

OCTC Fall '09

Hang onto this info, you might actually need it!

www.octc.kctcs.edu
686-4400

Over 3300 Students Avoid Late Fee! How did they do it?

The answer: Pay your tuition—or enter into a payment plan—before the first day of classes for the term (this day falls on a Monday). The only exception to this is if you are taking certain classes, such as NAA 100 (also called a CNA class). In those cases you may be required to pay up to a week before class begins to hold your seat in the class. 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 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 than that, you may still be eligible for a 50% refund (no kidding—see the *Fine Print* below)

Got Books?

The OCTC Bookstore, operated by Barnes & Noble, is located on the Lower Level of the Campus Center. The best part of the deal: If your financial aid is showing in PeopleSoft (see SUNRISE below), a week before classes begin for the semester, you can actually charge your books to financial aid. Regular store hours are Mon-Thur 8AM - 5PM; Fri 8AM-1PM. Any extended hours during the week before classes will be posted at the store. The bookstore offers the required and recommended texts (including many used books) for all OCTC classes, a reference area, a selection of OCTC apparel, gift ideas, and school supplies. The bookstore conducts a book buyback during finals week each semester. See the semester calendar for dates and times. Cash, checks, and credit cards are accepted. Refund Policy: during the first week of classes a full refund or credit will be given if books are returned in the same condition as purchased, accompanied by the receipt.

Life Happens

Sometimes life happens and classes don't work out. You can drop online before classes begin via SUNRISE, but once classes start, you must go to the START Center to drop classes. See the *Fine Print* for the steps you must take.



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 9 -16 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. Due to this, 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.

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

Weather happens, and when it does, we get the word out. If you text, our SNAP text-message alert system (www.kctcs.edu/snap) is the best way to find out what is happening. If you don't text, don't worry—we post it on our website (www.octc.kctcs.edu) and send info to: WBKR - 92.5 FM, WBIO - 94.7 FM, WFIE-TV Channel 14, WTVW-TV Channel 7, WEHT-TV Channel 25, WEVV-TV Channel 44, OC-TV on

Owensboro Cable Channel 71. A decision to cancel classes due to inclement weather will be made by 7 AM for day classes (8AM - 4PM) and 3:30 PM for evening classes (5:30 PM or later) when possible. If the weather causes a delay in opening the campuses, students should resume the normal schedule for classes at the time announced. (i.e. If campuses delay opening until 10 AM, students should report

to their 10 AM classes at that time.) If you have an off-campus class—check this out: The policy for off-campus classes is if the high school classes are cancelled, the OCTC off-campus classes are cancelled. Exceptions are made at the discretion of the instructor and administration.

THE FINE PRINT--REALLY

SUNRISE & you're set!

Print out your grades and schedule, pay your tuition and fees, register for classes, or access your student e-mail. You can do it all with SUNRISE: The System U Need for Registration, Information, and Student E-mail.

Step 1 Find your student ID number. It is a nine digit number that begins with "00" and may be found on either your schedule or bill.

Step 2 Go to SUNRISE at www.octc.kctcs.edu/sunrise and select "Activate your SUNRISE username and password"

Step 3 Enter your last name and your nine digit student ID.

Step 4 Select "Sign In". Your name should then appear on the screen. Select "yes" if it is correct.

Step 5 Print the page with your account information so you will have it for future reference. If you do not have access to a printer, make sure you write down your username (example: jd00004) and your email address (example: jd00004@kctcs.edu).

Step 6 Set your password. The password must be 8 characters long. It must include uppercase (A-Z) and lowercase (a-z) characters and numbers (0-9) or symbols and cannot include your name.

Step 7 Go to SUNRISE at <http://www.octc.kctcs.edu/sunrise> to access your student e-mail, student records (schedule, grades, account, & financial aid info), and course materials. You will use the same username and password to log on to on-campus computers.

Class offerings for future terms are subject to change. When you are finished, close the browser to prevent others from accessing your information.

Questions about your student information?

Business Office: 686-4511 or octc.businessoffice@kctcs.edu

Financial Aid: 686-4520 or octc.financialaid@kctcs.edu

Student Records: 686-4539 or octc.studentrecords@kctcs.edu

Or call us toll-free at 866-755-0122

Problems accessing your information or student e-mail?

General assistance: 686-4477 or octc.info@kctcs.edu

Tuition Rates & Fee Payment

Tuition 2009-10 In-State \$125 per credit hour; Out-of-State Contiguous county \$250; Out-of-State \$425. 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, they reserve 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.octc.kctcs.edu/sunrise>. Tuition is payable prior to the first day of classes for the term. Visa, Discover, and MasterCard are accepted. Fee payment drop boxes are available on each campus for your convenience. Note: Registration is not complete until fees are paid. The last day to pay tuition to avoid cancellation of registration is Aug. 17. Students receiving financial aid should see a Financial Aid Counselor. Aug. 31 is the last day for reinstatement of students who failed to pay tuition and fees.

Tuition Payment Plan

Students may choose to participate in the 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.

| | |
|---------|--|
| Jun. 17 | No down payment required. Four payments July- Oct. |
| July 17 | 25% down payment required. Three payments Aug. - Oct. |
| Aug. 17 | 50% down payment required Two payments Sept. - Oct. |

No payment plans will be accepted after Aug. 17. To apply for this payment plan, visit the Business Office at the Main Campus or visit www.octc.kctcs.edu/sunrise.

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. 21* | 100% |
| Aug. 22-Sept. 15** | 50% |
| After Sept. 15*** | 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.

The Hope Scholarship - The HOPE "Scholarship" is not technically a "scholarship." It is a tax credit available to eligible students during their first two years of postsecondary education. The tax credit covers 100 percent of the first \$1,000 of tuition and fees, and 50 percent of the second \$1,000 during the qualified period. The tax credit is nonrefundable. To be eligible, a student must be enrolled in a degree, certificate, or other program leading to a recognized education credential. The student must be enrolled at least half time. The HOPE tax credit applies for tuition and fees paid after December 31, 1997 and for education provided in academic semesters after that date. Eligible individuals will claim the credit when they file their federal income tax forms in April. See the Federal Income Tax Documentation or ask OCTC staff for information.

Student Financial Aid

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

FAFSA on the Web - Students are required to file a FAFSA every year in order to receive FA/Stafford Loans. FAFSA applications are only valid for the regular academic year, not the calendar year of Jan.-Dec. FAFSA can be filed online at www.fafsa.ed.gov or by calling the FA office at 686-4520 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 withdraw 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 regarding withdrawals. Students may not withdraw from classes after 12 noon on May 1. 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 686-4527.
2. Turn in the completed, signed slip to the START Center.
3. For classes dropped after midterm (see Academic Calendar), the instructor must sign the drop/add slip.
4. Keep the student copy as a record of the change.

Option to repeat

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

Crime Log

The OCTC Crime Log can be found at www.octc.kctcs.edu/stuser/safety.htm

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 Lorna Hollowell 686-3784, 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.

Programs and Contact Info
A=Associate Degree, C=Certificate, D=Diploma

Associate in Arts**
Associate in Science**
**Guaranteed transfer frameworks, see advisor or catalog for more information.

Agricultural Technology (A,C)
Dr. Veena Sallan 686-4639
veena.sallan@kctcs.edu

Biotechnology (A, C)
Dr. Tim Dick 686-4635
tim.dick@kctcs.edu

Air Conditioning Technology (D, C)
Jim Wathen 686-4476
jim.wathen@kctcs.edu

Auto Body/Collision Repair (D, C)
Clyde Miller 686-4499
clyde.miller@kctcs.edu

Automotive/Diesel Technology (D, C)
Chris Huff 686-4461
chris.huff@kctcs.edu

Business Administration
Accounting (A,C); Management (A, C, D)
Diploma and 15 Certificate Options Available
Michael Boyd 686-4584
michael.boyd@kctcs.edu

Construction Technology (D,C)
Steve Hollman 686-4479
steve.hollman@kctcs.edu

Computer Aided Drafting (D, C)
Steve Bailes 686-4465
steve.bailes@kctcs.edu

Cosmetology (D, C)
Pamela Hughes 686-4409
pamela.hughes@kctcs.edu

Culinary Arts (D, C)
Michael Middlebrooks 686-4415
michael.middlebrooks@kctcs.edu

Criminal Justice-Law Enforcement (A)
Bob Purdy 686-4601
bob.purdy@kctcs.edu

Early Childhood Education (A, D, C)
Susannah Dickman 686-4589
susannah.dickman@kctcs.edu

Education (A, C)
Dr. Cornelia Glenn 686-4551
cornelia.glenn@kctcs.edu

Electrical Technology (D, C)
Dean Autry 686-4464
dean.autry@kctcs.edu

Fire Rescue Technology (A, D, C)
Paramedic Technology (A, C)
Jimmy Van Cleve
270-273-3187
jimmy.vancleve@kctcs.edu

General Occupational Technical Studies (A)*
Kevin Beardmore 686-4504
kevin.beardmore@kctcs.edu
*Students completing diploma programs may pursue the GOTS Degree

Discover College/Extended Campus (Secondary Students)
Stacy Edds-Ellis 686-4573
stacy.edds@kctcs.edu

Engineering Technology (A, D, C)
Jim Houston 686-4462
jim.houston@kctcs.edu

Human Services (A, C)
Greta McDonough 686-4666
greta.mcdonough@kctcs.edu

Information Technology (A, C)
Programming; Network Administration; System Support Option
Theresa Schmitt 686-4606
theresa.schmitt@kctcs.edu

Industrial Maintenance Technology (D,C)
Dean Autry 686-4464
dean.autry@kctcs.edu

Machine Tool Technology (A, D, C)
Danny Moseley 686-4441
danny.moseley@kctcs.edu

Mechatronics (C)
Shawn Payne 313-2730
shawn.payne@kctcs.edu

Nursing
RN (A)
LPN (D)
Jessica Estes 686-4549
jessica.estes@kctcs.edu

Office Systems Technology (A, C)
Laura Grimes 686-4600
laura.grimes@kctcs.edu

Radiography (A)
Sonography (A)
Joy Menser 686-463
joy.menser@kctcs.edu

Real Estate (C)
Michael Boyd 686-4584
michael.boyd@kctcs.edu

SkillTrain/Adult Education
Vicki Boyd 686-4447
vicki.boyd@kctcs.edu

Surgical Technology (D)
Peggy Howard 686-4689
peggy.howard@kctcs.edu

Welding Technology (D, C)
Barry Bowlds 686-4406
barry.bowlds@kctcs.edu

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

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

OCTC Bookstore (operated by Barnes & Noble) Main Campus, Lower Level Campus Center, M-Th: 8 a.m. - 5 p.m. F: 8 a.m.-1 p.m., 686-4523

Campus Information Main Campus, ATC Bldg. M-Th: 7:30 a.m.-7:30 p.m. - F: 7:30 a.m. - 4 p.m. Sat.: 8 a.m. - 2 p.m., 686-4400

OCTC Career Placement Center Main Campus, Lower Level Campus Center, M-Th: 8 a.m. - 5 p.m., F: 8 a.m. - 3 p.m., 686-4529

Computer Labs Main Campus, Tech. Bldg. T-103, M-Th: 7:30 a.m. - 8 p.m. F: 7:30 a.m. - 4 p.m. Sat.: 9 a.m. - 2 p.m., 686-4595

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.

OCTC Fee Payment/Business Office Main Campus, Administration Building, M-Th 8 a.m. - 5 p.m., F 8 a.m. - 4:30 p.m., 686-4511
Downtown and Southeastern Campuses have drop boxes available as a convenient payment option, or pay on-line at <http://www.octc.kctcs.edu/sunrise>

OCTC Financial Aid Main Campus, Campus Center, M-Th 8 a.m.- 5:30 p.m., F 8 a.m.- 4:30 p.m., 686-4520

Learning Resources Center (Library) Main Campus, M - Th 7:45 a.m. - 7 p.m. F: 7:45 a.m. - 4 p.m., 686-4590

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

Weekend Coordinator ATC-Next to Campus Information, 686-4516 Sat: 9 a.m. - 12 p.m.

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

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

OCTC Student Records
Main Campus, Campus Center Upper Level, M-Th, 8 a.m. - 5:30 p.m., F, 8 a.m. - 4:30 p.m., 686-4539

OCTC 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., 682-8964

Western Kentucky University Offices Main Campus, Learning Resource Center-Upper Level, M-Th 8 a.m. - 5 p.m., F 8 a.m. - 4 p.m., 684-9797

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

OCTC Fall 2009 Semester Calendar

- Mar. 16** OCTC Advanced on-line registration begins
- Apr. 15** OCTC Advanced Registration "in person" begins
- Aug. 15** 9 AM - 12 Noon Registration; Main campus Registration, Business Office & Bookstore open 9AM-12N
- Aug. 17** OCTC Classes Begin; *OCTC Begins 1st Bi-term Classes*; Last day to sign up for FACTS Payment plan, Business Office open until 5:30PM; Last day to pay tuition and fees and avoid cancellation; (\$50 reinstatement fee applied to cancelled students)
- Aug. 20** Last day to add 1st Bi-term class; Last day to drop 1st Bi-term and receive 100% tuition refund
- Aug. 21** OCTC-Last day to enter a regular class, enrollment hours processed for financial aid; Last day to drop without a grade; Last day to drop and receive 100% refund
- Aug. 31** OCTC-Last day for reinstatement;
- Sept. 1** Last day to withdraw from a 1st Bi-term class and receive 50% tuition refund
- Sept. 7** OCTC Labor Day-Holiday, No Classes Campuses Closed
- Sept. 11** *OCTC Mid Term for 1st Bi-term - Last day to change status or to withdraw with a "W" without instructor approval*
- Sept. 15** OCTC-Last day to withdraw and receive a 50% refund
- Sept. 16** OCTC Last day to file an application for May 2009 graduation
- Oct. 7** *OCTC 1st Bi-term Ends*

- Oct. 8-10** *OCTC 1st Bi-term Finals*
- Oct. 12 - 17** OCTC Fall Break, no classes
- Oct. 12** OCTC On-line Advanced Registration for Spring 2010
- Oct. 19** OCTC Mid Term; 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. 22** *OCTC Last day to add or drop a 2nd Bi-Term class for 100% refund*
- Nov. 2** *OCTC Last day to drop 2nd Bi-Term class for 50% refund*
- Nov. 9** *OCTC 2nd Bi-term Mid Term; Last day to change from credit to audit; Last day to receive a "W" without instructor approval*
- Nov. 16** OCTC Advanced registration "in-person" begins for Spring 2010 continuing students;
- Nov. 26** Thanksgiving Day-Holiday
- Nov. 27-28** Thanksgiving Break-no classes
- Dec. 4** OCTC By 12 noon, last day to withdraw, with instructor approval, and receive a W.
- Dec. 5** OCTC End of Classes; *End of classes 2nd Bi-Term*
- Dec. 7-12** OCTC Final Exams
- OCTC Book Buy Back** Dec 7-8 8AM-6PM Dec 9-10 8AM-5PM
Dec 11 8AM-1PM Dec 12 9AM-12N
- Dec. 12** OCTC End of Fall Semester; *End of 2nd Bi-Term*

Veach Rd.



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