



NHSC NACTEP Program Participant Handbook

Introduction

Welcome to the Nueta Hidatsa Sahnish College Native American Career and Technical Education Project (NACTEP) Program. The program is based upon persistence, consistency and commitment. It is expected that your enthusiastic participation will enhance the program atmosphere, benefit the reservation community, and provide a rewarding experience for you, personally.

This handbook is a guide for your participation in the program. It outlines your responsibilities as a student and the program's commitment to you. These policies have been developed in order to promote sound relationships, good work habits and equitable treatment for all students.

Students will be referred to the Nueta Hidatsa Sahnish College's Student Handbook for items not covered in this handbook. The handbook can be found on the NHSC Web page at www.nhsc.edu.

NHSC Mission Statement

The Mission of Nueta Hidatsa Sahnish College is to provide quality Cultural, Academic and Vocational Education and Services for the Mandan, Hidatsa and Arikara Nation.

The NHSC Native American Career and Technical Education Project (NACTEP) Program Purpose:

The purpose of the NHSC Native American Career and Technical Education Program is to improve the technical career opportunities available to its participants. With an ultimate goal of providing quality services to the Fort Berthold Indian Reservation community. This is accomplished by providing enrichment opportunities and financial assistance to assist participants in successfully completing their respective technical education programs, and assisting in job placement opportunities where possible.

Eligibility

Currently the NHSC NACTEP Program is open to individuals pursuing degrees or certificates in: **Nursing, Business Management, Welding and Carpentry.**

NHSC NACTEP is funded by the Department of Education (DoE). Funding through this program is available to Native Americans enrolled in a federally recognized tribe, Native Americans residing on the Fort Berthold Indian Reservation located in Western North Dakota, and is also available to individuals who serve the Tribal membership of the Fort Berthold Indian Reservation.

Participants must be enrolled **full time** to be eligible for the NACTEP grant. If a student falls below full time status, they will be removed from the program.

For all those participants currently enrolled in and participating in the NHSC NACTEP Program who do not meet the new eligibility criteria are hereby grandfathered into the program until the completion of their program requirements.

All Participants must submit the following in order for their files to be considered complete:

- NACTEP application with 3 references
- Interview with the NACTEP Director
- Current Student Aid Report or Unmet Need Analysis
- Official or Unofficial College Transcripts
- Program Degree Plan
- Certificate of Degree of Indian Blood CDIB
- GED/High School Transcripts – **should be on file with the Admissions and Registrar’s Offices**
- Immunization Records as required by NHSC. - **should be on file with the Admissions and Registrar’s Offices**
- **NHSC NACTEP Program Student Contract**

Definitions

The NHSC NACTEP Program Participant Handbook: will serve as the program’s policies and procedures guide. Every student selected for the program will receive a copy of this handbook and will be responsible for learning the important information it contains.

The NHSC NACTEP Program Student Contract: will be the binding agreement for all participants to follow and adhere to all of the policies and procedures outlined in the NHSC NACTEP Program Participant Handbook

Participant: Those persons selected for, enrolled in and funded by the Native American Career and Technical Education Project for training purposes.

Program Director: Program Director is responsible for the overall administration of the Native American Career and Technical Education Project grant.

Nursing Site Coordinator: The Coordinator is responsible for supporting the nursing students engaged in learning experiences through the college.

Nursing Faculty: Is responsible for selection, monitoring and assessment of student learning experiences in the classroom and in the clinical areas with nursing program participants.

Business Faculty: Is responsible for selection, monitoring and assessment of student learning experiences in the classroom with business program participants.

Carpentry Faculty: Is responsible for selection, monitoring and assessment of student learning experiences in the classroom with carpentry program participants

Welding Faculty: Is responsible for selection, monitoring and assessment of student learning experiences in the classroom with the welding program participants

Participant Selection

A committee of NHSC College Faculty, and staff will compose the Applicant Review Committee. The Applicant Review Committee will be charged with admitting the students into the NHSC NACTEP Program. Determinations will be based on file completion and eligibility requirements as stated in the NHSC NACTEP Program Participant Handbook.

Personnel File

The NHSC NACTEP program will maintain a file on each student. This file shall contain their completed application according to eligibility requirements, grade reports, attendance reports, progress reports, evaluations and counseling contacts.

This file is confidential but each student has the right to examine the contents of his/her file upon request of the NHSC NACTEP staff.

Orientation

Upon entry into the program, each student will be given orientation by the **Project** Director, Nursing, Business, Carpentry, Welding Faculty will be in attendance if their availability so allows it. Orientation will include:

Overview of The NACTEP Participant Handbook

Expectations of the participants

Requirements of the NHSC Native American Career and Technical Education Project. (NACTEP)

Requirements for Graduation—passing every course

Enrichment and Personal Development Offerings and requirements

Student Responsibilities

Any nursing student receiving NACTEP Grant Funds is expected to take ATI's to practice for the NCLEX—**Failure to do so will result in the student being billed for the full amount of the NACTEP funds they received.**

Nursing students receiving NACTEP Grant Funds are to schedule the NCLEX examination no later than September of the year in which they graduate. **Failure to do so will result in the student being billed for the full amount of the NACTEP funds they received.**

Any nursing student taking the NCLEX and failing needs to come in and meet with the Nursing Coordinator to retake the test. **Failure to do so will result in the student being billed for the full amount of the NACTEP funds they received.**

Any student to withdraw mid-term will be billed for the aid they were awarded and will not be admitted back into the program until the program dollars have been repaid. When a student re-applies to the program, they will need to fill out the application and maintain a GPA of 2.0 for one semester. Once they have successfully completed a semester, they can be admitted back into the program if slots are available.

Reporting Changes

If a participant's income should change at any time during their participation in the program the student should complete and submit an updated Additional Financial Form so that stipend eligibility or ineligibility can be verified.

Time and Attendance

Chronic absenteeism: If any participant misses 3 days of class in a single week without notice, without excuse and without informing either the Program Faculty or Staff will be grounds for termination from the NACTEP program.

If a participant misses class for 3 days in a month without informing either the Program Faculty or Staff they will lose out on the stipend for that month. If attendance continues to be an issue the participant will lose their stipend for the semester.

Withdrawal: If a trainee withdraws from school, this will be considered a resignation from the program and the trainee will need to reapply to be considered for the program. Furthermore, if the participant does not successfully complete the semester and does not perform the formal withdrawal process the amount of NACTEP funding will be billed to their accounts and a balance for this payment will need to be paid before a participant can be considered eligible again for the program.

All participants expecting to be absent for the day must contact either the NACTEP Program Faculty or the NACTEP Director by 9am on a day of an absences.

Meetings

Students will attend the meetings that are set up on their behalf or about their participation in the program. This includes at least 2 of the NACTEP sponsored on campus events and at least 2 NHSC sponsored events. Failures to do so will result in the student being removed from the NHSC NACTEP Program. **Note:** for each event you attend you must submit a short statement of what you learned or how you felt about each activity. The purpose of this is to create an included participant community which ultimately promotes program retention and completion.

Tutoring

If a participant is in need of a tutor of their required classes they must contact the Program Director so that a tutor can be attained on behalf of the participant.

Conduct

Verbal or physical abuse of an instructor of another student will result in termination. **See NHSC's Student Handbook-Zero Tolerance Policy.**

Use of alcohol/drugs and/or non-prescribed drugs during school hours is a basis for immediate dismissal.

Participant Submissions and Evaluation

Evaluation

1. Students will be evaluated on a continual basis through weekly attendance, activity reports, counseling contacts, tutoring contacts and grade reports submitted by participants to the Program Director.
2. Students will be given the opportunity to evaluate the instructors at the end of each semester. This will be done through a survey of the students and after the results have been compiled the Director will relay student concerns and highlights to the instructors and all sources of feedback will be kept confidential.
3. Evaluation is used as a process of improving the program, monitoring student progress and alerting the Program staff to at risk students it is also used as an early warning indication system.

Monthly Submissions

Activity Report & Monthly Progression Check – both are to be completed by every participant. Each month the deadline for monthly submissions will follow the Activity Period Calendar's Due in to Business Office by dates. All forms must be turned in at the same time to be considered on time. For participants receiving stipends these will be the hours used to calculate your stipend. If the report is late the stipend will also be late.

Activity Periods run on a monthly basis starting on the 16th of the month with an end date of the 15th of the following month. Activity Reports, along with Progression Checks are to be turned into the director for processing at the end of the period which is 16th of each eligible month. All class time and study time are to be tracked by the student on the Activity Report form that gets turned in monthly.

Class time: All students must attend the classes in which they are enrolled. Class attendance and student progress is monitored through weekly attendance and through activity reports submitted by participants to the Project Director. Students will be removed from the program if there is a serious attendance problem or there are issues with students turning in these items to the director.

Study Time: We recommend that all trainees log in 10 hours per week of study time. If a participant falls below a 2.00 GPA by mid-quarter; he/she should put in an additional 5 hours of study time totaling 15 hours per week and 60 Hours per month or Activity Period.

Weekly Submissions

NHSC & WSC Students may print their **Attendance Records** from mynhsc and should submit them **weekly** NHSC & WSC Students must submit weekly attendance forms signed by their instructors if they do not have access to electronic attendance tracking. If submitting attendance becomes an issue participants may be dismissed from the program

Mileage Requests – should be submitted at the end of each week and you should only be requesting mileage for the days you actually commute to NHSC. Submitting weekly or bi weekly is acceptable please do so in a consecutive date order so they can be properly tracked. Please also keep in mind that these may take up to three weeks to process. Participants must live at least 15 miles away from the campus to be eligible for mileage assistance.

End of Semester Submissions

All students must provide a copy of their new **semester schedule** and all participants must provide an **unofficial transcript** to be reviewed by the director at the beginning of the consecutive semester. The director will determine whether you are to remain a full participant in the program or be placed on suspension or warning due to inadequate Cumulative Grade Point Averages. At the end of the semester each participant will need to submit the **End of Semester Recap Survey** so that we can get an account of your semester long experience.

Program Payments

Stipends

All stipend eligible participants will receive a stipend. The stipend is based on an hourly wage of \$7.25 per hour and is paid out on a monthly basis. Each stipend recipient must submit a completed and signed activity report for the hours they attended class and hours they studied. Stipend payouts will be paid according to the Activity Period Calendar.

Tuition Books and Fee Expenses

Participants are eligible to receive other sources of funding i.e. PELL Higher Education Funds, scholarships and are encouraged to apply for other funding.

Participants who are Pell eligible will not be eligible to have the full cost of attendance paid. NHSC NACTEP will, however, cover any remaining balance that Pell Grant did not cover. The full cost of tuition books and fees will be paid if the participant is not a Pell Grant recipient. *** NACTEP funding cannot supplant any federal funding but only supplement the federal funding.

Mileage

Mileage assistance will be provided to those participants who live further than 15 miles away from NHSC. All students must use the mileage schedule that is used by the college to request mileage. If a participant wishes to request mileage assistance they must provide a map quest printout of their daily commute if their location is not listed on the mileage schedule participants must submit the mileage request form every week or bi-weekly using the Nueta Hidatsa Sahnish College Mileage Form and in chronological order so as for proper record keeping.

Supplies

The NHSC NACTEP program will assist participants in obtaining the essential supplies, those supplies needed for the participant to successfully participate in their training programs. School supplies such as notebooks and pens can be charged to financial aid and will be paid off as long as there remains a balance after any federal funding is applied. All supply assistance will be by reimbursement only. Please allow at least 3 weeks for the reimbursement requests to go through requests through the NHSC Requisition system can take quite a bit of time.

Nursing – 1 pair of nursing shoes, 1 stethoscope, 1 scrub set, 1 lab coat, 1 standard blood pressure cuff, one pupil gauge pen light, 1 stainless steel utility & bandage scissor

Business – 1 laptop purchased by the program for participant's use and future use (up to \$500), 1 Microsoft Office Program installation software for said laptop.

Welding – 1 welding fire resistant jacket, 1 crescent wrench, wire cutter, pliers, FR bibs, welding store in Minot has these.

Carpentry – 1 work overall set (bibs), 1 toolbox set from NHSC Bookstore billed to Student account, coat, gloves, hat and 1 pair of boots.

Childcare expenses

Childcare – the program can assist with the cost of childcare if the participant can provide verification of the cost that they incurred outside of their child’s normal full time childcare arrangement if the participant is taking an evening class. The program will not take on the full cost of any participant’s childcare costs.

If a participant qualifies for ND State Childcare Assistance or TAT 477 Childcare Assistance, the program can assist the participant with the cost of their monthly copay so long as the participant is attending all scheduled classes and is recording the required study hours on their activity reports. This will operate on a reimbursement only basis. The participant must first incur the cost and provide verification documentation for reimbursement after the fact.

Any participant is only eligible for up to \$300.00 per month.

Additional Stipend Information

Participants are eligible for the program stipend if they fall below the federal poverty guidelines.

If a program participant is suspected of fraudulently recording activity hours the participant will be under review by the applicant review committee and a determination will be made to dismiss the participant or pursue other disciplinary action.

Training stipends are paid on a monthly schedule and follow the Activity Period Calendar as seen below.

Stipend checks are delivered only to the Program Director. Each student must pick up their own stipend unless they have given the Director a **written statement** allowing someone else to pick it up.

Participants are paid a stipend of \$7.25 (Fair Labor Standards Act) per instructional hour up to 40 hours per week maximum of 160 hours per Activity Period.

ACTIVITY PERIOD CALENDAR FOR 2016-2017 SCHOOL YEAR

Student Activity Period	Check Request Due in Business Office By	Checks disbursed to Directors the next Week on Friday.
August 16 – September 15, 2016	September 22	September 30
September 16 – October 15, 2016	October 19	October 28
October 16 – November 15, 2016	November 17	November 23
November 16 – December 15, 2016	TBD	TBD
December 16, 2016 – January 15, 2017	January 18	January 27

January 16 – February 15	February 16	February 24
February 16 – March 15	March 22	March 31
March 16 – April 15	April 19	April 28
April 16 – May 15	May 17	May 26
May 16 – June 15	June 21	June 30
June 16 – July 15	July 19	July 28

Advances

Participants will not receive advances on stipends.

Participants will not receive advances for supplies. All supplies need to be purchased by the participant and reimbursed after the fact. Not every item requested is eligible for reimbursement. To be certain that you are purchasing an allowable supply make sure to verify it is allowable as pertains to your program of study in the supply section of the NHSC NACTEP Participant Handbook

*** This is a requirement of the NHSC Fiscal Policies and Procedures that no advances for any supply or any work be permitted. Please note it can take up to three weeks to process reimbursements.

Chain of Command

Any questions and/or concerns about the NHSC NACTEP Program need to go to the Project Director. Any questions or concerns regarding the Dakota Nursing Program need to go to the Nursing Site Coordinator. Any questions or concerns regarding the Business Management program need to go to Business faculty. Any questions or concerns regarding the Carpentry program must go directly to the Carpentry faculty. Any questions regarding the Welding Program must go directly to the Welding faculty.

Should a participant have any issue that is unresolved by the above chain of command the participant can contact the Program Director to assist with resolve to any issue and if the participants issue is still not resolved the student may contact the Vice President of Academics office to resolve the issue.

Copies of this handbook are available in electronic version on the Nueta Hidatsa Sahnish College website at www.nhsc.edu search NACTEP.