



SHASTA TECHNICAL EDUCATION
PROGRAM-UNIFIED PARTNERSHP
(STEP-UP)
PROGRAM HANDBOOK

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WELCOME MESSAGE



Welcome to STEP-UP and congratulations on your decision to join our program. STEP-UP is now in its fifth year and has changed the lives of numerous students during that time. You will find the program to be challenging academically and mentally. I urge you meet this challenge head on and consistently strive to be the best you can be both as a student and an individual. I want you to take full advantage of the incredible opportunity you are being given as part of STEP-UP. You will find that Shasta College offers a wide variety of programs to assist you academically as well as financially. Taking advantage of these resources will go a long way toward making your journey a smoother one. STEP-UP has teamed with an amazing group of professionals who are passionate about your success at Shasta College and are committed to helping you in any way possible.

I am always glad to speak with students so if you need to meet with me please see our Program Manager and they will arrange this for you. Again congratulations on your acceptance into STEP-UP and I wish you the very best in pursuing your education.

Sincerely,

Robert Bowman
STEP-UP Director

STEP-UP MISSION

The mission of STEP UP (Shasta Technical Education Program United Partnership) is to reduce recidivism in our community by providing a high-quality college and career pathway for individuals that are currently incarcerated or have a history of previous incarceration in Shasta County. STEP-UP accomplishes this mission through partnerships with Shasta College, Shasta County Sheriff's Office, Shasta County Probation Department, California Heritage YouthBuild Academy (CHYBA), and the Good News Rescue Mission. The primary goal of the STEP-UP program is to provide stackable certificates in vocational education or associate's degree programs in areas that will offer the best chances of successful employment following completion of a degree and/or certificate program. We have aligned our with local labor market demands. STEP-UP aims to support restorative justice through education for all students' regardless of their custody status. Holistic services include college readiness, GED, basic and remedial skills and tutoring, student support services, soft skills instruction, and specialized cohort summer/winter bridge programs to be complemented by case management, reentry and employment services to promote student success.

STEP-UP HISTORY

STEP-UP began in 2012 as a partnership between Sheriff Bosenko and Eva Jimenez. Our first cohort consisted of 10 students who were released from the Shasta County Jail in order to attend classes at Shasta College. STEP-UP has grown quite a bit since that first cohort with our current cohort numbering 50 students who are studying six separate academic and vocational programs. We now partner with not only the Shasta County Sheriff, but with Shasta County Probation Department, the Good News Rescue Mission, and CHYBA. In 2015 STEP-UP was awarded a grant through the Renewing Communities (RC) initiative to help us provide financial and academic support to our students. The grant from RC enabled STEP-UP to expand its course offerings to include certificates in Automotive Technology, Business Administration, Fire Technology, Heavy Equipment Operation and Maintenance, Office Administration, and Welding.

We have since expanded our partnerships to include the Tehama and Trinity County Probation and Sheriff's Departments, the SMART Business Resource Center, The Tehama Job Training

Center, The Shasta County Community Corrections Partnership, and the National Conference on Higher Education in Prison. STEP-UP has the distinction of being one of the few alternative custody educational programs in the country. STEP-UP joined the California Community College Rising Scholars Network in 2021

STEP-UP ELIGIBILITY GUIDELINES

In order to be eligible to participate in STEP-UP students must have a previous history of incarceration or be justice impacted. Justice impacted refers to individuals who have an immediate family member who has been incarcerated or who have experienced adverse impacts due to the carceral system. Students who are currently on probation, assigned to the Sheriff's Work Release Program, or in the Community Based Coalition, CHYBA, or a Good News Rescue Mission Program must be referred for enrollment by that agency. Other students may request entry into STEP-UP through our program staff.

All students will have their criminal history reviewed both by local law enforcement as well as Shasta College Campus Safety. Students with the following previous criminal convictions may be ruled ineligible for STEP-UP:

- a. Domestic Violence (including Stalking, Corporal Injury of spouse, child, etc.)
- b. Sex Based Crimes
- c. Violent Crimes against another person (i.e. assault with a deadly weapon, armed robbery, arson, murder, etc.)

NOTE: Campus Safety will review each student's background on an individual basis and no blanket prohibitions will be in place related to eligibility.

Students also need to be California residents for at least one year prior to applying for the STEP-UP program. STEP-UP will not accept out-of-state residents into the program.

Note: Students who are not approved for participation in STEP-UP may still register and attend classes at Shasta College outside of the STEP-UP program.

STEP-UP PROGRAM GUIDELINES

- a. Administrative Structure: STEP-UP is under the direction of the Associate Vice-President for Economic & Workforce Development (EWD). The STEP-UP Program Director (PD) reports to the EWD VP. Students who have a concern or complaint with the program manager may request an appointment to meet with EWD VP to address their concerns. Presently the structure of STEP-UP is:

Dean of Student Services – Sandra Hamilton-Slane

STEP-UP Program Director – Robert Bowman

STEP-UP Student Services Coordinator – Misti Hardy

STEP-UP Student Mentor – Christina Mitchell

- b. STEP-UP Program Director's Role: The Program Director will be your primary point-of-contact for any questions you may have regarding STEP-UP or any other academic or administrative issue or program at Shasta College. The Program Director is your liaison between the various departments at Shasta College and other students. The Program Director serves as a central point of information to answer questions, provide guidance on school program and policies, and dealing with other student issues. The Program Director also meets with students on a weekly basis and schedules monthly cohort meetings.
- c. Students are required to take a minimum of 12 units each semester. 12 units is considered a full-time student for financial aid and EOPS and makes you eligible for financial support through these programs. All exceptions to this must be approved by the Program Director. Students should consult with the Program Director prior to dropping a class to ensure they will retain their eligibility for STEP-UP based on a reduced unit count.
- d. The goal of STEP-UP is to enable students to earn their certificate or degree in the minimum amount of time possible. In order to achieve that goal students are required to adhere to the courses required within the program they are enrolled in. For example

heavy equipment students need to enroll in only those courses that are required to earn a certificate in that program. Students will be authorized to take general education courses to reach the 12 unit requirement. Exceptions to this policy must be approved by the Program Director. If a student enrolls in a class outside of their degree or certificate area they will be responsible for all costs associated with that class (i.e. textbooks, materials, etc.)

- e. Students may pursue any area of study with the following exceptions: Health Science Careers (i.e. nursing, dental, medical assistant, etc.) Paramedic or Emergency Medical Technician, or Pharmacology. Students wanting to enroll in the Fire Academy will be considered on an individual basis.
- f. Students need to get the permission of either the Program Director, Program Coordinator, or Student Success Facilitator prior to adding or dropping classes to ensure they retain their eligibility for STEP-UP. Students may not drop or withdraw from classes without prior approval of STEP-UP staff. It is a student's sole responsibility to ensure they withdraw from classes with the Enrollment and Admissions Office. Students need to understand that if they stop attending class or withdraw from school and do not properly withdraw from a class within the specified timeframe they will receive whatever letter grade the instructor gives them. This could result in a student earning a failing grade for a class which subjects them to potential repayment of their financial aid.
- g. Students are required to communicate on a weekly basis with the Program Director. If a student is unable to check-in with the Program Director in person they should email, call or leave a note on the Program Director's office bard located outside Room 2103. Students who are on active formal probation are required to meet monthly with staff. All students are required to attend the monthly STEP-UP student meeting unless excused by the Program Director. Failure to comply with these accountability rules could subject a student to disciplinary action including possible suspension or dismissal from STEP-UP.

- h. Students are required to maintain a minimum of a 2.0 grade point average (GPA).
Students who fall below that will be required to meet with the Program Director and a counselor to formulate a plan to improve their academic performance. Any student who fails a course due to non-attendance or failure to turn in class assignments is subject to possible dismissal from STEP-UP. All students will submit a mid-term progress report to the Program Director at approximately the ninth week of the semester.
- i. Students are allowed to take only those courses that are creditable toward their degree or certificate. Courses that count as Core classes, General Education, or Electives are allowed.
- j. Students are expected to complete their individual certificate or degree programs in the minimum amount of time possible. STEP-UP does not possess the resources to support students once they have passed the minimum amount of time required to earn a certificate or degree. Accordingly students will be required to register for a minimum of 12 units. Students will also be required to register for at least three units during the summer unless otherwise excused by the Program Director.
- k. Students will be given one semester from the date of their entry into STEP-UP to earn a GED or High School Diploma if their program of study requires it. The Hi-Set exam can be substituted for the GED. Students who fail to make progress toward earning their GED or HS Diploma will be dismissed from the program. Students are ineligible to receive financial aid until they obtain a GED or HS Diploma.
- l. Students participate in STEP-UP at the discretion of the organization that sponsored (referred) them. If a student has their sponsorship withdrawn by their referring organization or they will be dismissed from STEP-UP immediately. If a student violates any of their release/probation conditions and is returned to custody on a violation they will be dismissed from STEP-UP.
- m. If any student misses two consecutive weeks of class and/or required weekly check-ins they will be considered to have abandoned the program and they will be removed from

the active cohort list. As a reminder it is the student's individual responsibility to drop classes if they withdraw from school and notify the Program Director within one week of their decision.

- n. Students are encouraged to address any issues they have relating to attendance, coursework, grading, etc. directly with their instructors'. The Program Director has no authority over class policies and cannot intervene with class policies. Instructors are eager for you to succeed and will work with you to answer any questions or resolve any difficulties you are encountering. All instructors have specified office hours where they are available to meet with students. Please deal with these issues directly with your instructor. If you are unhappy with the way an instructor handles an issue you may make an appointment with the dean of that department to address your concerns. If the dean does not handle the concern to your satisfaction you can request to meet with the Vice-President of Instruction. Again STEP-UP encourages you to try and resolve issues at the lowest level possible which is with your instructor.
- o. Any student who drops all of their courses without first notifying the Program Director will be considered to have abandoned the program and will be dismissed from STEP-UP. If a student fails a class due to nonattendance they will be dismissed from the program. This includes students who stop attending class but fail to drop the course per school guidelines.
- p. Any student who fails to attend a required student meeting without notifying the program director in advance and being excused is subject to potential dismissal from the program. Students who fail to attend classes for two consecutive weeks or more will be considered to have abandoned STEP-UP and will be dropped from the program. Students are encouraged to communicate with their instructors as well as the Program Director to deal with any issues that may be interfering with attendance at class or mandatory meetings.
- q. All textbooks and calculators purchased for students use will be returned at the end of that semester. Students that fail to return textbooks and calculators will be reported to financial aid, and the amount of the unreturned materials will be deducted from their

need, potentially lowering the amount of financial aid they may receive. Students may keep any supplies or safety gear provided to them (i.e. backpacks, hard hats, welding equipment, etc.)

- r. Students will turn in all receipts or packing lists provided to them by the vendor they received it from. Students will not receive any additional funding (including meal vouchers) until all receipts or packing lists have been turned into the Program Director.
- s. Shasta College is a Tobacco Free Campus. Use of any tobacco products, to include vaping and smokeless tobacco are prohibited.

STUDENT PROBATIONARY STATUS

A student may be put on probation for up to one semester for violation of STEP-UP policy, These violations include but are not limited to: Failing to check-in weekly, failure to attend mandatory student meetings, failing a course due to excessive absences or nonattendance, failure to turn in progress reports on-time, violations of terms of release (probation or parole students), possession of or being under the influence of controlled substances while on campus, violations of the Shasta College Student Code of Conduct, and disrespect directed at a Shasta College employee or student.

Sanctions taken during probation will vary based on the offense, previous student history, etc. Students on probation can have financial support withdrawn from them. Loss of financial support could include not being given meal vouchers, textbook or school supply vouchers, or not being provided funding for class tools or safety gear. The level of sanction will be determined by STEP-UP staff.

Students will be notified in writing of the reason(s) they are being placed on probation as well as the length of probation, and any sanctions imposed. An action plan outlining what the student needs to do to return to full status will be included in this written notice as well as any input from the student.

IMPORTANT NOTE: STEP-UP will adhere to disciplinary sanctions taken by another program at Shasta College. For example if a student losses their book voucher from EOPS due to a violation of that programs rules STEP-UP WILL NOT cover the textbooks that the lost voucher would have covered.

STUDENT CONDUCT

Students will adhere to all of Shasta College's policies and regulations regarding student conduct. Shasta College and STEP-UP have a zero tolerance policy when it comes to sexual harassment and discrimination toward students and staff.

The Shasta-Tehama-Trinity Joint Community College District and STEP-UP are strongly committed to providing a safe, drug-free learning environment. Shasta College and STEP-UP have instituted a "zero tolerance" policy regarding the misuse of alcohol or the abuse of controlled substances. This is to prevent accidents and injuries by students while taking heavy equipment, welding, or automotive technology classes.

Students will not commit any new criminal offenses while they are in STEP-UP. This includes violation of probation or work-release conditions. Any new charges could potentially result in dismissal from the program.

Students in certain program areas will be subject to initial and random drug screening throughout the semester. Any student who fails a drug test will be dropped from that class and subject to disciplinary measures including potential dismissal from STEP-UP. Refusal to take a drug-test, failing to keep a scheduled drug screening appointment, or tampering with a sample during a drug tests will be considered as a positive test. This includes the use of marijuana regardless of 215 card status. Any student caught with narcotics, alcohol, or any type of weapon on campus is subject to expulsion from Shasta College.

STEP-UP students will treat other students, staff, and faculty with respect and dignity at all times. At no time will any student put engage in physical or verbal threats or intimidation of any other student on campus. Any student who feels threatened should immediately notify Camus Safety at (530)242-7910 as well as the Program Director. A student who feels harassed or uncomfortable by the actions of another student should report that to the instructor immediately.

Any type of physical threat or intimidation is prohibited and will result in immediate dismissal from STEP-UP.

FINANCIAL AID

There are a number of programs that students should take advantage of. A few of those programs are briefly mentioned here. This is not meant to be a list of every program available for Shasta College students so please check with financial aid for more information.

Scholarships: Shasta College Scholarship applications are accepted twice per year during the approximated timeframes below.

Fall Semester: September - October /November
Spring Semester: January - February /March

Students may call (530)242-7709 for more information or visit the Scholarship Website at:

<http://www.shastacollege.edu/Student%20Services/Financial%20Aid/Pages/Information-for-Students.aspx>

Students can view currently available scholarships at: <https://shastacollege.academicworks.com/>

Extended Opportunity Programs and Services (EOPS): The goal of EOPS is to help increase the enrollment, retention and transfer of students who experience language, social, economic and/or educational challenges. EOPS also helps facilitate the successful completion of student's goals and objectives while attending Shasta College. EOPS provides several services, including but not limited to, specialized counseling, book services, transportation assistance, and tutoring.

Please call or (530)242-7540 for more information or you can visit the EOPS Website at:

<http://www.shastacollege.edu/Student%20Services/EOPS/Pages/8775.aspx>

Cooperative Agencies Resources for Education (CARE): Under the umbrella of EOPS is the CARE (Cooperative Agencies Resources for Education) program. CARE is designed to help single parents who are currently receiving cash aid (CalWORKs/TANF) to offset their childcare, transportation and textbook expenses. These additional services assist CARE students in balancing multiple responsibilities while pursuing their college education. Please call or (530)242-7540 for more information or you can visit the CARE Website at:

<http://www.shastacollege.edu/Student%20Services/CARE/Pages/8893.aspx>

Federal & State Grants: All financial aid awards are handled by our financial aid office. The first step in the process is visiting the Financial Aid Office in Building 100. You can reach the STEP-UP Financial Aid Counselor at (530)242-7704. For more information please visit the Shasta College Financial Aid website at:

<http://www.shastacollege.edu/Student%20Services/Financial%20Aid/Pages/122.aspx>

CAMPUS RESOURCES & PROGRAMS

Office of Access & Inclusion: Shasta College is committed to providing a diverse student population with access to educational opportunities that result in increasing student skills and earning a certificate or degree (Shasta College Mission Statement). The Office of Access and Inclusion supports the efforts of district personnel in providing access and promoting success for all students enrolled at Shasta College, regardless of race, gender, age, disability, or economic circumstance. The Office of Access & Inclusion provides assistance to students who are either homeless or at risk of being homeless through their food pantry, meal cards, and referral to local resources. In addition Access & Inclusion sponsors numerous events throughout the semester aimed at promoting diversity and breaking down barriers to education. Students may contact access and equity art (530) 242-7618. Students may get additional information by visiting the Office of Access & Inclusion webpage at

<http://www.shastacollege.edu/Student%20Services/StudentEquity/Pages/default.aspx>

CalWORKs Program: Shasta College offers CalWORKs assistance to eligible students. The Shasta College CalWORKs Program is open only to those students who are enrolled in the CalWORKs Program. For more information please contact our CalWORKs Program at (530) 242-7749 or visit their webpage at:

<http://www.shastacollege.edu/Student%20Services/CalWORKS/Pages/default.aspx>

Partners in Access to Education for Students with Disabilities (PACE): The PACE Program is designed to help you achieve your educational goals. Whether you attend classes on the main campus, at one of the extended education sites, or online, the PACE Staff is available to provide you with the accommodations you need for full access to higher education. Please call DSPS at (530) 242-7790 or visit their webpage at:

<http://www.shastacollege.edu/Student%20Services/DSPS/Pages/Staff%20Phone%20Numbers%20and%20E-mail%20Address.aspx>

STEP-UP CONTACT INFORMATION

NAME	DEPT	ROOM	PHONE	EMAIL
Sandra Hamilton-Slane	Dean of Student Services	2010	242-7799	sslane@ShastaCollege.edu
Robert Bowman	STEP-UP Program Director	2803	242-7639	rbowman@shastacollege.edu
Misti Hardy	STEP-UP Student Success Facilitator	2806	242-7610	mhardy@shastacollege.edu
Rebekah Davis	BAITS Student Success Facilitator	2215A	242-7538	rdavis@shastacollege.edu
Heidi Loftus	Financial Aid	139	242-7713	lhartzler@shastacollege.edu
Elsa Gomez	Admissions	108	242-7666	egomez@ShastaCollege.edu
Noehly Padilla	Counseling	Tehama Campus	242-7665	npadilla@ShastaCollege.edu
Talia Shirer	Counseling	Tehama Campus	242-7790	tshirer@ShastaCollege.edu
Nicole McGeary	Counseling	129	242-7954	nmcgarry@shastacollege.edu
Student Success	Counseling	134	242-7952	
Campus Safety		6500	242-7622	
EOPS		5005	242-7912	
DSPS		2005	242-7543	
Student Health Center		2005	242-7790	