



# Dual Credit Information and Enrollment Packet

# DUAL DC CREDIT

## GO2 COLLEGE IN HIGH SCHOOL

### Bluegrass Community & Technical College

#### Opportunity College Information

2018-2019

Opportunity College is a collaboration between area high schools and Bluegrass Community & Technical College (BCTC). It provides juniors and seniors with the opportunity to earn college credit while still in high school.

Courses are offered at all BCTC campuses and at some High School and Area Technology Center sites.

➤ **Costs:**

- BCTC Waives 2/3 tuition and fees for approved dual credit courses.
- The KY Dual Credit scholarship is available to high school juniors and seniors who meet eligibility requirements, and whose school is partnering with BCTC through a Memorandum of Agreement.
  - The KY Dual Credit Scholarship is administered through the KY Higher Education Assistance Authority (KHEAA).
  - Provides funding for 1/3 of tuition for up to two classes
- Student must cover cost of textbooks (hard copy and/or digital)

To be eligible to enroll in dual credit courses, all students must meet minimum ACT, SAT, KYOTE, or Wonderlic score requirements, as well as course prerequisites.

Courses on campus follow the BCTC Academic Calendar and may require students to attend class on days when their high school is not in session. Courses at the high school site follow the high school calendar.

To apply, submit the BCTC application online first at the link below. If you want to **take courses at your high school**, work with your HS Guidance Counselor or dual credit instructor to submit the documents below. If you want to **take courses on a BCTC campus**, then contact one of the BCTC advisors listed at the bottom of this page to schedule an appointment to be enrolled. Bring the official HS transcripts and scores the advising appointment.

- College application (<http://www.bluegrass.kctcs.edu> (click on "High School" under "Begin Here". Be sure to choose the semester that you intend to take dual credit courses)
- Official high school transcript
- Official ACT, SAT, KYOTE or Wonderlic scores

Opportunity College advisors:

- |                    |  |               |
|--------------------|--|---------------|
| ➤ Melinda Lemaster | <a href="mailto:Melinda.lemaster@kctcs.edu">Melinda.lemaster@kctcs.edu</a> | (859)246-6367 |
| ➤ Will Hibbard     | <a href="mailto:Will.hibbard@kctcs.edu">Will.hibbard@kctcs.edu</a>         | (859)246-6268 |
| ➤ Rebecca Simms    | <a href="mailto:Rebecca.simms@kctcs.edu">Rebecca.simms@kctcs.edu</a>       | (859)246-6761 |



## BCTC Dual Credit

BCTC provides high school juniors and seniors the opportunity to enroll in college classes for dual credit. This means that students can receive high school credit and college credit, at the same time.

### Am I eligible?

- You must be a high school junior or senior
- You must be a Kentucky resident
- You must meet minimum course requirements (ACT, SAT, or BCTC Placement test)
- Your high school must be a participating partner

### How do I apply?

- Fill out the BCTC online application [www.bluegrass.kctcs.edu](http://www.bluegrass.kctcs.edu)
- Speak with your high school guidance counselor about dual credit options, at your high school and/or BCTC campuses.
- Turn in the completed dual credit enrollment form to your high school guidance counselor prior to BCTC semester start date. See BCTC academic calendar for start date and deadlines.

### What is the cost?

The cost for a dual credit course is 1/3 of the BCTC per credit hour tuition. *\*Students are responsible for covering the cost of textbooks, including digital content or eResources.*

### *Kentucky Dual Credit Scholarship (DCS)*

Kentucky students may be eligible to receive the DCS for two dual credit courses. For more information please visit the KHEAA website [www.kheaa.com](http://www.kheaa.com)

# DUAL DC CREDIT

GO2 COLLEGE IN HIGH SCHOOL

Placement scores for classes offered at some area high schools.

**ENG 101 (Writing I)**

ACT Reading  $\geq 20$

ACT English  $\geq 18$

BCTC Placement test (Wonderlic) - WBSTV  $\geq 325$

**ENG 102 (Writing II)**

Pre-requisite – ENG 101 or AP Credit for ENG 101

**MA 111 (Contemporary Math)**

ACT Math  $\geq 19$

BCTC Placement test (KYOTE) – KMATH  $\geq 22$

**MAT 150 (College Algebra)**

ACT Math  $\geq 22$

BCTC Placement test (KYOTE) – KMATH  $\geq 25$  or KALG  $\geq 14$

**MAT 170 (Applied Calculus)**

Pre-requisites - MAT 150 or ACT Math  $\geq 27$

**BIO 112 (Introduction to Biology)**

ACT Reading  $\geq 20$

**BCTC Testing Center**

Leestown Campus

N-Building, Room 110

164 Opportunity Way

Lexington KY 40511-2623

(859) 246-6669

bl\_testing@kctcs.edu

**Hours of Operation**

Monday, 8:30 AM 4:30 PM

Tuesday, 8:30 AM 4:30 PM

Wednesday, 8:30 AM 6:30 PM

Thursday, 8:30 AM 4:30 PM

Friday, By Appointment Only



## BCTC Opportunity College Contact Information

Melinda Lemaster  
Dual Credit Coordinator/Advisor  
[Melinda.lemaster@kctcs.edu](mailto:Melinda.lemaster@kctcs.edu)  
(859)246-6367

Will Hibbard  
Dual Credit Advisor  
[Will.hibbard@kctcs.edu](mailto:Will.hibbard@kctcs.edu)  
(859)246-6268

Dr. Rebecca Simms  
Dean of Academic Supports/Advisor  
[Rebecca.simms@kctcs.edu](mailto:Rebecca.simms@kctcs.edu)  
(859)246-6761



# BLUEGRASS COMMUNITY & TECHNICAL COLLEGE

## Opportunity College Student Information and Responsibilities

Welcome to BCTC! We are pleased that you have chosen to enroll in college courses as a high school student. Below is important information related to your schedule, tuition payment, student email, and transcripts so please **review as soon as possible**. Please contact the Opportunity College office if you have questions at (859) 246-6367 [Melinda.lemaster@kctcs.edu](mailto:Melinda.lemaster@kctcs.edu), or (859)246-6761 ([Rebecca.simms@kctcs.edu](mailto:Rebecca.simms@kctcs.edu)), or (859)246-6268 ([Will.hibbard@kctcs.edu](mailto:Will.hibbard@kctcs.edu)).

- **Course schedule**
  - You can view your BCTC course schedule in PeopleSoft after you have set-up your student account (see below instructions). If you have questions about your schedule, please contact the Opportunity College office.
- **Student accounts (Student email, PeopleSoft and Blackboard)**
  - **Student email**
    - This should be **set-up as soon as possible** and checked frequently. Important college information, such as your tuition bill and grades, are communicated via email.
  - **PeopleSoft account**
    - This student database houses all of your student information (registration, billing, and final grades). **You will not receive your grades by mail!** These will be available at the end of each semester through PeopleSoft. You may access your PeopleSoft account with your Student email User ID and Password.
  - **Blackboard**
    - Blackboard is the platform BCTC uses to deliver online courses OR online content for in person courses.
  - For details on **setting up your student accounts** (email, Peoplesoft, Blackboard), go to: [www.bluegrass.kctcs.edu](http://www.bluegrass.kctcs.edu) (click on “User Account Center” at top of page)

\*If you have problems setting up your account, click the **Help** icon on the account set up page.

- **Student identification number (Empl id)**
  - This is a 9-digit number that you received in an automatic email reply when you submitted your online application to BCTC. You will need this to set-up your student email account and access your PeopleSoft account, which is the student database.

\*Please refer to [www.bluegrass.kctcs.edu](http://www.bluegrass.kctcs.edu) for information on each of the items bulleted below: (Click on “Academics” at top of page and then “Opportunity College” to the left. Additionally, please refer to the “Current Students” web page at the top of the BCTC home page for important information)

- **Course withdrawal**

To withdraw from a course, you **must** submit an official withdrawal form signed by your instructor to the Opportunity College office by the deadline listed on the BCTC Academic Calendar. **No late withdrawal forms will be accepted.**

If you are enrolled for dual credit and change schools during the semester, you must submit a withdrawal form by the deadline on the academic calendar, or **you will receive a failing grade (E)**



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- **Textbooks**
  - If you are required to purchase your textbooks, you may purchase online through the college bookstore at the link below. You will need the section # of the course to identify the correct textbook to purchase online. This info will be provided in the syllabus and on your class schedule.  
[http://www.bluegrass.kctcs.edu/Current\\_Students/Student\\_Purchases.aspx](http://www.bluegrass.kctcs.edu/Current_Students/Student_Purchases.aspx).
- **Tuition/Fees/Dual Credit Scholarship**
  - *Currently*, KY residents who are high school juniors or seniors are eligible to apply for the new KY Dual Credit Scholarship administered by the KY Higher Education Assistance Authority (KHEAA). This scholarship covers the student's portion of tuition for up to two dual credit courses. To receive this scholarship, your high school must submit notification to KHEAA of your enrollment in dual credit courses. Additionally, if you are a public high school student, you must respond to the KHEAA email sent to you to identify the course(s) for which the Dual Credit Scholarship should be applied. If you are a home school or private school student, you must complete the scholarship application on the KHEAA website.
  - Deadlines for student to designate the KHEAA Scholarship are Oct. 1 for the Fall semester and March 1 for the Spring semester.
  - Please note that students who enroll in more than two dual credit courses per year are responsible for payment of 1/3 tuition and textbook costs. Additionally, students are responsible for all costs for courses that are not dual credit. For details on costs, to:  
[https://bluegrass.kctcs.edu/costs\\_and\\_financial\\_aid/tuition\\_and\\_fees.aspx](https://bluegrass.kctcs.edu/costs_and_financial_aid/tuition_and_fees.aspx)
  - Tuition and fees may be paid in person, online or by mail by the deadline noted on the Academic Calendar. For details, go to:  
[http://www.bluegrass.kctcs.edu/en/Student\\_Billing/Method\\_of\\_Payment.aspx](http://www.bluegrass.kctcs.edu/en/Student_Billing/Method_of_Payment.aspx)
- **Student orientation**

This is available online using the Opportunity College link provided on the previous page. Included is an overview of BCTC and Student Services. As a high school student enrolled in a college course through BCTC, you are provided with the same rights and responsibilities as all other BCTC students. Please review the webpage below as it provides links to the **Student Handbook** and **Student Code of Conduct** as well as the **Information Technology Rights and Responsibilities**.
- **Disability Support Services**

The Disability Support Services (DSS) office at BCTC provides a full range of services to students who have disabilities. DSS goals are to ensure equal access and full participation for persons with disabilities in post-secondary education as outlined by Section 504 of the Rehabilitation Act of 1973 and to empower students with disabilities to obtain the life skills necessary for a fulfilling, productive lifestyle after leaving BCTC.

To schedule an appointment with a Disability Support Services staff member on any BCTC campus, call 859-246-6530, (859) 246-6753 TTY or (866) 774-4872 ext. 6530 (Toll Free).
- **Library and Tutoring Services**

Free tutoring is available to all BCTC students, including dual credit students. Information about hours and locations can be found on the BCTC website <https://bluegrass.kctcs.edu/tutoring/>. Library services are also available for all BCTC students and include access to online databases such as PsycINFO and Academic Search Complete. More information can be found here  
<https://bluegrass.kctcs.edu/library/index.aspx>
- **Student Parking**

For the **Cooper** Campus, students will need to purchase a C-BCTC parking permit from UK Parking & Transportation Services located at 721 Press Avenue, off Virginia Avenue. Students may apply online at <http://www.uky.edu/pts> or send parking application via mail by the deadline. Go to <http://www.uky.edu/pts> or call (859)257-5757 for more information. Cooper and Leestown Campus

students may purchase a LexTran bus pass for \$50 per semester or \$75 per academic year ([see Lextran](#)). Cooper Campus students may use the UK CATS buses on-campus free of charge. *Parking passes for Cooper Campus are required on the first day of classes. UK Parking will be ticketing cars without the parking passes.* Permits are not required at other BCTC campuses.

- **Attending BCTC after high school graduation**

If you decide to attend BCTC after high school graduation, you must complete a *Change of Status* form to change your standing from high school student to college freshman. This form may be accessed using the link provided on the previous page

- **Requesting official transcripts**

To request official transcripts, students must submit a request through the Registrar's Office. Detailed info on this may be found at the link provided on the previous page.

- **Transfer Center**

Scholarships are available for students who wish to transfer from BCTC to a 4-year college or university. For more information on scholarships and course transferability, go to [https://bluegrass.kctcs.edu/transfer\\_center/index.aspx](https://bluegrass.kctcs.edu/transfer_center/index.aspx).





## Dual Credit Enrollment Form

NAME OF ACADEMIC PROG/PLAN: NON-DEGREE HIGH SCHOOL

- Please complete form using **BLACK** or **BLUE INK**.
- Before submitting this form, students **MUST** complete the BCTC online application and have a BCTC Student ID #. Apply at [www.bluegrass.kctcs.edu](http://www.bluegrass.kctcs.edu)

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_

BCTC STUDENT ID # 00 \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ LAST 4 OF SOCIAL \_\_\_\_\_ HIGH SCHOOL \_\_\_\_\_

ADDRESS \_\_\_\_\_  
STREET & NUMBER OR ROUTE & BOX # \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ What degree do you plan to pursue? \_\_\_\_\_

### Student Responsibilities:

1. Complete the BCTC online application. <https://bluegrass.kctcs.edu/>
2. Meet benchmark scores before enrolling in a course. Requirements vary by course so please see website for course descriptions and requirements.
3. Read and abide by course syllabus, understand deadlines and due dates. Read Dual Credit information sheet.
4. Setup BCTC student accounts (email, Blackboard, and PeopleSoft). Check BCTC email **regularly** for Dual Credit and College updates.

Benchmark Scores	ACT : Reading _____, English _____, Math _____	Wonderlic Verbal _____	Kyote Math _____	SAT _____	BCTC Official will check box when enrolled
COURSE Name/Catalog Number	Course Number	Day	Time	Instructor	Enrolled
					<input type="checkbox"/>
					<input type="checkbox"/>

### PARENT *(parent/guardian signature only needed for new dual credit students)*

- By signing this form, I give consent for my student to take classes with BCTC as a high school student during his/her high school career.
- I understand that if my student is not eligible for and/or does not receive a scholarship then I will be responsible for any assessed tuition.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### STUDENT

- By signing this form, I give permission for Bluegrass Community and Technical College employees to release information such as BCTC Student ID number and final grades, to my high school counselor and my parent/guardian.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_