

# Advisor Notes

Priority Registration for Summer and Fall 2007

March 26-April 13

## AA/AS degree requirements

BCTC will follow the new KCTCS general education requirements this academic year. Freshmen and re-admits who had been out of school one semester or longer prior to Aug. 2006 or who transferred here in Aug. 2006 will follow the new requirements. Continuously-enrolled students, beginning Summer 2006 or before, may stay with the old requirements; although, they have the option to change to the new. (See "Policy for Change in Program Requirements on the next page.)

### Tuition Update

There is no longer a tuition cap as of fall 2006. This means that students will be charged by the credit hour regardless of full- or part-time status.

### Priority Registration

Begins: March 26

Ends: April 13

PeopleSoft Login:

<https://kctcs.mycmsc.com>



**Lift advisor holds for**

**Summer: 4072**

**Fall: 4074**

*\*Make sure to add a row for every term and check the manual override box.*

## PeopleSoft Pathways for Advisors

The first three steps are the same in each set of directions below. Everything you will need can be reached through the Advisors screen. Here are the first three steps: Home > KCTCS Student Administration > KCTCS Student Records > Advisors. From the Advisors screen, here are the directions for each action:

To lift a student's advisor hold: Self Service Enroll Permission > type student's PS ID (or SS# in Nat'l ID field) > Search > Add (+) new row and enter term (4064) > check manual override box > Save

To check for open classes: To check for open classes: Class Schedules > for campus, type BLC; for term, type 4064; for catalog NBR, type % followed by class number, e.g. (%101ENG) > Search > Then select the Location code for your campus from the list that appears when you scroll down the page

To view a student's PS academic record: PS Student Information > type in student's PS ID# or SS# > Search

To view a student's academic history prior to PS: LSAR Grades > type in student's PS ID# or SS# > Search

To view a student's transfer work: PS Student Information > type in student's PS ID# or SS# > Search > select Test/Transfer credit tab at top

To view a student's ACT, SAT, or COMPASS test scores: PS Student Information > type in student's PS ID# or SS # > Search > select Test Scores tab at top

**FOCUS AREAS:** The focus areas will be returning to the catalog as of next fall. They will be available for every student no matter when the date of admission. The AA/AS databases are still in use. See directions on the next page.

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### **Advising Tip (for continuously-enrolled students who began Summer 2006 or before):**

AA, AS, and Focus Studies Database

To access the database:

1. Log in to the computer.
2. Click on My Computer
3. Double click on the option named Departments on "blc-fpserver.kctcsacc.ds.kctcs.edu" (S:)
4. Double click on the folder named All Departments
5. Double click on Shortcut to AAAS-Focus.
6. Click on Open when it asks "Do you want to open this file?"

When you are finished using the database, please click the EXIT button in red letters on the top left of the form, go back to the Main Menu (you may need to choose the "More Focus Areas" option to get there) and then click the EXIT Database option on the Main Menu so that updating can occur.

BCTC-TransferCenter@kctcs.edu

<http://www.bluegrass.kctcs.edu/sa/transfercenter>

The Transfer Center assists students in the transfer process, providing them with individual advising and essential information to facilitate their academic transition and ensure their success. *As an advisor, you can help students broaden their dreams and gain the confidence they need to take their education to the next level. Often, all it takes is the encouragement of one faculty or staff member!*

Please refer students to the Transfer Center for:

- Individual transfer advising
- Specific information on Kentucky institutions – including scholarship information!
- Information regarding articulation agreements
- Admissions materials and academic catalogs for Kentucky institutions
- Individual advising from on-site ECU Transfer Coordinator Nicole McGrew

The Transfer Center also coordinates events and information tables from four-year schools.

For information about college/university visits to BCTC go to:

[http://www.bluegrass.kctcs.edu/sa/transfercenter/college\\_university\\_visits/](http://www.bluegrass.kctcs.edu/sa/transfercenter/college_university_visits/)

## I. Course and Program Updates

### Art

A new art course, HUM 213 (a survey course in modern art) will be offered for the first time this fall. Laura Heyrman is teaching the class, which is scheduled for MW 2:00-3:15. Contact: Dan Schuman, 246-6349.

### Biology

Attention: Nursing and Pre-Nursing advisors. There is a prerequisite for BSL 214—Medical Microbiology. Students must take and complete BIO 137 and BIO 139 prior to enrolling in BSL 214. They cannot take them concurrently. If students enroll in BIO 139 for summer but fail to complete the class successfully they will be removed from the BSL 214 roll for Fall 2007 at the beginning of August. Prerequisites will be strongly enforced. Contact: Yasemin Congleton 56487.

### Business

Business Management and Marketing is offering a new course in the fall of 2007: MGT 240, Ethics and Self Management. They will also add PY 110 General Psychology as a required Social Science in the fall of 2007.

### Chemistry

New Non-Science Major Chemistry Course offered at BCTC!

CHM 101—Chemistry: A Cultural Approach (3 hrs) MW 2-3:15. This course is designed to introduce non-science majors to the main concepts of chemistry; it emphasizes the relationship between chemistry and other areas of learning. Pre-reqs: MA 108R or MAH 125 or equivalent. Use for Gen Ed Science—Equivalent to UK's CHE 101, Molecular Science for Citizens

CHE 105 J001 and J002 and CHE 107 J001 are "paired" courses. Students who are enrolled in one of these CHE course sections must also enroll in the corresponding CHM lab section. For each of these courses the student must attend a lecture, recitation, and lab period (see schedule book). Any student wishing to take a paired course must see Tracy Knowles in order to register (Oswald Building 234H). Contact Tracy Knowles 246-6460.

### Computer literacy

- For the AA/AS degree computer literacy requirement, the following courses will satisfy: CIS 100, ACH 100, ACH 195, IMD 100, IMD 116, IMD 117, CAD 100, and CS 115.
- The CIT courses will NOT satisfy the computer literacy requirement for the AA/AS degrees but CIT 103 and CIT 105 WILL satisfy the requirement for all technical degrees.
- All of the above courses that work for AA/AS degrees will also work for technical degrees.

While there are computer literacy course lists in the KCTCS and BCTC catalogs, some of those courses are no longer offered or are not offered at BCTC. Additionally, other courses have been added that do not appear in the catalogs, like the ACH and IMD courses. Therefore, the course list above is an accurate list of computer literacy courses offered at BCTC. Contact: Don Halcomb 56289.

### Dental Hygiene (Cooper Campus) and Dental Assisting (Leestown Campus)

Laura Justice is the Coordinator of the Dental Hygiene program on the Cooper Campus and Libby Ritchie is the Coordinator of the Dental Assisting program on the Leestown Campus. Students interested in either of these programs should be directed to the respective program Coordinator. Contact: Laura Justice (OB 234F) ext. 56233 or Libby Ritchie (Bldg A, Room 259) ext. 56622.

### Developmental classes

Please ask any students currently enrolled in developmental reading or writing courses (DRE 010, DRE 030, ENC 090, and ENC 091) to show you their *Mandatory Placement Advising Forms*.

These forms make a recommendation for fall enrollment in reading or writing classes based on the student's current course progress at midterm. The *Mandatory Placement Advising Forms* are completed for each student enrolled in developmental reading or writing courses and are important for making sure the developmental student is following the correct course sequence.

## English

- **UK Writing Initiative:** The University of Kentucky Writing Initiative is an "exit" requirement (as opposed to an entrance requirement) and is required of all students, in order to graduate, who enter UK after the 2003 school year.

BCTC is offering four courses in the Fall 2007 semester that are designed to fulfill the writing initiative requirements:

32024	ENG 203	J003	Business Writing	MW	03:30 pm	4:45 pm	Womack, B
32025	ENG 203	J004	Business Writing	TR	11:00 am	12:15 pm	Womack, B
35454	ENG 203	J151	Business Writing	TR	02:00 pm	3:15 pm	Womack, B
32026	ENG 203	J005	Business Writing	TR	02:00 pm	3:15 pm	Hamlin, T
32034	ENG 230	J002	Intro to Literature (Amer Lit: Poets, Philosophers, Politicians and Preachers)	TR	9:30 am	10:45pm	Goode, J
32040	ENG 231	J003	Literature & Genre (Subtitle: Mystery)	TR	03:30 am	4:45 pm	Hicks, J
32038	ENG 231	J001	Literature & Genre (Subtitle: Science Fiction)	MW F	12:00 pm	12:50 pm	Worth, B

We would appreciate your help in alerting students that these courses are set up to satisfy the UK Writing Initiative requirement. In order to facilitate this process I have gathered together some helpful links and requirements.

The main page for the UK Writing Initiative: <http://www.uky.edu/UGS/WritingInitiative/>  
On this page you will find links for faculty and students. The most important pages for advisors are <http://www.uky.edu/UGS/WritingInitiative/studentsinfo.htm> (student page) and <http://www.uky.edu/UGS/WritingInitiative/petitionchecklist.htm> (petition waver page)

Here are the basic requirements for students to enroll in a writing initiative course:

**Student Eligibility:** A student must have completed 30 credit hours, including the first-year writing requirement (ENG 101/102) before taking above course.

Contact: Michael Benton 56365 and Gerry Adair 56366.

- ENG 281 (Introduction to Film) serves as an introduction to film as an art form, the technology of image and sound, the workings of cinematic signs and syntax, film history, and film theory. This course fulfills 3 credit hours of our BCTC humanities requirement.
- Students should be aware of the following ENG 281 course: ENG 281-JOZ1 (35452) Introduction to Film is an online course and will be offered completely online during FALL 2007. Students should contact the instructor prior to the first day of classes. (Students must logon to [www.bluegrass.kctcs.edu](http://www.bluegrass.kctcs.edu) for instructions on accessing their course site in Blackboard prior to the first day of classes.) Contact: Lori Houghton, 56592.
- ENG 282, Introduction to International Film Studies, is a new course, offered for the first time in fall. This course fulfills 3 credit hours of our BCTC humanities requirement. Contact: Michael Benton 56365.

## ESL (English as a Second Language) Mandatory Placement

Advising for

- English as a Second Language Classes
- English 101 and 102 sections for ESL Students

Please advise our ESL students into the appropriate courses designed to meet their unique needs. Do not place students into Developmental English classes, if you can avoid it.

### **Two steps to follow:**

1. Ask to see a student's **Mandatory Placement Advising Form**, which provides you with the student's COMPASS score. If this is not available, check test scores in PeopleSoft. This score allows you to correctly place a student in an ESL class, rather than a Developmental English class. If you do not find a COMPASS or ACT/SAT score, check to see if the student has been through assessment, and send to AAC if necessary.

2. Match the student's English skill level (COMPASS score) with the appropriate ESL Class in the table below. **Mandatory Placement Advising Forms** place students in either an ESL reading or writing class or both.

Do not place a student into a **Developmental** reading or writing class (**prefix ENC or DRE**) instead of into an **ESL** reading & writing class (**prefix ESL**). The ESL courses are appropriate for ESL students who were initially misplaced but have now completed DRE 010 or ENC 090.

Please note on the chart below that we now offer **sections of ENG 101 and ENG 102** specifically for ESL students. For more information please contact: Jim Fenton 56364 or Sarah Galvin 56350.

**Fall 2007 ESL Classes**

ESL -020-J001	Intermediate Reading & Vocabulary	4hrs	MTW R	1:00 to 1:50 pm	Cooper
ESL 092-J001	Intermediate Writing	4hrs	TR	2:00-3:40pm	Cooper Dr.
ESL 091-1510	Intermediate Writing	4hrs	TR	6:00-7:40pm	High Street
ENG 101-J009	Writing I for ESL students	3hrs	MWF	10:30 -10:50am	Cooper Dr.
ENC 099-J001	Writing Lab	1hr	F	11:00 -11:50am	
ESL 13 1510	Advanced Listening & Speaking	4 hr	TR	6:00 - 7:40 PM	DEC
ESL 30 J001	College Reading High-Intermed	4 hr	MW	12:00 - 12:50 PM	Cooper
ESL 30 J001	College Reading High-Intermed	4 hr	F	12:00 - 1:50 PM	Cooper
ESL 90 J001	Beginning Writing	4 hr	TR	9:30 10:45 AM	Cooper
ESL 90 J001	Beginning Writing	4 hr	F	9:00 - 9:50 AM	Cooper
ESL 91 1510	Intermed Write Non-Native Engl	4 hr	MW	6:00 - 7:40 PM	DEC
ESL91 J001	Intermed Write Non-Native Engl	4 hr	MTW R	11:00 11:50 AM	Cooper
ESL 92 J001	Adv Writing Non-Native English	4 hr	TR	12:00 - 1:15 PM	Cooper

### Experiential Education

Internships are available to all students. The course is EX 196 and students can earn from 1-6 credit hours. Internships vary depending upon the student's interest. All credit is pass/fail. Interested students should see Kammy McKlary or Cindy Leonard 56312

### Filmmaking

The Filmmaking: Script to Screen certificate program is running this semester and fall 07 semester as a pilot with 12 credit hours required. In Spring 2008, the program will be 16 credit hours and the following are the required courses to complete the program (for Spring 2008):

FLM 110 Treatment to Storyboard (lec/lab 4 credits)  
FLM 120 Storyboard through Production (lec/lab 4 credits)  
FLM 130 Editing through Distribution (lec/lab 4 credits)  
TA 126 Acting I: Fundamentals of Acting (lec/lab 3 credits)  
TA 190 Production Practicum (lec 1 credit)

For information about the program, see the humanities webpage under film studies. Tim Davis (Leestown Campus, office N-119) is the advisor for the program. Contact: Tim Davis 56672.

### Geography

GEO 130 and GEO 210: With the recent attention focused on global warming and other environmental concerns, we have two courses to help students understand the complex issues of the biosphere, atmosphere, hydrosphere, and lithosphere. The first is GEO 130, a course that fulfills the Natural Science USP. This course is a survey of phenomena of the earth, including topics such as the rock cycle, weather patterns, and biodiversity. The second is GEO 210; as of fall 2007, this course will be offered in both the fall and spring semesters. GEO 210, which fulfills a Social Science USP, is focused on current environmental issues.

### History

HIS 104 and 105 and HIS 202 and 203 count the same as HIS 108 and 109. Contact: Steven White.

### IECE (Interdisciplinary Early Childhood Education)

The IECE Program Coordinators (Tricia Mosby and Kelli Kinkade) are located at the Leestown Campus, Bldg. A-212. All information about the program can be found at this website: [www.bluegrass.kctcs.edu/LCC/IECE](http://www.bluegrass.kctcs.edu/LCC/IECE). Information about the transfer education courses can be found at [www.bluegrass.kctcs.edu/LCC/teachereducation](http://www.bluegrass.kctcs.edu/LCC/teachereducation). Please refer all students to Tricia or Kelli. Please note: There are differences in the various education offerings available at BCTC, and requirements are not the same. See "I Want to be a Teacher" in the appendix. It outlines the various programs. Contact: Kelli Kinkade 56616 or Tricia Mosby 56258.

### IMD (Information Management and Design)

- IMD 100 transfers to UK as the equivalent of CS 101.
- The IMD program at BCTC has an articulation agreement with the Telecommunications program at UK. Students can transfer and complete a Bachelor's Degree in two or 2 ½ years based upon general education courses that student has taken. Contact Drew Hunt 56287.
- Students interested in video production with Final Cut Pro can take IMD 250-J001. Contact Drew Hunt 56287.
- Students interested in Podcasting can take IMD 299-J0E1. Contact Drew Hunt 56287.
- Students interested in beginning photography can take IMD 299-J0E2. Contact Drew Hunt 56287.
- Online IMD 117, Keyboarding and Introduction to Word Processing, is a great elective for students in any medically-related field of study because these students' schedules are usually so demanding. When students take this course online, it adds flexibility to their schedule. Since medically-related professionals need to use computers for information and documentation on the job, it's important that they learn or refresh themselves with efficient techniques of touch keyboarding. They will also learn basic word processing skills. Instructor video demonstrations available to students through Blackboard make online learning in this course stress free. Contact: Sherri Carr at (859) 396-4533 or Arch Carr at (859) 552-6661.

### Journalism

JOU204 (Writing for the Mass Media) gives students the opportunity to write for the *BCTC Courier*, our student newspaper. Students learn news writing concepts and principles by writing for

a publication that reaches all BCTC campuses. JOU204 will allow journalism and communications students to begin to build a portfolio of published articles. It gives any student who wants to be heard the chance to write for publication. Prerequisite: JOU101. Contact: Tammy Ramsey 56361.

### Mandatory Placement

See the Developmental or ESL sections above. Also see the Mandatory Placement Plan Summary on our website: [www.bluegrass.kctcs.edu/SA/advising/advisors](http://www.bluegrass.kctcs.edu/SA/advising/advisors).

### Mathematics

- Developmental MATH courses have changed prefixes: Pre-algebra is now MT 055 (once MAT 070); and intermediate algebra is now MT 065 (once MAT 070); and intermediate algebra remains MA 108R.
- There are no math holds on math classes; however, some students may have problems registering if PeopleSoft does not recognize prerequisites stored in LSAR. These students can be sent to the math suite in MB 114 where Barbara Elzey, Ruth Simms, or Vicki Partin will enroll them. Contact: Barbara Elzey, 56413.

### Practical Nursing

Any student interested in the Practical Nursing Program should make an appointment with a PN advisor. Information about the program is also available at the One-Stop Advising Center on Leestown Campus. Contact: Brenda Willoughby 56731.

### Psychology

- PY 110 transfers! PY 110 General Psychology transfers to every college at the University of Kentucky. Yes, the Psychology Department accepts PY 110. Although the department prefers PSY 100, a student who completed PY 110 and changes their major to psychology does not need to take PSY 100.
- The prerequisite for PY 230 Death and Dying is an introductory psychology or sociology course. The prerequisite for all other second year courses is an introductory psychology course. Sophomore status is required to enroll in 200 level courses so students must have completed first-year basic requirements such as ENG 101 and 102. Students who place in remedial reading courses will not be allowed to enter first or second year psychology courses. Computer literacy skills are necessary to navigate online courses.
- Students are highly encouraged to take PSY 216 Applications of Statistics in Psychology before enrolling in PSY 215 Experimental Psychology.

### Radiography

The radiography programs at Leestown and Cooper are now consolidated and follow one curriculum, but they are still located on the two separate campuses until August 2007. Beginning August 2007, the programs will be located on the Cooper Campus. Contact: Robyn Potter 56679.

### Women's Studies

- WS 200, Women's Studies in the Social Sciences, is an introduction to the study of women's lives from a social science perspective, using a cross-cultural and interdisciplinary approach.) It fulfills 3 credit hours under the general education requirements for Social Science and transfers easily to UK.

Students should be aware of the following WS 200 courses: Women's Studies 200-JOZ1, JOZ2 (31819, 31820) are online courses that will be offered completely online during FALL 2007. Students must logon to <http://www.bluegrass.kctcs.edu/ol/> for instructions on accessing their course site and contact Joy Famularo at [joy.famularo@kctcs.edu](mailto:joy.famularo@kctcs.edu) before 08/20/2007. Contact: Joy Famularo 56357.

- WS 201, Women's Studies in the Arts and Humanities, is an introduction to women's history in work, family and creative production from a humanities' perspective. It fulfills 3 credit hours under the general education requirements for Humanities and transfers easily to UK.

Students should be aware of the following WS 201 courses: Women's Studies 201-JOZ1, JOZ2, and JOZ3 (31825, 31826, 31827) are online courses and will be offered completely online during FALL 2007. Students must logon to <http://www.bluegrass.kctcs.edu/ol/> for instructions on accessing their course site and contact Lori Houghton-Estes at [lori.houghton-estes@kctcs.edu](mailto:lori.houghton-estes@kctcs.edu) before 08/20/2007. Contact: Lori Houghton-Estes, 246-6592.

## II. Override Policies

**Biology:** The Biology area will be using the waitlist system for Spring 2007.

**Chemistry:** If you want to get into a CLOSED CHEMISTRY SECTION: There are no guarantees, but your best chance is to follow these steps:

1. Contact the instructor\* (Give the course and section, your name, and social security number.)
2. Go to the first day of the class (The instructor will announce the procedure and likelihood of getting in.)
3. Continue trying to sign up (Someone may drop before classes start, so keep checking on PeopleSoft.)

\*For the part-time instructors, contact the chemistry area coordinator, Tracy Knowles, 56460

**English:** The English area gives no overrides for composition classes.

**Family Studies and Psychology:** Family Studies and Psychology faculty will handle their overloads on an individual instructor basis.

**IECE:** All IECE classes except the practicum will have a waitlist so students should go ahead and register for the class. OVERRIDES will only be granted for pre-requisite and ECE/IECE equivalency purposes.

**Sociology, Social Work, Anthropology, Criminal Justice, Geography, Peace and Justice Studies, Religious Studies:** No overrides are given into any course until the first day of classes or when all sections of that particular course have reached maximum enrollment, whichever comes first. Students wishing an override should contact the instructor of that section via e-mail to determine if that instructor permits overrides and for further instructions. Granting overrides is at the discretion of the instructor. Those instructors permitting overrides may grant no more than five overrides per section.

## III. Appendix

### A. STUDENT DEVELOPMENT AND COUNSELING

Counseling Faculty:

*Donna U Murphy \* Gary Santana \* Laura Williams \* Karen Mayo*

- Short Term Personal Counseling

- Academic Counseling (At-risk -suspension, probation, etc...)
- Major Selection, Career and Life Planning Counseling
- Referrals to BCTC and/or Community Resources

For More Information Contact:  
 Student Development and Counseling  
 103 Oswald Building - Cooper Campus  
 859/246-6530 [www.bluegrass.kctcs.edu/LCC/SDC](http://www.bluegrass.kctcs.edu/LCC/SDC)

**B. ON-LINE CLASS/ PEOPLESOFT/ EMAIL INFORMATION**

**BCTC students may take KYVU (online) classes offered by any KCTCS institution. BCTC can remain your “Home College” and credits are automatically accepted by BCTC.**

Online students should contact their instructor by email immediately if they cannot log into the class or are registering late and need to request a copy of the syllabus

*Student should realize online courses may be more dependent on the textbook.* Online Bookstore information can be found at <http://www.campusstores.com/kctcs/index.asp>

**Bluegrass Community and Technical College Contacts:**

Email: **BL\_DistanceLearning@kctcs.edu** to reach  
 William Davis, Distance Learning Coordinator  
 Connie Rine, Online Student Technical Support  
 Becky Womack, Online Student Advisor  
 Clovis Perry, Online Student Advisor

**BCTC Online Learning Webpage <http://www.bluegrass.kctcs.edu/ol/>**

**KCTCS students will use their KCTCS Email and PeopleSoft userid and password to access Blackboard at [www.elearning.kctcs.edu](http://www.elearning.kctcs.edu).**

**C. IECE**

**“I want to be a Teacher...”**

1. Do you want to teach in the **Public School system** – Kindergarten through High School? You can begin the **Education** curriculum at BCTC and then transfer. (AA with Focus in Pre-Education or AAS Teacher Prep)
2. Are you interested in teaching students with disabilities? There are several routes to reach certification in **Special Education**.
3. Do you prefer working with *young children* **ages birth-5** in preschool? The **Interdisciplinary Early Childhood Education (IECE)** program is just for you!

*Not sure which track is best for you? Here are some differences:*

<u>Education:</u>	<u>Special Education</u>	<u>Interdisciplinary Early Childhood Ed.</u>
4 yr BA degree.	4 yr. BA/BS degree	2 yr. AAS -> 4 yr. BS degree
<u>Certifications:</u>	<u>Certifications:</u>	<u>Certifications:</u>
- Elementary Ed	- Learning & Behavior Disorders	-
Interdisciplinary Early		
- Middle School	- Moderate & Severe Disabilities	Childhood Ed. (IECE)
- Secondary Ed:		(teaching option)
(High School)		- Family Studies (non-teaching)

*Public School Teacher  
Provider*

*Special Ed. Teacher*

*Family Day Care Home*

*AAS Child Care Provider  
Head Start Teacher*

*BS Developmental Interventionist  
KERA (Public) Preschool Teacher*

For information about the **Interdisciplinary Early Childhood Education** program contact Tricia Mosby, AT 202D, x. 56258, [tricia.mosby@kctcs.edu](mailto:tricia.mosby@kctcs.edu) or go to [www.bluegrass.kctcs.edu/LCC/IECE](http://www.bluegrass.kctcs.edu/LCC/IECE) . For information about **Education** or **Special Education** go to [www.uky.edu/Education](http://www.uky.edu/Education) and click on Programs.