Fall 2013 8-week Academic Calendars

First 8-Week Session

May 1 Wednesday	Last day for International students to apply for admission
August 1 Thursday	Last day to apply for Admission
	Last day for students to change Program/Plan
August 13-19 Tues. - Mon.	Registration for new and continuing students
August 20 Tuesday	Last day to pay tuition for students who registered July 1 - August 20.
August 21 Wednesday	**Class work begins**
August 21-23 Wed.-Fri.	Add/Drop and Registration continues for new continuing students.
	Tuition is due at the time of Registration
August 21 Wednesday	Last day to enter an organized class without instructor's permission
	Last day to utilize Peoplesoft Self-service to add/drop/register
August 23 Friday	Last day to enter an organized class with instructor's permission. Selected classes only.
	Last day to drop without a grade
	Last day to reduce course load or cancel registration for a full refund of fees
	Last day to change grading option (letter grade to pass/fail;pass/fail to letter grade; audit to credit)
	Last day to pay tuition
September 2 Monday	Labor Day *Academic Holiday*
September 5 Wednesday	Last day to reduce course load and receive a 50% refund
September 13 Friday	Last day to file an application for a December credential
September 18 Wednesday,	Last day for a student, at their discretion to officially withdraw from an 8-week class and receive a grade of W.
	Last day to change grading option (credit to audit).
October 8 Tuesday	**Last day for a student, at the instructors's discretion, to officially withdraw from an 8-week class and receive a grade of W.**
October 9 Wednesday	Final examinations End of the First 8-Week session

Second 8-Week Session

May 1 Wednesday	Last day for International students to apply for admission
September 27 Friday	Last day to apply for Admission
October 1 Mon.-Fri.	Registration begins for the Spring 2014 semester for currently enrolled students
October 9-10 Tues.-Wed.	Registration for new and continuing students
October 14-17 Mon.-Thurs.	Registration for new and continuing students
October 14 Monday	**Class work begins**
October 15 Tuesday	Last day to enter an organized class without instructor's permission
October 17 Thursday	Last day to enter an organized class with instructor's permission. Selected classes only.
	Last day to reduce course load or cancel registration for a full refund of fees
	Last day to drop without a grade
	Last day to change grading option (letter grade to pass/fail;pass/fail to letter grade; audit to credit)
	Last day to pay tuition
October 28 Monday	Last day to reduce course load and receive a 50% refund
November 11 Monday	Last day for a student, at their discretion to officially withdraw from an 8-week class and receive a grade of W.
	Last day to change grading option (credit to audit).
Nov.27-Dec.1 Wed. - Sun.	Thanksgiving Holiday *Academic Holidays*
December 6 Friday	**Last day for a student, at the instructors's discretion, to officially withdraw from an 8-week class and receive a grade of W.**
December 7 Saturday	End of class work
Dec. 8-14 Sun.-Sat.	Final examinations
December 14 Saturday	End of the Second 8-Week session

Note: Dates listed in this calendar are subject to change.

How to Register for Fall II

Beginning Freshmen

Upon receiving your acceptance letter from the BCTC Admissions office, all beginning freshmen need to call the Advising and Assessment Center at (859)246-6220 to schedule an advising appointment.

It is important to schedule your advising appointment as early as possible due to the limited number of Fall II courses.

Current Students

Students Enrolled Fall 2013 at BCTC

Students currently enrolled for the Fall 2013 semester may register for Fall II by logging into their Peoplesoft Self-Service account. The last day to Add utilitzing Self-Service is Tuesday, October 15. Registration must be processed manually in the Student Records Office beginning Wednesday, October 16.

The last day to Add a class for Fall II is Thursday, October 17.

Information will be posted at the Danville, Lawrenceburg, and Winchester Campuses with instructions on when and where to register.

Fees are due in full by Thursday, October 17, 2013.

The schedule above is for Lexington Campuses only

Regional Campus Students should contact their campus for registration dates.

Danville: (859) 239-7030, ext. 56860
Georgetown: (859) 246-6555
Lancaster: (859) 792-1513
Lawrenceburg: (502) 839-8488, ext. 56804
Winchester: (859) 737-3098

How to Register for Fall II

NON-DEGREE & VISITING STUDENTS

1. Non-degree seeking and Visiting students* do not have to meet with an academic advisor. New Non-degree seeking and Visiting students should receive their KCTCS ID number in their acceptance letter and may activate their account at https://webmail.kctcs.edu using their last name and KCTCS ID number, and then register online at https://students.kctcs.edu beginning October 7.

* Non-degree seeking and Visiting students: please be advised if you are registering for a course with a prerequisite, you must provide proof of meeting the prerequisite from your transfer or home institution. See the KCTCS Catalog.

* Students attempting to register for English or Math must meet the placement requirements. See the KCTCS Catalog.

2. October 8 - 17: Register for your classes online at https://students.kctcs.edu

3. October 16 - 17: Registration must be processed manually

4. Pay your fees by the deadlines established in the Academic Calendar, on page 1 or at http://bluegrass.kctcs.edu/Registrar/Academic_Calendar.aspx

Fee payment information on pages 5 or at http://bluegrass.kctcs.edu/Student_Billing.aspx

Note: Failure to pay your fees may result in cancellation of your registration.

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How to Register for Fall II

TRANSFER & READMITTED STUDENTS

• REGISTRATION •

1. All transfer and readmitted degree-seeking students must meet with an academic advisor before registering for classes. Please report to the lobby of your campus' administration building at the following times for check-in location.

	Cooper Campus	Leestown Campus
October 8	1:00 p.m. - 6:00 p.m.	1:00 p.m. - 4:00 p.m.
October 9	1:00 p.m. - 6:00 p.m.	1:00 p.m. - 4:00 p.m.
October 10	1:00 p.m. - 6:00 p.m.	1:00 p.m. - 4:00 p.m.
October 14	1:00 p.m. - 6:00 p.m.	1:00 p.m. - 4:00 p.m.
October 15	1:00 p.m. - 6:00 p.m.	1:00 p.m. - 4:00 p.m.
October 16	9:00 a.m. - 1:00 p.m.	9:00 a.m. - 1:00 p.m.
October 17	9:00 a.m. - 1:00 p.m.	9:00 a.m. - 1:00 p.m.

2. October 8 - 15
   - Register for your classes online at https://students.kctcs.edu
3. October 16 - 17
   - Registration must be processed manually
4. Pay your fees by the deadlines established in the Academic Calendar, on page 1 or at http://bluegrass.kctcs.edu/Registrar/Academic_Calendar.aspx

   Fee payment information on pages 5 or at http://bluegrass.kctcs.edu/Student_Billing.aspx

   Note: Failure to pay your fees may result in cancellation of your registration.

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How to Pay Your Fees

STUDENT STATEMENT OF FINANCIAL OBLIGATION

Enrollment into classes constitutes a contractual financial obligation to pay tuition and related charges for which you (the student) are liable.

STATEMENT OF OFFICIAL BILLING METHOD - EMAIL

In an effort to become a more "green" organization the BCTC official Student Billing method is via the student's KCTCS assigned email address! Student's are responsible for regularly (not less than once per week) accessing their KCTCS assigned email account. A paper bill will NOT be sent.

Students are responsible for all outstanding debts due to BCTC. BCTC reserves the right to forward past due accounts to the Kentucky Department of Revenue which will result in additional collections costs.

PAYMENT METHODS

-Online (preferred method) - via https://students.kctcs.edu/

-By mail – Include student ID number on check or money order and send to:

BCTC
164 Opportunity Way
C/O Student Billing Office
Lexington, KY 40511

-Walk-in – At either our two Student Billing Office locations:

215 Oswald Building, 470 Cooper Drive
126 Building C, 164 Opportunity Way
Hours of operation are 8am to 5pm (Monday – Friday)

Note: An After Hours drop box is available outside each Student Billing Office.
Do not include cash in drop box. Remember to include Student ID # on your remittance.

-Third Party Assistance - If your tuition is paid via government agency or employers then you are receiving Third Party Assistance. Students are required to submit official documentation from their Third Party prior to the first day of class, every semester. Failure to do so may result in cancelation of classes.

REFUNDS

To receive a refund of tuition payment a student must officially withdraw within published time periods (see BCTC Academic Calendar). The student is responsible for reading and understanding the current withdrawal policy as it appears in the current schedule of classes. Official withdrawal (aka "dropping a course") is defined as completing a withdrawal form with the BCTC Records Office. The student is solely responsible for initiating and completing the withdrawal process. See http://bluegrass.kctcs.edu/Registrar/Withdrawal_Policy.aspx for the BCTC withdrawal policy. Withdrawal from classes via telephone or email is not an acceptable method and will not be processed. ***Note***: Student refunds are mailed every Friday from Atlanta Georgia. Go to https://students.kctcs.edu to confirm if a refund has been processed. You are required to maintain a correct mailing address with the Records Office.

STUDENT ACCOUNT INQUIRIES

For account inquiries simply go to https://students.kctcs.edu to view your Student Billing Account information. For additional information you may reach the Student Billing Office at (859)246-6270.

Fall Final Exam Schedule

FALL Final Examination Schedule 2013

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00		Classes that start MW, MWF, M, M_{hb}, or W_{hb} at 8:00 Exam: 8:00 - 10:00	Classes that start TR, T_{hb}, or R_{hb} at 9:30 or T at 8:00 Exam: 9:30 - 11:30	Classes that start MW, M_{hb}, or W_{hb} at 9:30, or W at 8:00 or MWF at 10:00 Exam:	Classes that start TR, R, T_{hb}, or R_{hb} at 8:00 Exam: 8:00 - 10:00	Classes that start F or F_{hb} at 8:00 or MWF at 9:00 Exam: 8:00 - 10:00	Classes that start S at 9:00 Exam: 9:00 - 11:00
9:00							
10:00							
11:00		Classes that start MW, MWF, M, M_{hb}, or W_{hb} at 11:00 Exam: 11:00 - 1:00			Classes that start TR, R, T_{hb}, or R_{hb} at 11:00 Exam: 11:00 - 1:00	Classes that start F or F_{hb} at 11:00 or MWF at 12:00 Exam: 11:00 - 1:00	
12:00			Classes that start TR, T_{hb}, or R_{hb} at 12:30 or T at 11:00 Exam: 12:30 - 2:30	Classes that start MW, M_{hb}, or W_{hb} at 12:30, or W at 11:00 or MWF at 1:00 Exam: 12:30 - 2:30			
1:00	Classes that start N at 1:00 Exam: 1:00 - 3:00						Classes that start S at 1:00 Exam: 1:00 - 3:00
2:00		Classes that start MW, M, M_{hb}, or W_{hb} at 2:00 Exam: 2:00 - 4:00			Classes that start TR, R, T_{hb}, or R_{hb} at 2:00 Exam: 2:00 - 4:00		
3:00			Classes that start TR, T_{hb}, or R_{hb} at 3:30 or T at 2:00 Exam: 3:30 - 5:30	Classes that start MW, M_{hb}, or W_{hb} at 3:30 or W at 2:00 Exam: 3:30 - 5:30			
4:00							
5:00		Classes that start MW, M_{hb}, or W_{hb} at 5:00 Exam: 5:00 - 7:00			Classes that start TR, T_{hb}, or R_{hb} at 5:00 Exam: 5:00 - 7:00		
6:00			Classes that start TR, T, T_{hb}, or R_{hb} at 6:30 Exam: 6:30 - 8:30	Classes that start MW, W, M_{hb}, or W_{hb} at 6:30 Exam: 6:30 - 8:30			
7:00							
8:00		Classes that start MW, M_{hb}, or W_{hb} at 8:00 pm or M at 6:30 Exam: 8:00 - 10:00			Classes that start TR, T_{hb}, or R_{hb} at 8:00 pm or R at 6:30 Exam: 8:00 - 10:00		
9:00							

Fall Final Exam Schedule

No final exam may be given before the period published in the Academic Calendar.

Courses that begin at times other than the times listed above will be considered as meeting at the closest preceding meeting time as listed above.

If a final examination is to be given, it will be administered during the examination period as established by the official academic calendar for BCTC. In determining the date of the final examination, "classes that begin" refers to the initial class meeting of the normal instructional week (Monday through Friday). Final examinations may be given at times other than the regularly scheduled time in the following instances:

Faculty:
In the case of conflicts or undue hardship for an individual instructor, a final examination may be rescheduled at another time during the final examination period upon the recommendation of the Assistant Dean of the division and with the concurrence of the Office of Academics and the Registrar.

The location of the final exam for Hybrid classes that meet T (T_{hb}) or W (W_{hb}) at 9:30, 12:30, 3:30, or 6:30, and M (M_{hb}) or R (R_{hb}) at 8:00, 11:00, 2:00, 5:00, or 8:00pm will be determined and announced by the instructor of the course.

Students:
Students in Hybrid courses that meet T (T_{hb}) or W (W_{hb}) at 9:30, 12:30, 3:30, or 6:30, and M (M_{hb}) or R (R_{hb}) at 8:00, 11:00, 2:00, 5:00, or 8:00 pm will need to consult their instructor for the location of the final exam. In the case of a final examination conflict for an individual student, a final examination may be rescheduled by mutual agreement with the instructor during the final examination period.

Any student with more than two final examinations scheduled on any one date shall be entitled to have the examination for the class with the highest catalog number rescheduled at another time during the final examination period. In case this highest number is shared by more than one course, the one whose departmental prefix is first alphabetically will be rescheduled. The option to reschedule must be exercised in writing to the appropriate instructor no later than one week prior to the last class meeting.

If an examination schedule conflict is created by faculty rescheduling of an examination, the student shall be entitled to take the rescheduled examination at another time during the examination period by mutual agreement with the instructor. In the case of undue hardship for an individual student, a final examination may be rescheduled by the instructor.

Bluegrass Community and Technical College

(BCTC)

Drug-Free Policy:

KCTCS colleges are committed to providing a safe environment for students, faculty, and staff. The KCTCS colleges have adopted the following drug-free policy:

Being under the influence of alcohol or other drugs or the use, possession, distribution, manufacture, or sale of illegal or unauthorized drugs is prohibited and is punishable as a felony offense on campus or within 1000 yards of campus. Conduct that violates this definition, poses unacceptable risks, and disregards the health, safety and welfare of members of the KCTCS college community shall result in disciplinary action up to and including suspension or termination. The KCTCS Colleges are in compliance with the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act amendment of 1989.
http://www.kctcs.edu/catalog/index.cfm?action=display&cs_id=6

Additional information about the KCTCS Drug Free Policy is located at:
http://www.kctcs.edu/employee/policies/volumeII/volII3-3-13.pdf

Health Risks Associated with the Abuse of Alcohol or Use of Illicit Drugs:

A description of the health risks associated with the abuse of alcohol or use of illicit drugs can be found at:

http://www.drugabuse.gov/DrugPages/DrugsofAbuse.html AND
http://www.collegedrinkingprevention.gov/OtherAlcoholInformation/FAQsonAlcoholAbuseandAlcoholism.aspx

Drug/Alcohol Resources and Programs Available to Students:

BCTC Student Development and Counseling Office: (859) 246-6530
Alcoholics Anonymous: (859) 276-2917
Narcotics Anonymous: (859) 253-4673
National Drug Information Treatment and Referral Hotline: 1-800–662–HELP (4357)

Compliance with Regulations

Bluegrass Community and Technical College (BCTC) is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status, and will not discriminate based on race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability.

Compliance with Title IX of the Educational Amendments of 1972, which prohibits sex discrimination, and with Title VI of the Civil Rights Act of 1964 is coordinated by Jane Goatley, Bluegrass Community and Technical College, 208 B Oswald Bldg, Cooper Drive, Lexington, KY 40506, 859.246.6704.

Efforts to comply with the laws and regulations applicable to people with disabilities are also coordinated by Jane Goatley, Director of Human Resources, as required by Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Questions concerning compliance with regulations may be directed to the Bluegrass Community and Technical College's Assist to the President or to the Director of the Office of Civil Rights, U.S. Department of Education, Philadelphia, PA.

BCTC is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. Questions may be directed to the BCTC's Student Affairs Office or the Director of Human Resources.

ACCREDITATION

Bluegrass Community & Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, GA, 30033-4097, 1-404-679-4501 http://www.sacs.org, to award associate degrees. BCTC is an equal opportunity employer and education institution.

Official Bluegrass Community and Technical College curricula, policy, and procedure are contained in the *2010-2011 Bluegrass Community and Technical College Catalog* or the *2010-2011 KCTCS Catalog*, www.bluegrass.kctcs.edu/aa/faculty/bctc_college_catalog/.

BCTC will follow all published deadlines and exceptions cannot be made.

The College reserves the right to change course offerings and to cancel any course not selected by a sufficient number of students at the time offered.