

Council of Athabaskan Tribal Governments Native American Career and Technical Education Program



Aurora Borealis over Yukon River, photo by Ray Solomon, 2017

Gwandaa Gaagwiindaii ts'à' Gwandaa Tr'agwarah'in:
We Know More and We Work Harder

Student Handbook
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Introduction

Welcome to the Council of Athabascan Tribal Governments (CATG) Native American Career and Technical Education Program (NACTEP) Handbook. **Students receiving financial and student support through CATG NACTEP must follow the policies explained herein.** Every student selected for the program will receive a copy of this handbook and will be required to know and follow the important responsibilities of being a CATG NACTEP student.

This handbook is a guide for your participation in the program. It outlines both your responsibilities as a student and the CATG NACTEP staff commitment to you. These policies have been developed to promote sound relationships, good work habits, and equitable treatment of all students. If you have any questions, please contact us.

What is CATG NACTEP

NACTEP is an educational and training program run by the CATG. It is a federally funded program by the U.S. Department of Education to support Native people in their pursuit of higher education up to the Associate Degree level to increase their employability. NACTEP is funded under the Carl D. Perkins Career and Technical Education Act of 2018. The authorizing statute for the program states that NACTEP funds may only be used to provide support to students seeking an occupational endorsement, certificate, industry certificate, or associate degree. Due to the statutory definition of “career and technical education,” Perkins funds cannot be used to support students seeking baccalaureate degrees. It is unallowable to expend NACTEP funds to support any student who is seeking to obtain a baccalaureate degree or post-baccalaureate degree.

CATG NACTEP Goal and Objectives

“Gwandaa Gaagwiindaii ts’á’ Gwandaa Tr’agwarah’in: We Know More and We Work Harder” is a 3-year grant funded to CATG by the Department of Education from October 1, 2018 to September 30, 2021. This grant has 1 goal and 3 objectives.

Goal

Strengthen the skills, knowledge and leadership of our tribal workforce to improve local economies in the Yukon Flats.

Objective 1

Maintain successful partnerships with academic institutions and industry to deliver training and education in our seven Career Pathways.

Objective 2

Increase student persistence, completion, leadership and employment through delivering culturally adaptive support to 50 Tribal members who are actively seeking a credential; and provide industry training as identified by Tribes and employer needs.

Objective 3

Strengthen staff capacity to support students, sustain programs and organizational functions by providing professional development and mentoring.

Disclaimer

CATG is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sexual orientation, national origin, age, or handicap. In adhering to this policy the college abides by the requirements with Title IX, Education Amendments of 1972; with Title VI and VII of the 1964 Civil Rights Act; by section 503 and 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. Questions and comments may be referred to: Andrea Peter, Human Resources Director, Council of Athabascan Tribal Governments, P.O. Box 33, Fort Yukon, Alaska 99740, (907) 662-2587.

CATG NACTEP is dedicated to utilizing traditional knowledge in all aspects of our program delivery.

CATG Vision Statement

CATG vision is of self-sufficient communities with a shared commitment to promoting common goals and taking responsibility for a culturally integrated economy based on customary and traditional values in a contemporary setting.

CATG Mission Statement

CATG's mission is to advocate and provide technical assistance to enhance the regional economy, protecting and supporting local employment and private enterprise; to protect and manage traditional tribal land and resources for future generations; to empower tribal governments; to provide and improve health care, and promote healthy living.

CATG NACTEP Motto

"Gwandaa Gaagwiindaii ts'à' Gwandaa Tr'agwarah'in: We Know More and We Work Harder"

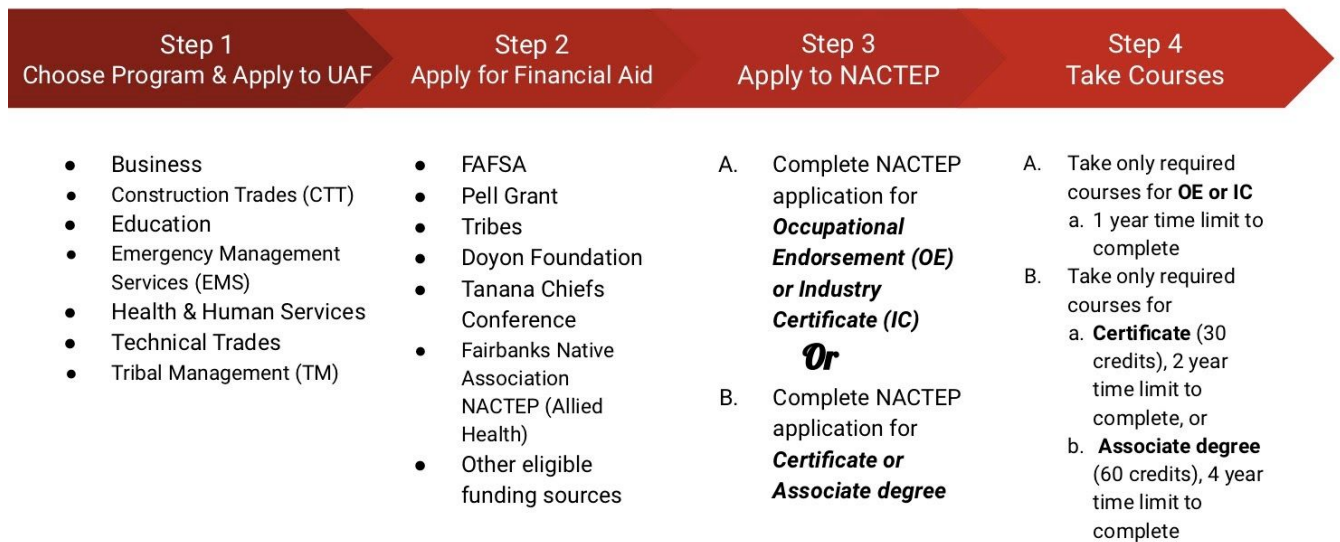
Eligibility Requirements

*To qualify for CATG NACTEP, you must be a tribal member of one of the 10 tribes in the Yukon Flats region, apply to and be accepted into NACTEP **and** a Career Pathway program at UAF.*

CATG NACTEP Application Overview

To be funded under the CATG NACTEP program follow the steps listed below.

NACTEP Career Map



Step 1 - Choose a pathway and apply to UAF

There are 7 career pathways funded by the CATG NACTEP program. These are:

1. Business
2. Construction Trades Technology (CTT)
3. Education
4. Emergency Management Services (EMS)
5. Health and Human Services
6. Technical Trades
7. Tribal Management (TM)

Applications to be admitted to UAF are located at the UAF Office of Admissions, or online at <https://uaf.edu/admissions/apply/>. You will need to enter the program of study (CATG NACTEP Career Pathway) of your choice.

Step 2 - Apply for financial aid

Completing a Free Application for Federal Student Aid (FAFSA) will help determine a student's eligibility for funding, including the Pell grant and other eligible funding. Students can get help completing the form from their academic advisor or from the UAF financial aid office, <https://uaf.edu/financial/>.

Step 3 - Apply to NACTEP (*Deadline 2 weeks before classes begin*)

Fill out application for either

- 1) Occupational Endorsement/Industry Certification (1 year time limit to complete),

or

- 2) Certificate (2 year time limit to complete)/Associate Degree (4 year time limit to complete)

Forms can be located at the NACTEP office at the CATG Education building in Fort Yukon or online at www.catg.org/education/nactep.

Step 4 - Take courses

Take the required courses for your specific program.

CATG NACTEP Career Pathways

('+' denotes multiple concentrations)

Credentials that can be earned under the 7 career pathways under CATG NACTEP include the following.

Business

Accounting Technician, Cert
Applied Accounting, AAS
Applied Business Management, Cert (+)
Applied Business, AAS (+)
Paralegal Studies, AAS

Construction Trades Technology

Construction Trades Technology, Cert, OE (+)

Education

Early Childhood Education, AAS, Cert

Emergency Management Services

Fire Science, AAS

Health and Human Services

Community Health, AAS, Cert
Applied Health, AAS (+), Cert (+)
Human Services, AAS, Cert
Paramedicine, AAS
Rural Human Services, Cert

Tribal Management

Tribal Management, Cert (+), OE (+)

Technical Trades

Automotive Technology, Cert
Aviation Maintenance, AAS, Cert (+)
Construction Management, AAS
Culinary Arts & Hospitality, AAS, Cert (+)
Diesel/Heavy Equipment, Cert
Drafting Technology, AAS, Cert
Information Technology Specialist, AAS, Cert
Instrumentation Technology, Cert
Process Technology, AAS

Application Process

CATG NACTEP Application

To apply and be accepted into the CATG NACTEP program, each potential candidate will:

___ Complete a NACTEP application to earn a **certificate or associate degree** and submit to CATG NACTEP by August 15 to enroll in Fall Semester and by December 15 to enroll in Spring Semester, or April 15 to enroll Summer Semester.

___ Complete a NACTEP application to earn an **occupational endorsement or industry certification** and submit to CATG NACTEP two weeks prior to the start of the class or training.

___ Provide required documents to NACTEP staff, including:

- 1) Proof of tribal enrollment in a Yukon Flats tribe;
- 2) A signed FERPA Release of Information form to allow NACTEP staff access to your student information;
- 3) Letter of acceptance into your college or training program;
- 4) GED/high school transcripts; or
- 5) College transcript.

CATG NACTEP Student Selection Process

Student selection priority:

First priority is given to students in good standing, who are continuing to take classes to earn a certificate of associate degree.

Second priority is given to tribal members, who are applying to CATG NACTEP for the first time.

Third priority are Tribal members, who have earned a certificate or associate degree and have reapplied to CATG NACTEP to further their education. Selection for continuing education up to the associate degree level will be determined on a case by case basis.

The number of students and Tribal members selected for participation in the CATG NACTEP program is dependent upon the fluctuating level of funding received annually from the U.S. Department of Education.

CATG NACTEP Financial Support

Tuition, Books and Fees

Payment will be made directly to the University of Alaska by the CATG NACTEP program for tuition and fees. Up to \$200 in book costs per semester will be reimbursed to students when receipts are provided to NACTEP.

Practicums

Practicums are practical field-based course work that is included in a Career Pathway program of study. Two paid, student practicums are offered each academic year on a first come, first served basis. Students must contact NACTEP to be considered for a paid practicum **prior** to enrolling in the practicum course. A student will receive payment for the practicum when their transcripts show a successful completion of the course with a C- or higher.

Travel

Funding for travel is only provided for the Fall Orientation for new students, and for intensive sessions. Travel costs are paid directly to the airlines. Travel arrangements must be made two weeks before the travel is to begin, according to CATG accounting procedures. Travel for intensives are **ONLY** provided between the student's permanent residence (listed on application) and the location of the training.

All contact for travel is coordinated through the NACTEP administrative assistant or student support services/success coach. Please do not contact the CATG accounting staff directly.

Student Guidelines & Requirements

This section defines CATG NACTEP students from acceptance into the Program through completion, defines two levels of study, and the time period set by CATG NACTEP to complete your chosen level of education.

Who is a CATG NACTEP Student?

Student Definitions:

Daa Łaraadaa NACTEP Student

- A student who was funded under **Daa Łaraadaa** and is continuing studies under Gwandaa Tr'agwarah'in. The number of semesters allowed to complete a program are counted under the Gwandaa Tr'agwarah'in grant.

Gwandaa Tr'agwarah'in NACTEP Student

- A student who is **new** to CATG NACTEP, has applied to and was accepted into the **Gwandaa Tr'agwarah'in** program and received payment of tuition, training fees or supplies.

Dropped

- Who travels for an intensive course but does not complete that course will be dropped from the program. The student must contact a CATG NACTEP staff member before they reapply.
- A NACTEP student whose conduct, attendance, or effort results in their resignation from the NACTEP program as stated in these guidelines and requirements.

Probation

- A NACTEP student who has a GPA below 2.0 in the previous semester is on probation and is not considered a student in good standing. A passing grade or passing GPA is needed in the following semester to be in good standing again.
- A NACTEP student who withdraws or fails all classes must contact NACTEP staff before they enroll in ANY courses or their new semester of courses will not be funded.
- CATG NACTEP staff reserves the right to assign PROBATION status to any student depending on their academic status.

Completer

- A NACTEP student who earned an Industry Certificate, an Occupational Endorsement or a Certificate in their chosen degree pathway. A **completer** must reapply to CATG NACTEP if they want to continue their education.

Graduate

- A NACTEP student who earned an Associate Degree in their chosen degree pathway.

Two Levels of Study

Industry Certification or Occupational Endorsement - NACTEP students seeking an industry certification OR an occupational endorsement.

Semester-based - NACTEP students seeking a Certificate or Associate Degree.

Time Period to Complete

- Students have **one-year to earn an Industry Certificate or Occupational Endorsement**.
- Students have **two-years to complete a Certificate**. In order to complete a 30-credit Certificate in two years, you must take between 6 to 8 credits each semester for four semesters.
- Students have **four-years to complete an Associate Degree**. In order to complete a 60-credit Associate Degree in four years, you must take between 6 to 8 credits each semester for eight semesters.

Student Responsibilities

Maintaining CATG NACTEP Student Status

Student Status

Adequate Student Progress - a CATG NACTEP student is making adequate progress in their education, if they successfully complete enough courses each semester to finish in the time period as established by CATG NACTEP for the purpose of funding students.

To maintain status as a CATG NACTEP student and receive future funding the student must:

- Maintain adequate student progress
- Check in once per month during coursework with Student Services Coordinator/Success Coach
- Provide a copy of transcripts at the end of each semester (see calendar for due dates)
- Provide a copy of Degree Works at the end of semester
- Maintain at least a 2.0 grade point average
- Enroll only in courses that will fulfill your program requirements

Academic tutoring and advising is available through the Interior Alaska Campus, Yukon Flats Center, UAF Rural Student Services (RSS) and in your program's department.

Communication with CATG NACTEP Staff

Students are required to communicate with NACTEP staff on a regular basis. Students must contact the Student Services Coordinator/Success Coach at least one time each month during the semester to check in and provide an informal, verbal academic progress report. This also provides an opportunity to the student to receive coaching in any area that they may need assistance.

Student Attendance and Effort

Attendance Requirements

All students are in programs which have specific course content and time tables. Students are expected to attend all classes, and complete required hours of study time. If a student is unable to attend more than one class in a row, they should contact their instructor. If the student will miss three or more classes they must contact their instructor, and notify CATG Student Services. Every effort will be made to notify the instructor if a student is unable to attend.

Withdrawal

If a student withdraws from all courses in a semester or travels for an intensive course and does not attend the course, this will be considered a resignation from the CATG NACTEP program and the student will need to reapply to be considered for the program.

Academic Probation

A student who does not maintain a grade point average (GPA), of at least 2.0 will be put on probation for the following semester they are enrolled. If the student does not earn at least a GPA of 2.0, it will be

considered a resignation from the CATG NACTEP program and the student will need to reapply to be considered for the program.

Student Conduct, Disciplinary Procedures & Appeals

Conduct /Substance Abuse

In class or training:

As determined by the instructor, a student that verbally, or physically abuses an instructor, OR any student who reports to class or training showing the effects of alcohol, marijuana, or non-prescribed drugs will be dropped from the program.

In communication with CATG staff:

Any student that verbally or physically abuses a staff member will be dropped from the program.

In previous situations, the student must contact a CATG NACTEP staff member before they reapply.

Disciplinary Procedures

In the event of termination or student initiated resignation, the reason and date will be noted and placed in the student's file. Concurrence of the NACTEP Director and the NACTEP Student Services Coordinator/Success Coach is required for all terminations.

Appeals

All students have the right to air complaints, appeal disciplinary actions or make suggestions for improvement of the CATG NACTEP project.

The process for all grievances and appeals starts through NACTEP Student Services Coordinator/Success Coach.

Falling below a cumulative grade point average of 2.0 is not open to appeal.

In special circumstances in which a student is unable to complete his/her classes due to situations beyond their control, the student will describe the situation in writing to the NACTEP Student Services Coordinator/Success Coach. NACTEP will make a decision in regard to further funding based on the information provided by the student.

If a student had a grievance against any person, action or situation in the CATG NACTEP project, the student will state the facts clearly and concisely in writing and present it to the next level in the administrative hierarchy, the CATG Education Director or the CATG Executive Director. The next level

will review the reasons why the student feels the decision was unfair and then make a decision whether to review the appeal.

Student Responsibilities/Checklist

___ **June 15 (Fall)/Nov 1 (Spring) - deadline to apply for UAF admission**

___ **Submit application package to NACTEP staff for processing**

- ___ 1) NACTEP Application
- ___ 2) Proof of tribal enrollment
- ___ 3) Acceptance letter from UAF
- ___ 4) Signed FERPA release form
- ___ 5) UAF course registration form

___ **Contact CATG NACTEP Student Services Coordinator/Success Coach during the semester to check in and provide an informal, verbal academic progress report and receive coaching**

- ___ September ___ October ___ November ___ December (transcripts due)
- ___ January ___ February ___ March ___ April ___ May (transcripts due)
- ___ June ___ July ___ August (transcripts due)

___ **Maintain a 2.0 Grade Point Average (GPA)**

Students must maintain at least a 2.0 GPA. If a student's GPA falls below 2.0, the student will be placed on probation for one semester.

A = 4 points, B = 3 points, C = 2 points, D = 1 point, F = 0 points

Add points for each grade earned during the semester and divide by the number of classes.

For example, for two classes in which a student earned a C (2 points) and a D (1 point), the GPA is:

$$2.0 + 1.0 = 3.0$$

$$3.0/2 = 1.50$$

The student has a 1.50 GPA.

If the student's GPA does not increase to 2.0 or greater during the probation semester no additional funding will be awarded. If a student does not complete a course, the same probationary terms apply.

___ **NACTEP funding for travel**

Travel is provided ONLY for students enrolled in a program that is holding an intensive course(s).

Travel for intensives are ONLY provided between a student's village and the intensive site.

___ **Travel deadline**

CATG Accounting has a two-week deadline to process travel for NACTEP students. Students will follow all CATG Accounting procedures. Under no circumstances should students contact the CATG Accounting staff directly.

___ **Student release**

Student release signed in the NACTEP application authorizes the use of student's images, name, and other representations to NACTEP and/or the CATG for public distribution and promotional purposes.

___ **December 20 - deadline for unofficial transcripts to NACTEP**

Before December 20, student:

___ Will access their UAONLINE account, download Fall semester unofficial transcripts and email to **dale.hardy@catg.org**

___ Will call NACTEP Student Services Coordinator, Dale Hardy, at (907) 662-7551, to confirm that unofficial transcripts have been emailed

___ **May 20 - deadline for unofficial transcripts to NACTEP**

Before May 20, students:

___ Will access their UAONLINE account, download Spring semester unofficial transcripts and email to **dale.hardy@catg.org**

___ Will call NACTEP Student Services Coordinator, Dale Hardy, at (907) 662-7551, to confirm that unofficial transcripts have been emailed

Resources

Staff

CATG NACTEP STAFF



Biddle

Hardy

Thomas

“Gwandaa Gaagwiindaii ts’à’ Gwandaa Tr’agwarah’in: We Know More and We Work Harder”
Project year 3 staff and contact information:

Julie Biddle, Project Director	julie.biddle@catg.org	907-662-7583
Daley Hardy, Student Svcs Coord./Success Coach	dale.hardy@catg.org	907-662-7551
Vicky Thomas, Administrative Assistant	vicky.thomas@catg.org	907-662-7586

Offices

Fort Yukon: CATG Education Building, 397 6th & Spruce, Fort Yukon
Fairbanks: UAF Interior Alaska Campus, Harper Building, 810 Draanjik Drive, Fairbanks

Social media

CATG website: catg.org/education/nactep
Facebook: facebook.com/nactep.catg

UAF Academic Program Contacts

Business

Andy Anger, Program Coordinator
Applied Business
UAF Community and Technical College
604 Barnette St.
Fairbanks, AK 99701
uaf-abus@alaska.edu
(907) 455-2852

Tribal Management
Kevin Illingsworth, IAC TM Program Head
kevin.i@alaska.edu
(907) 474-5710

Carrie Stevens, IAC Asst. Professor
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(907) 474-2616

Construction Trades

Cynthia Martin-Thompson, IAC CTT
Coordinator
PO Box 756720
Fairbanks, AK 99775
cmartinthompson@alaska.edu
(907) 474-2613
Toll Free: (888) 474-5207
Fax: (907) 474-5208

Toll Free: (888) 474-5207
PO Box 756720
Fairbanks, AK 99775
Website: <http://tribalmgmt.uaf.edu/>

Education

Patty Merritt, Professor
UAF Community and Technical College
pattimerrit@alaska.edu
(907) 455-2883

Emergency Management Services

Tylan Martin, IAC Asst. Professor of Wildland
Fire Science
PO Box 756720
Fairbanks, AK 99775
tjmartin@alaska.edu
(907) 474-6334
Toll Free: (888) 474-5207
Fax: (907) 474-5208

Health and Human Services

Annie Hopper, Statewide Manager & Asst.
Professor, IAC
PO Box 756720
Fairbanks, AK 99775
(907) 474-5422
Toll Free: (888) 478-5696
Fax: (907) 474-5208

UAF Yukon Flats Center intensive inquiries:
Michael Hardy, YFC Coordinator
PO Box 194

Fort Yukon, AK 99740
(907) 662-2521
Toll Free: (800) 709-8566

For help with academic advising, class registration, financial aid, housing options, major declarations, and career exploration:

UAF Rural Student Services
Toll Free: (888) 478-1452
(907) 474-7871
uaf-rss@alaska.edu
facebook.com/ua

Student Calendar 2020-2021 Semester Calendar

	<u>NACTEP Deadline</u>	<u>UAF Deadline</u>
Deadline to apply for UAF admission for fall semester		Monday, June 15
Deadline to apply for Fall 2020 NACTEP funding	Friday, Aug 14	
UAF financial aid disbursed		Friday, Aug 14
UAF orientation for new students		Fri-Sat, Aug 21-22
First day of UAF instruction; late registration begins		Monday, Aug 24
Deadline for adding classes and late registration 5 p.m. in person; midnight at UAOnline		Friday, Sept 4
Last day for student- and faculty-initiated drops with refund (course does not appear on academic record)		Friday, Sept 4
Deadline for tuition and fee payment; 5 p.m. in person; midnight UAOnline		Friday, Sept 4
<i>Labor Day holiday</i>		<i>Monday, Sept 7</i>
NACTEP New Student Orientation (UAF IAC)	Postponed	
Spring 2021 course list available at UAOnline		Monday, Oct 26
Spring 2021 priority registration (UAF degree students)		Monday, Nov 9

Spring 2021 open registration (All UAF students, including non-degree students)		Monday, Nov 23
<i>Thanksgiving holiday</i>		<i>Weds-Sun, 25-29</i>
Last day of UAF instruction		Saturday, Dec 5
Deadline to apply for Spring '21 NACTEP funding	Friday, Dec 11	
Final examinations		Mon-Sat, Dec 7-12
NACTEP deadline for class registration for Spring '21	Friday, Dec 18	
Deadline to submit unofficial transcripts to NACTEP	Friday, Dec 18	
<i>Winter break</i>		<i>Thurs, Dec 24-Fri, Jan 1</i>
Deadline to apply for UAF admission for spring semester		Sunday, Nov 1
UAF financial aid disbursed		Monday, Jan 4
UAF orientation for new students		Friday, Jan 8
First day of UAF instruction; late registration begins		Monday, Jan 11
<i>Alaska Civil Rights Day holiday</i>		<i>Monday, Jan 18</i>
Deadline for tuition and fee payment; 5 p.m. in person, midnight on UAonline		Friday, Jan 22
Deadline to apply for spring 2021 graduation		Monday, Feb 15
<i>Spring Break</i>		<i>Mon-Fri, Mar 8-12</i>
Fall 2021 course list available at UAOnline		Monday, Mar 22
Fall 2021 priority registration (UAF degree students)		Monday, Apr 5
Fall 2021 open registration (All UAF students, including non-degree students)		Monday, Apr 19
Last day of UAF instruction		Monday, Apr 26
Final examinations		Tues-Sat, Apr 27-May 1
Commencement		Saturday, May 1
Deadline for faculty to post grades, noon		Saturday May 5
Deadline to submit unofficial transcripts to NACTEP	Friday, May 8	

Show a little enthusiasm and motivation; take charge of your own destiny and education.

People ain't gonna do it for you. Math exams and English writing tests. You have to do it. Number one rule is everything costs. Even though NACTEP pays your tuition, you still need to pay in terms of time. You have to give up time to go to classes, time to study, time to do your homework.

Find people who will give you a nudge. Keep you in school. Make friends with classmates. Those people are important. ~NACTEP Associate Degree Graduate

For More Information Please Contact:
Council of Athabascan Tribal Governments
NACTEP
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Fort Yukon, Alaska 99740
(907) 662-7586 • Toll-Free 1-866-662-3612