

Fall 2009 Academic Calendar

March 30-April 17 Priority registration for currently enrolled students
Mon. - Fri.

May 1 Last day for international students to apply for admission.
Thursday

July 15 Tuition deadline for student registered on or prior to June 30.
Wednesday

July 31 Priority deadline for admission
Friday

August 7 Last day to apply for admission
Friday

August 10-13 Add/Drop and Registration continues for new and continuing students
Mon. - Thurs.

August 14 Tuition deadline for student registered after June 30.
Friday

August 16 **Class work begins**
Sunday

August 17- 19 Registration - Add/Drop continues
Tuition is due at the time of Registration

August 19 Last day to enter an organized course
Wednesday

August 21 Last day to reduce course load or cancel registration for a full refund of fees
Friday

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)

September 7 Labor Day
Monday *Academic Holiday*

September 11 Last day to file an application for a December credential
Friday

September 14 Last day to reduce course load and receive a 50% refund
Monday

October 5-11 Fall Break
Mon. - Sun. *Academic Holidays*

October 12 Last day for students, at their discretion, to withdraw from a 16-week class and receive a grade of W
Monday

Last day to change grading option (credit to audit)

Oct. 26-Nov. 13 Priority registration for Spring semester for currently enrolled students
Mon.-Fri.

Nov. 26-29 Thanksgiving Holiday
Thurs. - Sun. *Academic Holidays*

December 4 Last day for a student, at the instructor's discretion, to officially withdraw from a class and receive a grade of W
Friday

December 5 End of class work
Saturday

December 6-12 Final Examinations
Sunday - Saturday

December 12 End of semester
Saturday

**Note: Dates listed in this calendar are subject to change.*



Official Bluegrass Community and Technical College curricula, policy, and procedure are contained in the 2008-2009 Bluegrass Community and Technical College Catalog or the 2008-2009 KCTCS Catalog, 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 Students Enrolled Spring 2009 at BCTC

Academic Advising and Priority Registration • March 30 - April 17

1. Advising is mandatory for degree-seeking students. You may pick up a brochure outside the Advising and Assessment Center with a list of pre-baccalaureate and technical program advisors. Students at extended campuses may obtain advising information at the front office.
2. Schedule a meeting with your academic advisor to have your advisor hold lifted. 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 at <https://students.kctcs.edu>.
4. Pay your tuition by the deadlines listed below. See the Academic Calendar on page 1 or at www.bluegrass.kctcs.edu/sa/registration/calendar/. Fee payment information on pages 6-7 or at www.bluegrass.kctcs.edu/fa/studentbilling/method_of_payment/.

Tuition Due Dates

- Students who register prior to July 1: July 15
- Students who register July 1 through August 14: August 14
- Students who register after August 14: Tuition is due at the time of Registration

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

**Regional Campus Students, please contact
the campus for additional registration opportunities.**

**Danville: (859) 239-7030, ext. 56860
Georgetown: (859) 246-6555
Lancaster: (859) 792-1513
Lawrenceburg: (502) 839-8488, ext. 56804
Winchester: (859) 737-3098**

How to Register

CONTINUING STUDENTS Students Enrolled Spring 2009 at BCTC

• Late Registration •

Continuing students who do not participate in priority registration may late register. Instructions for late registration are as follows:

1. Degree-seeking students must meet with an academic advisor to have the advisor hold lifted. Please report to the lobby of your campus' administration building at the following times for check-in location.

August 12	K - Z	9 a.m. - 2 p.m.	A - J	2 p.m. - 6 p.m.
August 13	A - J	9 a.m. - 2 p.m.	K - Z	2 p.m. - 6 p.m.

2. August 12-13
 - Register for your classes online at <https://students.kctcs.edu>
3. Pay your fees by the deadlines established in the Academic Calendar, on page 2 or at www.bluegrass.kctcs.edu/sa/registration/calendar/. Fee payment information on page 5-6 or at www.bluegrass.kctcs.edu/fa/studentbilling/method_of_payment/.

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

**Regional Campus Students, please contact the campus
for additional advising and registration opportunities.**

**Danville: (859) 239-7030, ext. 56860
Georgetown: (859) 246-6555
Lancaster: (859) 792-1513
Lawrenceburg: (502) 839-8488, ext. 56804
Winchester: (859) 737-3098**

How to Register

TRANSFER & READMITTED STUDENTS

• REGISTRATION •

1. All transfer and 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.

Registration assistance will be available at the following times:

August 10	S - Z	9 a.m. - 1 p.m.	M - R	1 p.m. - 5:30 p.m.
August 11	E - L	9 a.m. - 1 p.m.	A - D	1 p.m. - 5:30 p.m.
August 12	K - Z	9 a.m. - 2 p.m.	A - J	2 p.m. - 6 p.m.
August 13	A - J	9 a.m. - 2 p.m.	K - Z	2 p.m. - 6 p.m.

2. August 10 - 13

- Register for your classes online at <https://students.kctcs.edu>

3. Pay your fees by the deadlines established in the Academic Calendar, on page 2 or at www.bluegrass.kctcs.edu/sa/registration/calendar/. Fee payment information on pages 6-7 or at www.bluegrass.kctcs.edu/fa/studentbilling/method_of_payment/.

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

**Regional Campus Students, please contact the campus
for additional advising and registration opportunities.**

**Danville: (859) 239-7030, ext. 56860
Georgetown: (859) 246-6555
Lancaster: (859) 792-1513
Lawrenceburg: (502) 839-8488, ext. 56804
Winchester: (859) 737-3098**

How to Register

NON-DEGREE & VISITING STUDENTS

• REGISTRATION •

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 Peoplesoft ID number may register online during Priority Registration**. New Non-degree seeking and Visiting students should receive their Peoplesoft ID number in their acceptance letter and may activate their account at <https://webmail.kctcs.edu> using their last name and ID number, and then register online at <https://students.kctcs.edu> on the following dates:

Registration assistance will be available at the following times:

August 10	S - Z 9 a.m. - 1 p.m.	M - R 1 p.m. - 5:30 p.m.
August 11	E - L 9 a.m. - 1 p.m.	A - D 1 p.m. - 5:30 p.m.
August 12	K - Z 9 a.m. - 2 p.m.	A - J 2 p.m. - 6 p.m.
August 13	A - J 9 a.m. - 2 p.m.	K - Z 2 p.m. - 6 p.m.

* 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 KCTCS Catalog.

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

2. August 10 - 13

- Register for your classes online at <https://students.kctcs.edu>

3. Pay your fees by the deadlines established in the Academic Calendar, on page 2 or at www.bluegrass.kctcs.edu/sa/registration/calendar/. Fee payment information on pages 6-7 or at www.bluegrass.kctcs.edu/fa/studentbilling/method_of_payment/.

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

Tuition and Fees

FEES* Fall 2009

RESIDENT : \$125.00 per credit hour *

NON-RESIDENT: \$425.00 per credit hour*

CONTIGUOUS COUNTIES: \$250.00 per credit hour*

*Tuition and Fees are subject to change without notice.

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 Office 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 online, or in the Schedule of Classes, 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)246-6270.

Peoplesoft Account Access

To access your Peoplesoft account for the first time
or to reset your password:



Using **Microsoft Internet Explorer**, go to the <https://webmail.kctcs.edu>

- 1.) Click on NEW ACCOUNT ACTIVATION (first time users only)
All others click on PASSWORD RESET.
- 2.) Type your LAST NAME and enter your 9-digit STUDENT ID number (starting with 001).
Click "Sign In"
- 3.) Read the name given to make sure you are accessing the correct account.
If correct, click "Yes".
- 4.) Write down your USER NAME
- 5.) Create a Password
 - PASSWORDS must be **8 characters long** and must include at least **3 different TYPES of characters**.
 - You may use numbers, symbols, UPPER-CASE letters, and lower-case letters, but you **MUST INCLUDE** at least 3 of the 4 types of characters. For example, you might use your first initial in UPPER-CASE, your last initial in lower-case, and your phone number (Jd2462400); or you might use your first initial in lower-case and your phone number with a dash (j246-2400).
 - Your password will **NOT** be accepted if it includes your first or last name. If your PASSWORD is not accepted; you will receive an ERROR message.
 - Click OKAY and try another PASSWORD. If your PASSWORD is accepted, you will receive an OKAY message. Click on OKAY to return to LOGON page.
- 6.) The screen will return to <https://webmail.kctcs.edu>
- 7.) Scroll down and click on **Student Self-Service** to access Peoplesoft





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 859-246-6200. See your Peoplesoft Home page, upper right corner for Hold information .

Go to <http://www.bluegrass.kctcs.edu/>

1. In the top & center of the BCTC home page select the **PeopleSoft** link in yellow.
2. In the middle section of this page select “Student Access”.
3. click the “Login Here”.
4. Enter your user ID (sdoe0002).
5. Enter your password (*Same as your Student email password*).
6. Under “ENROLLMENT” choose “Add a Class”.
7. Check Term to make sure the current semester is listed. If not, select a Term (Fall 2009) and click the “Continue “ button
8. 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** only.
9. Repeat step 8 to add multiple classes to your **Enrollment Shopping Cart**.
10. Click “Proceed To Step 2 of 3”.
11. 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 found select “Fix Errors” button at the bottom of the screen and select another course for enrollment.
12. **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.