with job placement. The student may also access any of the free classes offered within the Catawba Achievement Center, as long as it will enhance the student's academic experience and assist them with working towards fulfilling their ISP. The student will need to pay for any printing or other fees not covered by the Achievement Center membership.

Absenteeism

Absenteeism is an unnecessary problem that only the student can solve. When the student is absent from class or a training, they miss the instruction that can cause them to fail or be terminated from the program.

Absenteeism from Class:

It is the responsibility of the student to adhere to the attendance requirements of the college they are attending. The maximum number of absences for class will be set by the college. When the student misses the maximum number of classes allowed, they will be dropped from the class by their instructor or be given an F as a grade. If the instructor drops you from the class, you are automatically suspended from the JP&T Program. If the student has valid excuses and documentation, they can ONLY appeal the decision of the instructor through the school they are attending. If the college determines in favor of the student, they may then bring the updated information to the Vocational Coordinator for further review. It is up to the discretion of the Vocational Coordinator whether or not the student will be allowed to continue in the program.

Absenteeism from Workshop Training:

Workshop trainings will be provided at different times and dates in order to accommodate the many different schedules of the program participants. It is the goal of the JP&T Program to promote successful program completion for each student by ensuring accessibility of the workshop trainings. It is the responsibility of the student to complete, within six months of the initial approved application date, a required workforce portfolio with the CIN Vocational Coordinator consisting of a career assessment and job match analysis, job seeking application, cover letter, resume, reference list, WorkKeys assessment test score, basic computer skills workshop, interviewing and job searching skills **PRIOR** to receiving funding for the approved certificate program.

If the student needs to reschedule, they must provide at least 24 hours advance notice to the Vocational Coordinator. If the student fails to attend the workshop and does not provide the required notice, the student will be given a warning, put on probation and rescheduled for another workshop. If the student has a second offense, the student's files will be reviewed and the absenteeism may result in termination from the program. It is up to the discretion of the Vocational Coordinator whether or not the student will be allowed to continue in the program.

Dropping Courses

When a student drops a course, it sets them behind in completing their training, fulfilling their **Individual Self-Sufficiency Plan (ISP)** and wastes valuable and limited JP&T funds. **Therefore, students must have the approval of the Vocational Coordinator before dropping a course. A student must complete the required form (Appendix C – Withdrawal Form) and have the approval and signature of the Vocational Coordinator.** If the student does not adhere to this procedure, the student will be billed for the course and automatically terminated from the JP&T Program. There will not be an opportunity for review or for the student to

appeal this process. It is crucial that the student adhere to the Withdrawal policy in order to remain in the JP&T Program.

Grades

The Vocational Coordinator will monitor grades of the student to ensure the student's progress towards their ISP and program completion. The student must maintain a GPA of 2.0 per course in order to remain in the program. The student's grades will be monitored during their required meetings with the Vocational Coordinator.

FORMS AND ATTACHMENTS

ONLY the first four **bolded** Appendix' below will need to be completed by the applicant and turned in to the Vocational Coordinator.

- **Appendix A – Handbook Waiver**
- **Appendix B – JP & T Program Application**
- **Appendix C – Withdrawal Form (*if applicable*)**
- **Appendix D– Applying for FAFSA**
- Appendix E – Applying for Lottery Funds
- Appendix F – Ride Share with York Technical College
- Appendix G – Department of Labor list of high demand occupations

Appendix A – Handbook Wavier

This certifies that I, _____, have received the Catawba Indian Nation Job Placement and Training Program Handbook. With my signature on this, I understand that this a legal and binding agreement to abide by the guidelines of the program outlined in the handbook. In signing this, I know that if I do not abide by these guidelines I will be suspended from the Catawba Indian Nation Job Placement and Training Program. This suspension may place me in the position of owing to the school I was attending and/or back to the Catawba Indian Nation.

Student Signature

Date

Vocational Coordinator Signature

Date

APPENDIX B: JP&T Program Application

Please complete the attached application on the following page.

Job Placement & Training Application

Instructions:

Please be sure you bring **ALL** required documentation to your scheduled appointment. You will find this list of required documents on pages 5 and 6 of the JP&T Student Handbook.

If you are unable to gather all the required documents before your appointment time, please inform the Vocational Coordinator **BEFORE** your appointment. You can reach the Vocational Coordinator by calling 803-366-4792 ext. 278.

Please read the **ENTIRE JP&T Student Handbook and SIGN the Student Handbook Waiver**, found under Appendix A in the back of the Student Handbook.

If you **DO NOT** follow the instructions above, it may **DELAY** your approval to receive funding or **DISQUALIFY** you from the JP&T program.

Your application **MUST BE COMPLETE** before it can be submitted for approval. All applications must be approved by an **EXECUTIVE COMMITTEE MEMBER** to receive funding.

Part 1: Personal Information

First Name	Last Name	Nick Name
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Mailing Address

Home Phone	Cell Phone	Email	County
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Would you like your email added to the Catawba Indian Nation Yahoo Group Listserv?
 YES NO

Date of Birth	Age	<input type="checkbox"/> Male <input type="checkbox"/> Female	Tribal Member <input type="checkbox"/> YES <input type="checkbox"/> NO
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Resident Location: On Reservation Off Reservation

Do you have High School Diploma or GED?	<input type="checkbox"/> High School Diploma <input type="checkbox"/> GED
-----------------------------------------	---------------------------------------------------------------------------

Do you have reliable transportation?	<input type="checkbox"/> YES <input type="checkbox"/> NO
--------------------------------------	----------------------------------------------------------

What type of training/education are you interested in?

Part 2: Employment Information

Are you currently unemployed?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Are you underemployed (Less than 20/week or less than \$9.00/hr)	<input type="checkbox"/> Less than 20 hrs/week
	<input type="checkbox"/> Less than \$9.00/hr

Are you actively seeking work?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Are you willing to work full time after completion of a job training program	<input type="checkbox"/> YES	<input type="checkbox"/> NO
------------------------------------------------------------------------------	------------------------------	-----------------------------

Part 3: Signature

Applicant Signature	Date
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Vocational Coordinator Signature	Date
----------------------------------	------

Executive Committee Approval Signature	Date
----------------------------------------	------

For office use:

Additional Client Notes:

APPENDIX C: Withdrawal Form

Please adhere to the program policies and procedures by completing this form. Once this form has been submitted and approved you must then follow through with the college's Drop/Add procedure. Remember, this must be done during the college's Drop/Add period!

Please complete the attached application on the following page.

Job Placement and Training Program WITHDRAWAL FORM

Part 1: Personal Information

First Name	Last Name	MI	Maiden/Suffix
Address	City	State	Zip
() -	() -	() -	
Home Phone	Cell Phone	Alternate Phone	
Email Address			
		County	

Part 2: Education Information

School Name		Program Name	
City		State	County
Course Name	Course Number	Department Prefix	Section Number

Part 3: Reason for Withdrawal

Part 5: Signature

	/ /
Applicant Signature	Date: mm/dd/yyyy
	/ /
Vocational Coordinator Signature	Date: mm/dd/yyyy

The student may now proceed to withdrawal from above classes according to the college's procedure for dropping classes. Vocational Coordinator Initials:

APPENDIX D: Applying for FAFSA

FAFSA Application Assistance:

Upon request, each applicant will be provided assistance with completing the FAFSA application. This opportunity is by appointment ONLY and must be done in enough time to allow the applicant to be considered for placement in the JP&T Program. Appointments for FAFSA application assistance MUST be made by the applicant with the JP&T Program Coordinator! Please visit www.fafsa.gov to complete your Free Application for Federal Student Aid

Documents needed to complete your application (as taken from the www.fafsa.gov website):

<input type="checkbox"/>	Your Social Security Number. Be sure it is correct!
<input type="checkbox"/>	Your driver's license (if any)
<input type="checkbox"/>	Your W-2 Forms and other records of money earned
<input type="checkbox"/>	Your (and your spouse's, if you are married) Federal Income Tax Return. <ul style="list-style-type: none"> ▪ IRS 1040, 1040A, 1040 EZ ▪ Foreign Tax Return, or ▪ Tax Return for Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Marshall Islands, the Federal States of Micronesia, or Palau
<input type="checkbox"/>	Your Parents' Federal Income Tax Return (if you are a dependent student)
<input type="checkbox"/>	Your untaxed income records <ul style="list-style-type: none"> ▪ Veterans benefits records ▪ Child support received ▪ Worker's compensation
<input type="checkbox"/>	Your current bank statements
<input type="checkbox"/>	Your current business and investment mortgage information, business and farm records, stock, bond and other investment records
<input type="checkbox"/>	Your alien registration or permanent resident card (if you are not a U.S. citizen)

APPENDIX E: Applying for SC Lottery Tuition Assistance

SC Lottery Tuition Assistance Program

The purpose of the Lottery Tuition Assistance Program is to provide resources that supplement, not supplant, existing resources for educational purposes to South Carolina students. The Program will assist students who wish to attend two-year public or independent colleges in the State. For 2009-2010, students may receive a maximum of \$900 for 12 or more credit hours or \$75 per credit hour for 6-11 hours each term. Adjustments to the Lottery Tuition Assistance Award will be made when a Federal Pell Grant, FSEOG, and SCNBG are part of the student's financial aid package.

Eligibility Requirements:

1. File the Free Application for Federal Student Aid (FAFSA) form and complete the process to determine eligibility for federal student aid each academic year;
2. Be a U.S. citizen or a permanent resident that meets the definition of an eligible non-citizen under State residency statutes;
3. Be enrolled or accepted for enrollment as a part-time or full-time degree-seeking student in an eligible program at an eligible two-year public or independent college in South Carolina and be making satisfactory academic progress towards completion of the requirements of the program. A student enrolled in less than six credit hours during one term may not receive Lottery Tuition Assistance for the term in question but is eligible for reapplication for the award upon return to part-time or full-time status;
4. Be enrolled or have completed at the time of funds disbursement a minimum of six credit hours for the term of eligibility;
5. Does not owe a refund or repayment on a State Grant, a Pell Grant, or a Supplemental Educational Opportunity Grant and is not in default on a loan under the Federal Perkins Loan or Federal Stafford Loan programs;
6. Not be eligible for or a recipient of a LIFE Scholarship during the academic year;
7. Meet all eligibility requirements annually;
8. Students with a prior degree, diploma or certificate may qualify.
9. Students shall not be eligible to receive Lottery Tuition Assistance for more than one certificate, diploma, or degree earned within any five-year period unless the additional certificate, diploma, or degree constitutes progress in the same field of study.
10. Students enrolled in an eligible program of study may include remedial courses as part of the minimum number of required credit hours for part-time or full-time status, as long as such courses carry credit hours.
11. After attempting 24 credit hours for continued eligibility, the student is required to earn a minimum 2.0 grade point average.

The following limitations apply to the Lottery Tuition Assistance Program:

- Students wishing to appeal any award decision must submit a written request to the Financial Resources Director.
- LIFE Scholarship, HOPE or Palmetto Fellows recipients are not eligible.
- Sufficient funding each semester is dependent upon the number of eligible students and the amount of funding available from the South Carolina Education Lottery Account.
- A sponsored program in which a government agency pays a student's tuition and fees will not be eligible for Lottery Tuition Assistance.

APPENDIX F: Ride Share with York Technical College



RIDE SHARE

Need a Ride?

RIDE SHARE, is a resource available to York Technical College students, helps connect students who want to carpool to and from college. Interested students must register and post their contact information on the *RIDE SHARE* message board. Sign up today to find out if there is a carpool that is available in your area. *RIDESHARE* is accessed through:



www.yorktech.com

You must be a registered student in order to access this service. You may access the application on the WebAdvisor link once you become a student. If you do not have a computer at home and would like to use a computer to access this service you may use the Catawba Achievement Center to do so.

APPENDIX G: SAMPLE LIST: High Demand Jobs per the Department of Labor

Below is a list of occupations determined by the Department of Labor to be in high demand through the year 2018. You can find out more about a specific field at <http://www.mynextmove.org>. Please note if the field you choose requires an associate's degree or higher training may not be covered under the Job Placement and Training program. All certificate programs must be approved by the JP & T Vocational Coordinator prior to enrollment before receiving any funding.

Management Occupations

General and Operations Managers
Constructions Managers

Business and Financial Operations Occupations

Wholesale and Retail Buyers, Except Farm Products
Purchasing Agents, Except Wholesale, Retail, and Farm Products
Claim Adjusters, Examiners, and Investigators
Business Operations Specialists, All Other
Appraisers and Assessors of Real Estate
Loan Officers
Tax Preparers

Computer and Mathematical Occupations

Computer Support Specialists

Architecture and Engineering Occupations

Architectural and Civil Drafters
Mechanical Drafters
Civil Engineering Technicians
Electrical and Electronics Engineering Technicians
Environmental Engineering Technicians
Industrial Engineering Technicians
Mechanical Engineering Technicians
Engineering Technicians, Except Drafters, All Other
Surveying and Mapping Technicians

Life, Physical, and Social Science Occupations

Chemical Technicians

Geological and Petroleum Technicians

Social Science Research Assistants

Environmental Science and Protection Technicians, Including Health

Forest and Conservation Technicians

Life, Physical, and Social Science Technicians, All Other

Community and Social Services Occupations

Substance Abuse and Behavioral Disorder Counselors

Legal Occupations

Paralegals and Legal Assistants

Education, Training, and Library Occupations

Preschool Teachers, Except Special Education

Library Technicians

Arts, Design, Entertainment, Sports, and Media Occupations

Merchandise Displayers and Window Trimmers

Actors

Athletes and Sports Competitors

Coaches and Scouts

Umpires, Referees, and Other Sports Officials

Choreographers

Musicians and Singers

Audio and Video Equipment Technicians

Broadcast Technicians

Photographers

Healthcare Practitioner and Technical Occupations

Registered Nurses

Radiation Therapists

Respiratory Therapists

Medical and Clinical Laboratory Technicians

Dental Hygienists

Cardiovascular Technologists and Technicians

Diagnostic Medical Sonographers

Nuclear Medicine Technologists
Radiologic Technologists and Technicians
Emergency Medical Technicians and Paramedics
Dietetic Technicians
Pharmacy Technicians
Psychiatric Technicians
Surgical Technologists
Veterinary Technologists and Technicians
Licensed Practical and Licensed Vocational Nurses
Medical Records and Health Information Technicians
Opticians, Dispensing
Health Technologists and Technicians, All Other

Healthcare Support Occupations

Nursing Aides, Orderlies, and Attendants
Occupational Therapy Assistants
Physical Therapist Assistants
Physical Therapist Aides
Massage Therapists
Dental Assistants
Dental Hygienists
Medical Assistants
Medical Equipment Preparers
Medical Transcriptionists

Protective Service Occupations

First-Line Supervisors of Correctional Officers
First-Line Supervisors of Police and Detectives
First-Line Supervisors of Fire Fighting and Prevention Workers
Firefighters
Correctional Officers and Jailers
Detectives and Criminal Investigators
Police and Sheriff's Patrol Officers
Private Detectives and Investigators
Transportation Security Screeners (Federal Only)

Food Preparation and Serving Related Occupations

Cooks, Private Household

Building and Grounds Cleaning and Maintenance Occupations

Pest Control Workers

Personal Care and Service Occupations

Gaming Dealers

Funeral Service Managers, Directors, Morticians, and Undertakers

Barbers

Hairdressers, Hairstylists, and Cosmetologists

Manicurists and Pedicurists

Skincare Specialists

Tour Guides and Escorts

Travel Guides

Construction and Extraction

Residential Advisors

Boilermakers

Brickmasons and Blockmasons

Stonemasons

Carpenters

Floor Sanders and Finishers

Terrazzo Workers and Finishers

Paving, Surfacing, and Tamping Equipment Operators

Pile-Driver Operators

Operating Engineers and Other Construction Equipment Operators

Electricians

Glaziers

Insulation Workers, Mechanical

Plumbers, Pipefitters; and Steamfitters

Reinforcing Iron and Rebar Workers

Sheet Metal Workers

Structural Iron and Steel Workers

Construction and Building Inspectors

Fence Erectors

Hazardous Materials Removal Workers

Highway Maintenance Workers

Segmental Pavers

Construction and Related Workers, All Other

Sales and Related Occupations

Advertising Sales Agents

Insurance Sales Agents

Travel Agents

Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products

Real Estate Sales Agents

Sales and Related Workers, All Other

Office and Administrative Support Occupations

Bill and Account Collectors

Bookkeeping, Accounting, and Auditing Clerks

Payroll and Timekeeping Clerks

Procurement Clerks

Brokerage Clerks

Court, Municipal, and License Clerks

Eligibility Interviewers, Government Programs

Police, Fire, and Ambulance Dispatchers

Dispatchers, Except Police, Fire, and Ambulance

Production, Planning, and Expediting Clerks

Legal Secretaries

Medical Secretaries

Data Entry Keyers

Insurance Claims and Policy Processing Clerks

Installation, Maintenance, and Repair Occupations

Computer, Automated Teller, and Office Machine Repairers

Radio, Cellular, and Tower Equipment Installers and Repairs

Telecommunications Equipment Installers and Repairers, Except Line Installers

Electrical and Electronics Repairers, Commercial and Industrial Equipment

Electronic Home Entertainment Equipment Installers and Repairers

Security and Fire Alarm System Installers

Aircraft Mechanics and Service Technicians

Automotive Body and Related Repairers

Automotive Glass Installers and Repairers

Automotive Service Technicians and Mechanics

Bus and Truck Mechanics and Diesel Engine Specialists

Farm Equipment Mechanics and Service Technicians

Mobile Heavy Equipment Mechanics, Except Engines
Rail Car Repairers
Motorboat Mechanics and Service Technicians
Motorcycle Mechanics
Outdoor Power Equipment and Other Small Engine Mechanics
Bicycle Repairers
Recreational Vehicle Service Technicians
Tire Repairers and Changers
Mechanical Door Repairers
Heating, Air Conditioning, and Refrigeration Mechanics and Installers
Home Appliance Repairers
Industrial Machinery Mechanics
Maintenance Workers, Machinery
Electrical Power-Line Installers and Repairers
Telecommunications Line Installers and Repairers
Medical Equipment Repairers
Maintenance and Repair Workers, General
Commercial Divers
Locksmiths and Safe Repairers
Helpers – Installation, Maintenance, and Repair Workers
Installation, Maintenance, and Repair Workers, All Other

Production Occupations

First-Line Supervisors of Production and Operating Workers
Aircraft Structure, Surfaces, Rigging, and Systems Assemblers
Structural Metal Fabricators and Fitters
Team Assemblers
Assemblers and Fabricators, All Other
Computer-Controlled Machine Tool Operators, Metal and Plastic
Extruding and Drawing Machine Setters, Operators, and Tenders, Metal and Plastic
Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic
Grinding, Lapping, Polishing, and Buffing Machine Tool Setters, Operators, and Tenders, Metal and Plastic
Lathe and Turning Machine Tool Setters, Operators, and Tenders, Metal and Plastic
Machinists
Metal-Refining Furnace Operators and Tenders
Molding, Coremaking, and Casting Machine Setters, Operators, and Tenders, Metal and Plastic
Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic
Welders, Cutters, Solderers and Brazers

Machine Setters, Operators and Tenders
Heat Treatment Equipment Setters
Printing Press Operators
Upholsterers
Cabinetmakers
Carpenters
Power Plant Operators
Stationary Engineers and Boiler Operators
Commercial Pilots
Air Traffic Controllers
Flight Attendants
Transportation Inspectors