Support & Empowerment Program Guidelines
Completion Center

Note: SEP is funded by the Carl Perkins Vocational Act. Grant funding is contingent upon congressional support.

What We Do:
- Funds for Child Care or Transportation
- Academic Support and Guidance
- One-on-one Support Meetings
- Stress Management
- Crisis Intervention
- Workshops on Relevant Topics
- Community Resource Education and Referrals

Eligibility Requirements:
- Must be enrolled in a Workforce Education Program (AAS degree or certificate). Carl Perkins funding does not support students in transfer programs that lead to bachelor degrees.
- Must meet one of the following Special Populations definitions:
  a. Individual with a disability – a student with a physical, mental or learning disability AND who is registered with the MCC Accommodations Office
  b. Economically Disadvantaged or Low-Income Individual – a student who is receiving any of the following: Pell Grant, TANF, SNAP, WIC, SSI, Medicaid or Public Housing
  c. Individual preparing for a Non-Traditional Field – a student enrolled in a Nontraditional Program (occupation or field for which individuals from one gender comprise less than 25 percent of the individuals employed in such occupation or field of work) according to the Texas Higher Education Coordinating Board (Ex.: Male in a health profession or mental health field; Female in business, computers, or emergency service field)
  d. Single Parent or Single Pregnant Woman-- a student who is single (never married), divorced, widowed or legally separated AND who provides more than 50% of the financial support for their child/children OR is single woman pregnant with her first child
  e. Out-of-Work Individual/Displaced Homemaker -- a student who has worked primarily without pay to care for their home and family OR a parent whose youngest dependent child will become ineligible for SSI within the next 2 years, AND who has been dependent on the income of another family member but is no longer supported by that income, AND who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment
  f. English Learner – a student who has limited ability in speaking, reading, writing, or understanding the English language, AND who’s native and dominant language is a language other than English
  g. Individual Experiencing Homelessness– a student who is or has been homeless anytime during the previous 12-month period
  h. Current or Former Foster Care Youth – a student who is currently in or has aged out of the foster care system
  i. Dependent of an Active Duty Member of the Armed Forces – a student whose parent is a member of the armed forces AND is on active duty
Must be enrolled in at least 9 hours in a Workforce Education Program during fall and spring terms (6 hours must be face-to-face or on campus). The enrolled hours must match the student’s degree plan. Must be enrolled in at least 3 hours (face-to-face or on campus) matching the student’s Workforce Education Program to be eligible during each summer term.

Must have a 2.0 cumulative GPA and maintain a minimum 2.0 GPA each semester.

*Meeting Eligibility and Program Requirements does not guarantee funding, as we have a limited number of spots each semester.*

**How Do I Apply?**

- Applications are available on our website: [http://www.mclennan.edu/academic-advising/reentering-workforce](http://www.mclennan.edu/academic-advising/reentering-workforce). Check the website for posted applications and due dates.
- All paperwork must be submitted to the Completion Center during an intake appointment with an SEP Coach. Please call 299-8600 to set up your intake appointment.
- Only complete application packets will be considered. A complete application packet includes all of the following documents:
  1. SEP application
  2. Automated degree plan from a Workforce Education Program (AAS or Certificate).
  3. New semester course schedule showing the required number of hours for the semester
  4. Financial Aid Award Letter
  5. All supporting documentation to prove your status as one of the eligible Special Populations categories listed *see application for required documentation
- Transportation vs. Childcare Funding Option on Application:
  The amount received is the same for both transportation and childcare funding.