Summer 2013 Academic Calendar

First 4-Week Summer Session

February 1 Last day for international students to apply for admission
April 19 Last day to apply for admission
May 13-14 Add/Drop and Registration for new and continuing students
May 13 - Last day to enter an organized class without permission
- Last day to utilize Peoplesoft Self-service to add/drop/register
- Last day to pay tuition for students who registered on or before May13, 2013

May 14 Class work begins
- Last day to enter an organized class with permission
- Last day to reduce class 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 pay tuition for students who registered after May 13, 2013

May 20 Last day to reduce class load and receive a 50% refund
May 27 Memorial Day (*Academic Holiday*)

May 28 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 10 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 11 Final Examinations - end of session

First 6-Week Summer Session

February 1 Last day for international students to apply for admission
April 19 Last day to apply for admission
May 13 Last day to pay tuition for students who registered on or before May 13, 2013
May 13-16 Add/Drop and Registration for new and continuing students

May 14 Class work begins
May 15 - Last day to enter an organized class without permission
- Last day to utilize Peoplesoft Self-service to add/drop/register

May 16 - Last day to enter an organized class with permission
- Last day to reduce class 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 for students who registered after May 13, 2013

May 24 Last day to reduce class load and receive 50% refund
May 27 Memorial Day (*Academic Holiday*)

June 4 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)

June 24 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 25 Final Examinations - end of session

First 8-Week Summer Session

February 1 Last day for international students to apply for admission
April 19 Last day to apply for admission
May 13 Last day to pay tuition for students who registered on or before May 13, 2013
May 13-17 Add/Drop and Registration for new and continuing students
May 14 Class work begins
May 15 -Last day to enter an organized class without permission
- Last day to utilize Peoplesoft Self-service to add/drop/register

May 17 -Last day to add a class with permission (selected classes only)
- Last day to reduce class 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 for students registered after May 13, 2013

May 27 Memorial Day (*Academic Holiday*)
May 28 Last day to reduce class load and receive a 50% refund
June 11 -Last day for students, at their discretion, to officially withdraw from a class and receive a grade of W.
- Last day to change grading option (credit to audit)

June 21 Last day to apply for an August credential
July 4 Independence Day (*Academic Holiday*)
July 8 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

July 9 Final Examinations - end of session

Summer 2013 Academic Calendar

Second 4-Week Summer Session

March 1	Last day for international student to apply for admission
June 7	Last day to apply for admission
June 26-27	Add/Drop and Registration for new and continuing students
June 26	-Last day to enter an organized class without permission - Last day to utilize Peoplesoft Self-service to add/drop/register - Last day to pay tuition for students who registered on or before June 26, 2013
June 27	**Class work begins** - Last day to enter an organized class with permission - Last day to reduce class 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 for students registered after June 26, 2013
June 21	Last day to apply for an August credential
July 3	Last day to reduce class load and receive a 50% refund
July 4	Independence Day (*Academic Holiday*)
July 10	-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)
July 24	End of class work - Last day for students, at the instructor's discretion, to officially withdraw from course and receive a grade of W
July 25	Final Examinations - end of session

Second 6-Week Summer Session

March 1	Last day for international students to apply for admission
June 7	Last day to apply for admission
June 21	Last day to apply for an August credential
June 26	Last day to pay tuition for students who registered on or before June 26, 2013
June 26 - July 1	Add/Drop and Registration for new and continuing students
June 27	**Class work begins**
June 28	- Last day to enter an organized class without permission - Last day to utilize Peoplesoft Self-service to add/drop/register - Last day to reduce class 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)
July 1	- Last day to add a class with permission (selected classes only) - Last day to pay tuition for students who registered after June 26, 2013
July 4	Independence Day (*Academic Holiday*)
July 8	Last day to reduce class load and receive a 50% refund
July 25	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 7	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 8	Final Examinations - end of session

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

Official Bluegrass Community and Technical College curricula, policy, and procedure are contained in the *2012-2013 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 ENROLLED IN SPRING 2013

PRIORITY REGISTRATION & ACADEMIC ADVISING

MARCH 1 - APRIL 12, 2013

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 by signing up for an appointment outside of their office door. 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 Self-service account at https://students.kctcs.edu

4. Pay your fees. See the Academic Calendar on pages 1-2 for session due dates.

LATE REGISTRATION

Continuing students who did not participate in priority registration may register on the following dates and times:

First Four-Week Session, May 14 - June 11 - All Campuses

May 13	9 a.m. - 5 p.m.*
+May 14	9 a.m. - 5 p.m.*

First Six-Week Session, May 14 - June 25 - All Campuses

May 13	9 a.m. - 5 p.m. *
May 14	9 a.m. - 5 p.m. *
May 15	9 a.m. - 1 p.m.
+May 16	9 a.m. - 1 p.m.

First Eight-Week Session, May 14 - July 9 - All Campuses

May 13	9 a.m. - 5 p.m. *
May 14	9 a.m. - 5 p.m. *
May 15	9 a.m. - 1 p.m.
+May 16	9 a.m. - 1 p.m.
+May 17	9 a.m. - 1 p.m.

Second Four-Week Session, June 27 - July 25 - All Campuses

June 26	9 a.m. - 5 p.m. *
+June 27	9 a.m. - 5 p.m. *

Second Six-Week Session, June 27 - August 8 - All Campuses

June 26	9 a.m. - 5 p.m. *
June 27	9 a.m. - 5 p.m. *
June 28	9 a.m. - 1 p.m.
+ July 1	9 a.m. - 1 p.m.

* Cooper Campus registration is extended to 6 p.m.

+ Peoplesoft Self-service is not available. Registration is "in person" only.

How to Register

TRANSFER AND READMITTED STUDENTS

1. All transfer or 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.

First Four-Week Session, May 14 - June 11- Lexington Campuses

May 13	9 a.m. - 5 p.m.*
+May 14	9 a.m. - 5 p.m.*

First Six-Week Session, May 14 - June 25 - Lexington Campuses

May 13	9 a.m. - 5 p.m. *
May 14	9 a.m. - 5 p.m. *
May 15	9 a.m. - 1 p.m.
+May 16	9 a.m. - 1 p.m.

First Eight-Week Session, May 14 - July 9 - Lexington Campuses

May 13	9 a.m. - 5 p.m. *
May 14	9 a.m. - 5 p.m. *
May 15	9 a.m. - 1 p.m.
+May 16	9 a.m. - 1 p.m.
+May 17	9 a.m. - 1 p.m.

Second Four-Week Session, June 27 - July 25 - Lexington Campuses

June 26	9 a.m. - 5 p.m. *
+June 27	9 a.m. - 5 p.m. *

Second Six-Week Session, June 27 - August 8 - Lexington Campuses

June 26	9 a.m. - 5 p.m. *
June 27	9 a.m. - 5 p.m. *
June 28	9 a.m. - 1 p.m.
+July 1	9 a.m. - 1 p.m.

* Cooper Campus registration is extended to 6 p.m.
\+ Peoplesoft Self-service is not available. Registration is "in person" only.

2. After you have seen your advisor and had your advising hold lifted, you may register online at https://students.kctcs.edu.

3. Pay your fees by the deadlines established in the Academic Calendar on pages 1-2. Fee payment information is listed on Page 6-7. *Note: Failure to pay your fees may result in cancellation of your registration.*

Beginning Freshmen: upon receiving your acceptance letter from the BCTC Admissions Office, you must call the Advising and Assessment Center at (859) 246-6200 to schedule an advising appointment.

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

How to Register

NON-DEGREE AND VISITING STUDENTS

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 KCTCS ID number in their acceptance letter, and may activate their account on the User Account Center found at the top right corner of http://www.bluegrass.kctcs.edu/, and then register online using Peoplesoft Self-service on the following dates:

First Four-Week Session, May 14 - June 11
April 24
May 13

First Six-Week Session, May 14 - June 25
April 24
May 13
May 14
May 15

First Eight-Week Session, May 14 - July 9
April 24
May 13
May 14
May 15

Second Four-Week Session, June 27 - July 25
June 5
June 26

Second Six-Week Session, June 27 - August 8
June 5
June 26
June 27
June 28

* 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 BCTC Catalog.

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

2. Pay your fees by the deadlines established in the Academic Calendar on pages 1-2. Fee payment information is listed on Page 6-7.

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

Tuition and Fees

FEES* Summer 2013

Resident and Distance Learning: $140.00** per credit hour *

Non-Resident: $490.00 per credit hour*

Contiguous Counties: $280.00 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 Offi ce 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

FINANCIAL OBLIGATION TO BCTC

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 www.bluegrass.kctcs.edu/sa/registration/withdrawalpolicy/ 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)246-6200.

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!!!
- This username and password is for PeopleSoft, E-mail, and Blackboard.

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 859-246-6490. 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.

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 Marilyn Childre, Bluegrass Community and Technical College, 202 B Oswald Bldg, Cooper Drive, Lexington, KY 40506, 859.246.6200.

Efforts to comply with the laws and regulations applicable to people with disabilities are also coordinated by Marilyn Childre, Assistant to the President, 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 Assistant 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 Assistant to the President.

Questions about admission to BCTC should be directed to the Admissions Office.

BCTC offers two-year Associate in Arts (A.A.) and Associate in Science (A.S) degrees or students can earn an Associate in Applied Science (A.A.S.) degree, diploma or certificate in more than 35 technical areas.

Official curricula, policies and procedures are contained in the 2006-2007 Bluegrass Community & Technical College Catalog. BCTC will follow all published deadlines. 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.

A College of KCTCS.

ACCREDITATION

Bluegrass Community and Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Bluegrass Community and Technical College.

KCTCS
HIGHER EDUCATION BEGINS HERE

Official Bluegrass Community and Technical College curricula, policy, and procedure are contained in the *2012-2013 KCTCS Catalog* and online at www.bluegrass.kctcs.edu/aa/faculty/bctc_college_catalog/ .

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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.