

# OCTC NEWS U CAN USE!

## Summer 2014

[www.owensboro.kctcs.edu/schedule](http://www.owensboro.kctcs.edu/schedule)

Hang onto this info, you might actually need it!



[www.facebook.com/OwensboroCTC](http://www.facebook.com/OwensboroCTC)

686-4400

## Over 3000 Students Avoid Late Fee! How did they do it?

The answer: Pay your tuition—or enter into a payment plan—before the term begins. Certain classes, such as NAA 100 (also called a CNA class) are the exceptions. In those cases, you may be required to pay up to a week before class begins to hold your seat. See the *Fine Print* below for more information about tuition, fees, payment plans and financial aid.

## Your Money Back—Guaranteed!

As long as you drop your class before the last day to add a class, you will get a 100% refund. This means you have to drop during the first week of classes if you are taking a class that meets all semester. For classes that meet less than that, the time is reduced. Even if you stay in the class a little longer, you may still be eligible for a 50% refund. (No kidding—see the *Fine Print* below.)

## NEED BOOKS?

The OCTC Bookstore, operated by Barnes & Noble, is located on the Upper Level of the Campus Center. Regular hours are M-TH 8 a.m.–4:30 p.m. and F 8 a.m.–1 p.m.. Extended hours are posted during RUSH periods. The OCTC Bookstore is your number one source for textbook choices new, used, rentals, digital, etc. We offer the required and recommended texts for all OCTC classes, a selection of OCTC apparel, gifts and school supplies. Students can sell textbooks back for cash, the best time to sell books is during final exam week. Rental books are due at the end of each semester. Cash, checks and credit cards are accepted. For one week before classes begin each semester, financial aid can be used for bookstore purchases. Dates & times will be posted. *Refund policy: During the first week of classes, a full refund will be given if books are returned in the same condition as purchased. Receipt of purchase is required for all refunds/exchanges.* Textbooks can be purchased online at [www.kctcs.bncollege.com](http://www.kctcs.bncollege.com) and shipped directly to you.



## Got Cap & Gown?

You can buy those at the Bookstore too—but you won't need them if you do not apply for graduation. At the beginning of your final semester, have your academic plan reviewed, updated, and signed by your official advisor. Then visit the Student Records Office between June 16-20 to apply. Please allow at least twenty minutes to fill out the required paperwork.

## What happened to my class?

While we want all our classes to fill with students, sometimes they do not. We reserve the right to cancel any course that does not have sufficient enrollment. We contact you before the first class meeting, if at all possible, and help you schedule an alternative class.

## Get the 411:

KCTCS has the KNECT system for non-emergency calls. KNECT will call your phone and send an email about important dates and dead-lines.



[www.facebook.com/OwensboroCTC](http://www.facebook.com/OwensboroCTC)



[www.twitter.com/OCTC\\_Tweets](http://www.twitter.com/OCTC_Tweets)

# When there is a terrible, no good, just very bad day.

**Weather Happens.** When it does, we get the word out. If you text, our SNAP message alert system ([www.kctcs.edu/snap](http://www.kctcs.edu/snap)) is the best way to find out what is happening. If you don't text, don't worry—we post it on our website ([www.owensboro.kctcs.edu](http://www.owensboro.kctcs.edu)) on Facebook, Twitter and send info to: 92.5 FM, 94.7 FM, WFIE-TV, WTVW-TV, WEHT-TV, WEVV-TV, OC-TV on Owensboro Cable Ch 71. A decision to cancel classes due to inclement weather will be made by 7 a.m. for day classes (8 a.m. - 4

p.m.) and 3:30 p.m. for evening classes (5:30 p.m. or later) when possible. If the weather causes a delay in opening the campuses, students should resume the normal schedule for classes at the time announced. (i.e. If campuses open at 10 a.m., students should report to class beginning at 10 a.m. or after) If you have an off-campus class—check this out: If the class is on a high school campus and high school classes are cancelled, the OCTC off-campus classes are cancelled. Exceptions

are made at the discretion of the instructor and administration.

**Life Happens** – If you have a concern, complaint, or just have a question, please talk with someone. You can speak with an instructor, a counselor, or the Vice President of Student Affairs. We can't help if we don't know—and we want to help.

### The FINE PRINT--REALLY

**Tuition Rates & Fee Payment**  
**Tuition rates 2013-14.** In-State \$144 per credit hour; Out-of-State Contiguous county \$288; Out-of-State \$504. OCTC, a member of The Kentucky Community & Technical College System (KCTCS), makes every effort to include relevant, timely, and accurate information in its publications. However, it reserves the right to make changes in the calendars, admission policies, expenses, programs, curricula, course descriptions or any other matters not addressed in this publication. Prospective and enrolled students should check with the appropriate office to learn of any such changes. Please check the KCTCS catalog for out-of-state contiguous county inclusions. Pay online at <http://www.owensboro.kctcs.edu> and select "Self Service" at the upper right. Tuition is payable prior to the first day of classes for the term. Visa, Discover, and MasterCard are accepted. Fee payment drop boxes are available on each campus for your convenience. Note: Registration is not complete until fees are paid. The last day to pay tuition to avoid cancellation of registration is June 10. Students receiving financial aid should see the Financial Aid office.

**Tuition Payment Plan**  
 Students may choose to participate in a tuition payment plan. This plan managed by the Nelnet Business Solutions will allow students more flexible payment options. There will be a \$25 per semester, non-refundable fee for all students who sign up for the plan. Students must register prior to signing up for the payment plan.  
 April 10 25% down payment required.  
 May 9 Three payments May-July  
 50% down payment required.  
 June 10 Two payments June - July  
 50% down payment required  
 One payment July.  
 No payment plans will be accepted after June 10. To apply for this payment plan, visit the Fee Payment Office on the Main Campus, located in the Administration Building. *Payment plan online enrollment not available for the summer.*

**Tuition Refund Policy**  
 Failure to officially withdraw from a class in the START Center will result in a fee payment penalty.  
 Withdrawal Date: Amount of Tuition Refunded:  
 On or before June 13\* 100%  
 June 14-June 25\*\* 50%  
 After June 25\*\*\* No Refund  
 Due to the Reauthorization of Higher Education Act, new refund regulations will be applied to Title IV aid recipients who completely withdraw during their first semester, or stop attending and fail to officially withdraw from classes.

**Emergency Notifications**  
 Sign up at:  
[www.kctcs.edu/snap](http://www.kctcs.edu/snap)  
 to opt out reply to the text w/"STOP"

**Student Financial Aid**  
 Priority Deadlines for Financial Aid  
 FAFSA - Free Federal Application for Student Aid:  
 Fall/Spring Academic Year - by July 15  
 Fall Semester Only - by July 15, each year  
 Spring Semester Only - by Dec. 15, each year  
 OCTC Scholarship Applications - by April 1, each year

FAFSA on the Web – Students are required to file a FAFSA every year in order to receive FA/Stafford Loans. FAFSA applications are only valid for the regular academic year, not the calendar year of Jan.-Dec. FAFSA can be filed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or by calling the FA office at 686-3795 for an appointment.

Financial Aid Resources – OCTC participates in the following financial aid programs: Federal Pell Grant; KY Cap Grant; Federal SEOG Grant; ACG Grant; Federal Workstudy Program; America Reads and America Counts Workstudy Tutoring Programs; and the Federal Stafford Loan Program. OCTC offers many scholarship resources.

Financial Aid Processing and Check Disbursement - Financial Aid award dollars are disbursed for total enrollment status as of the census date each semester. If a student has been a full-time student in the Fall and a full-time student in the Spring, they will have exhausted their financial aid funds for the school year. Summer classes should then be planned for accordingly. Check with FA office to see if any additional OCTC summer funds are available. FA residual checks will be mailed to students approximately 4-6 weeks after the first day of classes.

Student Loans – Stafford Loans are available to students who are eligible and meet the criteria. Students must be enrolled in at least 6 credit hours per semester. Students must complete the FAFSA process, a Loan application, have a PIN number and meet with the OCTC Loan Officer. Due to an increase in our Loan Default Rate, there will now be a 30-day delay on all loan disbursements.

**Mandatory Repayment of Financial Aid** – Beginning Fall 2000 Federal Title IV regulations require students who stop attending classes to return all or a portion of Title IV grant or loan funds. The amount to be returned will be based on the actual number of days attended in the term. Students who stop attending classes, do not officially withdraw, or receive all failing grades ("E, F, Z, etc.") MUST pay all or a portion of Title IV aid back at the end of the semester. Repayments of over-awards or repayments due to lack of attendance or withdrawal will be due to the Department of Education within 30 days of written notice.

Bi-term courses are often prerequisites for classes held during the second bi-term. Students who do not receive a passing grade or drop such a prerequisite first bi-term course must pay back any financial aid disbursed toward the second bi-term course.

Financial Aid Policies and Procedures – It is a new policy of OCTC that any FA student who notifies a staff member in the FA office of the intent to cease attending classes will have, for the purpose of calculating the Return of Title IV funds only, provided official notification of "Intent to Withdraw" from classes. Students must still complete the official withdrawal process in START Center. All Federal, State, and OCTC Financial Aid policies and procedures are kept on file in the FA office for student viewing.

**Withdraw**  
 Students may withdraw from classes and automatically receive a grade of W after classes begin. The W grade indicates only that the student withdrew and does not affect his/her grade point average. After midterm (see Academic Calendar) the instructor may assign a grade other than W based on the instructor's course policy. Students may not withdraw from classes after noon on Dec. 6. Contact the START Center to officially withdraw 686-4527.

**Drop/Add Classes**  
 To drop classes, a student must:  
 1. Pick up and fill out a drop/add slip from the START Center.  
 2. Turn in the completed, signed slip to the START Center.  
 3. For classes dropped after midterm (see Academic Calendar), the instructor must sign the drop/add slip.  
 4. Keep the student copy as a record of the change.

**Option to repeat**  
 Students may request to repeat a course as necessary to improve a grade. Applications for this option are available in the START Center. The application must be completed before class work begins.

**Crime Log**  
 The OCTC Crime Log can be found at <http://legacy.owensboro.kctcs.edu/mingerlog/>

**Dar-Nek Family Development Center Early Headstart & Headstart Services**  
 Available for children ages six weeks to four years old. Students must meet income eligibility requirements and be enrolled at OCTC. Call 683-6377 for more information.

**OCTC Notification of Compliance With Regulations**  
 Owensboro Community & Technical College (OCTC) and the Kentucky Community and Technical College System (KCTCS) are committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status, and will not discriminate on the basis of race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability. Compliance with Title IX of the Educational Amendments of 1972, (which prohibits sex discrimination), Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, in regard to employment at OCTC is coordinated by Lewatis McNeal 852-8607, acting Equal Employment Opportunity (EEO) Coordinator, Owensboro Community and Technical College, 4800 New Hartford Road, Owensboro, Kentucky 42303, phone (270) 686-4504. Any person having inquiries concerning compliance with the above regulations in regard to situations other than employment should contact the acting coordinator for Title VI / Title IX / ADA (Americans with Disabilities Act) at the individual campus. For more information, contact Joe Yazvac, Main Campus, 4800 New Hartford Road, Owensboro, Kentucky 42303, phone (270) 686-4528. OCTC complies with the Family Educational Rights and Privacy Act, Public Law 92-380, on all its campuses. Inquiries regarding the law should be directed to the appropriate school office. Compliance with Title IX of the Educational Amendments of 1972, which prohibits sex discrimination, and with Title VI of the Civil Rights Act of 1964 is coordinated by KCTCS, Equal Employment Opportunity (EEO)/Americans with Disabilities Act (ADA) Coordinator, KCTCS, 300 North Main Street, Versailles, Kentucky 40383 phone (859) 256-3264. Efforts to comply with the laws and regulations applicable to people with disabilities -- as required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 -- are also coordinated by the Director of Diversity and Employee Relations. Questions concerning compliance with regulations may be directed to the KCTCS Director of Human Resources, 300 North Main Street, Versailles, Kentucky 40383, phone (859) 256-3338, or to the Director of the Office of Civil Rights, U.S. Department of Education, Philadelphia, Pennsylvania. The Kentucky Community and Technical College System is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. Questions may be directed to the KCTCS Student Affairs Division or the Human Resource Coordinator's Office at each college. Questions about admission to any college in KCTCS should be directed to the appropriate admissions office.





# WHO & WHAT

## Programs and Contact Info

A=Associate Degree, D=Diploma, C=Certificate,

### Accounting (A)

Al Wallace 270-686-4609  
al.wallace@kctcs.edu

### Agricultural Technology (A,D, C)

Chelsea Williams 270-852-8601  
chelsea.williams@kctcs.edu

### Air Conditioning Technology (D, C)

Andy Sommer 270-686-4476  
andy.sommer@kctcs.edu

### Associate in Arts (A) Associate in Science (A)

octc.info@kctcs.edu

### Associate in Fine Arts (AFA) AFA Theater Production (A)

Dr. Julia Ledford 270-686-4627  
julia.ledford@kctcs.edu

### AFA Visual Arts (A)

Monty Helm 270-686-4626  
monty.helm@kctcs.edu

### Automotive Technology (A, D, C)

Lewis Nall 270-686-4494  
lewis.nall@kctcs.edu

### Biotechnology (A)

Misty Gish 270-686-4554  
misty.gish@kctcs.edu

### Broadcast Television Technology (C)

John Bryenton 270-686-4615  
john.bryenton@kctcs.edu

### Business Administration Systems (A, D, C)

Michael Boyd 270-686-4584  
michael.boyd@kctcs.edu

### Collision Repair Technology (D, C)

Clyde Miller 270-686-4499  
clyde.miller@kctcs.edu

### Computer Aided Drafting & Design (D, C)

Steve Bailes 270-686-4465  
steve.bailes@kctcs.edu

### Computer & Information Technologies (CIT) (A, C)

Theresa Schmitt 270-686-4604  
theresa.schmitt@kctcs.edu

### Computerized Manufacturing & Machining (CMM) (A, D, C)

Danny Moseley 270-686-4441  
danny.moseley@kctcs.edu

### Construction Technology (D,C)

Steve Hollman 270-686-4479  
steve.hollman@kctcs.edu

### Criminal Justice (A, C)

Bob Purdy 686-4601  
bob.purdy@kctcs.edu

### Diesel Technology (A, D, C)

Lewis Nall 270-686-4494  
lewis.nall@kctcs.edu

### Discover College

Jessica Cecil 270-686-4613  
jessica.cecil@kctcs.edu

### Education (A)

Casey Hamilton 270-686-4551  
casey.hamilton@kctcs.edu

### Electrical Technology (A, D, C)

Justin Payne 270-686-4458  
justin.payne@kctcs.edu

### EMT (C)

Jimmy Van Cleve 270-273-3187  
jimmy.vancleve@kctcs.edu

### Engineering Technology (A, D, C)

Scott Hammonds 270-686-4459  
scott.hammonds@kctcs.edu

### Fire/Rescue Science Technology (A, D, C)

Jimmy Van Cleve 270-273-3187  
jimmy.vancleve@kctcs.edu

### General Occupational Technical Studies (A)\*

Dean Autry 270-686-4464  
dean.autry@kctcs.edu

### Healthcare Facilities Leadership (A)#

Mike Canales 270-852-8142  
mike.canales@kctcs.edu

### Horticulture (A, D, C)

Chelsea Williams 270-852-8601  
chelsea.williams@kctcs.edu

### Human Services (A, C)

Greta McDonough 270-686-4666  
greta.mcdonough@kctcs.edu

### Interdisciplinary Early Childhood Education (A, D, C)

Michelle Edwards 270-686-4408  
michelle.edwards@kctcs.edu

### Industrial Maintenance Technology (A, D, C)

Mike Gore 270-686-4468  
michael.gore@kctcs.edu

### Mechatronics (C)

Shawn Payne 270-313-2730  
shawn.payne@kctcs.edu

### Medical Information Technology (A, C)

Lauren McCrary 270-686-4593  
lauren.mccrary@kctcs.edu

### Nursing (A, C)

Nikki Wimpelberg 270-686-4596  
nikki.wimpelberg@kctcs.edu  
Nurse Aide (C) &  
KY Medication Aide (C)  
Janet Phillips 270-686-3797  
janet.phillips@kctcs.edu

### Office Systems Technology (A, C)

Administrative Option  
Lauren McCrary 270-686-4593  
lauren.mccrary@kctcs.edu

### Paramedic Technology (A, C)

Jimmy Van Cleve 270-273-3187  
jimmy.vancleve@kctcs.edu

### Radiography (A)

Joy Menser 270-686-4633  
joy.menser@kctcs.edu

### SkillTrain/Adult Education

Vicki Boyd 270-686-4447  
vicki.boyd@kctcs.edu

### Surgical Technology (A, D)

Zara Basham-Edge 270-686-4650  
zara.basham@kctcs.edu

### Technical Theater (C)

Dr. Julia Ledford 270-686-4627  
julia.ledford@kctcs.edu

### Veterinary Technology (A)

Eddie Leach, 270-686-3780  
eddie.leach@kctcs.edu

### Welding Technology (D, C)

Barry Bowlds 270-686-4406  
barry.bowlds@kctcs.edu

Once you register you will have access to your KCTCS Student E-mail, our PeopleSoft student information system, the SNAP emergency notification system, and our Blackboard course information system. All these services are available from links at the top right on any of our main web pages.

So how do you get started? Go to the "User Account Center" link at the top right of our website and activate your account today!

### Questions about your student information?

Problems accessing info or student e-mail? Need help with Tuition Payments or Financial Aid?

## HELP Desk 1-855-5GO-OCTC

Student Records: 686-3785 or octc.studentrecords@kctcs.edu  
Lost & Found: 686-4400, located on the lower level of the ATC at the switchboard/information desk. Problems accessing info or student e-mail? General assistance: octc.info@kctcs.edu

# HELP LIST

**OCTC Campus Office Hours & Phone Numbers 270-686-4400 Toll Free: 1-866-755-OCTC (6282)**

**HELP Desk-Available 24/7/365 1-855-5GO-OCTC**

**Counseling Center** Main Campus, Campus Center Lower Level, M - Th: 8 a.m.- 5:30 p.m. F: 8 a.m.- 4:30 p.m., 686-4527

**Bookstore** (operated by Barnes & Noble) Main Campus, Upper Level Campus Center, M-Th: 8 a.m. - 4 p.m. F: 8 a.m.- 12 p.m., 686-4523

**Campus Information** Main Campus, ATC Bldg. M-Th: 7:30 a.m.-7:30 p.m. - F: 7:30 a.m. - 4 p.m. Sat.: Closed, 686-4400

**Computer Labs** Main Campus, CyberCenter, lower level LRC, M-Th: 7:45 a.m. - 6 p.m. F: 7:45 a.m. - 4 p.m., 852-8639  
Main Campus, Learning Resource Center L-105, M-F: 8 a.m. - 4 p.m. Closed Sat. & Sun.  
Downtown Campus, Room 24A, M,W, F 7:30 a.m. - 3:30 p.m., T,Th 7:30 a.m. - 4 p.m.  
Southeastern Campus, Room 260, M-F 7:30 a.m. - 4:30 p.m. Closed Sat. & Sun.

**Fee Pymt/Business Office** Main Campus, Admin. Bldg, M-F 8 a.m. - 4:30 p.m., 1-855-5GO-OCTC  
Downtown and Southeastern Campuses have drop boxes available as a convenient payment option, or pay on-line at: <https://students.kctcs.edu>

**Financial Aid** MN Campus, Upper Level Campus Center, M-Th 8 a.m.- 5:30 p.m., F 8 a.m.- 4:30 p.m., 1-855-5GO-OCTC

**Learning Resource Center (Library)** Main Campus, M - Th 7:45 a.m. - 6 p.m. F: 7:45 a.m. - 4 p.m., 686-4590  
Downtown & Southeastern Campuses, M,W, F: 7:30 a.m. - 3:30 p.m., T,Th 7:30 a.m. - 4 p.m., 686-4466 (DT) 686-4418 (SE)

**SkillTrain Center** Downtown Campus, M-Th, 8 a.m.- 7 p.m., F, 8 a.m. - 4:30 p.m., Sat., 9 a.m. - 2 p.m., 686-4454

**START Center** Main Campus, Campus Center, Upper Level, M-Th, 8 a.m.- 5:30 p.m.; F, 8 a.m. - 4:30 p.m., 686-4527

### Student Records

Main Campus, Campus Center, Lower Level, M-Th, 8 a.m. - 5:30 p.m., F, 8 a.m. - 4:30 p.m., 686-3785

### Teaching & Learning Center (TLC)

Main Campus, Learning Resource Center-lower level, M-Th, 7:45 a.m. - 6 p.m., F, 7:45 a.m.- 4 p.m., 852-8964

**TRAC Central** (Transfer, Retention, Advising & Career) Main Campus, Upper Level LRC, M-W: 8 a.m. - 4:30 p.m., Th: 8 a.m. - 7 p.m., F: 8 a.m. - 2:30 p.m., 686-4683

**Western Kentucky University-Owensboro Offices** 4821 New Hartford Road, Owensboro, KY 42303, 684-9797

**Main Campus 4800 New Hartford Road Owensboro, KY 42303**  
**Southeastern Campus 1901 Southeastern Parkway Owensboro, KY 42303**  
**Downtown Campus 1501 Frederica Street Owensboro, KY 42301**

[www.getmytranscript.com](http://www.getmytranscript.com)  
Online request and payment option for transcripts.



### How to activate your FREE student email account:

1. Go to the "User Account Center" link at the top right of our website: [www.owensboro.kctcs.edu](http://www.owensboro.kctcs.edu)
2. Click on "KCTCS User Account Center"
3. Enter your birth month and day, your KCTCS student I.D. number, and your social security number. Click the "Create/Update My User Profile" button
4. Print the next page displaying your Username and KCTCS email address. Enter an Identity Verification question and answer, and click the "Save My User Profile" button. Once it saves, click the "Set My Password" button.
5. Create your password, using the guidelines listed on the panel. Your password will be accepted or you will be prompted to try again.
6. Log into your email, self service, or Blackboard.

You Are Ready To Email!

## OCTC Summer 2014 Semester Calendar

Summer Intersession: May 19 - June 9

May 16 F	Last day to pay registration and fees and avoid cancellation and a \$75 reinstatement fee
May 19 M	Class work begins
May 20 T	Last day to drop a class and receive a full refund; Last day to enter a class for this term Last day to drop a class without a grade
May 23 F	Last day to withdraw from class and receive a 50% tuition refund
May 26 M	Memorial Day Holiday-Campuses Closed
May 28 W	Midterm Last day to change from credit to audit Last day to officially withdraw at their own discretion and receive a W
June 6 F	End of class work and last day for student at the instructor's discretion to officially withdraw and receive a W
June 9 M	Final Exams End of Summer Intersession

Regular Summer Session: June 13 - Aug. 5

June 10 T	Last day to pay registration and fees to avoid cancellation and a \$75 reinstatement fee
June 11 W	Class work begins
June 13 F	Last day to withdraw from class and receive a full refund Last day to enter a class for this term Last day to drop a class without a grade
June 20 F	Last day to file an application for graduation in August-visit the Student Records office
June 25 W	Last day to drop a class and receive a 50% tuition refund
July 4 F	Independence Day Holiday-Campuses Closed
July 10 Th	Midterm Last day to change from credit to audit Last day to officially withdraw at their own discretion and receive a grade of W
Aug. 1 F	Last day for student at the instructor's discretion to officially withdraw and receive a W
Aug. 3 S	End of class work
Aug. 4-5 M-T	Final Exams Bookstore Buy Back 8 a.m.- 4 p.m.
Aug. 5 T	End of Summer Session

Class schedules available online:  
[owensboro.kctcs.edu/schedule](http://owensboro.kctcs.edu/schedule)