

# OCTC NEWS U CAN USE!

## Fall 2016

[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—the Wednesday before the term begins. Certain classes, such as NAA 100 (also called a CNA class) are 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 September 6-15 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](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 (e.g., if campuses open at 10 a.m., students should report to classes 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 2016-17.** Rates are currently unavailable. +\$8/credit hour KCTCS 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 on-line at <http://www.owensboro.kctcs.edu> and select "Self Service" at the upper right. Tuition is payable on the Wednesday, 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 Aug. 10. Students receiving financial aid should see the Financial Aid office. Aug. 29 is the last day for reinstatement of students who failed to pay tuition and fees.

### 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.

July 11	25% down payment required. Three payments Aug. - Oct.
Aug 10	50% down payment required. Two payments Sept. & Oct.

No payment plans will be accepted after Aug. 10. To apply for this payment plan, visit <https://students.kctcs.edu>

### 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 Aug. 19*	100%
Aug. 20-Sept. 13**	50%
After Sept. 13***	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. 4. 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](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

## Healthcare Facilities Leadership (A)

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

## Horticulture (A, D, C)

Chelsea Williams 270-852-8601  
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## Human Services (A, C)

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

Michelle Edwards 270-686-4408  
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## 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  
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## 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)

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

Lewis Nall 270-686-4494  
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### Business Administration Systems (A, D, C)

Michael Boyd 270-686-4584  
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### 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 270-686-4601  
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  
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### 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

# 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. - 4:30 p.m. F: 8 a.m.- 1 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.: 8 a.m. - 2 p.m., 270-270-686-4400

**Computer Labs** Main Campus, CyberCenter, lower level LRC, M-Th: 7:45 a.m. - 7 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-Th 8 a.m. - 5 p.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. - 7 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** MN 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. - 7 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, 270-684-9797

**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**



## Activate your FREE student email account:

1. Visit the "User Account Center" link at the top right of our website: [www.owensboro.kctcs.edu](http://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](mailto: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](mailto:octc.info@kctcs.edu)

## OCTC Fall 2016 Semester Calendar

[www.getmytranscript.com](http://www.getmytranscript.com)

Online request and payment option for transcripts.

- Mar. 1** Advanced online registration begins
- Apr. 1** Advanced Registration "in person" begins
- Aug. 10** Last day to pay tuition & fees or sign up for a payment plan to avoid cancellation of registration and a \$75 late charge
- Aug. 13** 9 a.m. - Noon Registration-visit the START Center, Main Campus, Bookstore
- Aug. 15** **Classes Begin** OCTC begins 1st bi-term Classes
- Aug. 17** Last day to enter a class without instructor permission
- Aug. 18** Last day to add or drop a 1st bi-term class for 100% refund
- Aug. 19** Last day to enter a regular class with instructor permission, enrollment hours processed for financial aid; Last day to drop without a grade; Last day to drop and receive 100% refund
- Aug. 29** Last day for reinstatement of students who failed to pay tuition & fees by the payment deadline (\$75 reinstatement charge will apply)  
Last day to withdraw from a 1st bi-term class and receive 50% tuition refund
- Sept. 5** Labor Day-Holiday, No Classes Campuses Closed
- Sept. 6-15** Apply for December 2016 graduation in Student Records
- Sept. 12** Midterm for 1st bi-term - last day to change from credit to audit or to withdraw with a "W" without instructor approval
- Sept. 13** Last day to withdraw and receive a 50% refund
- Oct. 1** Online Advanced Registration for Spring 2017
- Oct. 8** 1st bi-term Finals  
End of 1st bi-term
- Oct. 10-15** Fall Break
- Oct. 17** Midterm; Last day to change student status from credit to audit  
Last day to withdraw and receive a "W" without instructor approval; **beginning of 2nd bi-term**
- Oct. 20** Last day to add or drop a 2nd bi-term class for 100% refund
- Nov. 1** Advanced registration "in-person" begins for Spring 2017 continuing students;
- Nov. 10** Last day to drop 2nd Bi-Term class for 50% refund
- Nov. 14** 2nd Bi-term Mid Term; Last day to change from credit to audit;  
Last day to receive a "W" without instructor approval
- Nov. 24** Thanksgiving Day-Holiday, campuses closed
- Nov. 25-26** Thanksgiving Break-no classes, campuses closed
- Dec. 2** By noon, last day to withdraw, with instructor approval, and receive a W.
- Dec. 3** End of classes; End of classes 2nd bi-term
- Dec. 5-11** Final Exams
- Book Buy Back** Dec 5-8 8AM-4:30PM; Dec 9 8AM-3PM;
- Dec. 9** Text book rentals due to the Bookstore
- Dec. 11** OCTC end of fall semester; end of 2nd bi-term

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