

CalWORKs

Student Handbook



**Helping students move from economic
dependency to self-sufficiency through education
and support services**

Miramar College CalWORKs
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MIRAMAR COLLEGE CalWORKs PROGRAM

Miramar College provides support services to students who are in the CalWORKs (California Work Opportunity and Responsibility to Kids) Welfare-to-Work program, a state program which is designed to move families with children from economic dependency to self-sufficiency through employment. These services are provided to both Miramar College and Mesa College students. The Welfare-to-Work program provides temporary cash assistance to eligible families with minor children. In San Diego County, the program is administered by the County's Health and Human Services Agency through several private contractors. The focus of this program is to put participants to work and requires that they be involved in work-related activities for 20-35 hours a week.

Through collaboration and advocacy efforts with our college and community partners, we prepare participants for economic self-sufficiency. Miramar College serves CalWORKs students and their families by providing educational and career opportunities combined with high-quality support services that enable students to complete their educational goals, find meaningful employment, and successfully transition into the workforce. If participants do not have marketable skills, CalWORKs will refer them to programs that will help them to gain the skills needed to become gainfully employed. Participants can enroll in educational programs at career centers, continuing education centers, and community colleges. When attending a community college to meet CalWORKs requirements, it is essential that students/participants choose a certificate, major or degree pathway that will likely result in self-sustaining employment.

MIRAMAR PROGRAM REQUIREMENTS AND ACCESSING SERVICES

Students attending Miramar College or Mesa College and participating in a Welfare-to-Work Plan, must meet the county requirements as established by the County Employment and Training Advisor (ETA). Additionally, students must submit all required paperwork for the campus program and complete the following program requirements:

1. Come in and apply to our program as soon as you have been referred by your ETA so that we can help you choose your classes. Please bring the following documentation with you:
 - Welfare-to-work referral from your ETA
 - Case number
 - Name of your ETA, the name, address and phone number for the organization you are working with.
 - Date your CalWORKs benefits began

Attend an initial orientation to our program to learn about your rights and responsibilities as a CalWORKs student. You may make this appointment after

you have registered for classes. However, please consult a CalWORKs Counselor prior to enrolling in classes to ensure you are taking classes that are appropriate for your goal. You may be able to complete all necessary paperwork for your ETA in one appointment.

During this appointment, consult with your CalWORKs Counselor to discuss your major and certificate or degree pathway you are considering for your Welfare-to-Work Plan; and to identify the courses needed for your goal. Majors and related coursework *that do not have a clear path toward self-sufficiency*, will not be approved. We will help you create a Long-Range Educational Plan that should take in consideration the time you have remaining on cash aid and maps out your course sequence for the certificate and degree. Please inform your counselor of your cash aid time frame, as it is very important in effectively planning for your future.

Also during this appointment, work with your Counselor to complete your Individual Training Plan (ITP) and Book Request. The ITP lists classes you are taking that semester and the time commitment for each class. For example, most classes meet three hours a week and it is assumed that for every hour in class you will need at least 2 hours of study time. Thus, for one 3-unit class, you would need a total of six hours of study time per week. The county will only pay for **required** textbooks. Therefore only those books will be listed on your Book Request. You will get a copy of both your ITP and your Book Request. A copy of each will also be emailed or faxed to your ETA the week of your appointment. Books for a specific class can be requested only once. If you drop a class or don't pass it and need to register for it again, you will need to pay for the books yourself. **If you drop or add a class, this will change your hours, and you will need to make another appointment with a counselor so that a revised ITP and Book Request can be completed and resent to your ETA.**

2. Make a second appointment with a counselor during the semester to continue your educational planning. During this appointment the counselor will help you develop or update an education plan and a long range plan. The education plan will list all the requirements for your educational goal and indicate which courses you have already taken and which courses you still need to take. The long range plan outlines the courses you need to take semester by semester. It gives you the order in which some courses need to be taken. For example, if you need a certain level of math, English, or a science, the long range plan will schedule the prerequisite courses (courses you must take before the one you need for your major or degree) in the correct order so that you are not caught short.

In addition to the program requirements above, all students of the CalWORKS program, Miramar College, and the San Diego Community College District (SDCCD) as a whole are responsible for adhering to the district's policy and code of conduct as outlined in the SDCCD Board Policy (BP) 3100. In accordance with BP 3100, all students shall have the right to a safe campus learning environment free from interference and disruption including verbal, physical, sexual or violent acts. The District shall ensure to the best of its ability to afford students the rights contained herein. Students are subject to charges of

misconduct concerning, when committed on District-owned or controlled property or at District-sponsored activities.

The complete Board Policy 3100, which details the rights and responsibilities of all San Diego Community College District students and outlines the District's commitment to a safe learning environment for all students, can be found on the district website at <http://www.sdccd.edu/docs/policies/Student%20Services/BP%203100.pdf> ; and in the college catalog, class schedule, course syllabi, and other official printed and online materials.

SUPPORT SERVICES

Students may receive:

- Priority Registration
- Academic, career, and personal counseling
- Job placement assistance
- Individual Training Plan and Book Request developed each semester and emailed/faxed to your ETA to help facilitate the funding of your books, school supplies, and/or parking permits in a timely manner
- Welfare reform information, advocacy, and guidance
- Referrals to campus and community resources
- On campus subsidized work-study positions
- Letters of recommendation for scholarships or university admittance

Since your books, transportation, and childcare are paid for by the County, if you are also in the EOPS/CARE programs, you will not get a book grant from these programs.

FINANCIAL AID AND CalWORKs STUDENTS

As economically disadvantaged students, CalWORKs students may be eligible for financial aid. Receiving federal financial aid will not change your CalWORKs stipend. To receive aid, you must be enrolled in a program of study leading to an associate degree, certificate of achievement, or transfer to a four-year college. You must be enrolled in at least one class at the college where you have your financial aid every semester to receive your financial aid. Classes taken at Miramar, Mesa, City, and ECC will be counted towards your total enrollment.

For more information go to website:

<http://www.sdmiramar.edu/students/financial> or
<http://www.sdmesa.edu/financial-aid/index.cfm>

WORK-STUDY FOR CalWORKs STUDENTS

Work-study positions are available at Miramar or Mesa to students who are active in a welfare-to-work plan, in good standing with the campus, and have completed at least one semester at that college. Students are placed in positions related to their majors/training programs in order to gain valuable work experience. We currently have work-study contracts with many different departments. Many of these positions have led to unsubsidized employment for our students.

MIRAMAR COLLEGE RESOURCES

There are several departments on campus that are especially able to help you succeed in college and plan for the future.

- ❖ **The Career/Student Employment Center** offers resources to help you in college and with career planning and employment. Resources include: information on specific careers, occupational and interest inventories, career assessments, and job listings. The staff also can help you develop your resume and cover letter and help you prepare for interviews.

Website: <http://www.sdmiramar.edu/students/joboffice>

- ❖ **Counselors** in the CalWORKs program can not only help with academic issues, but can also help with career and personal counseling. All CalWORKs counselors are available to help you through difficult times and can refer you to appropriate community resources and agencies when necessary. Let them know if you need help with personal or family issues. You can also contact our mental health counselor, Judy Patacsil, in Health Services by calling (619)388-7881 and making an appointment.

Website: <http://www.sdmiramar.edu/students/eops> and

Website: <http://www.sdmiramar.edu/students/health>

- ❖ **DSPS (Disability Support Programs and Services)** If you have a verified disability which interferes with your ability to succeed in your education, you may be eligible for support services through the DSPS department. Services and accommodations are designed to support students in the achievement of their academic and vocational goals. Accommodations are determined with the counselor/specialist on an individual basis. These accommodations may include:

- ✓ Adaptive Equipment for Loan
- ✓ Alternate Media
- ✓ Disability Advocacy
- ✓ High Tech Center

- ✓ Learning Disability Assessment
- ✓ Mobility Orientation
- ✓ Note taking Assistance

Website: <http://www.sdmiramar.edu/students/dsps>

- ❖ **EOPS** (Educational Opportunities Programs and Services) is a state-funded program of support services which are designed to be in addition to other services offered by the college. These services are specifically designed for students who are economically and educationally disadvantaged.

Website: <http://www.sdmiramar.edu/students/eops>

- ❖ **CARE** (Cooperative Agencies Resources for Education) is a program offered through EOPS for single parents who are receiving CalWORKs and who meet other eligibility criteria. The primary goal of the program is to provide single parents additional support to help them attain economic self-sufficiency by earning a two year degree, a certificate of achievement or transferring to a four year college.

Website: <http://www.sdmiramar.edu/students/eops/care>

- ❖ **The CalWORKs and EOPS Lending Library** provide a limited selection of textbooks and laptop computers available for checkout during the semester. If you need to borrow a textbook, please inquire with the EOPS/CalWORKS front office and complete the required forms.

COMMUNITY AND ADVOCACY RESOURCES

FAMILY RESOURCES

- ❖ **Center for Community Solutions:** The center helps adults and children to heal and prevent relationship and sexual violence. CCS operates the only rape crisis center in the City of San Diego along with a countywide 24-hour bilingual crisis helpline (888-385-4657). The nonprofit agency also provides emergency domestic violence shelters, hospital and court accompaniment, as well as legal and counseling services for those affected by rape, domestic violence, and elder abuse.

Website: http://www.ccssd.org/services_DVVA.html or 619-697-7477

- ❖ **YWCA of San Diego:** The YWCA helps women, children, and families escaping domestic violence and homelessness to overcome trauma, rebuild their lives and achieve self-sufficiency. Through their Becky's House, Passages, and the Cortez

Hill Family Center programs, they provide comprehensive services that include safe housing, counseling, legal assistance, employment support, financial literacy, and supportive children's programs.

Website: <http://www.ywcasandiego.org/>

FOOD

- ❖ **CalFresh Program:** The CalFresh Program, formerly known as Food Stamps and federally known as the Supplemental Nutrition Assistance Program (SNAP), can add to your food budget to put healthy and nutritious food on the table. The program issues monthly electronic benefit cards that can be used to buy most foods at many markets and food stores. You can use CalFresh to buy bread, cereal, fruits, vegetables, meats, fish, poultry, dairy, and plants and seeds to grow food for your household to eat. Households cannot use CalFresh benefits to buy nonfood items such as pet food, soap, paper products, household supplies, grooming items, alcoholic beverages, tobacco, vitamins, medicines, food to eat in the store, or hot foods. See Wholesome Wave below for a way to double the buying power of your EBT card.

Website:

http://www.sdcounty.ca.gov/hhsa/programs/ssp/food_stamps/eligibility_requirements.html

- ❖ **The SHARE program (Self-Help and Resource Exchange):** SHARE is dedicated to providing a monthly, basic, affordable, supplemental food package to those who are willing to help themselves and others. Anyone is eligible to purchase a quality, nutritious food package. Participants are encouraged to volunteer, but this is not a requirement. EBT cards can be used but if you do use your EBT card you must pick up your order at their warehouse in El Cajon.

Website: www.goldensharefoods.com or 619-590-1692/866-570-5099

- ❖ **Wholesome Wave:** Partners with farmers markets, community leaders, healthcare providers, like-minded nonprofits and government entities to implement programs that benefit both consumers in underserved communities and the farmers who provide for them. Its mission is to improve access and affordability of fresh, healthy, locally-grown produce to historically underserved communities. Doing so creates economic viability through local food commerce that can rebuild our nation's food system.

Their **Double Value Coupon Program** doubles the value of federal nutrition benefits for participants of SNAP (formerly known as the Food Stamp Program), at participating farmers markets. In San Diego this program can be accessed by SNAP recipients through Fresh Fund at any of the participating farmer's markets. Once enrolled, they can receive \$20 in matching funds each month. That means that they contribute SNAP funds or cash to receive a match in

the form of wooden tokens. Submit \$20 and receive \$40 in the form of tokens to spend at the market! There is no roll-over from month to month.

Website: http://sdfarmbureau.org/Farmers-Markets/chfm/fresh_fund.html
<http://wholesomewave.org/program/>

There are at least two local farmers markets that participate in the double value coupon program. They are:

City Heights Market

Saturday: 9 am - 1 pm

On Wightman St. between Fairmount and 43rd St.

San Diego, California 92105

Accepts EBT, Credit & Debit

And

Linda Vista Certified Farmers Market

Thursday: 3 pm - 7 pm

Linda Vista Plaza Shopping Center

6939 Linda Vista Rd

San Diego, California 92111

Accepts EBT, Credit & Debit

LEGAL ADVOCACY

- ❖ **Western Center on Law and Poverty:** Advances and enforces the rights of low-income Californians to the basic necessities of life by working statewide for systemic change.

Website: www.wclp.org/

TAXES

- ❖ **VITA (Volunteer Income Tax Assistance Program):** Free tax preparation services are available for low- to moderate-income individuals and families (generally, \$49,000 and below) at **Thrive San Diego – IRS Volunteer Income Tax Assistance (VITA) Program**. Qualified individuals and families can get up to \$5,600 (with children) or \$457 (no children) in Earned Income Tax Credit (EITC). Getting EITC dollars will not affect CalWORKs, CalFresh (formerly known as Food Stamps) or Medi-Cal benefits. Call 2-1-1 to find a free tax preparation site near you and to get more information. You can also log on to

Website: http://www.thrivesandiego.org/index_files/aboutvita.htm.

RESOURCES AND TOOLS FOR A SUCCESSFUL STUDENT

■ BOARD of GOVERNORS FEE WAIVER

Eligible students may qualify for the Board of Governors fee waiver, which will waive students' per unit enrollment fee at any California Community College. Students must maintain academic and progress standards to maintain BOGW eligibility. This means that students must maintain a 2.0 GPA and complete 61% of units attempted. For more information or to apply, go to <http://www.sdmiramar.edu/students/financial/programs> .

■ COLLEGE CATALOG

The college catalog is your user's manual while you attend college. It contains all that you ever wanted to know about graduation requirements, course content, major requirements, course prerequisites, etc., The Miramar College catalog also outlines transfer requirements, resources, and other important information. College catalogs are issued once a year and include changes that were made in requirements for that year. You will be under the requirements of the catalog that was in force the year you started college. If you have a break in your college attendance, you will fall under a later catalog. The college catalog is an important reference tool for your success.

■ MIRAMAR COLLEGE AND MESA COLLEGE WEBSITES

After the catalog and the schedule, the Miramar College and Mesa College websites are your one-stop place to go for all kinds of information, important links, and much more. You can access library resources, get information on campus programs, find out what books are required for your classes, add or drop classes, get a calendar of events, access on-line classes, etc. The college websites can be found by clicking on each of the following links: <http://www.sdmiramar.edu/home> or <http://www.sdmesa.edu/> .

■ SCHEDULE OF CLASSES

While the catalog lists all courses that Miramar offers, not all of those classes are offered each semester. The schedule of classes is issued each academic term. (Miramar is on the semester system and has two regular 16 week semesters each year and often short summer sessions. Other colleges are on the quarter system and will have three 11 week quarters each year as well as summer sessions.) The schedule lists only the courses being offered in that term, how many sections of each course are scheduled and the days, time, place, and instructor. You will use this schedule to select your classes for each term. You can access the schedule online or use the hard copy. Not all classes are offered every semester. Some are offered once a year and some only every other year. Miramar offers classes during the day and in the evening so you should be able to get the classes you need. Visit <http://schedule.sdccd.edu/> for more information.

■ THE ENGLISH CENTER

The English Center provides academic reading, writing, and study skills support to students in all English and ESOL courses to help them achieve their academic, career, and life goals. The English Center is located in room L-104 and no appointment is necessary.

■ THE INDEPENDENT LEARNING CENTER

The Independent Learning Center (ILC) is an open student computer lab for students enrolled in a credit course at any of the three campuses (City, Mesa or Miramar). The ILC is located in the LLRC on the first floor, room L-104. The ILC provides the following services: State-of-the-art computers and software; pay for print copying and printing; adapted computers for students with disabilities; scanners; Internet and email access; and friendly, helpful faculty and staff.

■ THE PLACe TUTORING CENTER

The PLACe offers many ways to get help with your classes. You can work with a tutor (on campus or online), use computer programs for help with writing, reading, math skills and other subjects such as biology, Spanish, history, and statistics. No appointment is necessary to use our computers. You can also get handouts on tips on studying, taking notes, and you use it as a quiet place to study.

<http://www.sdmiramar.edu/academics/place>

GLOSSARY OF COMMON COLLEGE TERMS

Colleges have their own specialized vocabulary. Below are some of the terms you may hear and use.

ACADEMIC YEAR The academic year usually begins in August and ends in May. It consists of two semesters (fall and spring) or three quarters (fall, winter, and spring). Miramar College's academic year is made up of two semesters. Locally, all community colleges, SDSU and CSU, San Marcos are on the semester system and UCSD is on the quarter system.

- **Semester:** One-half of the academic year. Miramar's semester is 16 weeks long. The fall semester begins in August; the spring semester usually begins in January.

Quarter: One-third of the academic year. At UCSD a quarter is 11 weeks long. The fall quarter begins in September, the winter in January, and the spring in March.

- **Summer school:** Short term classes offered during the summer which may be five to eight weeks long.

- **Unit:** A credit value assigned to a college course. Generally one unit of lecture credit means one hour of class per week. One unit of laboratory credit requires three hours per week in the laboratory. For every hour of lecture a student should plan on spending 2-3 hours studying. Students carrying a 12-unit load are expected to spend approximately 24 to 36 hours per week on their academic work.
- **Lower division:** The first two years of college, which can be completed either at a community college like Miramar College or at a four-year college or university. Upon completion of your lower division work at Miramar College, you can obtain a certificate of achievement, an associate degree and/or transfer to a four-year institution.
- **Upper division:** The last two years of a four-year degree program. Upper division courses are not currently offered by Miramar College, but you can complete the preparation for upper division work at Miramar College or at another community college.

DEGREE COMPONENTS The requirements of Associate and Bachelor's degrees are made up of certain components. The focus of a degree is the major in which a student focuses on a specific field of study and takes a particular sequence of required courses. A student must also complete a pattern of courses that introduces the broad range of human knowledge. This is general education. There are often also specific college graduation requirements that all students take such as American Institutions, Physical Education, etc. Students must also complete a total number of units required for their degree.

- **General education:** This forms the foundation of any Associate or Bachelor's degree and contributes to the broad education of all students pursuing a degree. It includes courses in critical thinking, writing, oral communication skills as well as an understanding of mathematical analysis. It also includes courses in the arts, humanities, social sciences and life and physical sciences.
- **Major:** A pattern of courses within a specific area of study. Majors for the associate degree at Miramar College require at least 18 units. If you will be transferring to a four-year college or university, you may complete the lower division preparation for your major at Miramar College.
- **Preparation for major:** If you are transferring to a four year university there are courses you need to take before you begin the courses in your major. See your counselor to discuss the prep for major courses that you may complete at Miramar College.
- **Prerequisites:** When a course has a prerequisite, students are expected to either have completed a prior course or demonstrate mastery of the skill level provided by the prerequisite course.

- **Corequisites:** A corequisite is a course that must be taken at the same time as another course. For instance, Chemistry 152 requires that you take the Chemistry lab 152L in the same semester.
- **Associate degree:** The associate degree is awarded for the completion of at least 60 units of lower division work which includes general education courses, a minimum of 18 units in a major and other graduation requirements. Miramar College offers both the Associate of Arts (A. A.) and the Associate of Science (A. S.) degrees.
- **Bachelor's degree:** A bachelor's degree (B.A., B.S.) is awarded by a four-year college or university only upon completion of all graduation requirements. These include at least a major and general education. You can complete the first 2 years of this degree at a community college and then transfer to a four-year school.
- **Certificate of achievement:** The certificate of achievement is awarded for the completion of all of the courses required in a major at a community college. It does not require the completion of general education or other graduation requirements.
- **Educational plan:** An outline of the course work you need to complete to achieve your educational goal which can include major and general requirements, transfer requirements, etc.
- **Transfer institution:** A school or college to which one plans to transfer for advanced education or training after attending a community college.
- **Transfer major:** A major intended primarily for students planning to transfer to a four-year university where the major will be completed. The lower division prerequisites can be completed at a community college.

STUDENT PERFORMANCE AND STANDARDS OF ACADEMIC PROGRESS

- **Grades:** Grades are given in all courses. They are based on how well the student has fulfilled the requirements of a course. There are 5 possible grades. A, B, C, and D are passing grades. F is a failing grade. Although D is a passing grade, when it is in a prerequisite course it does not allow a student to take the next higher level. The student must retake the course and get at least a C.
- **Grade points:** A numerical value assigned to each unit of college letter grades. For example: A=4, B=3, C=2, D=1, F=0 grade points. These points are used in computing the grade point average (GPA).
- **Grade point average:** This can be calculated for each semester and for all classes you have taken. It is obtained by dividing the total grade points (# of units in a

class times the grade point of the grade you receives) by total units taken. Each grade, A through F, is given a grade point. Thus, A=4, B=3, C=2, D=1, F=0. These points are used in computing the grade point average (GPA). For example, if you took 12 units and received 6 units of C, 3 units of B, and 3 units of A your grade point average would be calculated like this: 12 points for the 6 units of C (2x6), 9 points for the 3 units of B (3x3), 12 points for the 3 units of A (4x3) which adds up to 33 grade points. When you divide 33 (grade points) by 12 (units) your gpa is 2.75.

- **Appeal:** Students can challenge the grade they receive in a course if they think it is wrong. They will need to complete a petition form requesting reconsideration of their grade giving specific reasons for the petition.
- **Satisfactory progress:** Maintaining and completing 12 or more units with at least a 2.0 GPA.
- **Incomplete grade:** This is only given when a student is unable to complete a course due to circumstances beyond the student's control. The incomplete must be made up within a year or the instructor will give a grade based on the work that was completed.
- **Academic Probation:** A student is placed on academic probation when they have not maintained an overall grade point average of 2.0 (a C average). A student must show satisfactory progress of 12 or more units and improve his/her GPA to at least 2.0 ("C" average) within 2 semesters to avoid disqualification.
- **Lack of Progress Probation:** A student shall be placed on lack of progress probation when the percentage of all (cumulative) units for which entries of "W", "I", and "NP" are recorded reaches or exceeds 40%.
- **Academic Disqualification:** A student who is on academic probation and does not earn a 2.0 GPA in the probation semester will be disqualified. A disqualified student must petition for readmission to Miramar College. This can be done with ~~an EOPS~~ a counselor.
- **Lack of Progress Disqualification:** A student who has been placed on lack of progress probation shall be disqualified and an enrollment hold placed on the student's record when the percentage of all (cumulative) units for which entries of "W", "I", and "NP" are recorded in a subsequent semester(non-cumulative), reaches or exceeds 40%. Students who are disqualified after registering for the subsequent semester will be administratively dropped from all classes. Some exceptions apply, see the Miramar College catalog.
- **Full-time:** To be considered full-time, a student needs to be enrolled in (12) twelve units or more. You are allowed to enroll in a maximum of sixteen units per semester (exclusive of Exercise Science classes) unless you get permission of

a counselor for an overload. Your Financial Aid stipend will depend on how many units you are taking.

- **Three quarter (3/4) time Student:** A student carrying 9-11 ½ units per semester is considered a ¾ time student. Your Financial Aid stipend will depend on how many units you are taking.
- **Half-time (1/2) Student:** A student carrying 6-8 ½ units per semester. Your Financial Aid stipend will depend on how many units you are taking.
- **Pass/No Pass:** At Miramar a student may choose up to a total of twelve units of coursework to be graded on a Pass (P) or a No Pass (NP) grading basis. Pass is given if you have at least a C. Otherwise you will receive a No Pass. The Pass/No Pass grading option does not affect your grade point average. Not all courses can be taken Pass/No Pass. Students cannot choose this option for courses in your major. If you plan to select this option, file a grade option form at Admissions very early in the semester. **IMPORTANT** - Students who plan to transfer to four-year institutions should review the Pass/No Pass acceptance policy of the transfer institution prior to petitioning for the grading option.