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BCTC TITLE IV CODE

009707

BCTC ACT CODE

1531

BCTC TOEFL CODE

1474

ACCREDITATION

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

BLUEGRASS COMMUNITY AND TECHNICAL COLLEGE 2006 - 2007 ACADEMIC CALENDARS

2006 Fall Semester

- March 27-April 13:** Priority Registration for currently enrolled students
- May 1:** Last day for International Students to apply for admission
- August 1:** Priority deadline for admission
- August 4:** Last day for registered students to pay tuition to avoid cancellation of registration
- August 11:** Last day to apply for admission
- August 14-17:** Add/Drop and Registration continues for new and continuing students
- August 20:** Class work begins
- August 25:** Last day to enter an organized class
- 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
- Sept. 4:** Labor Day (Academic Holiday)
- Sept. 15:** Last day to file an application for a December degree
- Sept. 18:** Last day to reduce course load and receive a 50% refund
- October 9-15:** Fall Break (Academic Holidays)
- Oct. 16:** Last day for students, at their discretion, to withdraw from a 16 week class and receive a grade of W
- Last day to change grading option (credit to audit)
- Oct 30-Nov 17:** Priority Registration for Spring 2007 semester for currently enrolled students.
- November 23-26:** Thanksgiving (Academic Holiday)
- Dec. 8:** Last day for a student, at the instructor's discretion, to officially withdraw from a class and receive a grade of W
- Dec. 9:** End of class work
- Dec 10-16:** Final Examinations
- Dec. 16:** End of Semester

2006 Fall II Term

- October 4 - 5:** Registration for currently enrolled students
- October 6:** Last day to apply for admission
- Oct. 16 - 20:** Add/Drop and Registration for new and continuing students
- October 18:** Class work begins
- October 20:** Last day to enter an organized class
- 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
- November 1:** Last day to reduce course load and receive a 50% refund

- November 15:** Last day for students, at their discretion, to withdraw from a 8-week class and receive a grade of W
- Last day to change grade option (credit to audit)

Oct. 30 - Nov. 17: Priority registration for Spring 2007 semester for currently enrolled students.

Nov. 23 - 26: Thanksgiving Holiday (Academic Holidays)

December 8: Last day for a student, at the instructor's discretion, to officially withdraw from a class and receive a grade of W

December 9: End of class work

Dec. 10 - 16: Final Examinations

December 16: End of Fall II semester

2007 Spring Semester

Oct. 30 - Nov. 17: Priority registration for currently enrolled students

September 1: Last day for international students to apply for admission

December 1: Priority deadline for admission

- Priority deadline to file an application for a May degree

December 15: Last day to apply for admission

Jan. 2 - 4: Add/Drop and Registration continues for new and continuing students

January 7: Class work begins

January 12: Last day to enter an organized class

- 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

January 15: Martin Luther King, Jr. Day (Academic Holiday)

February 5: Last day to reduce course load and receive a 50 percent refund

February 9: Last day to file an application for a May credential

February 19: President's Day (Academic Holiday)

March 5: Last day for students, at their discretion, to withdraw from a 16-week class and receive a grade of W

- Last day to change grading option (credit to audit)

March 12 - 18: Spring Break (Academic Holidays)

March 26 - April 13: Priority Registration for Summer and Fall 2007 semesters for currently enrolled students

April 6 - 8: Good Friday (Academic Holidays)

April 27: Last day for a student, at the instructor's discretion, to officially withdraw from a class and receive a grade of W

April 28: End of class work
April 29 – May 5: Final Examinations
May 5: End of semester

2007 Spring II Session

Feb. 20 – 21: Registration for currently enrolled students
February 23: Last day to apply for admission
Feb. 27 – March 5: Registration and Add/Drop for new and continuing students
March 1: Class work begins
March 5: Last day to enter an organized class
- 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
March 12 – 18: Spring Break (Academic Holidays)
March 15: Last day to reduce course load and receive a 50 percent refund
March 26 – April 13: Priority Registration for Summer and Fall 2007 semesters for currently enrolled students
March 29: Last day for students, at their discretion, to withdraw from a 8-week class and receive a grade of W
- Last day to change grading option (credit to audit)
April 6 - 8: Good Friday (Academic Holidays)
April 27: Last day for a student, at the instructor's discretion, to officially withdraw from class and receive a grade of W
April 28: End of class work
April 29 – May 5: Final Examinations
May 5: End of session

2007 First Six-Week Summer Session

March 30: Last day for international students to apply for admission
April 20: Last day to apply for admission
May 7 - 9: Add/Drop and Registration for new and continuing students
May 8: Class work begins
May 10: Last day to enter an organized class
- 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
May 18: Last day to reduce course load and receive a 50% refund
May 28: Memorial Day (Academic Holiday)
May 29: Last day for students, at their discretion, to withdraw from a 6-week class and receive a grade of W

June 18: End of class work
- Last day for students, at the instructor's discretion, to withdraw from a 6-week class and receive a grade of W
June 19: Final Examinations
- End of semester

2007 First Four-Week Summer Session

March 30: Last day for International Students to apply for admission
April 20: Last day to apply for admission
May 7 - 8: Add/Drop and Registration for new and continuing students
May 8: Last day to enter an organized class
- 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
May 14: Last day to reduce course load and receive a 50 percent refund
May 22: Last day for students, at their discretion, to withdraw from a 4-week class and receive a grade of W
- Last day to change grading option (credit to audit)
May 28: Memorial Day (Academic Holiday)
June 4: End of class work
- Last day for students, at the instructor's discretion, to officially withdraw from class and receive a grade of W
June 5: Final Examinations
- End of session

2007 Second Four-Week Summer Session

March 30: Last day for international student to apply for admission
May 25: Last day to apply for admission
June 6 - 7: Add/Drop and Registration for new and continuing students
June 7: Class work begins
Last day to enter an organized class
- 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
June 22: Last day to apply for an August credential
June 29: Last day to reduce course load and receive a 50 percent refund
June 13: Last day to reduce course load and receive a 50 percent refund
June 21: Last day for students, at their discretion, to withdraw from a 4-week class and receive a grade of W

- Last day to change grading option (credit to audit)

June 22: Last day to apply for an August credential

July 2: End of class work

- Last day for students, at the instructor's discretion, to officially withdraw from class and receive a grade of W

July 4: Independence Day (Academic Holiday)

July 5: Final Examinations

- End of session

2007 Eight-Week Summer Session

March 30: Last day for international students to apply for admission

May 25: Last day to apply for admission

June 6- 8: Add/Drop and Registration for new and continuing students

June 7: Class work begins

- Registration continues

June 11: Last day to enter an organized class

- 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

June 21: Last day to reduce course load and receive a 50 percent refund

June 22: Last day to apply for an August credential

July 4: Independence Day (Academic Holiday)

July 5: Last day for students, at their discretion, to officially withdraw from a class and receive a grade of W

August 1: End of class work

- Last day for students, at the instructor's discretion, to withdraw from an 8-week class and receive a grade of W

August 2: Final Examinations

- End of session

2007 Second Six-Week Summer Session

March 30: Last day for international students to apply for admission

June 1: Last day to apply for admission

June 20 - 22: Add/Drop and Registration for new and continuing students

June 21: Class work begins

June 25: Last day to enter an organized class

- 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
- Last day to apply for an August credential

June 29: Last day to reduce course load and receive a 50% refund

July 4: Independence Day (Academic Holiday)

July 12: Last day for students, at their discretion, to withdraw from a 6-week class and receive a grade of W

- Last day to change grading option (credit to audit)

August 1: End of class work

- Last day for students, at the instructor's discretion, to withdraw from a 6-week class and receive a grade of W

August 2: Final Examinations

- End of Semester

GENERAL INFORMATION

Bluegrass Community and Technical College is a comprehensive two-year college with six campuses in the central Kentucky area, including facilities on Cooper Drive, Leestown Road, and Regency Road, in addition to facilities in Lawrenceburg, Danville, and Winchester. As an accredited establishment, Bluegrass offers over 38 technical programs in addition to Pre-Baccalaureate programs, and our general studies courses are transferrable to nearly every accredited college in the country.

Bluegrass Community and Technical College's offers programs leading to the Associate in Applied Science (A.A.S.), the Associate in Arts (A.A.), and the Associate in Science (A.S.) degrees, as well as several certificates in technical programs.

The main emphasis of the A.A.S. degree is to prepare graduates for immediate employment, while the A.A. and A.S. degrees are awarded to students planning to transfer to a baccalaureate program.

A typical full-time student registers for five courses per semester. A semester is about 16 weeks with an average of three hours per week in class per course.

Academic Ombud Services

The Academic Ombud helps resolve academic disputes between students and faculty or administration. When students are unable to resolve grievances or complaints through usual means, the Ombud may be able to expedite the process or advise the student about the proper procedures to follow. The Ombud determines whether a student's case has sufficient merit to warrant an appeal to the appeals board. Problems include, but are not limited to violation of students' academic rights, unfair teaching and grading practices, cheating and plagiarism, and discrimination and harassment. All cases are held in strict confidence. The location of the Ombudsperson's office can be obtained from personnel in 206 or 209 Oswald Building.

Alumni Association

Bluegrass Community and Technical College graduates and former students who have earned 12 or more credit hours are eligible to join the BCTC Alumni Association. Call the BCTC Alumni Association office at (859) 246-6588 for more information.

Advising and Assessment Center

The Advising and Assessment Center provides all beginning freshmen with orientation, academic assessment, and advising services. Once a student has applied for admission and been accepted, the Admissions Office will send a letter instructing students to schedule a pre-enrollment orientation, and a separate testing and advising appointment.

All beginning freshmen are required to meet with an

advisor and are subject to BCTC's Assessment and Placement Policy. The policy mandates that all students who enroll for the purpose of earning credit applicable toward an Associate or Bachelors degree program be subject to BCTC's Assessment and Placement Policy.

Bluegrass Community and Technical College implemented the Mandatory Placement Plan in the Fall of 2001, in compliance with the Kentucky Council on Postsecondary Education's system-wide assessment and placement policy. The Mandatory Placement Plan applies to all degree-seeking students who are beginning freshmen, transfers, or readmitted. The plan stipulates that students who submit ACT scores of 18 or higher in english, 18 or higher in reading, and 19 or higher in math may enroll in appropriate college-level courses. Students with scores below these standards, or for whom no ACT scores are available, must follow the Mandatory Placement plan and enroll in the appropriate developmental or college-level courses indicated by that test. Transfers or readmitted students who have passed a college-level course in English, reading, or math do not need to submit ACT scores or take the placement test in that area.

The Advising and Assessment Center uses ACT's COMPASS tests, which are computerized placement tests used to determine proficiency in English, reading and math. Each student will discuss the results of the ACT and/or COMPASS test with an advisor to determine placement into the level of coursework that is appropriate. During this advising session, the advisor will assist the student in constructing an academic plan in compliance with Mandatory Placement, and will assist the student in registering for classes.

Basic Skills Courses

Basic skills courses provide instruction in English composition, reading, mathematics, and study strategies. Some of the courses are taken before college-level courses when refresher courses are needed. The others are supplementary by design. All developmental courses numbered below 100 are offered on a non-degree basis and may be graded on a pass-fail basis.

Disability Support Services

Students with a disability who require academic accommodations or other assistance should contact Disability Support Services (DSS) for an appointment as soon as possible to discuss documentation requirements, reasonable accommodations, and procedures for notifying instructors. To schedule an appointment on your campus, call (859) 246-6530. Services provided are based on the individual need of each student and may include specialized academic advising, career counseling, academic counseling and support, tutoring, testing accommodations, classroom interpreters for the deaf, parking permits, accessible housing, and assistance in obtaining additional services or help through other resources.

BCTC's buildings were designed as barrier-free

buildings to enable the College to meet the needs of students with disabilities. The College does not discriminate against people who have disabilities.

Student Government

The students of Bluegrass Community and Technical College have ratified a constitution establishing a Student Government. As a comprehensive community college, student input is imperative as Bluegrass Community and Technical College faculty and administrators strive to provide an educational atmosphere that enhances and encourages academic success, as well as provides activities that enrich student life. Student Government membership is open to all Bluegrass College students and composed entirely of BCTC students. An elected executive committee of students provides the necessary leadership and liaison with the faculty, staff, and administration. Meeting dates, times, locations and minutes are posted monthly to the Student Activities webpage. Student participation is strongly encouraged. For more information, stop by the Student Government office in 202A Oswald Building on the Cooper campus, visit our website at www.bluegrass.kctcs.edu/sa/studentactivities or call 859-246-6523.

Learning Resource Center

The Bluegrass Community and Technical College Learning Resource Center provides books, periodicals, web resources, audiovisuals, and equipment to support the educational program of the College. The Learning Resource Center provides services to all students of the College regardless of campus location. The Learning Resource Center collection is a current, working collection. Bluegrass College students have access to research materials from other libraries through interlibrary loan service.

To check out books and reserve materials, students must have a valid student identification card. Students may check out library books for four weeks, and audiovisuals for two weeks. The maximum number of items that may be checked out at one time is 20. Most materials on reserve circulate for two hours and may not be taken out of the Learning Resource Center. A fine for overdue BCTC materials is assessed for each day past the due date. When a Learning Resource Center item becomes 60 days overdue, the student will be declared delinquent with the Records Office for the price of the item plus a \$20 processing fee. The student will not be permitted to register for classes, to receive transcripts, or to check out Learning Resource Center materials until the delinquency is cleared by returning the Learning Resource Center material and paying the overdue fine or by paying the replacement price of the item. Fines and fees must be paid with exact change or by check.

The Bluegrass College Learning Resource Center has self-service photocopiers for print materials and for microforms. Adherence to copyright laws is the responsibility of the individual.

Multicultural Affairs

The Multicultural Affairs Office promotes equitable access, instruction and services to all citizens, especially African Americans, Hispanics and other ethnic groups. Its purpose is

also to promote awareness, understanding and acceptance of the value of cultural diversity among administrators, faculty, staff and students at Bluegrass Community and Technical College and to provide an atmosphere which is open and respectful to everyone.

The Multicultural Affairs Office serves as a catalyst to:

- Recruit, retain, graduate, or transfer multicultural and international students

- Create a multicultural environment that is conducive to the academic and social success of all administrators, faculty, staff, and students

- Provide ongoing diversity training opportunities for faculty, administrators, staff, and students

- Assist multicultural students in their day-to-day access and ongoing concerns of inclusion within the community college setting

- Expand services in response to the emerging needs of a diverse student population

- Develop continuous outreach efforts to serve underrepresented populations

- Promote diversity and exchange of ideas in the college setting.

Upward Bound

Upward Bound is an educational program sponsored by Bluegrass Community and Technical College and funded by the U.S. Department of Education. It serves high school students who have the potential to succeed in college and who meet the eligibility criteria. Upward Bound aims to improve academic skills and motivation, thus increasing opportunities for going to college.

Upward Bound is a year-round program that serves schools in Boyle, Clark, Fayette, Harrison, and Jessamine counties. During the school year, students receive tutoring and counseling at their schools and participate in a monthly program at the Regency Campus of Bluegrass Community and Technical College. The summer component is a six-week residential program at Bluegrass Community and Technical College that provides students with a wide variety of educational and cultural activities. Students live in University of Kentucky residence halls during the six-week program.

Student Development and Counseling

Bluegrass Community and Technical College Student Development and Counseling provides personal, academic and career/life planning counseling to assist students with their educational pursuits. Faculty counselors assess individual needs, provide assistance and support, and make student referrals to campus and community resources. Short-term counseling is available for personal concerns and problem resolution. Freshman Survival, Career Planning, Stress Management and Employability Skills Seminar credit courses are also offered. Individual career counseling is available to help students explore career options and academic majors. Also, students have access to career assessment tools, a career resource library and a variety of other educational resources. All services provided are free and Confidential. Students may schedule an appointment in person, by phone, or via the website or are welcome on a walk-in basis, depending on

availability. Call 246-6530 for more information.

Career and Student Employment Services

Student Employment and Experiential Education Services, located in room 103D Oswald Building, is comprised of the following components; both part-time and full-time Job Placement both while at BCTC and after graduation, the Job Search process- including Employability Skills and Resume Building, Co-operative and Internship Experiential Education, and the Workshop Program. The Job Search and Placement component is designed to assist both the student and the corporate community with current and future employment needs. The services in this component include: (a) assistance for students with resume writing an employability skills through workshops, class presentations, and one-on-one meetings, (b) an assessment conducted for each student to evaluate work history and performance together with academic achievement, (c) annual Job Fairs giving employers an opportunity to showcase company profiles and job openings in an consortium environment, (d) student referrals to employers, and (e) BCTC Online Career Services site at <http://www.collegecentral.com/bluegrassctc/>. All services are free of charge to students and alumni. The Co-operative and Internship Experiential Education Programs are educational strategies that integrate classroom theory with periods of supervised, work experience in an area related to the student's career goals and/or major for which students are able to receive academic credit and a valuable entry on their resumes. These programs are open to students who have marketable skills related to their majors, 12 credit hours of major-related classes, and a 2.0 GPA. Co-Operative Education is available to students majoring in Architectural Technology, Business Management and Marketing, Civil Engineering Technology, Computer and Information Technology, Engineering Technology, Environmental Science Technology, and Information Management and Design. One hour of academic credit is awarded for 80 hours of work, the grade is based on the alpha-numeric grading system and the student earns a salary. The Internship Program is open to transfer, non-degree, and pre-baccalaureate students, Communications, Community Service, Counseling, Education, Law, Marketing, Public Relations, Real Estate majors, and students wanting to explore other career options. Internships may be paid or unpaid. The Workshop Program at Bluegrass Community and Technical College is beneficial to students, faculty and staff. The program helps students support faculty, staff, and departmental program needs each semester. It also helps students who are unable to work off campus due to transportation or other restrictions. The financial support to the student is minimal but always helpful. Students are allowed to participate in Workshop for only two consecutive semesters.

Student Life

Joining a student organization is a great way to get involved and have fun. With so many organizations to choose from, there is something for everyone. BCTC student organizations include American Institute of Architecture Students, American Sign Language Organization, Athena Club, BCTC Association of Winchester Students, BCTC Courier, Bluegrass College Student Government, Bluegrass Community

and Technical College Nursing Class of 2007, Bluegrass Community and Technical College Nursing Class of 2008, Dental Laboratory Technology Association, International Association of Administrative Professionals, International Student Association, , Latino Student Association, Peace and Justice Coalition, Phi Beta Lambda, Phi Theta Kappa, Student American Dental Hygienists' Association, Students in Free Enterprise, and Students Unified for the Promotion of Education in Radiography. For more information about membership in one of these organizations, stop by the Student Government office in 202A Oswald Building on the Cooper Campus, visit our website at www.bluegrass.kctcs.edu/sa/studentactivities or call us at 859-246-6523.

Study Skills Services

A Study Skills Specialist is available to all students to assist them with study strategies including time management, test taking skills, note taking, memorization techniques, goal setting, focused reading and learning styles. Tutoring is also provided to students for specific content areas at all six campuses. The Study Skills Specialist is available for one on one academic counseling, small group workshops and seminars, and class presentations.

Ready to Work

Ready to Work is a partnership between the KCTCS and the Cabinet for Health and Family Services. Ready to Work is designed to promote the success of KTAP students who attend community and technical colleges. The RTW program offers mentoring, peer support, community referrals, assistance with career counseling, RTW Work Study opportunities, and other services. For more information, students are welcome to contact the RTW coordinators: (Cooper) 246-6536, in room 323 Oswald Building, or (Leestown) 246-4678 in Room 105 Building C.

Talent Search Project

Each year the Talent Search Project collaborates with local middle and high schools to help selected students develop and be successful. One important service is assisting participants who are seeking to secure admission and financial aid to post-secondary education programs.

Talent Search is funded by the U.S. Department of Education to help 950 select students from Bourbon, Boyle, Clark, Fayette, Jessamine, Mercer, and Scott counties. The services that Talent Search provides include: Academic advising, Study and testing skills development, College entrance exam preparation, Career awareness activities, Financial aid information

and assistance, College visits and admissions guidance, Cultural awareness field trips, Residential summer camps, Informative newsletters, Computer skills development, Family activities, Referrals to other organizations, and Motivational speakers.

Parking

Parking is free and well marked at the Danville, Lawrenceburg, Leestown, and Winchester campuses. For the Cooper and Regency campuses, you will need to purchase a parking pass from the UK Parking Office. You can contact the UK Parking Office at <http://www.uky.edu/Parking/>. Parking permits are \$184 per academic year. Lexington campus students also have the choice to purchase a Lextran bus pass which is \$75. For more information, call 859-246-6555. For more information, call 859-246-6555. per academic year or use the UK CATS buses.

Study Abroad

Students at BCTC may increase their understanding of other cultures and get a different perspective on their own culture by studying abroad. Students may enroll in study abroad programs and earn BCTC credits, as well as gain invaluable learning experience. BCTC is a member of two study abroad organizations, College Consortium for International Studies (CCIS) and Cooperative Center for Study Abroad (CCSA). Summer term or fall and spring semester programs are offered in many countries. More information for CCIS is available at www.ccisabroad.org or for CCSA at www.ccsa.cc or visit the BCTC International Office, 211 Oswald Building.

UK Student Services

All BCTC students who are enrolled in 6 or more credit hours at the Cooper Drive, Regency or Winchester campuses are eligible to purchase student services from the University of Kentucky. These services include: athletic tickets, recreation services, student activities, student center services, and student health. These services may be purchased online at the University of Kentucky eStore at: www.uky.edu/UK-eStore.

Career Programs

Bluegrass Community and Technical College is committed to an expanded program of occupational career education to provide trained technicians to meet the workforce needs of the Commonwealth, especially in business, engineering, and health technologies. Please see our full course offerings or visit our website for more details.

Pre-Baccalaureate/Transfer Program

BCTC provides course work that is transferable to the University of Kentucky and other four-year institutions. The pre-baccalaureate program is generally equivalent to the first two years of the curriculum leading to the bachelor's degree. Some students, however, spend less than two years in the community and technical college pre-baccalaureate program and others may spend considerably more time. Students are advised to consult with an advisor with regard to the optimum length of time they should stay in a community and technical college.

Students who expect to complete requirements for the bachelor's degree should consult the curriculum recommended in the catalog of the institution to which they plan to transfer and/or visit the Transfer Center in the Academic Technical building. Such students should consult with their academic advisors to plan appropriate course work for transfer purposes. In some programs, transfer agreements exist with four-year institutions.

In January 1996, the Kentucky Council on Postsecondary Education (formerly the Council on Higher Education) implemented a new statewide transfer policy designed to improve the transferability of general education course work among public colleges and universities.

Workforce, Community, and Continuing Professional Education

Considerable emphasis is given to adult and continuing education programs designed to meet the needs of local citizens. Since new developments in most fields of endeavor require updating of knowledge and skills, interest in lifelong learning has increased. In addition, many individuals are interested in personal enrichment and vocational pursuits. Both credit and non-credit courses are available to those desiring to further their education. These programs include evening classes, workshops, seminars, and short courses. Courses and programs are offered on campus and in other facilities located in the service area of the college.

BCTC's Corporate and Community Development office is committed to providing quality educational opportunities for business, industry, and individuals in the Bluegrass area.

The office provides programs for our community's youth through classes in the Summer Youth Program and Junior University; for individuals who are interested in personal growth and leisure classes such as golf, photography, dance, art and other community education offerings; for individuals looking to maintain or enhance their professional certifications and credentials; and for individuals and businesses to obtain personal/professional skills in computer hardware and software applications.

The office also provides customized training for the employees of business and industry throughout the Bluegrass. Constantly improving the knowledge, skills, and abilities of the local workforce ensures our businesses have an edge in the global marketplace. The training offered covers the full spectrum from leadership skills to technical skills and is delivered in multiple formats by seasoned, experienced trainers.

Continuing Education Units (CEUs) and/or college credit is granted to participants in those classes meeting the criteria as established by the Southern Association of Colleges and Schools Commission on Colleges.

Distance Education

ELEARNING

Bluegrass Community and Technical College offers undergraduate courses applicable for transfer or technical programs online (internet based) and through the Kentucky Educational Television (KET). These courses are offered at the same tuition rate as the traditional classes and serve the needs of highly motivated students whose personal schedules may not allow opportunity for on-campus contact or limited in-person meeting dates.

ONLINE COURSES

BCTC offers two types of online courses: Local and World-Wide. All online courses require frequent use of a computer and email communication with the instructor. Some require a proctor for exams; others may use a testing window of time.

Local online classes are offered only to students of BCTC and follow the same start and end dates as the traditional in-person classes. A complete listing of these classes can be found in the Schedule of Classes and at <http://www.bluegrass.kctcs.edu/ol/schedule/> or by sending an email to william.davis@kctcs.edu and requesting a copy of the schedule.

World-Wide online classes are offered to students around the world. BCTC students may take online classes from any of the other 15 member institutions of KCTCS as though the class is being offered by BCTC. This allows our students the choice of hundreds more classes. A complete listing of these classes can be found at <http://www.bluegrass.kctcs.edu/ol/schedule/>, <http://www.kctcs.edu/distancelearning/>, <http://www.kyvu.org>, or by sending an email to william.davis@kctcs.edu and requesting a copy of the schedule. Textbooks, required materials, and testing situations for online courses are listed for each course at www.kyvu.org. These courses may have different start and ending dates than the traditional in-person classes (usually one week earlier), so be sure to check these carefully.

KENTUCKY EDUCATIONAL TELEVISION

Although students are enrolled at BCTC, they do most of the coursework at home. The student views the course on Kentucky Educational Television (KET) and uses an assigned text or web

enhancements. Telecourses are appropriate for self-disciplined students who find it difficult to fit weekly on-campus classes into their schedules. Telecourses combine television programs broadcast on KET, textbook and study guide assignments, examinations and four to eight class meetings on campus with college instructors. Note: All telecourse and teleweb students must attend the first class for orientation to receive the television schedule and other handouts. Students may enroll in KET courses offered from any of the other 15 member institutions of KCTCS as though the class is being offered by BCTC. A complete listing of these classes can be found at <http://www.bluegrass.kctcs.edu/ol/schedule/>, <http://www.ket.org/collegecourses/>, or by sending an email to william.davis@kctcs.edu and requesting a copy of the schedule.

Extended Campus Program

Bluegrass Community and Technical College offers day and evening courses at several extended campus sites in Lexington, Danville, Lawrenceburg, Winchester, Georgetown, Lancaster, Nicholasville, and the Kentucky Horse Park. The extended campus sites in Lexington are the Regency Campus located at 2659 Regency Road (859-246-6555) and the Downtown Education Center located at 120 West High Street (859-253-9603). The Danville Campus is located at 59 Corporate Drive (859-246-6860 or locally at 859-239-7030). The Lawrenceburg Campus is located at 1500 Bypass North, US 127 (859-246-6846 or locally at 502-839-8488). The Winchester-Clark County Campus is located at 36 Wheeler Ave (859-246-6596 or locally at 859-737-3098). Georgetown classes are offered in the evening only at Royal Spring Middle School at 332 Champion Way (please call Kay Peralta at 502-863-6855). Lancaster classes are located at 67 Public Square (859-246-6860 or locally at 859-239-7030). Nicholasville classes are offered in the evening only at West Jessamine High School (859-246-6555). The Equine Studies Classes at the Kentucky Horse Park are located at 4089 Iron Works Parkway (please call Reid McLellan at 859-246-6208).

Visit the website at www.bluegrass.kctcs.edu and click on the campus of your choice for driving directions.

Weekend College

Students have the opportunity to complete general education courses that can fulfill requirements for the Associate degree. Classes are offered on a Fall/Spring sequence on Saturday morning and afternoon, and Sunday afternoon. NOTE: Health technology classes are not available in the Weekend College program.

POLICIES AND PROCEDURES

Right To Know

KCTCS colleges support the intent of the Student Right to Know/ Campus Security Act and are committed to providing a safe and secure environment for all students and employees.

Additionally, crime prevention efforts include the dissemination of information at student orientations, faculty in-services, and student organization meetings. Conduct that violates the intent of this act and poses an unacceptable risk to members of the community of the KCTCS college shall result in appropriate disciplinary action as defined by policy.

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.

Sexual Harassment

KCTCS colleges are committed to providing a learning environment free from sexual harassment. All KCTCS staff and students shall avoid offensive or inappropriate behaviors. Sexual harassment - a form of sexual discrimination - includes unwelcome sexual advances, requests for sexual favors or other verbal or physical actions of a sexual nature when submission to such conduct is made explicitly or implicitly as a term or condition of the student's status in a course, program or activity; or is used as a basis for academic or other decisions affecting such student; or when such conduct has the purpose or effect of substantially interfering with the student's academic performance or creates an intimidating, hostile or offensive academic environment.

Grievance Procedures

Grievance procedures for students are found in the Code of Student Conduct. Specific details may be obtained by visiting the KCTCS website at www.kctcs.edu.