Spring 2013 8-week Academic Calendars

First 8-Week Session

September 7 Friday	Last day for international students to apply for admission
December 1 Saturday	Priority deadline for admission
Nov. 30 Friday	Last day to pay tuition for students who registered prior to November 10.
January 8-10 Tue-Thu	Add/Drop and registration continues for new and continuing students
January 11 Friday	Last day to pay tuition for students who registered November 11-January 11
January 13 Sunday	**Class work begins** Last day to enter an organized class without instructor permission
January 14-16 Mon-Wed	-Add/Drop and Registration continues for new and continuing students. -Tuition due at the time of registration
January 16 Wednesday	-Last day to enter an organized class with instructor permission -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)
January 21 Monday	Martin Luther King Day *(Academic Holiday)*
January 29 Tuesday	Last day to reduce course load and receive a 50% refund
February 8 Friday	Last day to file an application for a May credential
February 11 Monday	-Last day for students, at their discretion to withdraw from an 8-week class and receive a grade of W. -Last day to change grading option (credit to audit)
February 18 Monday	President's Day *(Academic Holiday)*
March 7 Thursday	-Last day for a student, at the instructor's discretion,to officially withdraw from a class and receive a grade of W -End of class work
March 8 Friday	-Final examinations -End of session

**Note: dates listed in this calendar are subject to change.*

Second 8-Week Session

September 7 Friday	Last day for International Students to apply for admission
February 15 Friday	Last day to apply for admission
March 1 - April 12 Fri.-Fri.	Priority Registration for Summer and Fall 2013 semesters for currently enrolled students.
March 6-7	Registration for Spring II new and continuing students. Add/Drop Continues
March 16 Saturday	**Class work begins**
March 18-21	Registration for Spring II new and continuing students. Add/Drop Continues
March 19 Tuesday	Last day to enter a course without instructor's permission
March 21 Thursday	-Last day to enter an organized class with instructor's permission. -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 29-31 Fri. - Sun.	Good Friday *(Academic Holidays)*
April 2 Tuesday	Last day to reduce course load and receive a 50% refund
April 15 Monday	-Last day for students, at their discretion, to withdraw and receive a grade of W. -Last day to chnage grading option (credit to audit)
May 3 Friday	Last day for a student, at the instructors's discretion, to officially withdraw from a class and receive a grade of W
May 4 Saturday	End of class work
May 5-11 Sun.-Sat.	Final Examinations
May 11 Saturday	End of the Session

**Note: dates listed in this calendar are subject to change.*

How to Register for Spring 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 Spring II courses.

Current Students

Students Enrolled Spring 2013 at BCTC

Students currently enrolled for the Spring 2013 semester may register for Spring II by logging into their Student Self-service account on Peoplesoft. The last day to Add utilitzing Student Self-Service is Thursday, March 19 Registration must be processed manually in the Student Records Office beginning March 20.

The last day to Add a class is Thursday, March 21, 2013.

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

Tuition and fees are due in full by Thursday, March 21, 2013.

Regional Campus Students, please contact the campus for additional registration opportunities.

Danville: (859) 239-7030, ext. 56860
Georgetown: (502) 570-6357
Lancaster: (859) 792-1513
Lawrenceburg: (502) 839-8488, ext. 56804
Winchester: (859) 737-3098

How to Register for Spring 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 KCTS ID number in their acceptance letter, and may activate their account at the User Account Center, http://bluegrass.kctcs.edu/Current_Students/User_Account_Center.
   Go to http://bluegrass.kctcs.edu/ and click on Student Self-service (top right) and then register online beginning March 6, 2013.

   * 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. March 6-19: Register for your classes online at https://students.kctcs.edu

3. March 20-21: Registration must be processed manually (selected classes only)

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

   Fee payment information on pages 6 or at http://bluegrass.kctcs.edu/Student_Billing/Method_of_Payment

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

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How to Register for Spring 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
March 6	3:00 p.m. - 6:00 p.m.	2:00 p.m. - 4:00 p.m.
March 7	3:00 p.m. - 6:00 p.m.	3:00 p.m. - 5:00 p.m.
March 8	9:00 a.m. - 1:00 p.m.	9:00 a.m. - 1:00 p.m.
March 18	3:00 p.m. - 6:00 p.m.	2:00 p.m. - 4:00 p.m.
March 19	9:00 a.m. - 1:00 p.m.	9:00 a.m. - 1:00 p.m.

2. **March 6 - 19**
   - Register for your classes online at http://bluegrass.kctcs.edu/ clickon Student Self-service
3. **March 20-21**
   - Registration must be processed manually
4. Pay your fees by the deadlines established in the Academic Calendar, on page 1 or at www.bluegrass.kctcs.edu/sa/registration/calendar/. Fee payment information on pages 6 or at www.bluegrass.kctcs.edu/fa/studentbilling/method_of_payment/.

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

Regional Campus Students, please contact the campus for additional registration opportunities.

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Lawrenceburg: (502) 839-8488, ext. 56804
Winchester-Clark County: (859) 737-3098

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 KCTCS Catalog* and online at 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.

How to Pay Your Fees

BCTC OFFERS MANY OPTIONS FOR PAYING YOUR TUITION CHARGES

THIRD PARTY ASSISTANCE

If your tuition and/or books are paid by a government agency, or company for which you are employed, then you are receiving third party assistance. Students who have third party assistance are required to submit documentation detailing their third party assistance to the Business Office prior to the 1st day of class, every semester. Failure to do so may result in cancellation of classes.

REFUND POLICY

In order to receive a tuition refund, a student must officially withdraw within the refund period listed above. Official withdraw (also known as "drop" or "dropping a course") is defined as completing a Withdrawal Form with the Records Office in accordance to instructions listed on the form. NOTE: Telephone calls and/or emails that you are dropping the course are not acceptable. It is the responsibility of the student to initiate and complete the course withdraw process and to understand the result of withdrawing from a course(s), i.e., graduation requirements, student financial aid, scholarship eligibility and awards.

METHODS OF PAYMENT

PAY FEES BY MAIL

Mail your check, cashier's check, or money order to:

BCTC Student Billing Office
470 Cooper Drive
215 Oswald Building
Lexingon, KY 40506-0235

PAY FEES IN PERSON

Bring your cash, check, cashier's check, and money order to:
BCTC Student Billing Office
215 Oswald Building
Leestown Student Billing Office
164 Opportunity Way
HOURS: Monday - Friday 8 am - 5 pm

PAY ONLINE

You can pay online using your Visa, Mastercard, or Discover at:
https://students.kctcs.edu/

AFTER HOURS DROP BOX

For your after-hours convenience, you may leave a check or money order in the Student Billing Office drop-box, 215 Oswald Building. Payments will be posted to the students account the next day. For after-hours inquiries about your account, logon to https://students.kctcs.edu; or for additional questions call the Student Billing Office (859-246-6270) and leave a message (including student ID # and phone number) and someone will return your call.

FINANCIAL DELINQUENCY

Bluegrass Community and Technical College expects all students to be financially responsible and not be delinquent in financial obligations to the college, or to any department or division thereof.

When the Registrar is notified that a student is delinquent, the Registrar shall not allow the student to register or to transfer credits. A delinquent student will not be certified for graduation until the Registrar is notified in writing by the appropriate office that the student's obligation has been settled. All delinquencies must be paid by money order, cashier's check, or cash in the BCTC Student Billing Office.

Spring Final Exam Schedule

SPRING Final Exam Schedule 2013

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