

ADVISOR NOTES PRIORITY REGISTRATION FOR SUMMER AND FALL 2012 MARCH 1 – APRIL 13 SUMMER 2012 TERM CODE: 4122

FALL 2012 TERM CODE: 4124

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I. ADVISOR QUICKVIEW LINK

The Advisor QuickView is a list of important advising links that collects all the important information advisors need onto a single computer screen: mandatory placement information; helpful contact web pages, email addresses, and phone numbers; technical and transfer advising links; advising forms; and additional resources such as the schedule of classes, the academic calendar, course descriptions, PeopleSoft, and the Advisor Notes.

To access the Advisor Quickview, click http://www.bluegrass.kctcs.edu/Faculty_and_Staff/AdvisorTrac.aspx

Or from the college website, click Faculty and Staff > Advisor Quickview.

II. PEOPLESOFT PATHWAYS FOR ADVISORS

LOGIN:

https://employees.kctcs.edu/

KCTCS Student Administration > KCTCS Student Records > Advisors: From the Advisors screen:

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 4122 (summer term code) or 4124 (fall term code) > check manual override box > Save

TO CHECK FOR OPEN CLASSES:

Class Schedules > for campus, type BLC; type 4122 (summer term code) or 4124 (fall term code); for course number, type the prefix and number (e.g. ENG 101) > 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 INFORMATION:

PS Student Information > type in student's PS ID# or SS# > Search

TO VIEW A STUDENT'S ACADEMIC HISTORY PRIOR TO PEOPLESOFT:

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 SCORES:

PS Student Information > type in student's PS ID# or SS # > Search > select Test Scores tab

III. ACADEMIC PATHWAYS

OVERVIEW

KCTCS has made a significant change in how student Academic Pathways are selected on the KCTCS application and displayed in PeopleSoft. An "academic pathway" refers to an intended major that an Associate in Arts (AA) or Associate in Science (AS) student plans to pursue upon transferring from BCTC to a four-year college or university. The KCTCS application allows for students to select specific pathways for the AA and AS degrees. See Pathways to Student Groups for the complete list of Academic Pathways. These pathways are stored in PeopleSoft and allow colleges to identify students with specific academic transfer goals.

LOCATING PATHWAYS IN PEOPLESOFT

In PeopleSoft, advisors were once able to view student Academic Pathways in the Student Information screen on the PS Grades tab in the "Plan" field (Main Menu/KCTCS Student Administration/KCTCS Student Records/Advisors/PS Student Information). This has changed. The "Plan" field now only lists credentials offered by BCTC. Transfer students thus will show only one of three credentials: AA, AS, or the new Associate in Fine Arts (AFA).

To view a student's Academic Pathway, advisors must click the arrow in top right corner of the PS Student Information screen. Doing so expands the menu. Then click the Student Group tab. This <u>short video</u> shows how to locate Academic Pathways in PeopleSoft.

UPDATING PATHWAYS

Having correct pathways listed in PeopleSoft is important to the <u>BCTC</u> <u>Advising Process</u>. Correct pathways allow us to assign students to advisors with expertise in a specific academic discipline. When working with an advisee, be sure to check that the advisee has the correct pathway listed. Advisees who need to update their Academic Pathway may complete a <u>Program Change Form</u>. In the space for "New Program", list both the desired credential (AA, AS, AFA) as well as the new Academic Pathway (e.g. Philosophy or Accounting).

IV. ADVISING INFORMATION AND PRIORITY DATES

PRIORITY REGISTRATION DATES:

March 1 - April 13

TERM CODE:

Summer 4122 Fall 4124

STUDENTS IN DEVELOPMENTAL COURSES

NOTE: Please ask any students **currently** enrolled in developmental reading or writing courses (RDG 010, RDG 020, RDG 030, CMS 185, ENC 090, ENC 091) to show you their referral forms (*Mandatory Placement Advising Forms*). These forms make a recommendation for spring enrollment in reading or writing classes based on the student's current course progress at midterm.

RDG 20 ADVISING

To help increase mandatory placement compliance, all RDG 20 students need to see a RDG 20 advisor. If you encounter a RDG 20 student and you ARE NOT a RDG 20 advisor, please send them to Beth Healander, Developmental Studies Coordinator, ext. 56355.

TUITION DUE DATES

Check tuition due dates on the academic calendar for each semester at http://www.bluegrass.kctcs.edu/Registrar/Academic Calendar.aspx

LIFTING HOLDS

Advisors may lift student holds at any point during the semester. Doing so does not necessarily mean a student is eligible to register as several variables have to be met:

- The student must be "term eligible" (i.e. admitted for the term)
- Student Self Service Registration must be made accessible by the Records Department (this happens October 1 in the Fall, and March 1 in the Spring)
- All holds on the student account (including financial and admission holds) must be lifted

V. COMPUTER LITERACY

Please note: CIT 130 and CS 115 do **NOT** fill the KCTCS computer literacy requirement. The only courses that meet the KCTCS requirement are:

- CIS 100
- CIT 105
- OST 105
- IMD 100 (BCTC programs only)
- IT 100 (AAS and Diploma only)

Students who wish meet the computer literacy requirement by exam have two testing options.

- 1. CIT 105 Special Exam for Credit
 - a. Given just before the start of fall and spring semesters only
 - i. August test date--TBD
 Registration details for the August exam will be available in at this link:

http://www.bluegrass.kctcs.edu/csis/cit/sec_info

- b. Covers the CIT 105 course content and has two parts:
 - i. computer concepts (CIT 105 textbook on reserve in the Cooper campus library)
 - ii. hands-on Office 2010 exam
- c. Students who pass the exam (70% or better on both parts) will receive credit for CIT 105 as well as fulfilling the KCTCS computer literacy requirement.
- d. Exam fee is currently \$35, dollars but that may be changed by the *myitlab* publisher at any time.
- e. For more information, contact Dana Brown, dana.brown@kctcs.edu or Melanie Williamson, melanie.williamson@kctcs.edu.

2. IC3 Exam

- National computer literacy exam given at the Leestown testing center.
- b. Exam has three required parts—living online, computer concepts and Microsoft Office applications. More information about the exam is available here:

- http://www.certiport.com/Portal/desktopdefault.aspx?page=common/pagelibrary/IC3_GS3.html
- c. Students who pass all three parts of the IC3 exam fulfill the KCTCS computer literacy requirement.
- d. Students who also need credit for a computer literacy course can take an optional 4th part—the Kentucky Database Exam (essentially a Microsoft Access exam). Students who pass all 4 exams receive credit for CIS 100.
- e. Vouchers for the IC3 exams are available at the BCTC bookstore for approximately \$90 per set.

For registration and test information contact Mary Maggard, mary.maggard@kctcs.edu.

VI. COURSE AND PROGRAM UPDATES

BIO 225 MEDICAL MICROBIOLOGY

Course will open for enrollment for Summer and Fall on Monday, March 19, at 8:30 a.m. for Cooper and Lawrenceburg Campuses.

COMPUTER & INFORMATION TECHNOLOGIES (CIT)

Please refer all CIT, Computer Science, and IT students to CIT faculty for advising.

New to CIT – Entirely new curriculum, so it is extremely important that you send CIT students, new and old, to see a CIT advisor. There are several classes that have changed numbering.

NOTE: It is *strongly* recommended that CIT 105 **NOT** be taken by students in transitional reading.

COMPUTER SCIENCE

Any students wishing to pursue an A. S. degree with a focus in Computer Science should contact an advisor in the CIT department.

GEN COURSES AND OTHER ELECTIVE COURSES

CMS 185 College Reading (3-credit elective)

This class is loaded with many valuable strategies to help students stay engaged while they read their textbooks.

GEN 102 Foundations of Learning (3-credit elective)

This is an excellent class for students lacking skills to succeed in college. Time management, note taking, textbook reading, study strategies, test taking, and BCTC literacy are some of the topics covered. This is a great course for all students to take during their first semester at BCTC. It is especially recommended for all students in transitional courses. All levels can benefit from the many skills taught in the course.

GEN 120 Service Learning (3-credit elective)

Engages students directly in structured, community-based activities to acquaint them with community opportunities, services, and needs. Integrates concepts from the classroom with community service allowing student to practice concepts while developing an appreciation of service. Great for resumes and scholarships!!!

~Contact Laura Williams, laura.williams@kctcs.edu, 56526, for more information.

GEN 140 Development of Leadership (3-credit social interaction)
Presents concepts of leadership and group dynamics, especially focusing on each student's individual leadership philosophy, and providing opportunities for all students to develop leadership skills and potential.

Does not require consent of instructor. Just sign up!

(This course is NOT recommended for students in developmental reading and writing courses.)

MGT 120 Personal Finance

If you are looking for an excellent elective to fill a schedule, please consider MGT 120 Personal Finance. MGT 120 is a life resource class that covers such subjects as personal financial planning, taxes, consumer credit, housing, insurance, investing, retirement and estate planning. I can think of no one that would not benefit from this class. This class is also open to students in transitional reading and writing.

Summer SDC Courses

For the first time in several years, we are offering a potential 3 credit hour "block" of SDC courses. You may sign up for one or all three. All courses will be in the same room at same start time but please pay attention to individual start dates.

					College Survival		3:00	4:50
3465	SDC	100	5/8/2012	5/21/2012	Seminar	MTWR	PM	PM
					Career Planning		3:00	4:50
3466	SDC	105	5/22/2012	6/5/2012	Seminar	MTWR	PM	PM
							3:00	4:50
3467	SDC	109	6/6/2012	6/19/2012	Employability Skills	MTWR	PM	PM

GERMAN 101 INTRODUCTION TO BASIC GERMAN

If you have any students interested in a foreign language please make them aware of this new option on Monday and Wednesday nights at Cooper at 6:30 PM.

HUMAN SERVICES

This program prepares individuals for entry level positions in agencies and institutions which provide social, community, educational and mental health services. The curriculum provides an opportunity for the student to develop the knowledge and skills necessary for entry level employment. Included in the curriculum is a core of human services courses, general education courses, and technical courses with a specific human services emphasis. Application of human services principles and skills is provided through a clinical experience in an appropriate setting. Upon completion of the program the graduate is prepared to seek employment in various areas which may include child care facilities, mental health settings, chemical dependency settings, hospitals, educational institutions, correctional facilities, geriatric settings, child and youth centers, and social service agencies. It is an excellent program for those wanting to enter into the helping professions at the entry level.

Human Services is a technical program, and in this particular area it is not recommended to the student planning to transfer to a college of social work. If students graduate with the A.A.S. in Human Services they will still need (if not already taken): College Math, Science/w lab, Political Science, Anthropology, Economics, Logic, Stats, Dev of Social Welfare, and a Heritage, Humanities or Foreign Language.

** See the separate Human Services Worksheet.**

INFORMATION MANAGEMENT & DESIGN

IMD 260 Integrated Project Management **NEW COURSE**

Introduces a holistic, integrated approach to managing projects, exploring both technical and managerial challenges. Emphasizes individual project execution and also provides a strategic perspective, demonstrating means to manage projects at the program and portfolio levels. Examines concepts that also include techniques utilized for completion of a project schedule within budgeted cost and according to specific scope.

New IMD Option: Project Management

IMD 100 Introduction to Information Systems fulfills the Computer Literacy requirement for BCTC degrees. It transfers to UK as an equivalent to CS 101 Introduction to Computing I and to EKU as an equivalent to CSC 104 Computer Literacy with Software Applications.

IMD students need to consult with IMD advisors for important curriculum updates that took effect in Fall 2011.

IMD 117 Keyboarding and Basic Word Processing is an online course that teaches students to become more efficient with their computer keyboard as well to learn how to properly format their college reports and a variety of other documents. Students no longer have to purchase software for this course as the software they will use is entirely online (the registration code is included within the textbook kit). It's a very easy-to-use system and includes demonstrations and many other types of resources (even language arts). This new system has been used for one year now, and the **success rate** of students who completed its use has been **100%**! There is NO prerequisite for this course.

IMD 126 Introduction to Desktop Publishing is an online course that uses software demonstration videos so that students are able to view the same demonstrations online that they would have seen if they had taken the course in a classroom. Therefore, if a student has any difficulty with a certain procedure, that student can view that video portion as many times as needed to fully understand that procedure.

INFORMATION TECHNOLOGY

BCTC no longer offers an AAS degree in Information Technology. The CIT department continues to support students who started an IT degree before the program was discontinued. Please refer these students to CIT faculty for advising. Also any newly declared Information Technology students should be directed to a CIT advisor immediately so that we may work with them to get them on track toward a CIT degree.

MATHEMATICS AND STATISTICS

- All course prerequisites will be enforced.
- ➤ The M&S Division does NOT grant class limit overrides for sections that are full.
- Some students may still need prerequisite overrides due to Peoplesoft not reading their prerequisites correctly. These students should go to http://legacy.bluegrass.kctcs.edu/forms/math_stats/pre_requisite_check/ and fill out an enrollment request form, including their name, Peoplesoft number, and the five digit course section they want to enroll in.
- ➤ Please have your students pay special attention to section numbers and mode of their courses.
- *** See Math Flowchart for Updated Course Offerings and Sequencing. ***
- Recommended Math General Education Courses:

MA111 Contemporary Mathematics (Prereq: ACT 19, COMPASS algebra 36)

For students whose majors DO NOT require a calculus course, including nursing majors.

MAT 150 College Algebra (Prereq: ACT 22, COMPASS algebra 50) For students whose majors REQUIRE MAT 150 (MA 109) specifically or who require a calculus course.

Effective Spring 2012, BCTC will be offering MAT 150 instead of MA 109 (College Algebra). These courses are considered equivalent courses and, therefore, MAT 150 can be used as a repeat option for MA 109.

For Summer 2012 only, students who were enrolled in BCTC as of Fall 2011 will be grandfathered into MAT 150 under the current prerequisites for MA 109 (ACT Math 21, SAT Math 510, COMPASS Algebra 49). Students who are enrolling in BCTC and are not continuing students must satisfy the prerequisites for MAT 150 (ACT Math 22, SAT Math 510, COMPASS Algebra 50). MA 108R still serves as a prerequisite for this course.

Beginning Fall 2012, ALL students must satisfy the prerequisites for MAT 150.

New Course Offerings:

STA 215 – The EKU STA 215 course, *Introduction to Statistical Reasoning,* offered online by BCTC, is an introductory-level algebrabased statistics course that can be taken to satisfy quantitative reasoning general education requirements at most colleges and universities. Students desiring to take an online statistics course to satisfy a quantitative reasoning general education requirement should verify the transfer equivalency for a specific program and college or university. Prerequisite: MA 108R or equivalent.

o Course Changes:

Effective Spring 2012:

MAT 150 College Algebra replaces MA 109

Effective Fall 2011:

MAT 055 Pre-algebra replaced MT 055 MAT 065 Basic Algebra replaced MT 065

Effective Fall 2010:

MAT 155 Trigonometry replaced MT

155/MA112

MAT 105 Business Mathematics replaced MT

105/MAT121

MAT 116 Technical Mathematics replaced MT 115/MAH155

MAT 126 Tech Algebra & Trig replaced MT 125

o <u>Combo Classes</u>: (Section Numbers J0M1 − J0M9, 15M1 − 15M9, J2M1 − J2M9)

These accelerated classes allow students to complete two courses in one semester (6 credit hours). The combo classes are very intensive and not for the weak mathematics student. *Effective Fall 2012,* students do not need a higher Compass score to enroll in these courses. They simply need the Compass score required for the first of the two courses in the combo. There are daytime and evening

sections of various combo courses available, all of which meet on a MTWR pattern for 75 minutes each day. Selected Combo Classes are available at Cooper, Leestown and Winchester. **Students must enroll in BOTH sections at the same time**.

- Fall I Classes: (Section Numbers J00M, 150M, J15M)
 The math department is offering fall I classes that last from 8/15/2012 to 10/3/2012. These sections are offered only on the Lexington campuses and have section numbers containing an "M" in the fourth digit of the section number. They can be recognized by their start and end dates and by the 150 minute class length.

Calculus Classes:

MA113, MA114 and MA213

Students MUST enroll in both the Calculus course and its corresponding Lab Course MA193 (MA113), MA194 (MA114) or MT 190 (MA213). The time for the lab component has already been built into the scheduled class time for the MA113, MA114 and MA213 courses.

Placement into MA123 or MA113

A departmental placement exam is available for the calculus classes MA123 and MA113 for those students who score exceptionally high on the COMPASS Algebra test. The Trigonometry (MAT155) prerequisite will be enforced for MA113. Contact Barbara Elzey for more information about enrolling in these courses.

Hybrid Classes and Weekend Classes: (Mode HB)
 Some math and statistics classes that only meet 1 day a week (some Saturday classes) will be hybrid classes where regular internet access is

REQUIRED for the course. Please help students be aware of this requirement. They can be recognized by the mode HB.

Online Classes:

(Section Numbers 19Z1 – 19Z9, 19ZT for Fall II Online) BCTC offers the following courses online for the fall: MAT055*, MAT065, MAT 105, MAT126, MAT 150, MAT 155, MA108R, MA 111, MA123, STA200, STA215 and STA291.

*MAT055 online is a BL – Local only online class that requires instructor permission to enroll. Have student send email with student ID to Barbara.elzey@kctcs.edu. To enroll in this class, a student must have completed their developmental reading requirements.

NAA 100

NAA 100 classes follow a different fee and refund process for other BCTC classes. If a student chooses not to attend the class after being registered, it is the student's responsibility to officially withdraw from the class one business day prior to the class start date. Students who do not attend class will be responsible for paying the associated tuition and fees if they have not officially withdrawn one day prior to the start day of the class. See www.bluegrass.kctcs.edu/sa/registration/withdrawalpolicy/

Students who do not officially withdraw and do not attend the course will be responsible for paying the associated tuition and fees.

Course fee, malpractice insurance, and state test fee	\$500
Books and required nametag (approximate estimate)	\$110
Security Fee	\$25
Total approximate cost	\$635*

^{*} Approximate cost as of August 2011, subject to change

OST (NOW MIT – MEDICAL INFORMATION TECHNOLOGY)

If students have completed developmental classes, these should be considered for the first time students in Medical Information Technology:

BIO 130—Aspects of Human Biology or BIO 135 or BIO 137

OST 105—Introduction to Information Systems

ENG 101—Writing I (for the degree)

OST 108—Editing Skills for Office Professionals (may use for diploma or certificates)

OST 103—Medical Office Terminology

OST 101—Keyboarding & Intro to Document Formatting

OST 110—Document Formatting/Word Processing (requires consent of instructor; students need typing speed of 30 WPM)

SOCIAL WORK

The Associate of Arts degree with Focus in Social Work is the curriculum required for students who plan a career in the social work field. It is also the preferred curriculum for those planning to transfer to Lindsay Wilson's counseling program. Our program meets or exceeds all of the requirements to gain admission to the regional Colleges of Social Work. The bachelor's degree or BSW is the degree required for entry level in the social work profession. The social work profession is broader than most disciplines with regard to the range and types of problems addressed, the settings in which the work takes place, the levels of practice, interventions used, and populations served. Social Work is continuously evolving to respond to and address a changing world. Although several definitions of social work have been provided throughout its history, common to all definitions is the focus on both the individual and the environment, distinguishing it from other helping professions.

Social workers may be engaged in a variety of occupations ranging from hospitals, schools, clinics, police departments, public agencies, court systems to private practices or businesses. They provide the majority of mental health care to persons of all ages in this country, and in rural areas they are often the sole providers of services. In general, they assist people to obtain tangible services, help communities or groups provide or improve social and health services, provide counseling and psychotherapy with individuals, families, and groups, and participate in policy change through legislative processes. The practice of social work requires knowledge of human development and behavior, of social, economic and cultural institutions, and of the interaction of all these factors.

** See separate Social Work Worksheet. **

WELDING

New welding students can begin WLD classes in the **FALL** semester only. The following general education classes are recommended for welding students in addition to their program classes: math, science, social interaction, heritage/humanities, writing/accessing information, oral communications, and computer literacy.

WOMEN'S STUDIES

All WS courses change to WGS courses. Course Prefixes and Descriptions change from Women's Studies to Women and Gender Studies, but WGS courses still fulfill the same General Education Requirements:

Please encourage students to consider taking Women's Studies courses— WGS 200 fulfills a Social Interaction requirement; WGS 201 fulfills a Humanities requirement for our AA/AS degrees. In addition, these courses fulfill a Cultural Studies requirement when taken as part of the AA/AS transfer program to both UK and EKU.

WGS 200 (Introduction to Women's and Gender Studies in the Social Sciences) Introduces women's studies from a social science perspective, using a cross-cultural and interdisciplinary approach. Emphasizes social science explanations for sex-typed behavior, social perceptions for women and men, and the roles of women in social and cultural life. It fulfills 3 credit hours under the General Education requirements for Social Science and transfers easily to UK. (It can also be used to satisfy the Cultural Studies requirement for the AA or AS degrees.)

WGS 201 (Introduction to Women's and Gender Studies in the Arts and Humanities) Introduces women's studies from a humanities perspective, using a cross-cultural and interdisciplinary approach emphasizing art and literature. Examines issues and problems of women in contemporary society through the lens of race, gender, class, and sociopolitical spheres. It fulfills 3 credit hours under the General Education requirement for Humanities and transfers easily to UK. (It can also be used to satisfy the Cultural Studies requirement for the AA or AS degrees.)

NOTE: WGS201 has heavy reading and writing assignments. Please do

not place students who are enrolled in reading courses into WGS 201, a sophomore level course. Contact: Lori Houghton 56592.