

# OCTC NEWS U CAN USE!

## Spring 2012

[www.owensboro.kctcs.edu/schedule](http://www.owensboro.kctcs.edu/schedule)

Hang onto this info, you might actually need it!



[www.facebook.com/OwensboroCTC](http://www.facebook.com/OwensboroCTC)

686-4400

## Over 4000 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, a week before classes begin for the semester, you can charge your books to financial aid. Regular store hours are Mon-Thur 8AM - 4:30PM; Fri 8AM-4PM. Extended hours during the week before classes are 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. Shop online: [yourschoolbookstore.com](http://yourschoolbookstore.com)

**Tobacco Use:** OCTC's Main & Downtown Campuses have restricted areas for tobacco use. MN-Gazebos (behind ATC/Campus Center, between Hum/Tech and LRC/ACA) & DT-Southside covered entry. These campuses will be tobacco-free in July 2012. The Southeastern Campus is a tobacco-free facility.



## 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 between February 7 -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.

**Get the 411:** KCTCS has the KNECT system for non-emergency calls. KNECT will call your phone and send an email about important dates and deadlines. [www.facebook.com/OwensboroCTC](http://www.facebook.com/OwensboroCTC) [www.twitter.com/OCTC\\_KCTCS](http://www.twitter.com/OCTC_KCTCS)

## 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](http://www.kctcs.edu/snap)) is the best way to find out what is happening. If you don't text, don't worry—we post it on our website ([www.owensboro.kctcs.edu](http://www.owensboro.kctcs.edu)) 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. **Fan Page:** [www.facebook.com/OwensboroCTC](http://www.facebook.com/OwensboroCTC) **Twitter:** OCTC\_KCTCS

## Get to know YOU!

As an OCTC student, that is! Once you register you will have access to your KCTCS Student E-mail, our PeopleSoft student information system, and our Blackboard course information system. All these services are available from links at the top right on any of our main web pages.

So how do you get started? Go to the "User Account Center" link at the top right of our website and activate your account today!

Questions about your student information?

Business Office: 686-4511 or [octc.businessoffice@kctcs.edu](mailto:octc.businessoffice@kctcs.edu)

Financial Aid: 686-4520 or [octc.financialaid@kctcs.edu](mailto:octc.financialaid@kctcs.edu)

Student Records: 686-3785 or [octc.studentrecords@kctcs.edu](mailto:octc.studentrecords@kctcs.edu)

Lost & Found: 686-4400, located on the lower level of the ATC at the switchboard/information desk.

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

Problems accessing your information or student e-mail?

General assistance: [octc.info@kctcs.edu](mailto:octc.info@kctcs.edu)

[www.getmytranscript.com](http://www.getmytranscript.com)  
Online request and payment option for transcripts.  
**SNAP-Emergency Notifications**  
Sign up:  
[www.kctcs.edu/snap](http://www.kctcs.edu/snap)

## THE FINE PRINT--REALLY

### Tuition Rates & Fee Payment

**Tuition 2011-12** In-State \$135 per credit hour; Out-of-State Contiguous county \$270; Out-of-State \$465. 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 <https://students.kctcs.edu>. 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 Jan. 9. Students receiving financial aid should see a Financial Aid Counselor. Jan. 24 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.

Nov. 9	No down payment required. Four payments Dec. - Mar.
Dec. 9	25% down payment required. Three payments Jan. - Mar.
Jan. 9	50% down payment required Two payments Feb. - Mar.

No payment plans will be accepted after Jan. 9. To apply for this payment plan, visit <https://students.kctcs.edu>.

### Tuition Refund Policy

Failure to officially withdraw from a class in the START Center will result in a fee payment penalty.

Withdrawal Date:	Amount of Tuition Refunded:
On or before Jan. 13	100%
Jan. 14-Feb. 7	50%
After Feb. 7	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](http://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.

First 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 April 27. Contact the START Center to officially withdraw 686-4527.

### Drop/Add Classes

To drop classes, a student must:

1. Pick up and fill out a drop/add slip from the START Center.
2. Turn in the completed, signed slip to the START Center.
3. For classes dropped after midterm (see Academic Calendar), the instructor must sign the drop/add slip.
4. Keep the student copy 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.owensboro.kctcs.edu/mingerlog](http://www.owensboro.kctcs.edu/mingerlog)

### 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.

# WHO & WHAT

# HELP LIST

## Programs & 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)  
Chelsea Williams 852-8601  
chelsea.williams@kctcs.edu

Biotechnology (A, C)  
Misty Gish 686-4554  
misty.gish@kctcs.edu

Air Conditioning Technology (D, C)  
Andy Sommer 686-4476  
andy.sommer@kctcs.edu

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

Automotive/Diesel Technology (D, C)  
Lewis Nall 686-4494  
lewis.nall@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)  
Michelle Edwards 686-4408  
michelle.edwards@kctcs.edu

Education (A, C)  
Casey Hamilton 686-4551  
casey.hamilton@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.vanderve@kctcs.edu

General Occupational Technical Studies (A)\*  
\*Students completing diploma programs may pursue the GOTS Degree. See the program coordinator of your diploma program for more info.

Discover College  
(Secondary Students)  
Dr. 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 686-3789  
shawn.payne@kctcs.edu

Nursing  
RN (A)  
Melissa Alstott 686-4549  
melissa.alstott@kctcs.edu

Office Systems Technology (A, C)  
Dr. Marsha Logsdon 686-4593  
marsha.logsdon@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)  
Zara Basham-Edge 686-4650  
zara.basham@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)**

**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. - 4:30 p.m. F: 8 a.m.- 4 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

**Career Resource & Transfer Center** – Main Campus, Lower Level Campus Center, M - W: 8 a.m. - 4:30 p.m., Th: 8 a.m. - 7 p.m., F: 8 a.m. - 2:30 p.m., 686-452

### Computer Labs

Main Campus, Learning Resource Center L-105, M-F: 8 a.m. - 4 p.m. Closed Sat. & Sun. and the CyberCenter located in the LRC, M - Th 7:45 a.m. - 7 p.m. F: 7:45 a.m. - 4 p.m., 852-8639

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:  
<https://students.kctcs.edu>

**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 Resource 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)

**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** 4821 New Hartford Road, 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 Spring 2012 Semester Calendar

**Oct. 10** OCTC Advanced on-line registration begins

**Nov. 15** OCTC Advanced Registration "in person" begins

**Jan. 7 9 AM - 12 Noon** Registration; Main campus Registration, Business Office & Bookstore open 9AM-12N

**Jan. 9** 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; (\$75 reinstatement fee applied to cancelled students)

**Jan. 11** Last day to add 1st Bi-term class; Last day to drop 1st Bi-term and receive 100% tuition refund

**Jan. 13** 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

**Jan. 16** OCTC Martin Luther King Jr. Day-Holiday, No Classes Campuses Closed

**Jan. 24** OCTC-Last day for reinstatement, Last day to withdraw from a 1st Bi-term class and receive 50% tuition refund

**Feb. 4** OCTC Mid Term for 1st Bi-term - Last day to change status or to withdraw with a "W" without instructor approval

**Feb. 7** OCTC-Last day to withdraw and receive a 50% refund

**Feb. 16** Last day to file an application for May 2012 graduation

**Feb. 20** President's Day Holiday-No classes, Campuses Closed

**Mar. 3** OCTC 1st Bi-term Ends

**Mar. 1-3** OCTC 1st Bi-term Finals

**Mar. 5-10** OCTC Spring Break, no classes

**Mar. 12** OCTC On-line Advanced Registration for Summer/Fall 2012  
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*

**Mar. 12** Last day to add or drop a 2nd Bi-Term class for 100% refund

**Mar. 26** OCTC Last day to drop 2nd Bi-Term class for 50% refund

**Apr. 6** 1/2 Day Academic Holiday; Afternoon 1/2 Day Campuses Closed.

**Apr. 7** OCTC 2nd Bi-term Mid Term; Last day to change from credit to audit; Last day to receive a "W" without instructor approval

**Apr. 16** OCTC Advanced registration "in-person" begins for Summer/Fall 2011 continuing students;

**Apr. 27** OCTC By 12 noon, last day to withdraw, with instructor approval, and receive a W.

**Apr 28** OCTC End of Classes; End of classes 2nd Bi-Term

**Apr. 30 - May 5** OCTC Final Exams

**OCTC Book Buy Back** Apr. 30-May1 8AM-5:30PM May 2-3 8AM-5:30 PM  
May 4 8AM -4PM May 5 9AM-12N

**May 5** OCTC End of Spring Semester; End of 2nd Bi-Term



**New Hartford Rd./Hwy 231**

Veach Road