Spring 2013 Academic Calendar

Oct. 1 - Nov. 9 Sat. - Fri.	Priority registration for currently enrolled students
August 30 Thursday	Last day for international students to apply for admission
November 30 Friday	Last day to apply for admission
	Last day to pay tuition for students who registered prior to November 10.
	Last day for students to change Program/plan
January 8-10 Tues. - Thurs.	Add/Drop and Registration continues for **new** students
January 9-10 Tues. - Thurs.	Add/Drop and Registration continues for **continuing** students
January 11 Friday	Last day to pay tuition for students who register Nov. 10 - Jan. 11
January 13 Sunday	**Class work begins**
January 14-18 Mon. - Fri.	Add/Drop and Registration continues for new and continuing students
	Tuition is due at the time of registration
January 16 Wednesday	**Last day to add enter an organized class without instructor's permission**
	Last day to utilize Peoplesoft Self-Service to add/drop/register
January 18 Friday	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, Jr. Day *Academic Holiday*
February 12 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 18 Monday	President's Day *Academic Holiday*
March 1 - April 12 Mon - Fri.	Priority Registration for Summer and Fall semesters for currently enrolled students
March 11 Monday	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 9-15 Sat. - Fri.	Spring Break *Academic Holidays*
March 29-31 Fri. - Sun.	Good Friday *Academic Holidays*
May 3 Friday	Last day for a student, at the instructor'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 12 Sunday	End of the Semester

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

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 Register

CONTINUING STUDENTS
Students Enrolled Fall 2012 at BCTC

Academic Advising and Priority Registration • Oct. 1 - Nov. 9

1. Advising is mandatory for degree-seeking students. All students will be assigned to an academic advisor based on their declared program. To find out who your advisor is, do the following:

•Go to https://advisortrac.bluegrass.kctcs.edu/TracWeb40/Default.html* to access AdvisorTrac.

•Log in with your KCTCS username and password.

•You will see the name and contact information for your advisor on the AdvisorTrac homepage.

•Your advisor will communicate with you as to how you can schedule an advising appointment.

•If your advisor asks you to schedule an appointment through the AdvisorTrac system, click on Create Availability, choose Faculty_Office as the Center and select your advisor in the Consultant drop box.

•For AdvisorTrac Student Tutorial click here*.

If you are experiencing difficulty opening these links, please use Mozilla Firefox as your browser.*

2. Schedule a meeting with your academic advisor to have your advisor hold lifted. Your advisor will lift your advising hold. Check PeopleSoft to ensure you don't have any other holds.

3. Register for your classes using Peoplesoft at https://students.kctcs.edu

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 6-7 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.

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

CONTINUING STUDENTS
Students Enrolled Fall 2012 at BCTC

Late Registration • January 9 - 10, 2013

Continuing students who do not participate in priority registration may late register. Instructions for late registration are as follows:

1. Degree-seeking students must meet with an academic advisor to have the advisor hold lifted.Please report to the lobby of your campus' administration building at the following times for check-in location.

January 9	A - J	9 a.m. - 1 p.m.	K - Z	1 p.m. - 5 p.m.
January 10	K - Z	9 a.m. - 1 p.m.	A - J	1 p.m. - 6 p.m.

2. January 8 - 16
   - Register for your classes online at https://students.kctcs.edu

3. Pay your fees by the deadlines established in the Academic Calendar, on page 2 or at www.bluegrass.kctcs.edu/sa/registration/calendar/. Fee payment information on page 5-6 or at www.bluegrass.kctcs.edu/fa/studentbilling/method_of_payment/.

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

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Winchester: (859) 737-3098

How to Register

TRANSFER & READMITTED STUDENTS

REGISTRATION • January 8 - 10

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

Registration assistance will be available at the following times:

January 8	K - Z	9 a.m. - 1 p.m.	A - J	1 p.m. - 5 p.m.
January 9	A - J	9 a.m. - 1 p.m.	K - Z	1 p.m. - 5 p.m.
January 10	K - Z	9 a.m. - 1 p.m.	A - J	1 p.m. - 6 p.m.

2. January 8 - 16

- Register for your classes online at https://students.kctcs.edu

3. 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 6-7 or at www.bluegrass.kctcs.edu/fa/studentbilling/method_of_payment/.

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

Online students (students who are enrolled only in online classes), may request late registration advising assistance through the **Late Registration Advising** form linked below:

https://legacy.bluegrass.kctcs.edu/forms/late_registration/

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

NON-DEGREE & VISITING STUDENTS

REGISTRATION • January 8 - 10

1. Non-degree seeking and Visiting students* do not have to meet with an academic advisor. Continuing Non-degree seeking and Visiting students who know their nine digit KCTCS ID number may register online during Priority Registration**.

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 register on the following dates:

Registration assistance will be available at the following times:

January 8	K - Z	9 a.m. - 1 p.m.	A - J	1 p.m. - 5 p.m.
January 9	A - J	9 a.m. - 1 p.m.	K - Z	1 p.m. - 5 p.m.
January 10	K - Z	9 a.m. - 1 p.m.	A - J	1 p.m. - 6 p.m.

* 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. January 8 - 16

- Register for your classes online at http://bluegrass.kctcs.edu/ and click on Student Self-service (top right).

3. 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 6-7 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.

Danville: (859) 239-7030, ext. 56860
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Winchester: (859) 737-3098

Tuition and Fees

FEES* Spring 2013

Resident and Distance Learning: $140.00** per credit hour *
Non-Resident: $465.00 per credit hour*
Contiguous Counties: $270.00 per credit hour*
* Pending approval by Kentucky Council on Postsecondary Education.
*Tuition and Fees are subject to change without notice.
**only classes marked BW "online and open to all students" pay in-state tuition.

It is the responsibility of the student to initiate an inquiry regarding resident or non-resident status (as relates to tuition assessment) with the Director of the Office of Admissions.

Students living in UK residence halls or Greg Page Undergraduate Apartments will be required to pay all of UK's mandatory fees.

BCTC students not living in UK Housing will have the option to purchase UK services and be assessed the appropriate fees.

Withdrawal

To withdraw from a class or completely from the college follow the appropriate steps outlined online at www.bluegrass.kctcs.edu/sa/registration/withdrawalpolicy/.

Failure to officially withdraw from BCTC will result in academic difficulties for students. The student will be held responsible for any and all financial delinquencies which result from failure to complete the withdrawal process.

Students who are residing in University of Kentucky Housing who withdraw from all classes are required by their housing contract to notify the UK Housing Office and to vacate their residence hall or apartment within 24 hours.

To completely withdraw from all BCTC courses:
1. Obtain and fill out a withdrawal slip from the Records Office;

2. If you cannot withdraw in person, you must notify the Record's Office by mail or fax. The letter must include: your name, date, social security number, the semester you are withdrawing from, and your signature. You can fax this information to (859)246-4666 or mail it to BCTC Records Office, 203 Oswald Building, 470 Cooper Drive, Lexington, Kentucky 40506-0235.

Note: See the official Academic Calendar for semester-specific withdrawal deadlines. Refer to the Academic Calendar in the Schedule of Classes, or online at www.bluegrass.kctcs.edu/sa/registration/.

Lifelong Learning College

(for students aged 50 and over)

Below is a list of sample courses offered through BCTC to enhance your Lifelong Learning experience. Please note that this is only a suggested list. Contact Corporate and Community Development (CCD) at (859) 246-6666 for information on continuing education noncredit courses.

ART	105	Art History
CIS	100	Introduction to Computing
COM	252	Interpersonal Communication
COM	281	Small Group Discussion
COM	181	Basic Public Speaking
ECO	101	Economics
ENG	101	Writing I
GE	101	Strategies for Academic Success
CIS	00	Introduction to Computing
OST	101	Keyboarding and Intro to Document Formatting
MGT	120	Personal Finance
MGT	200	Small Business Management

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 Business 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:
Cooper Campus Business Office
215 Oswald Building
Leestown Campus Business 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 Business 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 Business Office (859-246-6270) and leave a message (including student ID # and phone number) and someone will return your call.

Peoplesoft Account Access

As a student at Bluegrass Community & Technical College, you will need to be familiar with accessing your academic records, email, and coursework online. ALL of these can be accessed from the BCTC homepage at http://bluegrass.kctcs.edu/.

Steps 1 & 2 can be completed after you are **admitted** to BCTC

Step 1: New Student Account Activation or

Resetting Account for Current Students

1. Using **Microsoft Internet Explorer**, open BCTC webpage
2. Click on "**Current Students**"
3. Click on "**Activate Your Account**" under Tools (about half way down the page).
4. Click on "**KCTCS User Account System**" in red.
5. Identify yourself by giving your Birth Date and at least two other forms of identification.
6. Verify the User Profile information listed is correct.
7. Create an **identity verification question and answer** then click "**Save My User Profile**."
8. Make sure that your Username is listed in the User Profile Information above your verification question.
9. If it is not listed do not continue. Contact your administrator. If it is listed click on "**Set Password**."
10. Enter your **Last Name** and **KCTCS ID** (aka your People Soft ID #) and click "**Sign In**."
11. Create and confirm a password.
    Be sure to follow the guidelines provided on the page in order to correctly create your password
12. If created correctly you will receive this message:
    "Your password has been successfully set!!!"

Step 2: Log in to "PeopleSoft"

1. Click on "Self-Service" at the top of the page where you created your password or at BCTC home.
2. Enter your Username and password to log in.
3. Click "Sign In."

Step 3 will work after you registered into course at BCTC

Step 3: Log in to "Email"

1. Open BCTC Home Page
2. Click on "email" (top right)
3. Enter your username and password

Step 4 will work closer to the start date of the courses

Step 4: Log in to "Blackboard"

1. Open BCTC Home Page
2. Click on "Blackboard" (top right)
3. Enter your username and password

THINGS TO REMEMBER:

- **DO NOT** write down your password – MEMORIZE IT!!!
- **DO NOT** give your username and password TO ANYONE!!!

Peoplesoft Account Access

PeopleSoft Student Account Access

Students have access to all account information online through PeopleSoft Student Self-service. Students may view grades, class schedules, change their mailing address, print an Enrollment Verification, check on the status of financial aid, and pay a tuition bill.

Note: You may be unable to register because of **Holds** on your student account. Contact the office on your campus to have your Hold removed, Student Billing (859-246-6270), UK Parking (859-257-5757), Admissions Office (859-246-6210), all other Holds call 859-246-6200. See your Peoplesoft Home page, upper right corner for Hold information.

Go to http://www.bluegrass.kctcs.edu/

1. In the top & right of the BCTC home page select the **PeopleSoft Student Self-service** link.
2. click the "Login Here"
3. Enter your User ID (xsmith0001)
4. Enter your password
5. Under "ENROLLMENT" choose "Add a Class".
6. Check Term to make sure the current semester is listed. If not, select a Term (Spring 2010) and click the "Continue " button
7. In the middle of the page 'Enter Class Number' (*5-digit course #*) and then click the "Enter" .
   - On this page symbols Open Closed indicate if a class is still open or closed.
   - Click "Next" to **continue**.
   - *Note*: These classes have only been added to your ***Enrollment Shopping Cart***.

8. Repeat step 8 to add multiple classes to your ***Enrollment Shopping Cart***.
9. Click "Proceed To Step 2 of 3"
10. Make a final review of classes and select the "**Finish Enrolling**" button.
    - Classes you are enrolled in will be indicated with a green ✔ .
    - Classes marked with a red ✖ means that an Error has occurred. If Errors were found, **write down** the Error message and select the "Fix Errors" button at the bottom of the screen and select another course for enrollment.

11. **IMPORTANT !!!**
    - Always "Sign Out" in the upper right hand corner.
    - Completely close the web browser window to prevent the possibility of others accessing your student information.