

OCTC NEWS U CAN USE!

Summer 2016

www.owensboro.kctcs.edu/schedule

Hang onto this info, you might actually need it!



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 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 8 - 17 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.

Tobacco Free:

All OCTC campuses are tobacco-free. There should be no tobacco use on campus. E-cigarette use is also prohibited.

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 deadlines. www.facebook.com/OwensboroCTC 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) 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), 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 (e.g., 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 2015-16. In-State \$147 per credit hour; Out-of-State Contiguous county \$294; Out-of-State \$515, plus an \$8 per credit hour mandatory fee. 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 7. 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 7 25% down payment required. Three payments May-July
 May 6 50% down payment required. Two payments June - July
 June 7 50% down payment required. One payment July.
 No payment plans will be accepted after June 7. 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 10* 100%
 June 11-June 22** 50%
 After June 22*** 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
 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 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 July 31. 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 for your records.

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://www.owensboro.kctcs.edu/en/Student_Life/Safety_Security_and_Parking/Higher_Education_Safety_And_Security_Laws.aspx

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 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

Administrative Office Technology (A, C)

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

Accounting (A)

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

Agricultural Studies (A,D, C)

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

Air Conditioning Technology (D, C)

Larry Stone 270-686-4476
larry.stone@kctcs.edu

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

octc.info@kctcs.edu

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

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

AFA Visual Arts (AFA)

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

Automotive Technology (A, D, C)

Lewis Nall 270-686-4494
lewis.nall@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 & 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

Meredith Skaggs 270-852-8636
meredith.skaggs@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

Medical Information Technology (A, C)

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

Military Science

Sgt. Micky Wells
army.rotc@kctcs.edu

Nursing (A, C)

Terri Lanham 270-686-4548
terri.lanham@kctcs.edu

Nurse Aide (C) &
KY Medication Aide (C)
Janet Phillips 270-686-3797
janet.phillips@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

Lindsey Kafer 270-686-3781
lindsey.kafer@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

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., 270-686-4527

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., 270-686-4523

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, 270-686-4400

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., 270-852-8639

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., 270-686-4590
Downtown & Southeastern Campuses, M,W, F: 7:30 a.m. - 3:30 p.m.,T,Th 7:30 a.m. - 4 p.m., 270-686-4466 (DT) 270-686-4418 (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., 270-686-4454

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., 270-686-4527

Student Records Main Campus, Campus Center, Lower Level, M-F, 8 a.m. - 4:30 p.m., 270-686-3785

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., 270-852-8964

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., 270-686-4683

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

Main Campus 4800 New Hartford Road Owensboro, KY 42303

www.getmytranscript.com
Online request and payment option for transcripts.

OCTC Summer 2016 Semester Calendar

Summer Intersession: May 16 - June 6

- May 13 F Last day to pay registration and fees and avoid cancellation and a \$75 reinstatement fee
- May 16 M Class work begins
- May 17 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 20 F Last day to withdraw from class and receive a 50% tuition refund
- May 24 T Midterm Last day to change from credit to audit Last day to officially withdraw at their own discretion and receive a W Memorial Day Holiday-Campuses Closed
- May 30 M
- June 3 F End of class work and last day for student at the instructor's discretion to officially withdraw and receive a W
- June 6 M Final Exams End of Summer Intersession

Regular Summer Session: June 8 - Aug. 2

- June 7 T Last day to pay registration and fees to avoid cancellation and a \$75 reinstatement fee
- June 8 W Class work begins
- June 10 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 17 F Last day to file an application for graduation in August-visit the Student Records office
- June 22 W Last day to drop a class and receive a 50% tuition refund
- July 4 M Independence Day Holiday-Campuses Closed
- July 6 W Midterm Last day to change from credit to audit Last day to officially withdraw at their own discretion and receive a grade of W
- July 29 F Last day for student at the instructor's discretion to officially withdraw and receive a W
- July 30 S End of class work
- Aug. 1-2 M-T Final Exams Bookstore Buy Back 8 a.m.- 4 p.m. Rental books due Aug. 4
- Aug. 2 T End of Summer Session

Class schedules available online: owensboro.kctcs.edu/schedule



Activate your FREE student email account:

1. Visit the "User Account Center" link at the top right of our website: www.owensboro.kctcs.edu
2. Click on "Set up User Profile"
3. Enter your birth month and day, your KCTCS student I.D. number. Click the Next button and follow the prompts

You Are Ready To Email!

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