

## **Important Things Workability III Students Should Know**

### **IPE (Individual Plan for Employment)**

- Department of Rehabilitation (DOR) & Workability III are both focused on assisting you in gaining employment.
- Your Rehab Counselor will work with you to develop an IPE.
- Your IPE is what guides the focus of services for Workability III.
- TPP clients can participate in the Workability III program.

### **SEP (Student Education Plan)**

- You and the Workability III Counselor/Coordinator will discuss your IPE goal and develop an SEP during your first semester in the program.
- It is your responsibility to follow the SEP.
- If changes to your SEP are necessary you should notify your DOR Counselor & work with the WAIII Counselor/Coordinator to make the necessary adjustments.

### **Adding/Dropping Classes**

- BEFORE adding and/or dropping any classes, you should meet with the Workability III Counselor/Coordinator

#### **AND**

- Discuss the changes with your DOR Counselor if the change affects your SEP.
- DO NOT JUST STOP GOING TO A CLASS, YOU MUST DROP THE CLASS!

### **Financial Aid**

- Each academic year you must apply for Financial Aid (complete & submit a FASFA) before DOR authorizes any financial assistance to cover costs associated with attending Reedley College.
- You should provide a copy of your SAR (Student Aid Report) to your DOR Counselor each academic year.
- Remember that if you do not maintain satisfactory academic progress your Financial Aid will be affected.

### **Fun/Personal Interest Classes**

- As a student of Reedley College you have the right to take any classes the college offers that you meet the requirements for. However, as a student participating in the Workability III Program and possibly receiving assistance to attend from DOR, classes that are not related to or required by your IPE goal should not interfere with your ability to take and/or be successful in classes that are related/required by your IPE goal.
- Be aware that DOR may not cover costs/fees associated with taking these classes.
- You should discuss your desire to take fun/personal interest classes with the Workability III Counselor/Coordinator and your DOR Counselor

### **Meeting with your Counselors**

- You should meet with the WAIII Counselor/Coordinator at least 1x/month. This meeting will be used as a time to check in on how classes are going, track your progress & problem solve any issues before they become BIG problems.
- You should meet with your DOR Counselor at least 2x/semester.
- It is important for you to stay in regular contact with both counselors.
- Staffing appointments may be made anytime you or your counselors feel it is necessary to meet as a group to discuss progress and/or concerns.

## **WHICH COUNSELOR IS RESPONSIBLE FOR WHAT?**

### **Dept. of Rehab Counselor**

Developing IPE  
Providing support/guidance during education  
Assistance/Referrals to outside agencies  
Referrals to SSI Benefits Counseling  
Referrals for Assistive Technology  
Authorizing DOR funds for:  
    Tuition/Health Fee  
Bookstore: textbooks/supplies  
    Uniforms, etc.  
Supplies related to employment  
    Mileage/Gas

### **Workability III Counselor**

Academic Advising  
Assistance with Registering  
Assistance with daily occurrences  
    Link to DSP&S Services  
    Link to other RC Services  
Referring for Instructional Aid Assistance  
Referring for Job Developing  
Liaison services with DOR & other agencies

## **Important Contact Information**

### **Reedley College DSP&S/Workability III**

Samara Trimble	WAIH Counselor Coordinator	(559) 638-0332 <a href="mailto:samara.trimble@reedleycollege.edu">samara.trimble@reedleycollege.edu</a>
Ishmael Verduzco	WAIH Job Developer	(559) 638-0332 <a href="mailto:ishmael.verduzco@reedleycollege.edu">ishmael.verduzco@reedleycollege.edu</a>
Aaren Cobb	WAIH Instructional Aide	(559) 638-0332 <a href="mailto:aaren.cobb@reedleycollege.edu">aaren.cobb@reedleycollege.edu</a>

### **Department of Rehabilitation**

Fresno Office – Department of Rehabilitation	(559) 445-6011
Visalia Office – Department of Rehabilitation	(559) 735-3838

## **IMPORTANT TIMELINES FOR WORKABILITY III STUDENTS**

### **August:**

- (Early August) Make contact with your DOR counselor to be sure all is complete & set for you to attend. If you have not already, you should discuss:
  - Classes you are planning to take & review where you are at in terms of completing training associated with your IPE.
  - Tuition/Health Fee/Parking Payment Authorizations
  - Bookstore Voucher
- Books are typically available in the bookstore 1 week before the semester begins
  - If using a bookstore check from DOR to purchase books it would be best to wait & purchase all books/supplies after attending ALL your classes. This way you will know what books/supplies you need for each class. Bookstore checks are only able to be used one time, so if you do not purchase something you need when you use the check, you will end up having to pay for the supply yourself or wait for another check to process.
- Make an appointment to see the WAIII Counselor/Coordinator sometime during the first 2 weeks of the semester (after you have attended all your classes for the first time).
- Meet with the Workability III Instructional Aide – you will setup regular appointments throughout the semester to monitor class progress.

### **September:**

- Make an appointment to meet with your DOR counselor.
- Meet with the WAIII Counselor/Coordinator for a check-in.

### **October:**

- Priority Registration: As a WAIII student you are strongly encouraged to take part in priority registration. You will be registered for classes before they open up for registration by the general student population. This means you have a better chance at getting the class/teacher/time that you want and need.
- Priority Registration for Spring is usually in Mid-October. Expect a letter from the DSP&S office about setting up an appointment with the WAIII Counselor/Coordinator to participate in Priority Registration.
- Once registered send a copy of your registration statement for the next semester to your DOR Counselor.

### **November:**

- Make an appointment to meet with your DOR Counselor. Discuss any requests or arrangements necessary for the Spring semester.
- Meet with the WAIII Counselor/Coordinator for a check-in.

### **December:**

- Meet with the WAIII Counselor/Coordinator for a check-in.
- After grades post, the WAIII Counselor/Coordinator will print a copy of your transcripts for your DOR Counselor. You should make an appointment to meet with your DOR Counselor for a progress report.

**January:**

- Books are typically available in the bookstore 1 week before the semester begins... see August note about using bookstore checks.
- Make an appointment to see the WAIII Counselor/Coordinator sometime during the first 2 weeks of the semester (after you have attended all your classes for the first time).

**February:**

- Make an appointment to meet with your DOR counselor.
- Meet with the WAIII Counselor/Coordinator for a check-in.
- Complete a new FASFA application - if you are planning to attend classes in Summer/Fall/Spring of the next academic year. Deadline to get maximum aid available is usually around March 3<sup>rd</sup>.

**March:**

- Priority Registration for Summer/Fall is usually in Mid-March. Expect a letter from the DSP&S office about setting up an appointment with the WAIII Counselor/Coordinator to participate in Priority Registration.
- Once registered send a copy of your registration statement for the next semester to your DOR Counselor.

**April:**

- Make an appointment to meet with your DOR Counselor. Discuss any requests or arrangements necessary for the Spring semester.
- Meet with the WAIII Counselor/Coordinator for a check-in.
- If you will not be taking summer school but will be attending college in the Fall, you should begin looking for Summer employment to gain work experience
- If you are completing your training & will be looking for permanent employment (not continuing school) you should begin meeting with the WAIII Job Developer.

**May:**

- Meet with the WAIII Counselor/Coordinator for a check-in.
- After grades post, the WAIII Counselor/Coordinator will print a copy of your transcripts for your DOR Counselor.
- Make an appointment to meet with your DOR Counselor for a progress report.
  - If you are attending Summer classes check with your DOR counselor to be sure all is arranged in terms of authorizations for Summer classes.
- Begin summer employment/work experience after the semester ends.

**June/July:**

- Continue summer employment/work experience.
- If looking for permanent employment you should be meeting with the job developer at least 1x/week and fully participating in job search on your own between appointments.
- Schedule a staffing appointment with the WAIII Counselor/Coordinator and DOR Counselor to discuss your progress in working towards completing your IPE and plan for the upcoming months/academic year.