

BCTC GENERAL INFORMATION

- BCTC Website www.bluegrass.kctcs.edu
- BCTC Toll-Free Phone 1 - (866) - 744 - 4872
- BCTC Infoline 1 - (859) - 246 - 4636
- BCTC Campuses <https://bluegrass.kctcs.edu/about/campuses/index.aspx>
- BCTC Academic Calendar <https://bluegrass.kctcs.edu/education-training/academic-calendar/index.aspx>
- BCTC Final Exam Schedule <https://bluegrass.kctcs.edu/current-students/registrar/final-exam-schedule.aspx>
- BCTC Events Calendar <https://ites.bluegrass.kctcs.edu/calendar/index.php>

MYPATH AND STUDENT APPS

To access student applications from Email to Office 365, from Blackboard to Student Self-Service, and from STARFISH to OneDrive, use the KCTCS Single Sign-On in MyPath.

- KCTCS MyPath <https://mypath.kctcs.edu>

WEATHER OR EMERGENCY CLOSING/DELAY INFORMATION

Inclement weather or other emergencies may cause BCTC classes to be cancelled or delayed. When classes are **delayed**, students should report to school at the announced time and attend the class NORMALLY scheduled at that time. Information about cancelled or delayed classes will be posted on the BCTC website and many local radio and television stations. Students should check their email and Blackboard for announcements from instructors.

Note: For online classes assignments are typically due as posted regardless of institutional closings.

- Closing and Delay Procedures <https://bluegrass.kctcs.edu/current-students/academic-resources/emergency-inclement-weather-information.aspx>
- Safety Notification Alert Process (SNAP) <https://kctcs.edu/about/safety-security/snap/index.aspx>

ACCOMMODATIONS:

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for a course, must contact BCTC's Disability Support Services (DSS) Office. Students should not request accommodations directly from the instructor.

- DSS Website <https://bluegrass.kctcs.edu/about/student-life/accessibility-services/index.aspx>
- DSS Email BL_DSS@kctcs.edu
- DSS Toll-Free Phone 1 - 866 - 774 - 4872 ext. 6728

BCTC TUTORING and LIBRARY SERVICES

- BCTC Academic Resources <https://bluegrass.kctcs.edu/current-students/academic-resources/index.aspx>
- BCTC Tutoring Services <https://bluegrass.kctcs.edu/current-students/academic-resources/tutoring.aspx>
- Library Services <https://bluegrass.kctcs.edu/current-students/student-resources/library/index.aspx>

ETHICS, VALUES, RIGHTS AND RESPONSIBILITIES

All students are expected to comply with the Code of Student Conduct defined by the Kentucky Community and Technical College System. The code includes information about Student Academic Rights, Cheating and Plagiarism, and Filing Academic Grievances or Appeals.

- Code of Student Conduct <https://bluegrass.kctcs.edu/faculty-staff/media/pdfs/kctcs-code-of-student-conduct.pdf>
- Student's Right to Know <https://bluegrass.kctcs.edu/affording-college/paying-for-college/consumer-information.aspx>
- Title IX Prevention of Sexual Discrimination <https://bluegrass.kctcs.edu/about/student-life/title-ix/index.aspx>
- Anti-Harassment & Discrimination Policy <https://bluegrass.kctcs.edu/about/privacy-terms/anti-harassment-discrimination-policy.aspx>

BCTC is an Equal Educational and Employment Opportunity institution.

BCTC DISTANCE LEARNING and PROCTORED EXAM/TESTING SERVICES INFORMATION

Many online classes require that students take proctored midterm exams and/or final exams. A proctor is a person, approved by the course instructor, who verifies the identification of students and serves as a monitor while the student takes the exam. Additionally, placement exams and other assessments may be scheduled through the BCTC Testing Center.

- BCTC Distance Learning <https://bluegrass.kctcs.edu/admissions/information-for/online-distance-learners/index.aspx>
- BCTC Testing Center <https://bluegrass.kctcs.edu/current-students/academic-resources/testing-center.aspx>
- KCTCS Testing Sites <https://kctcs.edu/education-training/kctcs-online/learn-by-term/proctor-exams/index.aspx>

WITHDRAWAL PROCEDURES

- BCTC Withdrawal Policy <https://bluegrass.kctcs.edu/current-students/registrar/withdrawal-policy.aspx>

If BCTC is **not** your home campus, then you are subject to the withdrawal policies of your home campus. Contact the registrar's office of your home campus for more information.

Please review Financial Aid and SAP Policies before withdrawing from a course.

FINANCIAL AID and SATISFACTORY ACADEMIC PROGRESS (SAP)

Students receiving grants and/or loans to pay for classes should be aware that withdrawing or failing a class may affect future financial aid eligibility. All students should review the Financial Aid Satisfactory Academic Progress (SAP) policy for additional information. All students are expected to attend class and have the required textbook(s) and supplies even though the student may have an appeal in process or have not yet received financial aid. Financial aid may also be affected if students have not submitted the correct program plan. To receive financial aid, students must declare an approved program of study. Students declared "PENDING" and "UNDECIDED" are not eligible to receive a financial aid disbursement.

- Financial Aid Info <https://bluegrass.kctcs.edu/affording-college/>
- SAP Policy <https://bluegrass.kctcs.edu/affording-college/satisfactory-academic-progress/index.aspx>

- Financial Aid Dates <https://bluegrass.kctcs.edu/affording-college/paying-for-college/important-financial-aid-dates.aspx>