

## BCTC Instructional Calendar

*A timeline of administrative/housekeeping actions for BCTC instructors. . .*

Timeline See <a href="#">Academic Calendar</a>	Item	Action
Prior to First Day of Class	Distribute Syllabi	<b>On-Ground</b> and <b>Online:</b> (1) Email syllabus to <a href="#">area/program coordinator</a> . Also post the syllabus in Blackboard ( <a href="#">PDF directions</a>   <a href="#">Video directions</a> ). (2) Make your Blackboard <a href="#">course shell available</a> .
First Day of Class through Last Day to Add a Class	Check Roster	<b>On-Ground:</b> At start of each class, check all names on the roster as shown in the PeopleSoft Faculty Center. Ask students whose names do not appear on the Roster to see you after class and inform these students that they must visit the Records Office in order to be registered before returning to class.  <b>Online:</b> Require students to submit some kind of assignment (e.g. post a class greeting in a discussion forum, take a syllabus quiz, upload a writing sample). The due date for the assignment should be no later than the Last Day to Add a Class. Inform students of the assignment by email and via a Blackboard announcement.
Two Business Days after the Last Day to Add a Class. <i>Do not include weekends and holidays.</i>	Verify Roster	<b>On-Ground</b> and <b>Online:</b> <a href="#">Verify rosters</a> in PeopleSoft by checking the button labeled “the No Shows have been recorded and the roster is complete” and clicking the “No Show” button for those students who have not made <a href="#">Academic Attendance</a> .  *NOTE* No shows will be dropped from the class so, please, check rosters carefully. Students dropped accidentally may only be reinstated by a <a href="#">Division Assistant Dean</a> .
After Last Day to Pay for Classes	Non Payment Drop	After late registration has concluded, there will be a final drop for non-payment. Students whose name do not appear on course rolls should be directed to <a href="#">Student Records</a> .  <b>On-Ground:</b> Students are not permitted to attend class.  <b>Online:</b> Online students will not have access to Blackboard but may still have access to third party LMS’s.
After Drop/Add, Before Midterm and After Midterm	Starfish Progress Surveys	<b>On-Ground</b> and <b>Online.</b> Complete <a href="#">Starfish Progress Surveys</a> . Surveys will be distributed by KCTCS email. Typically three surveys a distributed during a semester.
On or before Midterm	Midterm Announcement	<b>On-Ground:</b> Remind students of your course policy for withdrawal after midterm.

		<b>Online:</b> Post a similar reminder in Blackboard and/or send the reminder via KCTCS email.
After the last day of class and before the deadline to submit grades	LDOA at End of Term	<b>On-Ground</b> and <b>Online:</b> <a href="#">Verify rosters</a> in PeopleSoft by checking the button labeled “the Last Attendance Dates at End of Term have been recorded and the roster is complete” and entering a last date of attendance in the column labeled “Last Attendance Date at End of Term” for all students who have earned an “E” or equivalent grade.
The next working day after the end of Final Exams	Submit Grades	<b>On-Ground</b> and <b>Online:</b> Follow directions provided by the College Registrar to post grades in the Self-Service Faculty Center.

## GLOSSARY

**Academic Calendar.** The BCTC [Academic Calendar](#) is maintained by College Registrar and identifies key dates and milestones for each term. Path: Faculty & Staff / Academic Information / Academic Calendar.

**Academic Attendance** is a term used by Financial Aid officers to describe the federal government's definition of "attendance at an academic-related activity". Students must attend a class in order to be eligible for federal financial aid dollars. [Online students](#) must actively participate in a course to be considered present; merely visiting the LMS does not count as attendance.

**Faculty Center.** From the Student Self-Service Faculty Center, you can view and verify your class rosters, send email to your enrolled students, view any advisees assigned to you, and provide Last Day of Attendance for students. To access the Faculty Center, visit <https://kctcs.mycmsc.com/> Path: Faculty & Staff / Tools / PeopleSoft Administrative.

**LDOA.** "Last Day of Attendance." New federal financial aid rules require students who do attend class past the 60% mark of the semester to return the financial dollars provided to them.

**LMS.** "Learning Management System." The software (e.g. Blackboard) used to teach an online class. All Bluegrass instructors have courseshells created for them in Blackboard. Some courses use a third-party LMS such as Pearson's MyLab or Cengage's Aplia.

**Roster Verification.** Federal financial aid dollars may only be distributed to students whose attendance has been verified by the college. For this reason, careful attention to class attendance is required.