

### **How old do I have to be to join the Learning and Earning Program?**

Answer:

As long as you are a CCSD 11<sup>th</sup> or 12<sup>th</sup> grader, you could be considered.

### **What are the qualifications to be in the Learning and Earning Program?**

Answer:

- Must be 11<sup>th</sup> or 12<sup>th</sup> grade
- Has the rights to work in the United States (and could provide proof/documentation)
- Credit deficient, no more than 6 credits to graduate, OR
- Have not passed all proficiency exams, OR
- Is experiencing extenuating circumstances

### **What are the services that you offer?**

Answer:

The Learning and Earning Program helps CCSD 11<sup>th</sup> and 12<sup>th</sup> graders who are in jeopardy of not graduating with their peers. The services include:

- Job placement with hourly wages at CSN (12 hours/wk @ \$8.25/hr)
- One-on-one mentorship with a CSN or Las Vegas Family Court employee
- Weekly group counseling with a CCSD Licensed Counselor
- Weekly Math tutoring with a CSN Faculty member
- Work ethics and employment skills training
- Supervised paid homework and study time
- College entrance preparation
- Professional development training
- Positive self-esteem

### **I have submitted my application, do I automatically qualify?**

Answer:

Turning-in an application does not guarantee your participation. However, your application will be reviewed for eligibility. The Learning and Earning Program could only serve 50 students at a time, and priority is given to existing or returning Learning and Earning students.

### **I have applied and I was put on a waitlist. How long before I could expect to join?**

Answer:

It all depends on how many slots open up and where you are on the waitlist.

### **I turned-in an application, when can I hear from you?**

Answer:

The Learning and Earning Program continuously receives application throughout the year. However, new students who are eligible are usually contacted around the end of September and throughout the month of October and November for interview and in-processing. Please monitor your e-mail and phone for any update.

If you do not hear from the Program Coordinator by the third week of October, please call 651-4785. It might have been that the e-mail or phone number given on the application is incorrect, ineligible/unreadable, or disconnected.

### **I have been contacted that I am eligible. What documents do I need?**

Answer:

If you have been contacted by the Program Coordinator and a date has been set to meet her for orientation. At the orientation, you will need to provide the following:

- “Juvenile Work Permit”, which is required if you are under 18 years of age.
- Proof of eligibility to work in the United States (*i.e. social security card, birth certificate, U.S. passport, federal or state issued ID, military/dependent ID, permanent resident card, etc.*)

For Juvenile Work Permit information, please click on “Juvenile Work Permit” on our website.

### **I have been advised by your office that I am eligible, when could I start?**

Answer:

You will be contacted to attend an orientation prior to your start date. Orientation is conducted in October. An interview will also be done by the department that is looking for a Learning and Earning student. All these will be scheduled by the Program Coordinator. Please monitor your e-mail and phone for any update.

### **When does the program start and for how long?**

Answer:

The Learning and Earning Program will start the end of October through May 20<sup>th</sup>.

### **How many hours could I work?**

Answer:

The Learning and Earning Program’s primary goal is to help you stay in school, graduate in high school, and provide you with work readiness training. The program’s objective is to deliver all the services to the student without interfering with your school schedule; thus, 12 hours a week is the maximum allowable work hours.

**How much is the pay?**

Answer:

Starting October 2010, the Learning and Earning Program will pay \$8.25 per hour.

**Do we work during winter and spring break?**

Answer:

The Learning and Earning Program is not in session during the winter and spring break.

**I have not passed the high school Math Proficiency Exam, when can I start attending the weekly tutoring and how long is it?**

Answer:

The Math Proficiency tutoring will start the 1<sup>st</sup> week of November. Tutoring will be offered about 1 ½ hour every week at West Charleston Campus and Cheyenne Campus. Students attend the campus where they are assigned.

**I have already passed my Math proficiency exam, do I need to attend the Math tutoring?**

**Answer:**

The math tutoring is for the students who are still working on passing their Math proficiency exam.

**Is Math tutoring available at Henderson Campus?**

Answer:

Not at this time.

**I have not yet passed my Writing and Science proficiency exams, does the Learning and Earning Program offer tutors for those areas?**

Answer:

Not at this time. Tutoring is only available for Math.

**What is the weekly counseling? When does it start?**

Answer:

The weekly counseling is mandatory for all Learning and Earning students to attend. A Clark County School District (CCSD) Licensed School Counselor meets with ALL students on a weekly basis to provide Professional Development workshops or bring guest speakers from the college or the community. The CCSD counselor also checks on the academic progress of the Learning and Earning students.

Weekly counseling will start the 1<sup>st</sup> week of November. Schedule and location will be announced via e-mail by the Program Coordinator.

**I think I am on track to graduate and I know what I am doing, do I need to attend the weekly counseling?**

*Answer:*

Yes, it is mandatory for ALL Learning and Earning students. Failure to attend could result in termination from the program.

**Where do I find the time sheets to report my work hours?**

*Answer:*

Please visit our website at <http://www.csn.edu/pages/579.asp>. Under “Details and Resources”, click on “**time sheet**”. This is an excel file and the time sheet needs to be filled-out electronically. Once you have filled-out the time sheet completely, print, obtain the proper signatures, and fax your time sheet to 651-4612 on the given due dates. Please see “**Payroll and Time Sheet Due Dates**” for more information.

When you turn-in your time sheet, please make sure that you are **ALSO** faxing your “**Student Evaluation**”: <http://www.csn.edu/pages/579.asp>

**How do I fill-out my time sheet correctly?**

*Answer:*

1. Please use and **ONLY use the time sheet found on our website**. This has the current account number and pay rate.
2. Fill-out your time sheet **ELECTRONICALLY**, then print. **NO handwritten time sheet will be accepted.**
3. Please fill-out your time sheet **COMPLETELY** (Last name, First name, EID #, Pay Period dates) If you currently do not remember your EID, please e-mail the Program Coordinator.
4. **Pay attention to the dates!!!!** Make sure you have a calendar when filling-out your time sheet. If you report hours on weekends or holidays...you will miss out
5. If your work shift is MORE THAN 6 hours in a day, please do not forget to declare an **UNPAID lunch hour of at least 30 minutes.** If your shift is MORE THAN 8 hours (i.e. 8AM-5PM), you will need to take an **UNPAID hour lunch break.** **You are NOT ALLOWED to work more than 8 hours.**
6. Always SIGN your time sheet.
7. Please fax your time sheet on time. **Use fax: 651-4612.** Please follow the direction to which the paper needs to go to avoid sending a blank time sheet.

**When do I turn-in my time sheet and student evaluation?**

*Answer:*

Please see “**Payroll and Time Sheet Due Dates**” on our website for more information:  
<http://www.csn.edu/pages/579.asp>

**I missed the due date for my time sheet, could I still turn it in?**

Answer:

Please fax your time sheet as soon as possible; however, your time sheet will be reported with the NEXT payperiod.

**When and where do I pick-up my paycheck?**

Answer:

If you turn-in your time sheet by the given due date, your paycheck will be available at the Cashier Office where you are assigned. Please bring a photo ID when you pick-up your check.

Please refer to the **“Payroll and Time Sheet Due Dates”** on our website for payroll dates:  
<http://www.csn.edu/pages/579.asp>

**Is direct deposit available?**

Answer:

Yes, and I highly encourage all Learning and Earning student to consider “direct deposit”. Please visit <http://www.csn.edu/PDFFiles/HR/directdeposit.pdf> for more information. Setting up a “direct deposit” is very easy, safe, and convenient.