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Discover College

*Concurrent Enrollment
Instructor Handbook*

TABLE OF CONTENTS

About the College	3
Concurrent Enrollment Program (CEP) Options	4
Campus Resources for CEP Faculty and Students	5
Certificate and Degree Programs	5
Definition of Terms	5
Becoming a Discover College CEP Instructor	6
CEP Instructor Expectations	6
Instructor Credentials	6
Instructor Professional Development Requirements	7
How to get a Concurrent Enrollment course started	7
Mixed Course Enrollment	8
Time Lines and Deadlines	8
CEP Instructor Benefits	8
Maintaining Certification	8
Instructor Non-compliance with OCTC policies and procedures	9
Faculty Liaison	9
SACSCOC Expectation for Faculty and Curriculum	9
Site Visits	9
Submission of Course Materials	9
Evaluation of Course Instructor	10
Academic Policies	10
Student Teachers	10
Extended Leave	10
Registration Process	11
Admissions Navigators	11
Student Scholarships	13
Testing	13
Textbooks	13
Requesting Transcripts	13
Accessing PeopleSoft	14
Class Rosters and Verification	14
Dropping/Adding Students	14
Submitting Grades	15
Grading System	15
Changing a Student's Grade	15

OWENSBORO COMMUNITY and TECHNICAL COLLEGE

Mission Statement

To cultivate lifelong learning opportunities through career degree programs, workforce and community development, and transfer-to-baccalaureate degree programs.

Discover College

It's Never Too Early to Think About Your Future! Discover College is a collaborative program between area high schools, regional home school associations, and Owensboro Community and Technical College offering students the opportunity to earn college credit while still in high school. Many of the courses are available to students tuition-free and nearly all the courses allow students to earn high school and college credit at the same time.

Discover College Programs Details

Additional information available at http://www.octc.kctcs.edu/Academics/Discover_College

Discover College serves students both on and off campus. The concurrent enrollment program refers specifically to rules and regulations within the high school. The dual enrollment options are explained below for reference as some students may participate in both programs.

Concurrent Enrollment Program Options

*To be eligible for concurrent credit, courses must have a minimum of **10 of students enrolled for credit** (i.e. **10 of students in the course** meet or exceed the college placement guidelines found http://owensboro.kctcs.edu/Admissions/Placement_Testing.aspx and **are enrolled in the course**).

❖ **School-Based Technical Program**

- *Leading to an Associate in Applied Science Degree at OCTC*
 - Students earn college credit at their high school through classes taught by a qualified high school instructor. Students can receive both high school and college credit for their work. Course selection may vary, depending on the high school. College tuition is assessed at 1/3 the rate of current KCTCS tuition. College Placement Guidelines apply to high school students in this program.

❖ **School-Based General Education Program**

- *Credits that apply to a two-year or four-year college degree*
 - Students earn college credit while attending classes at the high school taught by a qualified instructor. College tuition is assessed at 1/3 the rate of current KCTCS tuition. College Placement Guidelines apply to high school students in this program.

Dual Enrollment Options

❖ **Early College Program**

- *Sponsored by specific area high schools, leading to any two-year degree*
 - Through Early College, students attend classes on campus at OCTC full-time during their junior and senior years of high school. Typically this allows the student to graduate simultaneously with a high school diploma and an associate's degree. The tuition is covered through scholarships, self-pay, or experimental Pell grants. Students are responsible for transportation, books and supplies.

❖ **Campus-Based Technical Program**

- *Leading to an Associate in Applied Science Degree at OCTC*
 - Students attend classes for half a day on OCTC's Main, Downtown, Southeastern, Hancock County Center or Annex campuses. State funds are used to pay tuition. College placement guidelines apply to high school students in this program. Students are responsible for obtaining their books and supplies for each individual class

❖ **Campus-Based General Program**

- *Credits that apply to a two-year or four-year college degree*
 - Students attend classes on primarily on the OCTC's Main Campus, but can also attend courses on OCTC's Downtown, Southeastern, Hancock County Center or Annex campuses generally the first period of the day, the last period of the day, or in the evening. Students assume tuition and book costs and must provide their own transportation. College Placement Guidelines apply to high school students in this program.

For all dual credit and concurrent enrollment programs Academic and student support services are available to students. This includes advising, career services, counseling, library resources, tutoring, and transfer advising (CS 3.4.9, CR 2.9, CS 3.8.1, CS 3.8.2).

General Education and Technical Advising	270-686-4527	Second Floor, START Center, Campus Center
Career Services	270-686-4529	TRAC Central, 2 nd Floor, LRC
Counseling	270-686-4527	First Floor, Campus Center
Library Resources	270-686-4590	First Floor, LRC
Tutoring	270-852-8964	First Floor, LRC
Transfer Advising	270-686-4529	TRAC Central, 2 nd Floor, LRC

Degrees, Diplomas, & Certificates

Degrees and Diplomas

To be awarded a diploma or degree a student must be a postsecondary student and satisfy the following requirements.

- ❖ Successfully complete the course requirements listed for the credential.
- ❖ Pass an exit exam
- ❖ Graduate from high school

Certificates

Students exiting prior to satisfying all diploma/degree requirements may be eligible to receive a certificate if all certificate requirements have been completed. A certificate can be awarded once a student graduates from high school.

Definition of Terms

<i>CEP</i>	Concurrent Enrollment Program
<i>COMPASS</i>	Computer-adaptive college placement test developed by ACT. <i>***This is used for placing students into a course at the college when ACT scores are either unavailable or do not meet college readiness benchmarks established by the state; Students must meet or exceed placement guidelines found here:</i> http://owensboro.kctcs.edu/Admissions/Placement_Testing.aspx
<i>KCTCS</i>	Kentucky Community and Technical College System
<i>KDE</i>	Kentucky Department of Education
<i>KHEAA</i>	Kentucky Higher Education Assistance Authority
<i>OCTC</i>	Owensboro Community and Technical College
<i>PeopleSoft</i>	Grading and student data tracking system utilized by OCTC, can also be referred to as Student Self-Service
<i>SACSCOC</i>	Southern Association of Colleges and Schools Commission on Colleges

Expectations of Discover College Courses

- ❖ Concurrent courses through Discover College of Owensboro Community and Technical College are approved, credit bearing courses. Maintaining the academic integrity and the pedagogical, theoretical, and philosophical underpinnings of OCTC curriculum is crucial to the success of the Discover College and transferability of coursework. Specifically, the Discover College course selection available supports life-long learning experiences and opportunities that influence the community's economic and social vitality by encouraging students to seek higher education early.
- ❖ Courses administered through Owensboro Community and Technical College's CEP (Discover College) program are the same catalogued courses with the same departmental designations, course descriptions, numbers, titles, and credits. CEP Instructors will be provided a list of course objectives/student learning outcomes for the course they are intending to teach by their respective Faculty Liaison. These course objectives/student learning outcomes help to ensure the quality and academic rigor of the course and keep the curriculum aligned with OCTC on-campus courses.

In order for the class to receive concurrent enrollment credit the following criteria must be met:

- OCTC core competencies are aligned and met for the Discover College course
- The CEP instructor must be approved through the respective OCTC Academic Division
- Contact hours must have a minimum of 15 contact hours per credit hour offered
 - (i.e. 3 credit hours=45 credit hours)
- 10 of students in the classroom are taking the course for CEP credit
- **Tuition is charged at a rate of 1/3 of the current KCTCS tuition (\$52/credit hour, Fall 2016)**

Becoming a Discover College Concurrent Enrollment Instructor

- ❖ Instructor must have a master's degree and 18 graduate hours in applied area or industry specific certifications. Please visit (http://www.owensboro.kctcs.edu/Academics/Discover_College/Concurrent_Enrollment/Teacher.aspx) for details by program.
- ❖ Instructor must complete a volunteer application (Appendix A), a resume or vita, and provide all original, official transcripts by the provided deadline.
- ❖ Once these materials are received, Discover College can proceed with the process for getting the instructor/course approved. The applying faculty needs to meet with the program coordinator and campus faculty once approved to align syllabus, get the textbook, etc.

Expectations of CEP Discover College Instructors

- ❖ Instructors agree to align their course(s) with OCTC
- ❖ Instructors agree to follow the OCTC/KCTCS grading system
- ❖ A course syllabus must be provided to each student no later than two days into the class
- ❖ Prior to each semester the CEP instructor must submit a syllabus to Discover College for review and approval by Faculty Liaisons and Associate Deans
- ❖ Instructors should anticipate site visits and course evaluations being conducted by OCTC faculty and staff
- ❖ Instructor participation in Discover College professional development at least every two years. If a pattern of absences is identified over three years the instructor will meet with Discover College to discuss their ability to continue teaching in the program
- ❖ New CEP instructors must meet individually with their department's Faculty Liaison and Discover College prior to the start of their course for final alignment of curriculum and overview of Discover College and OCTC processes
- ❖ New CEP instructors may participate in the Full-time/Part-time faculty dinner at OCTC as part of their orientation process, as the event is available
- ❖ OCTC works with guidance counselors to ensure students are placed in proper classes because students without proper test scores classes will not be eligible for CEP credit

Discover College Faculty Events

❖ *New CEP Instructor Orientation*

- Upon acceptance of application to teach concurrently through Discover College, new instructors are required to meet with the respective Faculty Liaison to overview curriculum and draft a syllabus for his or her approved course. The Discover College instructor will also meet with Discover College to discuss policy, procedure, and complete any remaining paperwork prior to the start of the concurrent course.

❖ *Concurrent Enrollment Faculty Orientation Session*

- Prior to the instructors first semester of course work, the CEP instructor must meet with a member or group of faculty teaching similar course work to review procedures for submitting grades, roster verification, etc. This focuses on OCTC campus processes and not curriculum (see next).

○ *Annual Curriculum Alignment*

- Once a year Discover College hosts the annual Curriculum Alignment event on the main campus at Owensboro Community and Technical College. This session provides an overview of concurrent enrollment policies and procedure applicable to instructors including a review of syllabi, grading policies, curriculum expectations, and campus resources. Faculty Liaisons and high school teachers meet to discuss course content, required texts, and syllabi updates. This event is mandatory, on a bi-annual basis, for any persons interested in offering concurrent-enrollment classes through Discover College. Any CEP instructors unable to attend must make up the professional development on an individualized basis with the OCTC faculty. Substitute expenses are covered when funding allows through Discover College.

How to start a Discover College CEP course

- ❖ A full list of courses offered through Discover College CEP is available on OCTC's Discover College website: http://owensboro.kctcs.edu/Academics/Discover_College/Concurrent_Enrollment/Teacher.a_spx
- ❖ Courses may be approved mid-year for spring semester only sections; Discover College cannot retroactively enroll students.
- ❖ Courses accepted for credit toward an undergraduate credential at KCTCS must be college coursework relevant to the credential and meet KCTCS college standards for content, quality, and rigor pursuant to the requirements of Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Dual credit courses must be equivalent to the same courses offered at the local KCTCS college in course content, competencies, and learning outcomes as evidenced in the required syllabi components.
- ❖ Eligible courses for dual credit under this agreement include courses for which all of the following criteria can be documented:
 - Required courses or technical electives that apply to one of the programs of study offered at the local KCTCS college.
 - Courses that are specified in an agreement between the local KCTCS college and the secondary school.
 - Courses that are taught by college faculty or secondary school faculty who are approved by the KCTCS college as having appropriate credentials to serve as college faculty for the purpose of SACSCOC accreditation. (SACS 3.7.1) Courses use textbooks which have been reviewed and approved by the individual discipline. If a discipline is not satisfied with a current textbook, the instructor must supplement instruction with materials from the college textbook and adopt the college textbook at the next adoption cycle.
 - Courses in which KCTCS curricula are taught and for which student learning competencies and outcomes as well as course descriptions are aligned between the local KCTCS college and the

secondary school (SACSCOC 3.4.10).

- Courses for which syllabi are approved by the KCTCS college and provided to students enrolled in dual credit courses on the first day of the college course (SACSCOC 3.4.10).
- ❖ KCTCS Senate Rule 2.1 and 2.2) Courses for which formal mechanisms exist for the evaluation of faculty effectiveness and student success as approved by the KCTCS college. (SACSCOC 3.7.2)

Mixed Course Enrollment

Concurrent Enrollment courses must **begin with 10 enrolled students** to offer the course for credit. Mixed enrollments of CEP students and non-CEP students occurs on occasion but are not acceptable when a course does not meet a minimal enrollment level of 10 students.

Professional Development

Owensboro Community and Technical College faculty provide professional development opportunities that are posted on the website. All concurrent instructors are expected to attend OCTC's Annual Curriculum Alignment Day on a bi-annual basis and OCTC's Full-Time/Part-Time Dinner, as the event is available, for division specific training and updates. Visit

http://owensboro.kctcs.edu/Academics/Discover_College/Concurrent_Enrollment/Teacher.aspx for specific dates and times.

Time Lines/Deadlines

Please visit the Discover College CEP website for an up-to-date calendar of events:

http://owensboro.kctcs.edu/Academics/Discover_College/Concurrent_Enrollment/Teacher.aspx

Concurrent Enrollment Instructor Benefits

Owensboro Community and Technical College appreciates all that CEP instructors do to maintain the quality of programs offered to students. Here are a few benefits for eligible instructors:

- All CEP instructors have a KCTCS ID number that provides access to the library and its services. Many library services are available online.
 - Discover College is happy to arrange for tours of the campus for CEP faculty and their students. If you would like to visit campus and connect with the faculty and students within your program area please contact **your admissions navigator**.
- Instructors are invited to all division meetings and professional development opportunities available to on-campus faculty
- Each spring we host the annual curriculum alignment and appreciation day for CEP instructors

Maintaining Certification

CEP Instructors may be decertified for not complying with the standards set forth to maintain the integrity of the college curriculum.

Expectations for CEP instructors include:

- Regular Professional Development attendance as outlined in the handbook
- Maintaining accurate and updated documentation for a course
- Maintaining the expectations and rigor for a college level course
- Participation in OCTC course evaluations
- Collaboration with Faculty Liaisons
- Maintaining an open classroom for site visitation

Instructor Non-compliance with OCTC policies and procedures

Concurrent Enrollment Instructors are expected to follow the guidelines of the instructor handbook, specifically regarding grading, professional development attendance, site visits, and academic policy. Any instructors choosing not to follow the KCTCS/OCTC policies established for these matters will be given a warning by the Faculty Liaison and/or the Associate Dean. If an instructor remains non-compliant after a period of one semester, the Discover College instructor will be asked to meet with the Academic Dean, Program Coordinator, and to discuss their continuation of credit. It is likely instructors continuing avoid compliance with Discover College CEP expectations will become decertified.

Faculty Liaison

Owensboro Community and Technical College's Discover College program works in conjunction with the academic departments at OCTC, providing each concurrent enrollment instructor the opportunity to work with a Faculty Liaison. If you know your faculty liaison, please contact them directly. Contact **Dr. Meredith Skaggs by emailing Meredith.skaggs@kctcs.edu** to set-up an appointment with your liaison if you are unsure of who to contact.

SACSCOC Expectations for Faculty and Curriculum

OCTC is responsible for ensuring and documenting the qualifications of instructors (Comprehensive Standard 3.7.1). There is no difference in expected qualifications for a dual enrollment instructor from those of any other on-campus instructor. There is also an expectation of appropriate oversight of dual credit instructors if adjunct instructors are used, just as would be expected for any other college program (see Core Requirement 2.8, CS 3.4.11, and CS 3.7.2).

For evaluation of general education or academic program assessment, student artifacts from dual enrollment activities may be included in assessment/measurement activities (CS 3.3.1.1, CS 3.5.1). Course/program rigor should be comparable to that of other offerings and clearly at the collegiate level (CR 2.7.2, CR 2.7.3, CS 3.5.3). If a dual credit course includes students not taking the course for college credit, institutions should be prepared to offer a compelling explanation as to how the "collegiate level" of the course is ensured.

Site Visits

An OCTC Faculty Liaison must visit a new CEP instructor's classroom for a site visit in the first semester the course is taught. Further, OCTC faculty must perform a site visit for continuing CEP instructors at least once every two years. Each site visit should be discussed between the Liaison and CEP instructor, preferably during the visit should schedules permit. This is not a review of instructor's teaching, but a chance to ensure curriculum alignment and an opportunity for the OCTC Faculty Liaison to be involved in the great things going on off-campus in the high schools.

Any issues or concerns raised from the site visit will be brought forth to Discover College to begin addressing the problem with the CEP instructor and if needed school administration (for example if lab equipment is insufficient budgetary constraints should be addressed among administrators, while curriculum differences should be addressed with the CEP instructor directly). To ensure conversations continue about course rigor, the CEP instructor, Faculty Liaison, and Division Associate Dean must each sign off on the finalized form submitted to Discover College.

Submission of Course Materials

Upon completion of a concurrent course, it is required that the CEP instructor submit one blank copy of three major assessments (and related rubrics if any) for the course. These major assessments may be a midterm exam, final exam, research paper, or other major project. In addition to the blank copy, the CEP instructor should submit 3 samples of student work for each assessment that range in competency. These course materials allow the Faculty Liaison to draw comparisons between on and off campus courses, which show the alignment of curriculum, rigor,

and standards of achievement between on and off campus courses.

Evaluation of Course Instructor

OCTC students must complete evaluations of their instructors each semester. Concurrent Enrollment students may receive an email for completing the evaluation. Evaluation results will be provided to you with anonymous totals for your class (es) at the end of the term and will be completed electronically through online evaluation process. These results may be discussed further with your Faculty Liaison or Associate Dean of your Division.

Academic Policies

Please see the OCTC/KCTCS Code of Conduct for more detailed information. Available at:

http://www.kctcs.edu/students/admissions/academic_policies/~media/System_Office/Academics/StudentCode2010.ashx.

Student Teachers

The Discover College CEP program recommends that student teachers not be assigned to concurrent enrollment instructors. However, because student teachers may still be part of the secondary school requirements it is permissible for the student teachers to observe the classroom. Student teachers typically do not meet the college hiring requirements and are therefore not allowed to teach the CEP curriculum.

Extended Leave

It is allowable to utilize a substitute teacher for brief periods of time for a CEP course if the substitute is provided adequate curriculum information from the approved instructor. If a substitute teacher is necessary for more than 2 weeks, the substitute must be approved by the appropriate academic division at OCTC. CEP instructors should inform the Discover College program coordinator of any extended absences.

If a substitute teacher cannot be approved for any reason the students may not receive CEP credit. The high school is responsible for informing parents of the circumstances calling the CEP credit into question and OCTC will assist in confirming the policy.

Student Admissions Process

- Students must meet or exceed placement guidelines found here: http://owensboro.kctcs.edu/Admissions/Placement_Testing.aspx for their respective program above.
- Annually, students must complete an OCTC application, provide placement scores, send an updated transcript from his/her high school, and meet with your high school's admissions navigator to schedule for classes.
- Student must be a high school junior or senior and work with his/her high school to earn permission to enroll.
- Supplying above information does not guarantee students admission into Owensboro Community and Technical College or the student's program of choice as some programs and courses have limited admission. Meeting with your high school's admissions navigator early will help students get the first pick of programs and classes. Registration begins March 1 for Fall semesters and October 1 for Spring semesters.
- The application process is now available online at https://students.kctcs.edu/psc/stdsaprd/EMPLOYEE/HRMS/c/COMMUNITY_ACCESS.K_OLA_LANDING_NUR.GBL?&Campus=OWC& . Admissions navigators are available to assist with online admissions and enrollment. To identify your admissions navigator, see the chart below. For questions regarding your navigator, please contact Dr. Meredith Skaggs at Meredith.skaggs@kctcs.edu

Admissions Navigators

Charles Johnson	Charles.johnson@kctcs.edu	Owensboro, Breckinridge County, and Heritage Park HS
Barb Tipmore	Barb.tipmore@kctcs.edu	Owensboro Catholic HS
Linda Calhoun	Linda.calhoun@kctcs.edu	Hancock County, Frederick Fraize, and Trinity HS
Kevin Beardmore	Kevin.beardmore@kctcs.edu	Apollo and Daviess County HS
Linda Conkright	Linda.conkright@kctcs.edu	Ohio and McLean County HS
Kay Evans	Kay.Evans@kctcs.edu	Home school, on-campus technical students

Discover College Concurrent Enrollment Process

1A. Discover College collaborates with the high school partners to establish enrollment visits to each Concurrent Enrollment Program class at the beginning of each semester.

1B. Interested students must either take the appropriate placement test. For more information about COMPASS testing at OCTC call 686-4533.

2. High school students must complete an online application and register online (e.g., ENG 101, MAT 150, PLW 100, CMM 110, AGR 240, etc.). Students may complete late paperwork with their instructor. All online applications must be submitted by September 15 each fall and February 15 each spring to OCTC.

3. The high school guidance office provides the student's high school transcript to OCTC for admissions purposes.

4. Upon review of the applications, transcripts, and placement scores for students applying for concurrent course credit, the Admissions Navigator determines if the minimum of 10 of the concurrent course students meet or exceed the placement scores required to earn OCTC course credit.

If **10 students** in the concurrent Course do meet placement scores...

If the course **lacks 10 total students** in the concurrent course meeting placement scores...

4A. CEP instructors will verify course roster by each semester to ensure paperwork has processed for all students.

4A. Guidance counselors and CEP instructors are notified the course is no longer considered a concurrent course and no student (regardless of placement scores) will receive credit for the course through OCTC.

4B. **Students will be sent bills for their CEP coursework when applicable. Payment is due upon receipt of the bill.** Students may utilize the student identification information on their bill to establish their online accounts with OCTC. Failure to pay will result in the student being dropped from the course.

Bills are mailed March 1 – 5 for Spring and are due **March 15th**; bills are mailed Oct. 1 – 5 for Fall and are due **Oct. 15th**

For questions about billing, please call the Business Office at (270) 686-4510.

5A. Grades for a CEP course are not posted until the coursework is complete, often after the typical college semester dates. Students must login into their OCTC KCTCS User account to view college credit grades. Follow this link to setup an account:
http://owensboro.kctcs.edu/Current_Students/User_Account_Center.

Student Scholarships

Some scholarships are available to high school students enrolled college classes. KHEAA (Kentucky Higher Education Assistance Authority) offers the [Mary Jo Young scholarship](#). Mary Jo Young is available to students on free and reduced lunch. Students interested in applying for Mary Jo Young scholarship should speak with their guidance counselor to check on the Discover College Certification form. This application is due May 1 each year.

The Kentucky Dual Credit Scholarship program provides state funding to support dual credit courses both in general and technical education courses. The Kentucky Dual Credit Scholarship program shall be administered by the KHEAA to the extent funding allows to students who meet the following criteria: be a Kentucky resident, enrolled in a public Kentucky high school in grade 12, be enrolled in a dual credit course at a participating Kentucky post-secondary institutions, and have completed a 30-minute college success counseling session with an approved school employee. Students may be eligible for up to 9 hours of free college credit. OCTC is a participating post-secondary institution; however, does not control the implementation of the Kentucky Dual Credit Scholarship nor the manner in which funds are distributed throughout the Commonwealth. For more information, please [contact KHEAA](#).

Testing

It is essential for all students to be at the collegiate level, regardless of the location of the college classroom (SACSCOC Standard CS 3.4.3). Therefore, all students are required to participate in placement testing and/or meet current placement criteria. All programs and OCTC require students reach certain competencies. Currently COMPASS, KYOTE (Math only), and ACT scores are currently accepted for placement criteria. Please visit our website for details about course placement: http://owensboro.kctcs.edu/en/Admissions/Placement_Testing.aspx

Textbooks

Discover College does not provide textbooks... When funding allows, Discover College will provide an instructor copy of a textbook.

Requesting Transcripts

- Students may request their transcripts by visiting the START Center on campus or by ordering them online at the Clearinghouse secure site (www.studentclearinghouse.org).
 - Concurrent enrollment course work is transcribed by OCTC directly to the student. All course work offered by KCTCS is transferrable under House Bill 160 to any four-year public institution within the Commonwealth. However, it is the student's responsibility to confirm how credit transfers to their selected institution *and* program of choice.
 - Member institutions are fully responsible for coursework transcribed under their names. However, institutions should be careful about making claims about transferability of such coursework as receiving institutions set their own transfer of credit policies (CS 3.4.4).

Policies Relating to Grading and Rosters

Setting your KCTCS Accounts (PeopleSoft)

(Note: KCTCS Employees cannot change their passwords using the User Account Center.)

1. Browse to OCTC's homepage, www.octc.kctcs.edu.
2. At the top of the banner, click the link that says "User Account Center".
3. In the middle of the next page, click the link that says "KCTCS User Account Center".
4. Fill in your birth month and day, and your KCTCS ID number and Social Security Number (or personal email address, which KCTCS must have on file in PeopleSoft). Ignore the Admissions Application Reference Number.
5. Click the orange button that says, "Create/Update My User Profile".
6. The next page shows your KCTCS ID number and your user name. The identity verification question and answer are optional.
7. Click the orange button that says, "Set My Password".
8. In the window that pops up, type in your last name and your KCTCS ID number, then click the "Sign In" button.
9. The next page will allow you to set your password. Passwords must meet these requirements:
 - Not contain all or part of the user's account name
 - Be at least eight characters in length
 - Contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Symbolic characters (e.g., !, \$, #, %)
 - Be significantly different from prior passwords.
 - Not contain your name or user name.
 - Not be a common word or name.
 - Passwords expire after 90 days.

Note: This process is the same for students in order for them to access their KCTCS email.

Class Rosters and Verification

For your students to take advantage of the opportunity to receive dual credit, all OCTC applications must be received **before the first day of classes for the semester**. Should you have a student absent on the day an OCTC representative visits your class, please contact **your admissions navigator** to make arrangements for application assistance. **The application process is now available online at https://students.kctcs.edu/psc/stdsaprd/EMPLOYEE/HRMS/c/COMMUNITY_ACCESS.K_OLA_LANDING_NUR.GBL?&Campus=OWC&**.

Towards the middle of the semester you will receive an email asking you to verify that the information on your grade roster is correct. Please take time to review the roster thoroughly. This step allows us to catch any mistakes or omissions prior to the final grade roster being generated at the end of the semester.

Dropping/Adding Students

Withdrawals must be student initiated, using an official college withdrawal form, and submitted according to the college's deadline. Otherwise a student will receive the grade they earn. The forms for withdrawal may be obtained by contacting **your admissions navigator**. Students that are missing from a course roster cannot be added after deadline without proper approval from OCTC administration.

Submitting Grades

OCTC will provide instructors access to PeopleSoft for verifying rosters and submitting grades. You will assign the grades. The completed grade roster must include a letter grade. College credit will be granted based on the grade assigned by you and will appear on the college transcript. If a student requests to withdraw from the college class, you may assign a grade of W for the college class (instead of the grade for the high school class) at your discretion but must follow the guidelines for withdraw stated above. For more information about grading scales at OCTC please visit: http://www.owensboro.kctcs.edu/Academics/Discover_College/Concurrent_Enrollment/Teacher.aspx or review the KCTCS course catalog.

Grading System

- The KCTCS grading policy will apply to college courses offered for concurrent enrollment credit.
 - KCTCS Senate Rule 3.0.1 - The grading system uses a series of letters, to which are assigned grade point values. The system is based neither on an absolute numerical system nor on a distribution curve, but on the following descriptions:

A	<ul style="list-style-type: none"> • Represents exceptionally high achievement • It is valued at four grade points for each credit hour in non-remedial and non-developmental courses
B	<ul style="list-style-type: none"> • Represents high achievement • It is valued at three grade points for each credit hour in non-remedial and non-developmental courses.
C	<ul style="list-style-type: none"> • Represents satisfactory achievement • It is valued at two grade points for each credit hour in non-remedial and non-developmental courses.
D	<ul style="list-style-type: none"> • Represents the minimum achievement for credit • It is valued at one grade point for each credit hour in non-remedial and non-developmental courses.
E	<ul style="list-style-type: none"> • Represents unsatisfactory achievement in a course taken on a Pass-Fail basis • It has no value in computing the grade point average. • <u>Credit may only be obtained by repeating the entire course.</u>
W	<ul style="list-style-type: none"> • Represents a withdrawal from class without completing course requirements • A student may officially withdraw from any class up to and including the date of mid-term with a W grade. After the date of midterm and through the last

- All grades earned for college credit will be submitted to the appropriate local KCTCS college Registrar by the college’s grade submission deadline and transcribed by KCTCS. Acceptable grades are A, B, C, D, or E (failing). Students must follow college procedure to receive a grade of W (withdraw). Additional details about grading are available by visiting the Discover College website.

Changing a Student’s Grade

If for any reason a student’s grade should need changing after the grade has been submitted, the change of grade form may be obtained by contacting student records at OCTC at octcstudentrecords@kctcs.edu. Instructors cannot change a grade once it is posted in PeopleSoft and must work through student records to complete the paperwork necessary for grade change.