GETTING READY TO ADVISE

Getting Started
- Review contents of the Advising Handbook
- Review Placement Policies and scores
- Review Transfer Equivalency System (TES)

Communication
- Send e-mails to your advisees using Faculty Center inviting them to begin or update their academic plans or complete a graduation application
- The e-mail should include your availability and office location

Preparation
- Prepare your office space for meeting with the advisee
- Be familiar with TES and ready to navigate online as needed
- Log in to PeopleSoft and call up the screens you will use
- Look up the advisee's academic record in PS
- Locate Advising Central online and be ready to navigate as needed
- Locate the appropriate Academic Plan in Advising Central and print if necessary

Meeting with Your Advisee
- Show interest and welcome the advisee
- Inquire about the advisee's major and discuss it
- Inquire about transfer credit, if any
- Review the academic record with the advisee
- Complete an Academic Plan
- Sign and date the Academic Plan
- Have the advisee sign and date the Academic Plan
- Provide a copy of the signed Academic Plan for the advisee
- Keep a copy of the academic Plan (electronic or paper) for your records
- Thank the advisee and invite him or her to come back as needed

3-4-2012
**ADVISING DO’S AND DON’TS**

**DO...**

1. Approach each student with a non-judgmental and open attitude.

2. Listen. Reflect what you think the student is feeling or saying. Clarify as necessary. Share/self-disclose when appropriate.

3. Learn what motivates/interests the student.

4. Help the student identify a plan. Don’t create the plan... support the plan.

5. Become as informed as possible and try to stay up to date with curriculum, college policies and procedures, etc.

6. Be familiar with courses that your advisees most commonly take and pre-requisites for those courses.

7. Keep decent records, somehow, someway.

8. Plan office hours for advisees. Let students know when it is the best time to see you.

9. Be prepared when a student has made an appointment by reviewing records and files appropriate to the situation.

10. When a student is having difficulty with a course, encourage him/her to talk with the instructor.

**DON’T...**

1. Discuss the student’s information or academic progress with parents, spouses, or friends. Maintain confidentiality!

2. Share too much...the focus should be on the student. If you are distracted or dealing with a personal issue, be honest and reschedule.

3. React to a student with anger. Try to recognize the frustration the student may be feeling.

4. Try to convince a student not to work, not to socialize, not to care for elderly grandparents, six dogs, four kids, and so on. Help them establish priorities and realistic short term goals.

5. Become a personal counselor. There are problems that cannot and should not be resolved by the academic advisor. Refer students to experienced counselors.

6. Give up on the student. Generally, people are doing the best that they can do at the time. Help students remove the barriers a little at a time.
**Ethical Principles for Advising**

1. **Seek the best possible education for the advisee.** In an educational setting, the good that we hope to maximize is the education and its attendant benefits. It is not always easy to judge what will be the best education; our obligation is to do our best with the information available. This will benefit students, people with whom they will later have contact, and society as a whole.

2. **Treat students equitably;** don’t play favorites or create special privileges. Treating students equitably does not mean treating them all the same. Differences in students’ needs require us to spend more time with one than with another and to advise one more intrusively than another. But the fact that we might like one student more or that we might share another’s values would not justify differential treatment.

3. **Enhance the advisee’s ability to make decisions.** This is a key principle for developmental academic advising, so its presence here is welcome. As we all know, we cannot accomplish this goal without permitting the advisee to make decisions.

4. **Advocate for the advisee with other offices.** Students will not get all the services they might from the college without a little help. There are limitations on this principle, for advocating too hard can reduce one’s future effectiveness.

5. **Support the institution’s educational philosophy and its policies.** Advisors are responsible to educate students on institutional policies and procedures and to uphold the principles on which the policies were made. Advisors work within the structure and abide by the accepted university’s practices and philosophies. Note that this principle does not preclude arguing against policies in appropriate forums.

6. **Maintain the credibility of the advising program.** All concerned must perceive the program as giving advice that (a) is coherent, (b) is consistent with college policy, and (c) holds up when questioned.

7. **Accord colleagues appropriate professional courtesy and respect.** This principle is not only about being polite to people; it is also a prohibition against encouraging students to believe negative things about the competence or character of colleagues. Opportunities to observe or violate this duty arise when a student asks which instructor to take a course from or asks for confirmation of something that "they" are saying against a particular individual. An institution where such a rule is not followed loses effectiveness because a student’s inclination to gossip and jump to hasty conclusions is unduly reinforced, with long-term consequences.

*Williams Crockett, The Noel Levitz Center for Enrollment Management*
Are appointments required?
Yes. It is in your best interest to schedule an appointment.
There are a variety of meetings on campus which occur during office hours as well as other advising appointments.
To best ensure your time will be used productively an appointment is necessary and your responsibility to schedule an appointment.

How do I make an appointment to meet with you?
(Insert information about how you prefer students to contact you about appointments)

What will I need to bring to the appointment?
There are several things you can do to make your advising appointment go smoothly. Before your appointment, review your transcript online and look for errors in any previous course work or transfer credit. **We cannot complete your academic plan if the information online is incorrect.** You will also need to bring your estimated work schedule and any other important dates which may interfere with class work.

Where do I find my unofficial transcript online?
Go to Owensboro.kctcs.edu and in the top right corner select “Student Self Service.” Use your e-mail user id and password to enter. Under the “self service” tab there is a link for Academic Records and Unofficial Transcript.

I don’t know my major, do I still need to meet with you?
Yes. I can help you plan a general degree program that will help keep your options open to the best of our abilities. However, the best recommendation is to not only meet with me but, also our Career Resource and Transfer Center.

Having trouble writing a paper or a speech?
Go to the LRC (Library) they can help you find great research and the Teaching and Learning Center (TLC) can help proof your writing! It is best to schedule an appointment with the TLC.

Who can help me find a career choice or transfer college?
Meet with Katie Ballard. She works in the Career Resource & Transfer Center and conducts career testing and coordinates transfer visits. Her phone number is 686.4529

Blackboard keeps crashing! What do I do?
Contact the IT Help Desk immediately. If their assistance does not remedy the problem, then e-mail your instructor to let them know what you have been attempting and what has not worked. Do NOT wait until the last minute to work on Blackboard assignments. Technology has a way of acting up when we procrastinate. Avoid a lot of stress by not putting off the assignment until the last hour.

What is the difference between the financial aid office and the business office?
In order to process your scholarships, grants and financial aid you will need to work with the financial aid office. Do not procrastinate. It can impact the return of residual funds or your enrollment. In order to pay the college your balance you need to discuss payments with the business office.

<table>
<thead>
<tr>
<th>Important Campus Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions: 686.4527</td>
</tr>
<tr>
<td>Bookstore: 686.4523</td>
</tr>
<tr>
<td>Business Office: 686.4511</td>
</tr>
<tr>
<td>Career Center: 686.4529</td>
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<tr>
<td>Counseling Center: 686.4527</td>
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<tr>
<td>Financial Aid: 686.4521</td>
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<tr>
<td>Library/LRC: 686.4590</td>
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<tr>
<td>Registrar: 686.4536</td>
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<tr>
<td>Records: 686.4539</td>
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<tr>
<td>IT Help Desk: 686.4541</td>
</tr>
<tr>
<td>Switchboard: 686.4400</td>
</tr>
<tr>
<td>TLC: 682.8964</td>
</tr>
<tr>
<td>VA Office: 686.4631</td>
</tr>
</tbody>
</table>

Template available online at http://owensboro.kctcs.edu/Faculty_and_Staff
Updated 3-16-2012
## Writing/Reading Information

1. 101 ENG Writing 1  
   Recommendation: 3  
   Credit Received: 3  
   Semester Scheduled: 3  
   Semester Completed: 3  
   Associate in Arts: 3

## Oral Communications

1.  
   Recommendation: 3  
   Credit Received: 3  
   Semester Scheduled: 3  
   Semester Completed: 3  
   Associate in Arts: 3

## Heritage/Humanities (Completion of at least one course in Heritage and one course in Humanities is a Graduation Requirement)

1.  
   Recommendation: 3  
   Credit Received: 3  
   Semester Scheduled: 3  
   Semester Completed: 3  
   Associate in Arts: 3

## Social Interaction (At least two disciplines must be represented in this area)

1.  
   Recommendation: 3  
   Credit Received: 3  
   Semester Scheduled: 3  
   Semester Completed: 3  
   Associate in Arts: 3

## Science (Must include at least one course with a laboratory experience)

1.  
   Recommendation: 3  
   Credit Received: 3  
   Semester Scheduled: 3  
   Semester Completed: 3  
   Associate in Arts: 3

## Lab Course

1.  
   Recommendation: 1-2  
   Credit Received: 1-2  
   Semester Scheduled: 1-2  
   Semester Completed: 1-2  
   Associate in Arts: 1-2

## Mathematics (Any MAT course 145 or higher (except MAT 205) or any MA course 105 or higher)

1.  
   Recommendation: 1  
   Credit Received: 1  
   Semester Scheduled: 1  
   Semester Completed: 1  
   Associate in Arts: 1

## Science or Mathematics—(Any MAT course 145 or higher (except MAT 205) or any MA course 105 or higher, or any STA course)

1.  
   Recommendation: 1  
   Credit Received: 1  
   Semester Scheduled: 1  
   Semester Completed: 1  
   Associate in Arts: 1

## Cultural Studies Course Completed?

1.  
   Recommendation: 1  
   Credit Received: 1  
   Semester Scheduled: 1  
   Semester Completed: 1  
   Associate in Arts: 1

## First Signatures - Required to make plan official and permit online registration

1.  
   Recommendation: 1  
   Credit Received: 1  
   Semester Scheduled: 1  
   Semester Completed: 1  
   Associate in Arts: 1

## Student Signature

1.  
   Recommendation: 1  
   Credit Received: 1  
   Semester Scheduled: 1  
   Semester Completed: 1  
   Associate in Arts: 1

## Faculty Advisor Signature

1.  
   Recommendation: 1  
   Credit Received: 1  
   Semester Scheduled: 1  
   Semester Completed: 1  
   Associate in Arts: 1

## Final Signatures - Required to apply for graduation

1.  
   Recommendation: 1  
   Credit Received: 1  
   Semester Scheduled: 1  
   Semester Completed: 1  
   Associate in Arts: 1

## Total Credit Hours Required

2.  
   Recommendation: 60  
   Credit Received: 60  
   Semester Scheduled: 60  
   Semester Completed: 60  
   Associate in Arts: 60

---

This Academic Plan/Application for Credentials is designed to aid the student and advisor in planning the student's academic career at Owensboro Community and Technical College. Once the Plan has been completed and signed by both the student and the advisor, the student is not required to see the advisor each semester prior to enrolling. If there is a change for the next semester, a meeting with your advisor is MANDATORY. Also, the student must meet with his or her advisor before applying for a credential.

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All Credentials require the complete prescribed curriculum with a grade point average of at least 2.0 (C).

Each time this plan is changed, it must be signed and dated by both the student and advisor. Only the original of this form is the valid plan.
### Associate in Science - Academic Plan Application for Credentials

#### Owensboro Community and Technical College

**Highlighted areas mean there is a Dropdown List**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Student ID#</th>
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<tr>
<th>Writing/Reading Information</th>
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<tbody>
<tr>
<td>1. 101 ENG Writing I</td>
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<td>2. 102 ENG Writing II</td>
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<tr>
<th>Oral Communications</th>
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<tr>
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<tr>
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<tr>
<th>Social Interaction (At least two disciplines must be represented in this area)</th>
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<td>2.</td>
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<tr>
<th>Science (Must include at least one course with a laboratory experience)</th>
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<td>1.</td>
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<tr>
<th>Lab Course</th>
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<td>1-2 x</td>
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<thead>
<tr>
<th>Mathematics (The course used to fulfill this competency must be College Algebra or a higher level MAT or MA course except MT 205)</th>
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<tbody>
<tr>
<td>1.</td>
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<table>
<thead>
<tr>
<th>Science or Mathematics (Any MAT, MA, ST or STA course can be used to satisfy this mathematics requirement except for MAT 146, MAT 205)</th>
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<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<tr>
<td>3.</td>
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<table>
<thead>
<tr>
<th>Cultural Studies Course Completed?</th>
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<tbody>
<tr>
<td>Course taken:</td>
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<tr>
<td></td>
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</table>

<table>
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<tr>
<th>First signatures - Required to make plan official and permit online registration</th>
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<tbody>
<tr>
<td>Student Signature Date:</td>
</tr>
<tr>
<td>Faculty Advisor Signature Date:</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Course(s) to be chosen from the areas in the General Education Core</th>
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<tr>
<th>Effectives</th>
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<td>1.</td>
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<td>3.</td>
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<td>4.</td>
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<table>
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<tr>
<th>Total Credit Hours</th>
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<tr>
<td>Total Credit Hours Required</td>
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</tbody>
</table>

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All Credentials require the completion of the prescribed curriculum with a grade point average of at least 2.0 (C).

Each time this plan is changed, it must be signed and dated by both the student and advisor. Only the original of this form is the valid plan.

7-26-11
<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Grade Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral Communications</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>Art and Humanities (One course must be selected from Humanities and one course from History)</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>Behavioral Science (At least two disciplines must be represented in this area and different from those in Arts and Humanities)</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>Natural Sciences (Must include at least one course with a laboratory experience)</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>Quantitative Reasoning (Any MAT course 145 or higher except MAT 205 or any MA course 109 or higher)</td>
<td>2.4</td>
<td>X</td>
</tr>
<tr>
<td>Natural Sciences or Quantitative Reasoning (Any MAT course 145 or higher except MAT 205 or any MA course 109 or higher)</td>
<td>3</td>
<td>X</td>
</tr>
</tbody>
</table>

Select Courses from headings in the Core Categories and/or Foreign Language. At least 6 credit hours must be selected from Arts and Humanities, Social and Behavioral Sciences, and/or Foreign Language. Students are advised to choose hours to satisfy pre-major or major requirements at the institution to which they are transferring:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Grade Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
<td>X</td>
</tr>
</tbody>
</table>

Total Credit Hours

Total Credit Hours Required: 60

Associate in Arts and Associate in Science degree requirements have been recently revised. The requirements listed above will be implemented in the Fall 2012 semester. Students may graduate under these requirements no earlier than December 2012. AA and AS academic plans will be available online prior to the Fall 2012 semester.

This Academic Plan/Application for Credentials is designed to aid the student in planning his or her academic career at Owensboro Community and Technical College. Once the Plan has been completed and signed by both the student and the advisor, the student is not required to see the advisor each semester prior to enrolling. If there is a change for the next semester, a meeting with your advisor is mandatory. Also, the student must meet with his or her advisor before applying for a credential.

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All Credentials require the completion of prescribed curriculum with a grade point average of at least 2.0 (C).

Each time this Plan is changed it must be signed and dated by both the student and advisor. Only the original of this form is the valid Plan.

In order to maintain Satisfactory Academic Progress (SAP) for federal financial aid the student must:
1. Maintain a cumulative GPA of 2.0 or higher
2. Maintain a cumulative completion rate of 67%
3. Must attempt no more than 150% of the credit hours required for a specific credential.
ASSOCIATE IN SCIENCE - ACADEMIC PLAN: APPLICATION FOR CREDENTIALS - Effective Fall 2012

This Academic Plan/Application for Credentials is designed to aid the student and advisor in planning the student's academic career at Owensboro Community and Technical College. Once the Plan has been completed and signed by both the student and the advisor, the student is not required to see the advisor each semester prior to enrolling. IF THERE IS A CHANGE for the next semester, a meeting with your advisor is MANDATORY. Also, the student must meet with their advisor before applying for a credential.

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All Credentials require the complete prescribed curriculum with a grade point average of at least 2.0 (C).

EACH TIME THIS PLAN IS CHANGED IT MUST BE SIGNED AND DATED BY BOTH THE STUDENT AND ADVISOR.

ONLY THE ORIGINAL OF THIS FORM IS THE VALID PLAN.

In order to maintain satisfactory Academic Progress (SAP) for federal financial aid the student must:
1. Maintain a cumulative GPA of 2.0 or greater
2. Maintain a cumulative completion rate of 67%
3. Must attempt no more than 150% of the credit hours required for a specific credential.

Diligent Literacy Exam Passed (or course completed)?

Cultural Studies Course Completed?

First signatures - Required to make plan official and permit online registration

Student Signature Date

Faculty Advisor Signature Date

Final signatures - Required to apply for graduation

Student Signature Date

Faculty Advisor Signature Date

Total Credit Hours

Total Credit Hours Required 80

Associate in Arts and Associate in Science degree requirements have been recently revised. The requirements listed above will be implemented in the Fall 2012 semester.

Students may graduate under these requirements no earlier than December 2012. AA and AS academic plans will be available online prior to the Fall 2012 semester.
Approved General Education and Digital Literacy Courses: 10/14/11

Note: Approved Cultural Studies Classes appear in italics, bold, and are identified with a "CS" designation

Communication

Written Communication
Diploma
TEC 200 Technical Communications (3)
OST 108 Editing Skills for Office Professionals (3)
Any Written Communication approved for the AA, AS, AAS, or AFA

AA, AS, AAS, AFA
ENG 101 Writing I (3)
ENG 102 Writing II (3)
ENG 105 Writing: An Accelerated Course (3)

Oral Communication
Diploma, AA, AS, AAS, AFA
COM 181 Basic Public Speaking (3)
COM 252 Intro to Interpersonal Communication 3
COM 281 Communication in Small Group (3)
COM 287 Persuasive Speaking (3)

Arts and Humanities

Humanities
Diploma, AA, AS, AAS, AFA

ANT 130 Intr to Comparative Religion (1/2) CS (3)
ART 100 Introduction to Art (3)

ART 104 Introduction to African Art (AH 104) CS (3)
ART 105 Ancient -- Medieval Art Hist (AH 105) (3)
ART 106 Renaissance -- Modern Art Hist (AH 106) (3)
ART 201 Ancient Art History (3)
ART 202 Medieval Art History (3)
ART 203 Renaissance Art History (3)
ART 204 Modern Art History (3)

ENG 135 Grk-Rom Mythg'y in Translation (CLA 135) CS (3)
ENG 161 Introduction to Literature (3)
ENG 221 Survey of English Literature I (3)
ENG 222 Survey of English Literature II (3)
ENG 230 Introduction to Literature (Subtitle Required) (3)
ENG 231 Literature and Genre (Subtitle) (3)
ENG 232 Literature and Place (Subtitle Required) (3)

ENG 233 Literature & Identities (Subtitle Required) CS (3)
ENG 234 Introduction to Women's Literature CS (3)
ENG 251 Survey of American Literature I (3)
ENG 252 Survey of American Literature I (3)
ENG 261 Survey of Western Literature (3)
ENG 262 Survey of Western Literature, 1660-Present (3)

ENG 264 Major Black Writers CS (3)
ENG 270 The Old Testament as Literature (3)
ENG 271 The New Testament as Literature (3)
ENG 281/HUM 281 Introduction to Film (3)

ENG 282/ HUM 282 International Film Studies (3)
FLK 276 Introduction to Folk Studies (3)
GEN 125 Applied Meta-Thinking (3)
HNR 101 Introduction to Contemporary Thought (3)
HON 101 The Ancient World (3)
HON 102 The Medieval and Renaissance World (3)
HON 201 The Early and Modern World (3)
HON 202 The Contemporary World (3)
HRS 101 An Integrated Survey of Western Civilization I (3)
HRS 102 An Integrated Survey of Western Civilization II (3)
HRS 201 An Integrated Survey of Western Civilization III (3)
HRS 202 An Integrated Survey of Western Civilization IV (3)
HUM 120 Introduction to the Humanities (3)

HUM 121 Peace Studies CS (3)
HUM 135 Intro to Native American Literature (2) CS (3)
HUM 140 Introduction to Latino Literature CS (3)
HUM 150 Introduction to African Literature CS (3)
HUM 202 Survey of Appalachian Studies I (2) CS (3)
HUM 203 Survey of Appalachian Studies II (2) CS (3)
HUM 204 Appalachian Seminar (2) CS (3)
HUM 220 Historical Perspectives on Peace and War (3)

HUM 230 Contemp. Japanese Literature & Culture CS (3)
HUM 250 Appalachian Literature Survey CS (3)
HUM 251 Contemp Appalachian Literature CS (3)
HUM 281 Introduction to Film (3)

MU 101 Folk and Traditional Music of the West. CS (3)
MU 100 Introduction to Music (3)

MUS 104 Introduction to Jazz History CS (3)
MUS 206 American Music (3)
MUS 207 African American Music History, (3)

MUS 208 World Music CS (3)

MUS 222 History and Sociology of Rock Music (3)
PHI 100 Intro to Philosophy: Knowledge & Reality (3)
PHI 110 Medical Ethics (3)
PHI 120 Introductory Logic (3)
PHI 130 Ethics (3)

PHI 140 The Ethics of War and Peace (3)
PHI 150 Business Ethics (PHL 120) (3)

PHI 260 History of Philosophy I: Greeks-Middle Ages (3)
PHI 270 History of Philosophy II: Renaissance-Present (3)

REL 101 Introduction to Religious Studies (RS 101) (3)
REL 120 Introduction to the Old Testament (RS 120) (3)
REL 121 Introduction to the New Testament (RS 121) (3)

REL 130 Intro to Comparative Religion (RS 130) CS (3)
THA 101 Intro to Theatre (TA101) (3)
THA 200 Introduction to Dramatic Literature (TA 200) (3)
THA 283 American Theatre (TA 283) (3)

WGS 201 Intro to Women Gender Studies (WS 201) CS (3)

1 May not receive credit for both ANT 130 and REL 130 (RS 130)
2 May be used to fulfill one competency only

3-2-2012
Heritage
Diploma, AA, AS, AAS, AFA
FLK 276 Introduction to Folk Studies (3)
HIS 101 World Civilization I CS (3)
HIS 102 World Civilization II CS (3)
HIS 104 History of Europe Through the Mid-17th Century (3)
HIS 105 History of Europe Mid-17th Century-Present (3)
HIS 106 Western Culture: Science and Technology I (3)
HIS 107 Western Culture: Science and Technology II (3)
HIS 108 History of the US Through 1865 (3)
HIS 109 History of the US Since 1865 (3)
HIS 120 The World at War 1939-45 (3)
HIS 202 History of British People to the Restoration (3)
HIS 203 History of British People Since the Restoration (3)
HIS 206 History of Colonial Latin America CS (3)
HIS 207 History of Modern Latin America CS (3)
HIS 240 History of Kentucky (3)
HIS 247 History of Islam & Middle East Peoples CS (3)
HIS 248 History of Islam and Middle East Peoples CS (3)
HIS 254 History of Sub-Saharan Africa CS (3)
HIS 260 African American History to 1865 CS (3)
HIS 261 African American History 1865 – Present CS (3)
HIS 265 History of Women in America CS (3)
HIS 270 Ancient Europe (3)
HIS 271 Medieval Europe (3)
HIS 295 East Asia to 1800 CS (3)
HIS 296 History of Asia II CS (3)

Quantitative Reasoning
Diploma
MAT 120 Intermediate Algebra with Applications (3)
OST 213 Business Calculations for Office Professional (3)
Any math course approved for the AA, AS, AAS, or AFA

AAS
MAT 105 Business Mathematics (MT 105/MAH 121) # (3)
MAT 110 Applied Mathematics (MT 110/MAH 151) # (3)
MAT 116 Technical Mathematics (MT 115/MAH 125) # (3)
MAT 126 Technical Algebra and Trigonometry (MT 125) # (3)
Any mathematics course listed below

AA, AFA
MAT 146 Contemporary College Math (MT 145/MT 107) # (3)
Any mathematics course listed below

AS
MAT 150 College Algebra (MT 150/MA 109) (3)
MAT 154 Trigonometry (MA 112) (2)
MAT 155 Trigonometry (MT 155/MA 112) (3)
MAT 159 Analytic Geometry and Trigonometry (MA 110) (4)
MAT 160 Precalculus (MT 160/MA 120) (5)
MAT 165 Finite Math and Its Applications (MT 165/MA 162) (3)
MAT 170 Brief Calculus with Applications (MT 170/MA 123) (3)
MAT 174 Calculus I (MA 113) (4)
MAT 175 Calculus I (MT 175/MA 113) (5)
MAT 184 Calculus II (MA 114) (4)
MAT 185 Calculus II (MT 185/MA 114) (5)
MAT 206 Math for Elem & Middle School Teachers II (3)
MAT 275 Calculus III (MT 275/MA 213) (4)
MAT 285 Differential Equations (MT 285/MA 214) (3)
STA 210 Statistics (MT 210/MA 200) (3)
STA 220 Statistics (MT 220/MA 291) (3)
Course does not fulfill general education requirements for the AA/AS degree
Course does not fulfill general education requirements for the AS degree

Natural Science
Diploma
PHX 150 Introductory Physics (3)
Any Natural Science course approved for the AA, AS, AAS, or AFA

AA, AS, AAS, AFA
ANA 209 Principles of Human Anatomy (3)
AST 101 Frontiers of Astronomy (3)
AST 155/BIO 155 Astrobiology (3)
AST 191 The Solar System (3)
AST 192 Stars, Galaxies, and the Universe (3)
AST 195 Introductory Astronomy Laboratory* (1)
BIO 112 Introduction to Biology (3)
BIO 113 Introduction to Biology Lab* (1)
BIO 114 Biology I (3)
BIO 115 Biology Laboratory I* (1)
BIO 116 Biology II (3)
BIO 117 Biology Laboratory II* (1)
BIO 118 Microbes and Society (3)
BIO 120 Human Ecology (3)
BIO 121 Introduction to Ecology Laboratory* (1)
BIO 122 Introduction to Conservation Biology (3)
BIO 124 Principles of Ecology (3)
BIO 130 Aspects of Human Biology (3)
BIO 135 Basic Anatomy & Physiology with Laboratory* (4)
BIO 137 Human Anatomy and Physiology I* (4)
BIO 139 Human Anatomy and Physiology II* (4)
BIO 140 Botany (3)
BIO 141 Botany with Laboratory* (4)
BIO 142 Zoology (3)
BIO 143 Zoology with Laboratory* (4)
BIO 144 Insect Biology (3)
BIO 150 Principles of Biology I (3)
BIO 151 Principles of Biology Laboratory I* (2)
BIO 152 Principles of Biology II (3)
BIO 153 Principles of Biology Laboratory II* (2)
BIO 155/AST 155 Astrobiology (3)
BIO 209 Introductory Microbiology lab (2)
BIO 220 The Genetic Perspective (3)
BIO 225 Medical Microbiology* (4)
BIO 226 Principles of Microbiology (3)
BIO 227 Principles of Microbiology with Laboratory* (5)
CHE 120 The Joy of Chemistry (3)
CHE 125 The Joy of Chemistry Laboratory* (1)
CHE 130 Introductory General and Biological Chemistry (4)
CHE 140 Introductory General Chemistry (3)

3-2-2012
CHE 145 Introductory General Chemistry Laboratory* (1)
CHE 150 Intro to Organic and Biological Chemistry (3)
CHE 155 Intro to Organic and Biological Chemistry Lab*1 (1)
CHE 170 General College Chemistry I (3)
CHE 175 General College Chemistry Laboratory I* (1)
CHE 180 General College Chemistry II (3)
CHE 185 General College Chemistry Laboratory II* (1)
CHE 220 Analytical Chemistry5 (3)
CHE 270 Organic Chemistry I (3)
CHE 275 Organic Chemistry Laboratory I* (2)
CHE 280 Organic Chemistry II (3)
CHE 285 Organic Chemistry Laboratory II* (2)
EST 150 Introductory Ecology (4)
EST 160 Hydrological Geology (3)
GEO 130 Earth's Physical Environment (3)
GEO 251 Weather and Climate (3)
GLY 101 Physical Geology (3)
GLY 102 Historical Geology (3)
GLY 110 Environmental Geology (3)
GLY 111 Laboratory for Physical Geology* (1)
GLY 112 Laboratory for Historical Geology* (1)
GLY 130 Dinosaurs and Disasters (3)
GLY 220 Principles of Physical Geology* (4)
PGY 206 Elementary Physiology (3)
PH 217 Intermediate Applied Physics (5)
PHY 151 Introductory Physics I (3)
PHY 152 Introductory Physics II (3)
PHY 160 Physics & Astronomy for Elem. Teachers* (3)
PHY 161 Introductory Physics Laboratory I* (1)
PHY 162 Introductory Physics Laboratory II* (1)
PHY 171 Applied Physics (4)
PHY 172 Physics for Health Science (2)
PHY 201 College Physics I (4)
PHY 202 College Physics Lab I* (1)
PHY 203 College Physics II (4)
PHY 204 College Physics Lab II* (1)
PHY 211 General Physics* (5)
PHY 213 General Physics* (5)
PHY 231 General University Physics I (4)
PHY 232 General University Physics II (4)
PHY 241 General University Physics I Laboratory* (1)
PHY 242 General University Physics II Laboratory* (1)
SCI 100 Environmental Science (4)
SCI 295 Scientific Investigations (3)
*Course satisfies the General Education requirement for a laboratory experience

Social and Behavioral Science
Diploma, AA, AS, AAS, AFA
AGR 101 The Economics of Food and Agriculture (3)
ANT 101 Introduction to Anthropology CS (3)
ANT 130 Intro to Comparative Religion (1) (2) CS (3)
ANT 160 Cultural Diversity in the Modern World CS (3)
ANT 220 Introduction to Cultural Anthropology CS (3)
ANT 221 Native People of North America CS (3)
ANT 235 Food and Culture CS (3)
ANT 241 Origins of Old World Civilizations CS (3)
ANT 242 Origins of New World Civilizations CS (3)
COM 101 Introduction to Communications (3)
COM 249 Mass Media and Mass Culture (3)
COM 254 Intro to Intercultural Communications CS (3)
ECO 101 Contemporary Economic Issues (3)
ECO 150 Introduction to Global Economics CS (3)
ECO 201 Principles of Microeconomics (3)
ECO 202 Principles of Macroeconomics (3)
FAM 252 Introduction to Family Science (3)
FAM 253 Human Sexuality (3)
FLK 280 Cultural Diversity in the US (3)
GEN 140 Development of Leadership (3)
GEN 225 Lifelong Learning Applications (3)
GEO 152 Regional Geography of the World CS (3)
GEO 160 Lands and Peoples of Non-Western World CS (3)
GEO 172 Human Geography (3)
GEO 210 Pollution, Hazards & Environmental Mgmt. (3)
GEO 222 Cities of the Worlds (3)
GEO 240 Geography and Gender (3)
HUM 135 Intro to Native American Literature (2) CS (3)
HUM 202 Survey of Appalachian Studies I (2) CS (3)
HUM 203 Survey of Appalachian Studies II (2) CS (3)
HUM 204 Appalachian Seminar (2) CS (3)
HUM 221 Contemporary Perspectives-Peace & War CS (3)
POL 101 American Government (3)
POL 210 Intro to European Politics: East and West (3)
POL 212 Culture and Politics in the Third World CS (3)
POL 235 World Politics CS (3)
POL 255 State Government (3)
PSY 100 Introduction to Psychology (4)
PSY 110 General Psychology (3)
PSY 180 Human Relations (3)
PSY 185 Human Potential (3)
PSY 230 Psychosocial Aspects of Death and Dying (3)
PSY 223 Developmental Psychology (3)
PSY 297 Psychology of Aging (3)
RAE 120 Introduction to Chinese Culture CS (3)
REL 101 Introduction to Religious Studies (2) CS (3)
REL 130 Intro to Comparative Religion (1) (2) CS (3)
SOC 101 Introduction to Sociology (3)
SOC 151 Social Interaction (3)
SOC 152 Modern Social Problems (3)
SOC 220 The Community (3)
SOC 235 Inequality in Society CS (3)
SOC 249 Mass Media and Mass Culture (3)
SOC 260 Population, Resources and Change (3)
SPA 115 Culture of Mexico-Non-Spanish Speakers CS (3)
SWK 275 The Family (3)
WGS 200 Intro to Women's/Gender Studies CS (3)

(1) May not receive credit for both ANT 130 and REL 130 (RS 130)
(2) May be used to fulfill one general education category only

3-2-2012
### Foreign Languages

*Diploma, AA, AS, AAS, AFA*

- ASL 101 American Sign Language I CS (3)
- ASL 102 American Sign Language II CS (3)
- ASL 201 American Sign Language III CS (3)
- ASL 202 American Sign Language IV CS (3)
- FRE 101 Elementary French I CS (4)
- FRE 102 Elementary French II CS (4)
- FRE 201 Intermediate French I CS (3)
- FRE 202 Intermediate French II CS (3)
- GER 101 Elementary German I CS (4)
- GER 102 Elementary German II CS (4)
- GER 201 Intermediate German I CS (3)
- GER 202 Intermediate German II CS (3)
- JPN 101 Beginning Japanese I CS (4)
- JPN 102 Beginning Japanese II CS (4)
- RAE 150 Elementary Chinese I CS (4)
- RAE 151 Elementary Chinese II CS (4)
- SED 101 Sign Language I CS (3)
- SED 102 Sign Language II CS (3)
- SED 203 Sign Language III CS (3)
- SED 204 Sign Language IV CS (3)
- SPA 101 Elementary Spanish I (spoken approach) CS (4)
- SPA 102 Elementary Spanish II (spoken approach) CS (4)
- SPA 201 Intermediate Spanish I CS (3)
- SPA 202 Intermediate Spanish II CS (3)

### Digital (Computer) Literacy

*Diploma*

- IT 100 Computer Literacy (3)
- CIT 105 Introduction to Computing (3)

Any Digital (Computer) Literacy course approved for the AAS, AA, or AS

**AAS**

- IT 100 Computer Literacy (3)
- CIS 100 Introduction to Computers (3)
- OST 105 Introduction to Information Systems (3)
- CIT 105 Introduction to Computing (3)

Any Digital (Computer) Literacy course approved for the AA or AS

**AA, AS, AFA**

- CIS 100 Introduction to Computers (3)
- OST 105 Introduction to Information Systems (3)
- CIT 105 Introduction to Computing (3)

**Note:**
All AA, AS, AFA, and diploma students entering KCTCS must demonstrate digital (computer) literacy by:

1. Scoring a passing score on the IC3 Computer Exam, or
2. Providing documentation of successful completion of certification exams as approved by KCTCS, or
3. Articulating credit from another institution, or
4. Receiving credit for an approved KCTCS digital (computer) literacy course.

3-2-2012
GENERAL EDUCATION EQUIVALENCIES

TES® the Transfer Evaluation System from CollegeSource is the premier interactive database of course data from institutions of higher education. TES® empowers users to quickly locate course descriptions; route and track the evaluation process; store, manage, group, and publicize the resulting equivalencies; and employ powerful algorithms to generate lists of likely equivalencies between institutions.

How to find TES:

- Go to the OCTC home page (http://owensboro.kctcs.edu/)
- Click on the Faculty and Staff link
- Under Academic Resources, click on the Advising Resources link
- Click on the Transferring-Catalogs, course equivalencies & scholarship info link
- Click on the Transfer Equivalency System (TES) link

TES Home Page

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM TRANSFER INFORMATION

ADDITIONAL TRANSFER RESOURCES

- Transfer Policy: http://www.kctcs.edu/Students/Transfer/Policies_and_Agreements.aspx

SEARCH FOR A TRANSFER COLLEGE BY NAME:

SEARCH

ALPHABETICAL INDEX:

A B C D E E F G H I J K L M N O P Q R

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CollegeSource

3-16-2012
CHANGES IN FEDERAL SATISFACTORY ACADEMIC PROGRESS (SAP) REQUIREMENTS

Revised Federal Regulations mandate KCTCS modify its Satisfactory Academic Policy to hold students to a higher level of accountability. At the end of this Academic term (Fall 2011) all students will be reevaluated to determine if they meet the new Federal requirements for Title IV Financial Aid that went into effect July 1, 2011. The delay in evaluation will give students who have not met the SAP standards in the past, an opportunity to improve their academic standing. These changes to the SAP policy due to new regulatory guidelines include:

• Limiting students to only one consecutive probationary period
• Students must be on pace to progress toward graduation by a 150% of credit requirement
• Students must be enrolled in a program other than Undecided or Pending beyond the 30th credit hour.

Students must maintain a 2.0 cumulative GPA and complete at least 67% of their classes to remain eligible for financial aid. Students, who fail to maintain this standard for more than one consecutive term exclusively or in combination, will no longer be eligible for Federal or state aid.

Students must be enrolled in a declared major or accepted in an eligible program other than “pending” or “undecided” to receive aid beyond their 30th credit hour attempted. Students enrolled in a “pending” program must be evaluated to determine if they are eligible to be accepted in the desired program within a reasonable period. A reasonable period is a term that allows a student to be accepted and graduate prior to a student becoming ineligible for financial aid because he/she exceeds maximum time frame.

Students who believe they have or had extenuating circumstances that prohibited them from making the Satisfactory Academic Progress Standards may appeal to a committee appointed by the home campus to review such requests. Students requesting their circumstance be reviewed for special consideration must:

• Complete a SAP Appeal Request form,
• Provide type written explanation of circumstance,
• Provide supporting documentation of circumstance (i.e. medical records, obituary, etc), and
• Provide a stated plan of goals, strategy to regain eligibility.
• Submit an Academic Plan of Action form.

SAP forms are available online at OCTC’s Financial Aid Forms web page.
GRADUATION AT OCTC

How do students apply for graduation?

1. Complete the necessary program requirements and fill out an Academic Plan (approved course of study) with advisor.
2. Contact advisor and update academic plan. The academic plan will need to be dated within specific timeframes for each semester of graduation:
   • Spring Graduation – Must be dated after October 1st
   • Summer Graduation – Must be dated after March 1st
   • Fall Graduation – Must be dated after April 1st
3. Submit updated Academic Plan to the Student Records Office, allowing twenty minutes to fill out the required paper work.

How can advisors assist students with graduation process?

1. Meet with students the semester before students are to receive their credentials to ensure that all requirements will be met.
2. Meet with prospective graduates at specified times in the semester they are to graduate and update their Academic Plans.
3. Make sure the student has a GPA of at least 2.0.
4. Check that the computer literacy requirement has been met.
5. For Associate in Arts and Associate in Science degrees, check that the Cultural Studies requirement has been met.
6. Indicate on the updated Academic Plan all credentials (certificates, diplomas, and degrees) for which a student qualifies.
7. Note that AAS degree candidates who began their studies in Fall 2011 will be required to take an exit exam. Program coordinators will have specific information.
8. Inform student of deadlines for the submission of the updated Academic Plan to the Student Records Office. Note that commencement ceremonies at OCTC are held in December and May only.

Approximate deadlines
(students will be notified via email regarding specific dates)

• May graduation: mid-February
• August graduation: mid-June
• December graduation: mid-September

2-29-2012
# Mathematics Assessment and Course Placement

<table>
<thead>
<tr>
<th>ACT</th>
<th>SAT</th>
<th>COMPASS Algebra Domain</th>
<th>ASSET</th>
<th>KYOTE³</th>
<th>KCTCS Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>27 or higher</td>
<td>610 or higher</td>
<td>83-99</td>
<td>NA</td>
<td>NA</td>
<td>MAT 170, MAT 175 or any course listed below</td>
</tr>
<tr>
<td>22 or higher</td>
<td>510 or higher</td>
<td>50-99</td>
<td>El. Alg. 46-55  Int. Alg. 43-55</td>
<td>CA 14 or higher</td>
<td>MAT 150 or any course listed below</td>
</tr>
<tr>
<td>19-21</td>
<td>460 or higher</td>
<td>36-49</td>
<td>El. Alg. 41-45  Int. Alg. 39-42</td>
<td>CA 7-13 and MP 27 or higher</td>
<td>MAT 150 with MAT 100 or supplemental instruction¹; MAT 146, MAT 105; MAT 110; MAT 116; MAT 126 or any course listed below</td>
</tr>
<tr>
<td></td>
<td></td>
<td>31-35</td>
<td>El. Alg. 39-40  Int. Alg. 36-38</td>
<td>CA 7-13 or MP 21-or higher</td>
<td>Intermediate Algebra or any course numbered MAT 105 through MAT 126² with supplemental instruction⁴ or any course listed below</td>
</tr>
<tr>
<td></td>
<td></td>
<td>25-35</td>
<td>El. Alg. 34-40  Int. Alg. 33-38</td>
<td>CA 5-13</td>
<td>All courses numbered MAT 105 through MAT 116³ with supplemental instruction⁴ or any course listed below</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16-30</td>
<td>El. Alg. 27-38  Int. Alg. 26-35</td>
<td>MT 055 = MP 0-11</td>
<td>MAT 065 provided that, if there is a concurrent pre-algebra score, it is between 42-99; or any course listed below</td>
</tr>
</tbody>
</table>

## COMPASS Pre-algebra Domain

|        | N. Skills 38-55 | CA 0-6 or MP 12-20 | MAT 065 or any course listed below |
|        | N. Skills 25-37 | MP 0-11             | MAT 055                               |
| Less than 24 | N. Skills 23-24 |                     | ARI 030 or Refer to Adult Basic Education |

¹ MAT 100 offers supplementary academic support for MAT 150.
² MAT 105, MAT 110, MAT 116 do not serve as prerequisites for Intermediate Algebra.
³ The KYOTE College Algebra Placement Test (CA) is administered after the (Transitional) Mathematics Placement Test (MP) if the MP score is 27 or higher.
⁴ Enrollment permitted only with concurrent supplementary instruction. College designated supplemental instruction must offer supplementary academic support, such as extra class sessions, additional labs, tutoring, and increased monitoring of students, beyond that usually associated with an entry-level course.

**NOTE:** Colleges may seek approval from the Chancellor for use of alternate assessment instruments.

Approved 2-27-2012
# Reading Assessment and Course Placement

<table>
<thead>
<tr>
<th>ACT</th>
<th>SAT</th>
<th>COMPASS</th>
<th>ASSET</th>
<th>KYOTE</th>
<th>KCTCS Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 20 or higher</td>
<td>470 Critical Reading</td>
<td>COMPASS 85-100</td>
<td>ASSET 44-55</td>
<td>20 or higher</td>
<td>No reading required</td>
</tr>
<tr>
<td>COMPASS 83-84</td>
<td></td>
<td>ASSET 43</td>
<td></td>
<td></td>
<td>Entry-level courses with concurrent enrollment in CMS 185, or supplemental instruction(^1),(^2)</td>
</tr>
<tr>
<td>COMPASS 70-82</td>
<td></td>
<td>ASSET 38-42</td>
<td></td>
<td></td>
<td>RDG 030(^2) or DRE 030 (^2)</td>
</tr>
<tr>
<td>COMPASS 49-69</td>
<td></td>
<td>ASSET 32-37</td>
<td></td>
<td></td>
<td>RDG 020</td>
</tr>
<tr>
<td>COMPASS 48 and below</td>
<td>No score available</td>
<td></td>
<td></td>
<td></td>
<td>Refer to Adult Basic Education for Reading</td>
</tr>
</tbody>
</table>

\(^1\)Supplemental instruction, such as extra class sessions, additional labs, tutoring, and increased monitoring of students beyond that usually associated with an entry-level course, to be developed and provided at the college.  
\(^2\)After the completion of this option students can move to entry level courses without additional supplemental instruction.  

NOTE: Transfer students with 12 or more credit hours at the 100 level or above in general education courses with a 2.0 gpa are exempt from reading placement requirements.

# English Assessment and Course Placement

<table>
<thead>
<tr>
<th>ACT</th>
<th>SAT</th>
<th>COMPASS</th>
<th>ASSET</th>
<th>KYOTE</th>
<th>KCTCS Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 or above</td>
<td>Writing 430 or Critical Reading 450</td>
<td>COMPASS 74-100</td>
<td>ASSET 43-55</td>
<td>6 or higher</td>
<td>ENG 101</td>
</tr>
<tr>
<td>COMPASS 39-73</td>
<td></td>
<td>ASSET 38-42</td>
<td></td>
<td></td>
<td>ENC 091</td>
</tr>
<tr>
<td>COMPASS 26-38</td>
<td></td>
<td>ASSET 33-37</td>
<td></td>
<td></td>
<td>ENC 090 or ARI 010</td>
</tr>
<tr>
<td>COMPASS 25 and below</td>
<td>No score available</td>
<td></td>
<td></td>
<td></td>
<td>Refer to Adult Basic Education for English</td>
</tr>
</tbody>
</table>

Note: Students may be advised to enroll in ENC 092 (Writing Laboratory), or ENG 100, or supplemental work defined by the college concurrent with their enrollment in ENG 101 if they have completed ENC 091 and need the assistance provided by the writing laboratory. Supplemental instruction includes extra class sessions, additional labs, tutoring, and increased monitoring of students beyond that usually associated with an entry-level course.
Math Flow Chart
Placement in a course depends on test scores or previous course work

Refer to SkillTrain
(Compass pre-alg under 24)

MAT 055
Pre-Algebra
(Compass pre-alg 24-41)

MAT 065
Basic Algebra
(Compass pre-alg 42-69)

MAT 105
Business Math
(Compass alg 25-30)

MAT 110
Applied Math
(Compass alg 25-30)

MAT 085
Intermediate Algebra
(Compass alg 31-35)

MAT 126
Technical Alg & Trigonometry
(Compass alg 31-35)

Either MAT 085 or MAT 126 or Compass test scores

MAT 146
Contemporary College Math
(Compass 36-49 or ACT 19-21)

MAT 150 + MAT 100
College Algebra + Workshop
(Compass 36-49 or ACT 19-21)

MAT 150
College Algebra
(Compass 50-99 or ACT 22+)

MAT 155
Trigonometry
(Compass 50-99 or ACT 22+)

MAT 150 (with or without MAT 100)

MAT 205 Math for Elem & Middle School Teachers I
(may take MAT 206 first)

MAT 206 Math for Elem & Middle School Teachers II
(may take MAT 205 first)

STA 210
Statistics: A Force in Human Judgment
(completion of either MAT 146 or MAT 150)

STA 220
Statistics

MAT 170
Brief Calculus with Apps
(MAT 150 or Compass 83-99 or ACT 27+)

MAT 175
Calculus I
(Compass 83-99 ACT 27+)

MAT 185
Calculus II

MAT 275
Calculus III

MAT 285
Calculus IV
**RDG 020 Recommended Course Placement**

Students that test into RDG 020 cannot take a 100 or above course with the exception of those listed under electives.

<table>
<thead>
<tr>
<th>Transitional Courses</th>
<th>Arts &amp; Humanities</th>
<th>Social/Behavioral Sciences</th>
<th>Natural Science</th>
<th>Computer Literacy</th>
<th>Electives</th>
<th>Cultural Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>RDG 020*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>DRE 019*</td>
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<td>GEN 100</td>
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<td>KHP 109</td>
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<td>KHP 138</td>
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<td>OST 100</td>
<td></td>
</tr>
</tbody>
</table>

*Cannot be used to satisfy the requirements for any credential*
**RDG 030 Recommended Course Placement**

<table>
<thead>
<tr>
<th>Transitional Courses</th>
<th>Arts &amp; Humanities</th>
<th>Social/Behavioral Sciences</th>
<th>Natural Science</th>
<th>Computer Literacy**</th>
<th>Electives***</th>
<th>Cultural Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 090*</td>
<td>ART 100</td>
<td>AGR 101</td>
<td>BIO 112/113</td>
<td>CIT 105</td>
<td>ART 110</td>
<td>GEO 152</td>
</tr>
<tr>
<td>RDG 030*</td>
<td></td>
<td>GEO 152</td>
<td>BIO 120/121</td>
<td></td>
<td>ART 112</td>
<td></td>
</tr>
<tr>
<td>MAT 055*</td>
<td></td>
<td></td>
<td>BIO 122</td>
<td></td>
<td>ART 113</td>
<td></td>
</tr>
<tr>
<td>ENC 090*</td>
<td>ART 100</td>
<td>AGR 101</td>
<td>BIO 112/113</td>
<td>CIT 105</td>
<td>ART 110</td>
<td>GEO 152</td>
</tr>
<tr>
<td>RDG 030*</td>
<td></td>
<td>GEO 152</td>
<td>BIO 120/121</td>
<td></td>
<td>ART 112</td>
<td></td>
</tr>
<tr>
<td>MAT 065*</td>
<td></td>
<td></td>
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*Cannot be used to satisfy the requirements for any credential

** Computer Literacy course is not a general education course but can be used as an elective credit and fulfills the computer literacy requirement for graduation.

***See program advisors for program specific options

NOTE: Online delivery options are not recommended due to heavy reliance upon reading comprehension.
### 2012-2013 KCTCS Technical Program Admission Requirements

Students who attain an ACT Composite score of 17 or above may be admitted directly to KCTCS technical programs with the exception of those with selective admissions criteria. In addition, students may be admitted based on their math, reading, and English scores and/or course completion. Students must score at or above the score listed below, or complete the course listed below, in each of the subject areas to be admitted.

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<td>Welding Technology</td>
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</table>

Revised 3-13-2012
Finding Your Advisees: The Advisor Center

Active advisees can be viewed under the Advisor Center. The Advisor Center allows you to view information for advisees such as contact information, grades, academic plan, academic requirements, and much more. You may also quickly email a single advisee or group of advisees from the Advisor Center.

To use the Advisor Center, follow these steps:

1. From the Faculty Center, select the Advisor Center tab. If necessary, you may navigate to it using the following navigation: Main Menu, Self Service, Advisor Center.

2. The My Advisees page will show your active advisees. Review the page as necessary.
   - The list of advisees will default to display only the first 10 advisees. You may use the View All link to view all advisees, the Show Previous Row/Show Next Row buttons to view another page of advisees, or use the Find link to search for a specific advisee. You can also use the Excel icon to download the list of advisees.
   - Only advisees that are term activated on or after the term that is set in User Defaults for the Instructor/Advisor. For example, if an advisee is only term activated for 4096, but the term in User Defaults is set at 4102, that advisee will not display in the advisee listing.
   - The My Advisees list will display the Notify checkbox, advisee name, ID, and a link to View.
**Student Details.**

3. You may generate emails to advisees using three options listed below. All options open an email notification page addressed to the advisor with the students blind copied (BCC). This prevents the students from seeing other student email addresses. You simply create your message and click the Send Notification button to send the email.
   - To email an individual student, click the Name link for that student.
   - To email multiple students, select the Notify checkbox for the desired students and click the Notify Selected Students button.
   - To send an email to all students, click the Notify All Students button.

[Advice]

All active students should have a KCTCS email address within PeopleSoft. However, if any student does not have an active email address, the following will occur:

- When selecting multiple students, any students without an email address will not have a checkbox beside his/her name and cannot be selected.
- If the Notify All Students button is selected, any students without an email address will be displayed on a Students without Email Address screen. You may click the Continue button to continue sending an email to the rest of the students or click the Cancel button to return to the previous page.

4. To view additional information about an advisee, select the View Student Details link. *This will display the Student Center page for that advisee.*
5. The current advisee's name will appear at the top of the page. You can view other advisees by clicking on the drop down list under Change Advisee, selecting another student from the list, and clicking the change button.

6. The Advisee Student Center page is broken down into the Academics, Personal Information, Holds, To Do List, and Advisor areas.

7. To view information under the Academics area, follow the instructions below:
   - Click on the My Class Schedule link to display classes that the student is currently enrolled.
   - Click on the Shopping Cart link to display any classes the student has added to his/her shopping cart, but not enrolled.
   - Click on the My Planner link to display any courses or classes that the student has added to his/her planner.
   - The Other Academic drop down box will allow you to view advisee information such as the Academic Requirements, Grades, Transfer Credit, Unofficial Transcript, and Course History. Select the preferred item from this list and click the Go icon. When finished viewing the data, click the Cancel button to return to this page.

8. Click on the general info page tab to view additional data for an advisee.
9. Click on any of the links under the advisee name to go directly to the item you wish to view or use the scroll bar to view all of the information for this advisee on this page. Just as on the Student Center page, you may use the drop list to view information for a different advisee.

10. Click on the transfer credit page tab to view transfer information for the advisee.
11. All transfer, test, and other credit information will display. Click on the **Statistics** subtab to view additional details.

12. Click on the **academics** page tab to view the student's academic plan and other related academic information.
13. Use the scroll bar to view all of the data that is available. Return to the my advisee page when finished.
14. You may also use the Advisor Center to view information for students that are not assigned to you as an advisee. To view advising information for a non-advisee, click on the View Data for Other Students button located at the bottom of the Advisee page.
15. Enter the National ID (Social Security Number) or Last Name and First Name of the student and click the Search button. If a list results, select the correct student from the list.

16. Review the information for this student following the previous steps above.

17. Click the Home link when finished.
ENROLLING A STUDENT: QUICK ENROLL

The Quick Enroll functionality will allow you to enroll a student in a slightly faster manner than the Enrollment Request component. However, it still follows all rules that have been established within PeopleSoft to guarantee data integrity. Drops, grade changes, and other student schedule changes may be entered using Quick Enroll.

To enroll a student using quick enroll, follow these steps:

1. Select Main Menu, Records and Enrollment, Enroll Students, Quick Enroll a Student.

![Quick Enroll a Student screenshot](image)

2. Complete the search page according to these instructions:
   - Enter the student’s EmpID in the ID field and press the Tab key. If the EmpID is unknown, click on the Lookup ID icon. Search for the student by National ID (Social Security number) or by Last Name and First Name and click the Lookup button. Select the student from the resulting list.
   - Enter UGRD in the Academic Career field.
   - The Academic Institution field should default to KCTCS.
   - Enter a term in the Term field. To see a list of terms the student is term activated for, click the Lookup Term icon. Select the correct term from the list.

3. Click the Add button.
4. Complete the **Quick Enrollment** page according to these directions:
   - The **Action** field will populate with **Enroll**. Do NOT change.
   - Enter the class number in the **Class Nbr** field.

- If the class has an additional component, enter the first related class number in the **Related 1** field. For example, a biology lecture class could have an associated lab, so the **Related 1** field would contain the class number for the lab that has been linked to the course through the Associated Class numbers. Click the **Lookup Related** icon and select the class from the resulting list.

- If the class has more than one additional component, enter the second related class number for the **Related 2** field. For example, a lecture class could have an associated lab and a clinical, so the **Related 1** field would contain the class number for the lab, and the **Related 2** field would contain the class number for the clinical. Click the **Lookup Related** icon and select the class from the resulting list.

- To enroll the student into multiple classes, click the **Add a new row** icon or press ALT + 7 and follow the above steps to complete the quick enrollment for any additional classes. If necessary, click the **Delete Row** icon or ALT + 8 to remove a row.

- After all courses have been entered, click the **Submit** button to enroll the student.

---

If the system encounters an error during the posting process, you will see the word **Errors** next to the class with the error. When an error occurs, follow the steps below:

- **Click the Errors** link to view the error.
- **Click the Return button.**

- **Make adjustments to the class entries that contain the error messages.**

- **If the error message identifies a schedule conflict, you can select New Window, Records and Enrollment, Enrollment Summaries, Enrollment Summary to see the class meeting patterns for the classes that the student has been successfully enrolled in. Then use the Lookup \( \text{ LOOKUP } \) icon to view the meeting pattern for the class that conflicted and/or add a new class to the student’s schedule.**

- **Click the Submit button to enroll the student.**
The following links at the bottom of the Quick Enrollment page may be used to view or to input additional information:

**Calculate Tuition:** This link will take you to the Tuition Calculation page.

**Study List:** Shows the classes the student has enrolled in for the selected term

5. After all enrollments have been completed, click the **Home** link to return to the **Home** page.
Tuition Calculation

By using the Tuition Calculation page, you can calculate the tuition and fees for a student. Anytime that the enrollment for a student changes, the tuition calculation process must be performed. You will also notice that the Tuition Calc link appears on all of the pages where enrollments are performed.

To calculate tuition, follow these steps:

1. Select Main Menu, Student Financials, Tuition and Fees, Tuition Calculation.

2. Enter the student’s EmplID in the ID field and click the Search button. Or enter the student’s name in the Last Name and First Name fields and then click the Search button. You can then select the student from the resulting list.
3. Locate the correct term for tuition calculation. Use the View All link to view all available terms for this student, or click the Show Previous Row or Show Next Row icons to navigate to the correct term.

4. Click the Calculate Tuition and Fees button to calculate the amount due for tuition and fees.

5. Click Return.

6. Click the Home link when finished.
Printing the Online Schedule

This report menu will allow you to print a schedule very quickly. You can keep this window open while you are registering students and toggle back and forth to register and then print the schedule. This report generates the student schedule in grid form similar to the Crystal report K0173C. The home campus box will only populate if the student has been term activated prior to the day he or she registers. Likewise, classes that have been created or added to the college’s schedule of classes on the same day that the student registers for the class will not appear on his/her printed schedule until the following day. However, the student enrollment in the class is real-time.

To print this schedule, follow these steps:

1. Select Main Menu, KCTCS Student Administration, KCTCS Student Records, Report, Online Schedule.

2. Enter the student’s EmplID, Term, and press the Search button.
3. Click the Print icon on your Internet Explorer toolbar to print the schedule. This schedule will not include all information that was contained in the mail-able schedule. It is just a means to print a schedule for the student on the spot. The schedule will print to your local printer. Remember that you may need to landscape the orientation to see all the fields.

4. To print a schedule for another student, replace the former student’s EmplID and Term on the active page with the new EmplID and Term and press the Refresh button. The page will be refreshed with the schedule for the next student. Print as instructed above.

5. Click the Home link to return to the Home page.
ALLOWSING A STUDENT TO REGISTER ONLINE

Manually Granting or Removing Self Service Enrollment Access

Colleges determine individually which students are authorized to use on-line registration through the self service module of PeopleSoft. Once the students have been identified, colleges can grant access manually on a student-by-student basis by following the instructions within this section.

If a college requires its students to see advisers before being granted access to on-line registration, the advisor may also grant access following the instructions in this section.

To manually authorize or remove on-line registration access, follow these steps:

1. Select Main Menu, KCTCS Student Administration, KCTCS Student Records, Advisors, Self Service enroll permission.

2. Enter the student's EmplID in the ID field and press the Tab key. If the EmplID is unknown, you may enter the National ID (Social Security number) or the Last Name and First Name and click the Search button. Select the student from the resulting list.
   - Do NOT click on the Add a New Value link. You should never be adding a new student using this functionality.
3. Complete the **Self service enroll permission** page according to these instructions:

   - Enter the correct **Term**. To see a list of terms the student is term-activated for, click the **Lookup Term** icon and click the **Lookup** button. Select the correct term from the list.

   - The **Authorized** checkbox must be checked if the student is to be able to enroll in classes on-line. If the student should not be able to enroll on-line make sure the box is not checked.

   - Do not check the **Manual Override** checkbox

   - Click on the **Insert a New Row** icon or ALT + 7 to add additional terms and repeat the above steps.

4. Click on the **Save** icon to save the data.

5. Click the **Home** link to return to the **Home** page.
### Advising Contacts

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<th>Office</th>
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<tbody>
<tr>
<td>Academic Affairs</td>
<td>Dr. Scott Williams</td>
<td>A-122</td>
<td>686-4503</td>
<td><a href="mailto:SCOTT.WILLIAMS@KCTCS.EDU">SCOTT.WILLIAMS@KCTCS.EDU</a></td>
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<tr>
<td>Business Affairs</td>
<td>Sarah Price</td>
<td>A-104</td>
<td>686-4501</td>
<td><a href="mailto:SARAH.PRICE@KCTCS.EDU">SARAH.PRICE@KCTCS.EDU</a></td>
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<tr>
<td>Student Affairs</td>
<td>Kevin Beardmore</td>
<td>CC-204</td>
<td>686-4504</td>
<td><a href="mailto:KEVIN.BEARDMORE@KCTCS.EDU">KEVIN.BEARDMORE@KCTCS.EDU</a></td>
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<tr>
<td>Advanced Manufacturing and Technologies</td>
<td>Dean Autry</td>
<td>ATC-211F</td>
<td>686-4464</td>
<td><a href="mailto:DEAN.AUTRY@KCTCS.EDU">DEAN.AUTRY@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
<td>Dr. Julia Ledford</td>
<td>H-123</td>
<td>686-4627</td>
<td><a href="mailto:JULIA.LEDFORD@KCTCS.EDU">JULIA.LEDFORD@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Mathematics, Sciences, Allied Health</td>
<td>Dr. Veena Sallan</td>
<td>S-113</td>
<td>686-4639</td>
<td><a href="mailto:VEENA.SALLAN@KCTCS.EDU">VEENA.SALLAN@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Nursing</td>
<td>Melissa Alstott</td>
<td>AC-100A</td>
<td>686-4567</td>
<td><a href="mailto:MELISSA.ALSTOTT@KCTCS.EDU">MELISSA.ALSTOTT@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Personal Services and Skill Trades</td>
<td>Mike Rodgers</td>
<td>SE-255</td>
<td>686-4481</td>
<td><a href="mailto:MIKE.RODGERS@KCTCS.EDU">MIKE.RODGERS@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Social Sciences, Business, Public Service</td>
<td>Dr. Marc Maltby</td>
<td>T-113</td>
<td>686-4544</td>
<td><a href="mailto:MARC.MALTBY@KCTCS.EDU">MARC.MALTBY@KCTCS.EDU</a></td>
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<tr>
<td>Career Center</td>
<td>Katie Ballard</td>
<td>CC-102A</td>
<td>686-4529</td>
<td><a href="mailto:KATIE.BALLARD@KCTCS.EDU">KATIE.BALLARD@KCTCS.EDU</a></td>
</tr>
<tr>
<td>COMPASS Testing</td>
<td>Martha Roach</td>
<td>CC-107</td>
<td>686-4656</td>
<td><a href="mailto:MARTHA.ROACH@KCTCS.EDU">MARTHA.ROACH@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Counseling</td>
<td>Dr. Joe Yazvac</td>
<td>CC-102B</td>
<td>686-4528</td>
<td><a href="mailto:JOE.YAZVAC@KCTCS.EDU">JOE.YAZVAC@KCTCS.EDU</a></td>
</tr>
<tr>
<td></td>
<td>Barb Tipmore</td>
<td>CC-102D</td>
<td>686-4530</td>
<td><a href="mailto:BARB.TIPMORE@KCTCS.EDU">BARB.TIPMORE@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Discover College</td>
<td>Dr. Stacy Edds-Ellis</td>
<td>A-130</td>
<td>686-4573</td>
<td><a href="mailto:STACY.EDDS@KCTCS.EDU">STACY.EDDS@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Distance Learning</td>
<td>Dr. Ed Morris</td>
<td>T-125</td>
<td>686-4608</td>
<td><a href="mailto:ED.MORRIS@KCTCS.EDU">ED.MORRIS@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Bernice Ayer</td>
<td>CC-213</td>
<td>686-4518</td>
<td><a href="mailto:BERNICE.AYER@KCTCS.EDU">BERNICE.AYER@KCTCS.EDU</a></td>
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<tr>
<td></td>
<td>Andrea Borregard</td>
<td>CC-213</td>
<td>686-4521</td>
<td><a href="mailto:ANDREA.BORREGARD@KCTCS.EDU">ANDREA.BORREGARD@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Library</td>
<td>Donna Abell</td>
<td>LRC-104</td>
<td>686-4525</td>
<td><a href="mailto:DONNA.ABEll@KCTCS.EDU">DONNA.ABEll@KCTCS.EDU</a></td>
</tr>
<tr>
<td></td>
<td>John Lutzel</td>
<td>LRC-103</td>
<td>686-4574</td>
<td><a href="mailto:JOHN.LUTZEL@KCTCS.EDU">JOHN.LUTZEL@KCTCS.EDU</a></td>
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<tr>
<td>Learning Skills Center</td>
<td>Judy Coomes</td>
<td>LRC-108</td>
<td>686-4532</td>
<td><a href="mailto:JUDY.COONES@KCTCS.EDU">JUDY.COONES@KCTCS.EDU</a></td>
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<tr>
<td>Registrar/Student Records</td>
<td>Sandy Carden</td>
<td>CC-202</td>
<td>686-4536</td>
<td><a href="mailto:SANDY.CARDEN@KCTCS.EDU">SANDY.CARDEN@KCTCS.EDU</a></td>
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<tr>
<td>SkillTrain</td>
<td>Vickie Boyd</td>
<td>DT-52</td>
<td>686-4447</td>
<td><a href="mailto:VICKIE.BOYD@KCTCS.EDU">VICKIE.BOYD@KCTCS.EDU</a></td>
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3-4-2012
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<tr>
<td>Agricultural Technology</td>
<td>Chelsea Williams</td>
<td>S-114</td>
<td>852-8601</td>
<td><a href="mailto:CHELEA.WILLIAMS@KCTCS.EDU">CHELEA.WILLIAMS@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Air Conditioning</td>
<td>Andy Sommer</td>
<td>DT-14</td>
<td>688-4476</td>
<td><a href="mailto:ASOMMER@KCTCS.EDU">ASOMMER@KCTCS.EDU</a></td>
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<tr>
<td>Auto/Diesel Technology</td>
<td>Lewis Nall</td>
<td>SE-126</td>
<td>688-4494</td>
<td><a href="mailto:KNALL@KCTCS.EDU">KNALL@KCTCS.EDU</a></td>
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<tr>
<td>Biotechnology</td>
<td>Misty Gish</td>
<td>AC-110K</td>
<td>688-4554</td>
<td><a href="mailto:MISTY.GISH@KCTCS.EDU">MISTY.GISH@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Business Administration</td>
<td>Michael Boyd</td>
<td>LRC-213</td>
<td>688-4584</td>
<td><a href="mailto:MICHAEL.BOYD@KCTCS.EDU">MICHAEL.BOYD@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Collision Repair Technology</td>
<td>Clyde Miller</td>
<td>SE-129</td>
<td>688-4499</td>
<td><a href="mailto:CLYDE.MILLER@KCTCS.EDU">CLYDE.MILLER@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Computer Aided Drafting</td>
<td>Steve Bailes</td>
<td>ATC-21D</td>
<td>686-4465</td>
<td><a href="mailto:STEVE.BAIL@KCTCS.EDU">STEVE.BAIL@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Computer/ Info Tech</td>
<td>Theresa Schmitt</td>
<td>T-205</td>
<td>688-4604</td>
<td><a href="mailto:THERESA.SCHMIT@KCTCS.EDU">THERESA.SCHMIT@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Construction Technology</td>
<td>Steve Hollman</td>
<td>DT-19</td>
<td>688-4479</td>
<td><a href="mailto:STEVE.HOLL@KCTCS.EDU">STEVE.HOLL@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Cosmetology</td>
<td>Pam Hughes</td>
<td>SE-224</td>
<td>686-4409</td>
<td><a href="mailto:PAMELA.HUGH@KCTCS.EDU">PAMELA.HUGH@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Bob Purdy</td>
<td>T-118</td>
<td>686-4601</td>
<td><a href="mailto:BOB.PURDY@KCTCS.EDU">BOB.PURDY@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>Michael Middlebrooks</td>
<td>SE-230</td>
<td>686-4415</td>
<td><a href="mailto:MICHAEL.MIDDLEBROOKS@KCTCS.EDU">MICHAEL.MIDDLEBROOKS@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Michelle Edwards</td>
<td>AC-101</td>
<td>686-4408</td>
<td><a href="mailto:MICHELLE.EDWARDS@KCTCS.EDU">MICHELLE.EDWARDS@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Education</td>
<td>Casey Hamilton</td>
<td>AC-101</td>
<td>686-4551</td>
<td><a href="mailto:CASEY.HAMILTON@KCTCS.EDU">CASEY.HAMILTON@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Electrical Technology</td>
<td>Justin Payne</td>
<td>ATC-211</td>
<td>686-4458</td>
<td><a href="mailto:JPAYNE0007@KCTCS.EDU">JPAYNE0007@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Engineering Technology</td>
<td>Jim Houston</td>
<td>ATC-213</td>
<td>686-4462</td>
<td><a href="mailto:JIM.HOU@KCTCS.EDU">JIM.HOU@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Fire/Rescue Technology</td>
<td>Jimmy Van Cleave</td>
<td>T-121</td>
<td>273-3187</td>
<td><a href="mailto:JIMMY.VAN@KCTCS.EDU">JIMMY.VAN@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Horticulture</td>
<td>Chelsea Williams</td>
<td>S-114</td>
<td>852-8601</td>
<td><a href="mailto:CHELEA.WILLIAMS@KCTCS.EDU">CHELEA.WILLIAMS@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Human Services</td>
<td>Greta McDonough</td>
<td>T-121</td>
<td>686-4666</td>
<td><a href="mailto:GREA.MCDONOUGH@KCTCS.EDU">GREA.MCDONOUGH@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Industrial Maintenance</td>
<td>Mike Gore</td>
<td>ATC-211</td>
<td>686-4468</td>
<td><a href="mailto:MICHAEL.GORE@KCTCS.EDU">MICHAEL.GORE@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Machine Tool Technology</td>
<td>Danny Moseley</td>
<td>ATC211M</td>
<td>686-4441</td>
<td><a href="mailto:DANNY.MOSELEY@KCTCS.EDU">DANNY.MOSELEY@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Mechatronics Systems</td>
<td>Shawn Payne</td>
<td>ATC-214</td>
<td>686-3789</td>
<td><a href="mailto:SHAWN.PAYNE@KCTCS.EDU">SHAWN.PAYNE@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Office Systems Technology</td>
<td>Dr. Marsha Logsdon</td>
<td>T-124</td>
<td>686-4593</td>
<td><a href="mailto:MARSHA.LOGS@KCTCS.EDU">MARSHA.LOGS@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Paramedic Technology</td>
<td>Jimmy Van Cleave</td>
<td>T-121</td>
<td>273-3187</td>
<td><a href="mailto:JIMMY.VAN@KCTCS.EDU">JIMMY.VAN@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Radiography</td>
<td>Joy Menser</td>
<td>S-120</td>
<td>686-4633</td>
<td><a href="mailto:JOY.MEN@KCTCS.EDU">JOY.MEN@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>Zara Basham-Edge</td>
<td>S-116</td>
<td>686-4650</td>
<td><a href="mailto:ZARA.BASHAM@KCTCS.EDU">ZARA.BASHAM@KCTCS.EDU</a></td>
</tr>
<tr>
<td>Welding Technology</td>
<td>Barry Bowlds</td>
<td>SE-136</td>
<td>686-4406</td>
<td><a href="mailto:BARRY.BOWL@KCTCS.EDU">BARRY.BOWL@KCTCS.EDU</a></td>
</tr>
</tbody>
</table>
ADVISING LINKS

Owensboro Community & Technical College
http://owensboro.kctcs.edu

Advising Central
http://legacy.owensboro.kctcs.edu/enroll/advise.htm

Academic Plans
http://legacy.owensboro.kctcs.edu/enroll/AcademicPlans/

OCTC Financial Aid (SAP) Appeal Forms
http://www.octc.kctcs.edu/en/Costs_and_Financial_Aid/Financial_Aid_Forms.aspx

TES® Transfer Evaluation System
http://tes.collegesource.com/view/tes_view01.asp?rid={EC84E117-0946-418B-BD7D-E05CA10CEF61}&aid={E5F483A0-ECCF-4A0C-8DDC-2A246565824D}

PEOPLE
https://kctcs.mycmsc.com/psp/kctsaprd/?cmd=login
CATALOGS OF AREA COLLEGES AND UNIVERSITIES

Brescia University

KCTCS
http://kctcs.edu/students/Programs%20and%20Catalog

Kentucky Wesleyan College
http://www.kwc.edu/page.php?page=693

Murray State University

Evansville University
http://www.evansville.edu/registrar/catalog.cfm

University of Louisville
http://louisville.edu/registrar/

UK
http://www.uky.edu/Registrar/Bulletin.htm

University of Southern Indiana
http://www.usi.edu/admissn/bulletin.asp

WKU
http://www.wku.edu/undergraduatetocatalog/

2/28/2012