

DO NOT DISCARD!



Opportunity College Student Information and Responsibilities

Welcome to BCTC! You have made a great choice! We look forward to empowering you to step into your better life through education and training.

Below is important information related to your schedule, tuition, student accounts, and transcripts. Please **review as soon as possible!** If you have questions, you can contact Melinda LeMaster at the Opportunity College Office, (859) 246-6367 (Melinda.lemaster@kctcs.edu), or (859)246-6268 (Will.hibbard@kctcs.edu), or (859)246-6761 (Rebecca.simms@kctcs.edu),

To have access to the information you will need while a student at BCTC, please follow the steps below:

- 1. Locate your Student identification number:** This is a 9-digit number that you received when you submitted your online application to BCTC. It is also listed on the acceptance letter that you received by mail. You will need this to set-up your student account.
- 2. Set up your Student Account:** This account will give you access to information and communication tools you'll need as a student, such as your college email, Student Self Service (Peoplesoft) and Blackboard. To **setup your student account:**
 - Go to our website: bluegrass.kctcs.edu.
 - Find and click "Current Students" in the top navigation bar on the left.
 - Scroll down and click on "User Account Center."
 - Follow instructions to set up your student account (you WILL need your student ID number, see above).
 - Make sure to write down your user name and password in a safe and accessible place.
- 3. Once your student account is activated and you have your schedule,** you will have **access, to My Path.** Here, you will find in one place all important student information below. To access My Path, go to the website top navigation bar, click on "Current Students" and then "MyPath."
 - **Student email** - view important college information, such as your tuition cost, financial aid, instructor communications, and student announcements regarding college events and opportunities.
 - **Student Self Service (PeopleSoft)** - View your tuition and financial aid, class schedule and final grades. **You will not receive final grades by mail!**
 - **Blackboard** – The web-based learning system that instructors use to post class syllabus, assignments, grades and other important class information and announcements.
 - **Class schedule** - You can view your BCTC class schedule in Student Self Service (PeopleSoft), after you have set-up your student account. If you have questions about your schedule, please contact the Opportunity College office.

Other 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)**
- **Textbooks**
Textbooks can be purchased online or in person through the [BCTC Bookstore](#). You will need the class section number which can be found on the class syllabus and on your class schedule. Some online books are included in your tuition charge. You will not need to purchase these books. Your instructor will help you gain access to them through Blackboard.

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- **Tuition/Fees/Charges/Dual Credit Scholarship**

Kentucky residents who are high school juniors and seniors are eligible to apply for the [KY Dual Credit Scholarship](#) administered by the KY Higher Education Assistance Authority (KHEAA). This scholarship covers the remaining 1/3 tuition for two dual credit courses (per lifetime). To receive this scholarship, your high school must submit your name to KHEAA. If eligible, you will receive an email from KHEAA with instructions on how to setup your KHEAA account and designate the scholarships to BCTC. You must do this to receive the scholarship! If you are a home 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 courses than the dual credit scholarship covers, are responsible for the additional 1/3 tuition not waived by BCTC.
- **The scholarship does not cover textbooks! Students are responsible for the cost of textbooks, including ebooks/digital content charges.** Additionally, students are responsible for all costs for courses that are not dual credit.
- Dual credit students will **be mailed** a final bill **to the address on file** after dual credit waivers and scholarships have been applied. Please be patient as this process may not be complete until after the semester has begun.

- **Student orientation**

You are encouraged to do the [online orientation](#) through the First Year center: onlineorientation.net/bluegrass/-/pub/Intake. 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 "[Student's Right to Know](#)" located on our website under "Education and Training" then "Disclosures."

- **Disability Support Services**

[Disability Support Services \(DSS\)](#) at BCTC provides a full range of services to students 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](#) and [library services](#) are available to all BCTC students, including dual credit students. Information about hours and locations can be found on the BCTC website under "Current Students" then "Student Resources."

- **Student Parking**

For the **Cooper Campus ONLY**, students must purchase a BCTC parking permit from UK Parking & Transportation Services located at 721 Press Avenue, off Virginia Avenue. Students may apply online at uky.edu/pts or send parking application via mail by the deadline. Go to 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 would like 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: bluegrass.kctcs.edu/admissions/information-for/dual-credit/dual-credit.aspx

- **Requesting official transcripts**

To request [official transcripts](#), students must submit a request through the Registrar's Office. Detailed info on this may be found on the "Current Students" page, then "Registrar."

- **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 the "Current Students" page, then to "Transfer Opportunities."

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