

LCC CalWORKs Student Handbook



TABLE OF CONTENTS

Steps for Student Success	4
<i>First Time College Students</i>	4
<i>Continuing Students</i>	5
LCC CalWORKs Program	6
<i>LCC CalWORKs Mission</i>	6
<i>CalWORKs Eligibility</i>	6
<i>Application Process</i>	7
Expectations of CalWORKs Participants	8
<i>Communication</i>	8
<i>Education Plan</i>	8
<i>Progress Report</i>	8
<i>County Attendance Sheets</i>	8
Recommendations to CalWORKs Students	9
<i>Minimum GPA</i>	9
<i>Portal Navigation</i>	9
<i>Attend Workshops</i>	9
LCC CalWORKs Services	10
<i>Advocacy for continued education & success</i>	10
<i>Priority Registration</i>	10
<i>Counseling</i>	10
<i>Books and Supplies</i>	11
<i>Workshops</i>	11
<i>Community & Campus Referrals</i>	11
<i>Computer Lab & Study Area</i>	11

TABLE OF CONTENTS

<i>Tutoring</i>	11
<i>CalWORKs Work-Study Employment</i>	12
LCC On-Campus Resources	13
<i>Academic Resource Center</i>	13
<i>*Tutoring</i>	13
<i>Library</i>	13
<i>Student Identification</i>	13
<i>Student Services – Special Programs</i>	14
<i>Transfer Center</i>	15
<i>Cougar Cupboard</i>	15
LCC Off-Campus Resources	16
Appendices	
Appendix I - LCC Academic Calendar	17
Appendix II – LCC Important Dates	18
Appendix III – Financial Aid Disbursement Schedule	19
Appendix IV – How to log-in to your portal	21
Appendix V – How to log-in to Canvas	22
Appendix VI – Progress Report	23
Appendix VII – County W2W Attendance Sheet	24
Appendix VIII – Student Success – Study Hours	26
Appendix IV – Additional Food Resources	28

Steps for Student Success

First time college students

1. **Apply for Financial Aid**

Go online to FAFSA.gov and complete an application for the upcoming school year. Applications for the new year always open on October 1st. The quicker you complete your application the better your chance is at receiving aid. Late applications tend to result in late disbursements.

Questions? Call 530.251.8849

See appendix III-page 19 for Financial Aid Disbursement Schedule

2. **Apply for Admissions**

Go online to Lassencollege.edu and click the “Apply Now” link on the middle left of the homepage. You will then be directed to another page where you will click apply now. This will redirect you to the OpenCCC system where you will need to create a new account. Once your account has been created you will proceed to fill out the application which is then submitted electronically to LCC Admissions. Questions? Call 530.251.8808

3. **Activate your student portal**

Once you have received you complete your application for enrollment you should receive an email from the college with your new Student ID number, User name and temporary password. You will then go to LCC homepage scroll down until you see an orange “MyLassen Portal” tab, click tab. Here you will enter your username and temporary password, you will then be prompted to change your password. For a step-by-step process see Appendix IV & V-page 21/22 or call 530.251.8844 for assistance.

4. **Access your student email**

Once you are logged in to your student portal make sure your email is set up also. Email is one of the primary methods of communication from the college and its programs. The link for the email is found in the upper right hand corner of your portal. If you need assistance please contact the LCC Help Desk at 530.251.8844

5. **Check for Special Programs eligibility**

CalWORKs, Cooperative Agencies and Resources for Education (CARE), Disabled Student Programs & Services (DSPS), Extended Opportunities Programs & Services (EOPS), Independent Living Program (ILP), and Veterans can all be found under the “Student Services” tab on the LCC homepage. You may also visit Basecamp (CA209) to inquire with any program as they are all located in a central location together. If you have questions regarding Veteran services please contact Financial Aid, 530.251.8849. See page 14 for more details.

6. Meet with a counselor

Connect with an LCC counselor to talk about your educational goals, declare a major and get registered for classes. It is recommended you build an education plan with your counselor within your first semester at LCC.

Continuing Students

1. Renew your Financial Aid

Go online to FAFSA.gov and renew your existing application for the upcoming school year. Applications for the upcoming year always open on October 1st. The quicker you complete your application the better chance you have at receiving aid. Late applications tend to result in late disbursements. Questions? Call 530.251.8849

See appendix III-page 19 for Financial Aid Disbursement Schedule

2. Renew or check eligibility for special programs

If you were eligible for any special programs (CalWORKs, EOPS, CARE, etc.) you will need to complete another application for the upcoming school year to receive further assistance. If you were not eligible last semester check your eligibility again as things change and you may be eligible.

3. Register for classes

Meet with your counselor to enroll in classes and update education plan if applicable. Utilize this time to make sure you are on the right track for graduation. If you struggle with a subject speak with your counselor about registering for study labs.

See Appendix I & II pages 17 & 18 for the Academic Calendar and a List of Important Dates

LCC CalWORKs Program

Mission Statement

We are a California Community College program serving CalWORKs students and their families by providing educational and career opportunities combined with an array of high-quality support services that enable students to complete their educational goals, find meaningful employment, and successfully transition into the workforce. Through collaboration and advocacy with our college and community partners, we prepare a segment of California's workforce by promoting the economic self-sufficiency of CalWORKs students through the attainment of a higher education. (Adopted by the California Community Colleges CalWORKs State Advisory Committee, September 2015)

Lassen Community College (LCC) CalWORKs

The LCC CalWORKs program recognizes and supports the diversity and individuality of every student. We are committed to helping each student achieve their academic, career and personal goals by providing services and support to meet our student's needs. We strive to eliminate barriers and help each student succeed and guide them towards a life of independence and self-sufficiency.

LCC CalWORKs Eligibility

1. Student must be receiving cash aid/TANF for themselves and at least one dependent child. CalFresh or medical only cases do not qualify, as well as Tribal TANF cases.
2. Student must be enrolled in courses at Lassen Community College.
3. Student must have a completed Welfare-to-Work plan and Passport for services from the county.
4. Single adult students with children under six must do a minimum of 20 hours per week of approved activities. Single adult students with children over six must meet a 30 hour minimum.
5. Two-parent families must complete 35 hours per week of approved activities but can split hours.

Applying for LCC CalWORKs Program:

1. Complete LCC CalWORKs application. This can be done in person at CalWORKs office (CA209) or printed online and emailed/mailed.
 - On LCC Website click on third tab titled “Student Services” at top of webpage. Once on the student services page there will be a list of services on the right hand side. Under the heading Basecamp you will see the CalWORKs heading, click on it. Scroll down the CalWORKs page until you see “Forms” under that you will see the link to “CalWORKs Application”.
 - You may download PDF and complete on computer, then save and email to calworks@lassencollege.edu or you may print and complete document then mail to: LCC CalWORKs PO BOX 3000, Susanville CA 96130.
2. Submit copies of your Welfare-to-Work plan and Passport for Services if you have it, otherwise the CalWORKs Program Assistant will request copies from the county. The quicker these are obtained the quicker student will receive services.
3. LCC CalWORKs program and county representative will then collaborate and establish if student is eligible for program.

Students enrolled in 6 units or more have the opportunity to utilize CalWORKs work-study employment explained in detail on page 12

Expectations of CalWORKs Participants

Communication

CalWORKs students should make contact with LCC CalWORKs Staff at least twice a semester. Regular contact between staff and student ensures that the students' needs are being met and adequate progress is being made. If the student is experiencing difficulties in or out of school or there are any barriers for success we ask that you communicate with LCC CalWORKs staff so you can receive assistance and help getting back on track. LCC has many academic resources, use them!

Education Plan

CalWORKs students are required to have an education plan on file to remain compliant with the County. It is recommended that you build your education plan during your first semester. Education plans can be updated at any time with your counselor. CalWORKs students are expected to meet with the EOPS/CalWORKs counselor unless other accommodations have been made.

Progress Report

Mid semester the student is required to complete a progress report. The progress report asks for a grade and signature from instructor for each class student is enrolled in.

- Progress Reports are sent to student via email, but can also be picked up in the LCC CalWORKs or EOPs office in CA209 if hard copy or replacement is needed.
- Progress Reports are always due by March 31st for the Spring Semester and October 31st for the Fall semester.
- Progress Reports are absolutely mandatory to be in compliance with your county case worker and the LCC CalWORKs Program.
- Progress Reports are to be completed to the best of your ability. If an instructor refuses to sign the report it must still be turned to remain CalWORKs eligible.
- See Appendix VI-page 23 for copy/example of progress report.

County Attendance Sheets

LCC CalWORKs students are issued "attendance sheets" by the county. Student must fill in the sheets according to the hours they are in class, exercising work-study employment, homework or workshops. These are required by the county to remain eligible for services. The form requires signatures, these may be obtained from your teachers, work-study employer, study lab supervisors or workshop hosts. It is expected that CalWORKs participants try their hardest to obtain signatures, if complications arise and teachers refuse to sign you still need to turn in your attendance sheet to county, your hours will then be considered self-declared. See copy of Lassen County attendance sheet with examples on Appendix VII-page 24.

LCC CalWORKs staff will send over student schedules and grades each semester or with changes.

Recommendations to CalWORKs Students

Minimum GPA

Although it is not a CalWORKs specific requirement it is recommended and encouraged that all students maintain a 2.0 or above GPA. Dropping below 2.0 can lead to Academic Probation or Academic Dismissal which could in turn make you ineligible for the CalWORKs program.

Portal Navigation

Students have many resources and the convenience of tracking their progress online with the Lassen Community College webpage and student portal. It is recommended each student get familiar with their portal and how to navigate it. You can utilize the webpage to check grades, search classes, view schedule/transcripts, track academic progress, view awards, etc.

Attend Workshops

CalWORKs participates and assists in the assembly of a series of workshops that are designed to help students with a variety of topics like personal wellness/growth, budgeting, study skills and many more. Student Success workshops also offer a variety of useful workshops to which anyone is allowed to attend, bring a friend and gain some knowledge/skills!

While there is no unit requirement aside from work-study for CalWORKs students, we do advise you pay mind to your class load and to take withdrawing seriously. Withdrawing does not affect your GPA but what you may not know is it does affect your academic progress with the college and you may be required to pay back a portion of your Financial Aid awards.

LCC CalWORKs Services

Advocacy for continued Education & Success

Involves communication and exchange of documents regarding student's cases. This in turn creates less work and hassle for students, processes enrollment quicker and can aid in clearing up any miscommunications between workers and clients.

1. LCC CalWORKs will request all student case documentation required (W2W plan & Passport for Services) for student.
2. Advocacy on your behalf with county case workers.

Priority Registration

LCC CalWORKs students are able to enroll in classes a week prior to regular students making it easier for them to obtain the classes they need.

1. Student will drop in with the LCC CalWORKs Counselor and sign up for courses for the upcoming semester.
2. Student will be sent reminders/notification via email from LCC CalWORKs staff when priority registration is close/taking place.

Counseling

LCC CalWORKs students have access to a counselor specific to the program where they are provided with different variations of services. Students are able to see counselor without an appointment, making it more convenient for students to get the help they need.

1. Students must see the LCC CalWORKs counselor for academic counseling. However they may counselor of their choice for career or personal counseling if desired.
2. Counseling visits are unlimited and do not require appointment, you may schedule an appointment if it is more convenient.

Community & Campus Referrals

Many LCC CalWORKs students need help with and/or qualify for community based services and services on campus. We provide assistance to referring students to other programs and benefits they may be eligible for.

1. Refer to [LCC on Campus Resources](#) & [Off Campus Resources](#) sections for more detailed information.

Books and Supplies

LCC CalWORKs students are provided with free books and supplies needed for each course they are enrolled in, removing large costs typically creating barriers, allowing school to become more easily accessible.

1. Books and required supplies according to each course syllabus/bookstore are ordered for all courses student is taking for the first time.
2. Student completes Book Loan form acknowledging the receipt of each book and required supplies purchased by LCC CalWORKs.
3. Student is allowed to keep books they were issued for semester. However, the books and/or supplies will NOT be purchased again for a repeat course.
4. If you have no use for the books we encourage you to donate them back for the LCC CalWORKs library for other student use.

Workshops

LCC CalWORKs program hosts a series of student workshops during each semester providing students with helpful skills and knowledge for managing life and study as a student with other priorities. LCC CalWORKs generally collaborates with other on campus programs for workshops to increase student learning opportunities and provide students with more resources.

1. LCC CalWORKs hosts an average of 3 workshops per semester on different topics pertaining to student life and success.
2. If you as a student would like to see a workshop provided with a specific topic you would find helpful please let CalWORKs staff know and we will be happy to try and accommodate. These workshops are for student success and we want to help each student thrive.
3. Other campus departments such as the Academic Resource Center, Financial Aid and Kinship/ILP offer workshops throughout the school year also. Notification of these workshops will be sent to student via email.

Computer Lab & Study Area

LCC CalWORKs students have full access to a computer lab and free printing in the CalWORKs area during regular business hours. Students are also able to check-out laptops for school use for the semester.

1. Students interested in a lap-top loan need to sign a loan agreement form with LCC CalWORKs staff stating you agree with the terms of use.

Tutoring

LCC CalWORKs provides each student with access to FREE tutoring through the Learning Center, both group and individual tutoring. All LCC CalWORKs students are able to attend as many hours as necessary to be successful in their courses. *See LCC On-Campus Resources for more details.*

LCC CalWORKs Work-Study

LCC CalWORKs students are provided with on or off campus employment for a maximum of 20 hours per week. LCC CalWORKs staff will work with local businesses to organize employment for students in their field of study.

1. Communication with prospective employer needs to be made, CalWORKs staff can help organize this, to make sure your schedules, hours and objectives will mesh
2. Student needs to come to CalWORKs office to complete I-9 and W-4 documentation. For the I-9 student needs to bring in 2 forms of identification, (Examples: Passport/Birth Certificate/ Driver's License or ID/ Social Security Card
3. Student may work no more than 20 hours per week and an excess of 7.5 hours a day.
4. Students must take TWO semesters of Work Experience while participating in work-study.
 - Work Experience courses require an orientation with Work Experience Coordinator.
5. Pay periods are based on a month period from the 16th of a month to the 15th of the following month. (Ex: February 16th – March 15th, one pay period).
6. Students are paid the last day of every month with the exception of December (due to holidays).
7. Students must complete a CalWORKs specific timesheet, with the following specifics:
 - Original timesheet is submitted to CalWORKs staff. Copies are emailed after timesheet is verified.
 - Timesheet is due the 15th every month.
 - Your time is to be recorded in 15 minute increments, round to the closet quarter of the hour. If not done correctly your timesheet will be returned for corrections.
 - Only two "log in"/"log out" allowed per day, you are not putting forth quality work if you are constantly in and out.
 - You are under no circumstances allowed to work during your regularly scheduled class time. This means no overlapping times or any time listed during class time, even if your class is canceled you still cannot work during that time. You will not be paid for that time.
 - Double check your timesheet for errors, CalWORKs staff cannot modify your timesheet so it will be sent back for corrections. Which could ultimately delay your pay till the following month if not done promptly.
 - If you do not complete your timesheet on the computer please fill out timesheet in INK ONLY.

LCC On-Campus Resources

Academic Resource Center

The ARC is located upstairs in HU216 and provides tutoring services and workshops for student success. They have many helpful links and resources on their LCC webpage.

1. To find the ARC webpage click on "Academics" the second tab on the top of the LCC Homepage.

2. Then continue to click on the fourth heading titled “Learning Center”
3. Scroll to the second section on that page titled “Learning Center”
4. Also located on the page is a series of tabs with helpful links and study tools. See Appendix VIII-page 25 for useful study hour recommendations.

Tutoring

1. If you are interested in tutoring services please speak with CalWORKs staff so we can ensure your services are free to you.
2. Next you will need to fill out an application this can be found on the ARC webpage under the tab “Tutee Application” or you may speak directly with Jennifer Tupper in HU216.
3. Group study sessions are available for those interested, there is a link on the ARC webpage or you can also speak with Jennifer.
4. On the ARC webpage you will also see Drop-In Schedules for tutoring sessions specific to subject, no appointment is needed.
5. The Math-Lab, English/Writing Lab and Biology Lab times and details are also listed.
6. Free online tutoring is also available 24/7 in Canvas, for any questions regarding access speak with Jennifer Tupper.

Library

The LCC Library is located downstairs in HU116 and open Monday-Friday 8:00am – 4:30pm. They offer a variety of services in house and also online. On the same webpage as the ARC there is another series of tabs with helpful resources.

1. Teachers often reference using EBSCO, ProQuest or Statista for reliable sources.
2. For EBSCO or ProQuest you will need to click on the tab “Books/eBooks/Textbooks”.
3. For Statista you will use the “Statistics” tab.
4. For further questions on how to use these databases ask Library staff.

Student Identification

Student identification cards can be acquired in the Admissions and Records building from the Administrative Assistant to the Dean of Student Services. Student ID’s give access to free bus transportation, provide local business discounts and is needed for resources like Cougar Cupboard.

Student Services – Special Programs

EOP&S

Extended Opportunity Programs and Services (EOP&S) is a state funded program, which provides special support services to students who are educationally and economically disadvantaged. The ultimate goal of the program is to provide the opportunity and support necessary for each student to undertake and complete an education

Support Services include:

- Academic advising and counseling
- Caps and gowns
- CARE services for single parents
- Educational and career guidance
- Priority registration
- Progress monitoring
- Reference and recommendation letters for college and employment
- Transfer assistance / Fee waivers
- Tutoring
- Various support services
- Free Books
- Lending Library
- School supplies
- Computer Lab
- Computer – Lending Laptop

CARE

CARE is administered by the EOPS Program and serves the unique needs of single parents who are designated as head of household. At the time students are accepted into CARE they must have, at least one child under the age of 14, be a full time student, and be a current recipient of CalWORKs/TANF/AFDC. All CARE students must be accepted into the EOPS Program.

Application period is open year round for CARE/DSPS/CalWORKs and Foster Youth students.

Support Services Include:

- Child care reimbursements
- Support services
- Academic and career advising
- Transportation
- Workshops

DSPS

DSPS is a mandated, state funded program that assists students who have any qualifying type of disabling condition. Services are available for students who have verifiable physical, visual, hearing, brain injury, mental health, ADD/ADHD, autism, intellectual, learning, and other disabilities. These services assist students in obtaining their educational, vocational and employment goals.

Academic adjustments and auxiliary aids and services are individualized and will be determined on a case-by case basis and must be requested by the student each and every semester.

ILP

The ILP provides training, services, and benefits to assist current and former foster youth in achieving self-sufficiency prior to, and after leaving Foster Care. Lassen College has joined with Lassen County office of Social Services in order to provide the assistance and programs for the Lassen County Youth. Lassen College Independent Living Program offers free classes in the subjects of Life Skills and Career building. Quarterly events, such as "Youth education Summit, and California University tours are also offered free to qualified Youth.

Transfer Center

The Transfer Center is designed to help you plan your continued education. The Center provides a variety of services designed to make transfer from the community college as easy and efficient as possible. Services include but are not limited to, help with applying for colleges and scholarships and determining college options. Contact or visit the Transfer Center for more information 530.251.8848, located in the counseling office.

Cougar Cupboard

The Cougar Cupboard is Lassen Community College's student food pantry. Each student is allowed one visit per month to receive a bag of grocery items for supplemental purposes in times of need. Students must present student identification card at time of visit. The cupboard is open 10am-2pm every Wednesday unless otherwise stated. On the 3rd Wednesday of each month USDA Commodities issues prefilled bags out of the cupboard. Students in need are also encouraged to utilize USDA commodities in addition to one Cougar Cupboard visit for the month. Keep in mind USDA commodities is also only once a month, so if you visit a USDA distribution site elsewhere you may not use it at the college too. Please see Appendix IX-page 27 for a list of additional food resources.

For information on the Child Development Center, Residence Hall, Student Organizations and the Cafeteria please visit the LCC Website and click on tab “Campus Life” or contact the following:

Child Development Center – 530.251.8843

Residence Hall – 530.251.8879

Associated Student Body – 530.257.6181 Ext.8932

Off Campus Resources

For all other resources you may need in Lassen County we recommend referring to the Lassen County Resource Guide, these can be obtained in the CalWORKs office or online using the following link:

http://www.lassencounty.org/sites/default/files/departments/public_health/2017ResourceGuide.pdf