



Student Handbook 2011 - 2012

2660 SOUTH GREEN STREET
HENDERSON, KY 42420
270-827-1867 OR TOLL FREE 1-800-696-9958
HENDERSON.KCTCS.EDU

KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

Henderson Community College is an equal opportunity employer and education institution.

HENDERSON COMMUNITY COLLEGE

Vision

To be the area's educational leader, providing progressive opportunities for personal, professional, and cultural enrichment

Mission

- Provide general education curriculum for the first two years of a baccalaureate program (Associate in Arts or Associate in Science Degrees)
- Provide technical programs to prepare students for immediate employment (Certificates, Diplomas or Associate in Applied Science Degrees)
- Provide continuing education, adult education, customized training and cultural opportunities

Values

- Academic freedom, honesty, and integrity
- Access and opportunity
- Accountability
- Adaptability
- Community and collaboration
- Multiculturalism, diversity and global awareness
- Life-long learning
- Innovation

Strategic Goals

- Increase student access and success
- Promote excellence in teaching and learning
- Foster diversity and global awareness
- Enhance the economic development of communities and the Commonwealth
- Promote the recognition and value of Henderson Community College

•For basic skills instruction, English as a Second Language classes, or GED preparation, you should Pam Buchanan (Success Center on the 2nd second floor of the Sullivan Technology Center) at (270) 831-9648.

•If you are feeling overwhelmed, consider reducing your course load and/or work schedule. Contact your advisor to change your course load.

•If you are having difficulty in your English, math, or other courses, consider “dropping back” to a transitional class (ENC 090, ENC 091, MAT 055, MAT 065, RDG 020, RDG 030). You may do this with the consent of the instructor of the transitional class. A drop/add form must be completed and submitted to the Admissions & Records Office (Administration Bldg., Room 102) for official processing.

•Form a study group with other students in your class.

•Read your KCTCS email regularly.

Notes:

TIPS FOR ACADEMIC SUCCESS AT HENDERSON COMMUNITY COLLEGE

- In classes where you may be experiencing some difficulty, talk with the instructor outside of class to discuss your particular situation. Our instructors are very willing to help if you ask.
- Henderson Community College offers a tutoring program that is free of charge. For more information contact the Tutoring Coordinator in the Success Center, second floor of the Sullivan Technology Center. It is important to make this contact early to maintain passing grades.
- Attend every class. Only extreme illness or emergency should prevent your attendance. Attendance is a vital element in your success in any course.
- If you are experiencing academic or personal problems that need special attention, contact one of the counselors available on campus. These counselors are here to help you and make referrals as needed.

| | <u>Office</u> | <u>Phone</u> |
|--------------------|---------------|----------------|
| Ms. Brenda Knight | AD 102B | (270) 831-9614 |
| Ms. Patty Mitchell | AD 101 | (270) 831-9609 |
| Mr. Larry Tutt | STC 225 | (270) 831-9783 |
| Ms. Angie Watson | STC 210 | (270) 831-9671 |

(AD = Administration Building & STC = Sullivan Technology Center)

CAMPUS TELEPHONE NUMBERS

| | |
|--|----------------------------------|
| General Information | (270) 827-1867 or 1-800-696-9958 |
| Academic Affairs | 270-831-9625 |
| Admissions & Records | 270-831-9652 |
| Adult Education | 270-831-9648 |
| Advancement | 270-831-9804 |
| Agricultural Technology | 270-831-9720 |
| Arts & Humanities | 270-831-9640 |
| Biological Sciences | 270-831-9740 |
| Bookstore | 270-831-9781 |
| Business Administration | 270-831-9686 |
| Business Office | 270-831-9622 |
| Career Services | 270-831-9671 |
| Clinical Lab Technician | 270-831-9714 |
| Cultural Diversity | 270-831-9650 |
| Community & Economic Development | 270-831-9658 |
| Computer Help Desk | 270-831-9616 |
| Cooperative Education | 270-831-9671 |
| Counseling (see page 8 for each counselor's #) | 270-831-9609 |
| Dental Hygiene | 270-831-9708 |
| Head Start | 270-826-3365 |
| Financial Aid | 270-831-9628 |
| Fine Arts Center | 270-831-9800 |
| Industrial Maintenance | 270-831-9831 |
| Information Technology | 270-831-9678 |
| Interdisciplinary Early Childhood Education | 270-831-9679 |
| Library | 270-831-9760 |
| Medical Assisting | 270-831-9714 |
| Nursing | 270-831-9730 |
| Off Campus Coordinator | 270-831-9783 |
| Physical Sciences | 270-831-9714 |
| President's Office | 270-831-9626 |
| Public Relations | 270-831-9803 |
| Ready to Work | 270-831-9631 |
| Social Sciences | 270-831-9684 |
| Student Government | 270-831-9606 |
| Success Center | 270-831-9772 |
| Technology Solutions Help Desk | 270-831-9616 |
| Tutoring | 270-831-9772 |

Note: Information included in the Student Handbook is subject to change throughout the academic year in which it is published. Students are responsible for reading official email and bulletin board notices as changes occur.

Compliance with Regulations

The Kentucky Community and Technical College System is 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 the 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 the Director of Diversity and Employee Relations, Kentucky Community and Technical College System, 300 North Main Street, Versailles, KY 40383, (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 Programs.

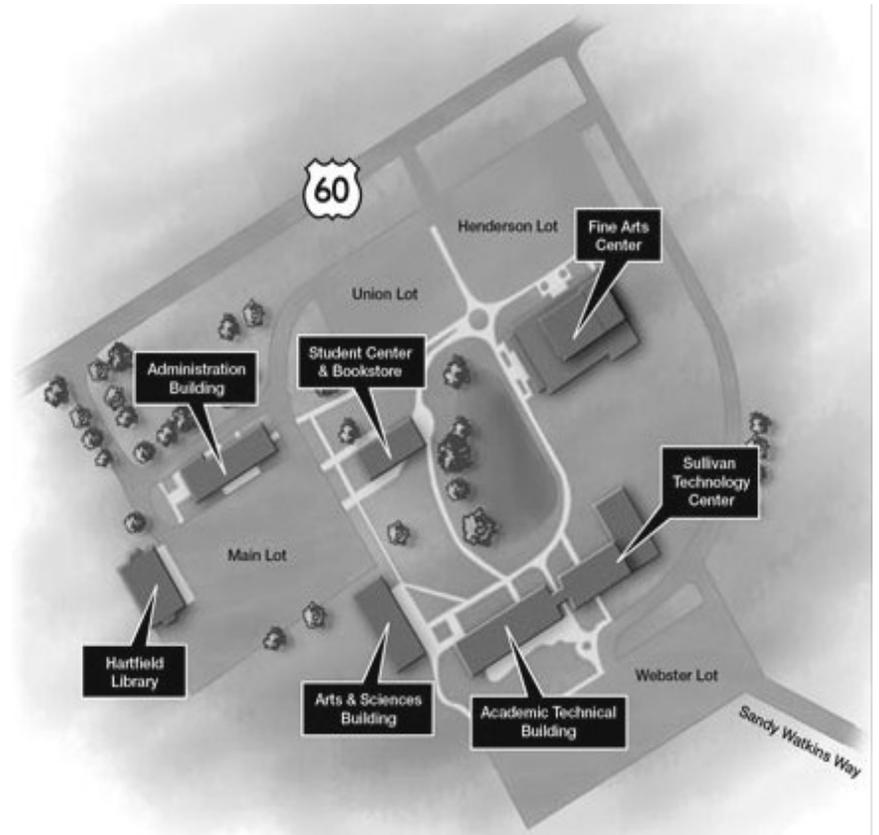
Questions concerning compliance with regulations may be directed to Kentucky Community and Technical College System’s Executive Director of Human Resources, 300 North Main Street, Versailles, KY 40838 or to the Director of the Office of Civil Rights, US Department of Education, Philadelphia, PA.

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 the Kentucky and Community Technical College System should be directed to the appropriate admissions office.

Henderson Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 30033-4097, telephone number—404-679-4501) to award the associate degree.

Henderson Community College



SUCCESS CENTER

The Success Center is located on the second floor of the Sullivan Technology Center. Free tutoring is available in many courses for currently-enrolled students. Free study pamphlets and other aids are available as well as individualized assistance with study skills. The Success Center administers COMPASS—a computer assessment and placement instrument for entering students. Career Services, Adult Education, Veteran Services, Disability Support Services, Vocational Rehabilitation and GRADD are also located in the Success Center.

VETERAN SERVICES

Federal and state benefit programs for veterans and eligible dependents are coordinated through the Veterans Services Office, Sullivan Technology Center, Room 227. The Veterans Administration Office, PO Box 66830, St. Louis, MO 63166-6830 and telephone 1-888-442-4551, determines eligibility for veterans' educational benefits.

Dependents and spouses of Kentucky Disabled War Veterans may be eligible for a waiver of tuition through the provision of KRS 164:505-515 in any state-supported institution of higher education. Eligibility for the waiver of tuition may be determined by making application to:
Department of Military Affairs, 545 South Third Street, Louisville, KY 40202.

VOTER REGISTRATION INFORMATION

The Kentucky Voter Registration Form is available at <http://www.kysos.com/iindex/main/eclediv.asp>. The instructions for downloading and completing the form, as well as the instructions for mailing, are available on this website.

WORKFORCE SOLUTIONS

Workforce Solutions, located on the third floor of the Sullivan Technology Center, offers a variety of non-credit courses, both recreational and technical, for students, faculty, staff, and community members, in addition to college credit for business and industry training. Photography, ballroom dance, computer skills, and management training are just a few of the many programs offered. Customized training for local business and industry is also coordinated through this office.

WELCOME FROM THE PRESIDENT

Congratulations on choosing to further your education! On behalf of our faculty and staff, welcome to Henderson Community College. HCC is an excellent choice whether you are choosing to complete an Associate's degree prior to transferring to a four-year institution or whether you are moving from your certificate or degree directly into your career.



Higher education is important to you and your community. Henderson Community College provides you with the services and programs needed to further your education and reach your education goals, to improve your quality of life, and to help ensure the economic future of our region.

HCC's courses transfer to all Kentucky four-year institutions and we do have articulation agreements with many Indiana institutions so that you can transfer your credits there as well. Our college is fully accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. More information on this accreditation may be found on our website at http://henderson.kctcs.edu/About_Us/Institutional_Accreditation.

Successful students are ones who:

- Take personal responsibility for achieving their learning goals and preparing for class—and who understand that each hour spent in class will probably require at least 2-3 hours outside of class to get a passing grade.
- Actively participate in college activities.
- Work with their advisor and instructors to successfully complete coursework and to know what courses to take to reach an academic goal.

Take control of your success at HCC! I wish you all the best.

Kris Williams

Dr. Kris Williams
President/CEO, Henderson Community College

PROGRAM OFFERINGS

Associate in Arts Degree
Associate in Science Degree

Agricultural Technology

Degree: Associate in Applied Science
Certificate: Agricultural Technician

Business Administration

Degree: Associate in Applied Science
Accounting Option
Management Option
Office Systems Option
Certificates:
Advanced Business Administration
Business Transfer
General Business
Management
Office Systems

Clinical Laboratory Technician

Degree: Associate in Applied Science
Certificates:
Physicians Office Laboratory
Phlebotomy for the Health Care Worker

Dental Hygiene

Degree: Associate in Applied Science

Emergency Medical Technician

Certificate:
Emergency Medical Technician

Engineering Technology

Certificates:
Automation Technician I
Computer Maintenance Technician I
Industrial Technician I
Electronics Tester
Electronics Technician I
Electronics Technician II
Maintenance Technician I
Maintenance Technician I
Robotics and Automation Helper
Robotics and Automation Technician I

Industrial Maintenance Technology

Degree: Associate in Applied Science
Certificates:
Industrial Maintenance Machinists Mechanic
Industrial Maintenance Electrical Mechanic
Industrial Maintenance Mechanic Level I
Industrial Maintenance Mechanic Level II

Industrial Maintenance Technology

Degree: Associate in Applied Science
Certificates:
Industrial Maintenance Machinists Mechanic
Industrial Maintenance Electrical Mechanic
Industrial Maintenance Mechanic Level I
Industrial Maintenance Mechanic Level II

Information Technology

Degree: Associate in Applied Science
Computer Programming Basic
Electronic Commerce Option
Computer Support Specialist Option
Network Administration Option
Certificates:
A+ Certification
Cisco Networking Basic
Cisco Networking Enhanced
Computer Support Specialist
Electronic Commerce
Information Technology Fundamentals
Microsoft Networking MCSA Track
Microsoft Networking MCSE Track
Programming
Web Administrator
Web Site Developer

Interdisciplinary Early Childhood Education

Degree: Associate in Applied Science
Diploma: Interdisciplinary Early
Childhood Education
Certificates:
Childcare Assistant
Early Childhood Administrator
Interdisciplinary Early Childhood Education
Technical Studies
Kentucky Child Care Provider
Kentucky Early Childhood
School Age Childcare

Medical Assisting

Degree: Associate in Applied Science
Diploma: Medical Assisting
Certificates:
Medical Office Administrative Assistant
Medical Office Clinical Assistant
Medical Office Insurance Billing and Coding
Phlebotomist

Nursing

Degree: Associate in Applied Science
Practical Nursing
Diploma: Practical Nurse
Certificates:
Medicaid Nurse Aide
Kentucky Medication Aide

Welding Technology

Certificates:
ARC Welder
AWS National Skills Standards Level I
Gas Metal Arc Welder
Gas Tungsten Arc Welder
Production Line Welder
Shielded Metal Arc Welder
Tack Welder

STUDENT INFORMATION

The following items of information from student records may be released by Henderson Community College without the consent of the student unless the student has notified the Admissions & Records Office in writing that he/she objects to such release: name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, and the most recent educational agency or institution attended.

STUDENT NAME, MAILING ADDRESS & TELEPHONE NUMBER

It is important that students keep their name, mailing address, and telephone number up-to-date in the HCC Admissions & Records Office. Otherwise, students may not receive important information including, but not limited to, financial aid information. The address on file in the Admissions & Records Office, *not the Financial Aid Office*, is the address used for all official HCC mailings. Students who have moved or changed telephone numbers or names since submitting their most recent admissions application should stop by the Admissions & Records Office in the Administration Building, Room 102, as soon as possible to update that information. Address and phone number changes may also be made directly through the PeopleSoft student self-service account at [www.https://students.kctcs.edu](https://students.kctcs.edu)

STUDENT RIGHTS & CODE of CONDUCT

The relationship between the college and the student as a member of the college community and as a member of student organizations is covered in the *KCTCS Code of Student Conduct: Rules, Procedures, Responsibilities*. Students can locate this document at the HCC website: henderson.kctcs.edu and click on Student Life > Code of Conduct.

STUDENT SUCCESS WORKSHOPS

Each semester free workshops are offered to promote student success in college. These workshops may address study skills, test taking tips, Blackboard, basic computer skills, and success in math. Please call (270) 831-9607 to sign-up or for more information.

STUDENT E-MAIL ACCOUNTS

Every student is assigned an e-mail account while enrolled at Henderson Community College. Students should use this account to access vital information related to their HCC enrollment. Important HCC student information and announcements will be sent to this address. Therefore, it is important not to share the password to this account with anyone and to access the account frequently.

Students can activate their student email account 24 to 48 hours after they have registered for classes.

To activate a student e-mail account (first-time users): Go to <https://webmail.kctcs.edu>. Click on the “New Account Activation” and type the last name in the box labeled last name and type in the student ID number in the box labeled student ID#. This is a nine digit number issued when the student applied to HCC. This number can be found on the class schedule and other official documents sent to the students by the college. This is NOT a social security number. Click on “sign in.” Write down the user name, domain, and e-mail address. After the activation process is complete, the username is not provided again and the student must then set a password. Passwords MUST be at least 8 characters long and contain an upper case character, a lower case character and a number. Example: Student1. Passwords cannot contain any part of your username.

After completing the previous steps, a confirmation message lets the student know if the password was set successfully or if an error occurred. Click on the “ok” button to either attempt to set the password again if an error occurred or to logon to e-mail if it was successful. Upon a successful password set, it returns to the main menu screen. Scroll down and click on “logon to e-mail.” Type in the user ID given in the activation process and the password you just set then click “ok.” If there are any problems, contact Technology Solutions Help Desk at 831-9616.

STUDENT ID NUMBER

A student ID number is a nine-digit number issued to a student upon application to Henderson Community College. This number can be found on the student’s class schedule and other official documents sent to students. This is not the student’s Social Security Number. Students who do not know or are unable to find their student ID number must come to the Admissions & Records Office and present photo identification for this information to be released. Because this number is considered confidential, it cannot be shared over the phone.

ACADEMIC PROGRESS

The student's academic record is reviewed after the end of each semester. Students are expected to maintain a cumulative grade point average of 2.0 or better. Students who do not meet this criterion will be placed on probation and will be academically dismissed upon the 3rd consecutive semester of probation. Academically dismissed students must remain out of the college at least one semester before applying for reinstatement.

ACADEMIC PROGRESS NOTICES & FINAL GRADE REPORTS

E-mails regarding a student’s academic progress are sent from the instructor as he/she determines necessary.

Final grade reports are available on-line approximately two weeks after the semester ends. See “Online Access to Student Information” for access instructions.

ACADEMIC ADVISING

Every student admitted to the college is assigned an academic advisor who is available throughout the semester to assist in making decisions related to the student’s academic progress and intellectual growth.

By developing a one-on-one relationship with the student, the academic advisor can help the student make choices and define goals, guide the student through the academic processes, connect the student to campus services and resources, and encourage the student’s success.

Academic advisors are assigned based on the major or program a student chooses when the student applies to the college. As the student’s needs change, the student may be redirected to another academic advisor.

Advising Philosophy

Academic advising empowers students to become responsible for their own success.



ADMISSION REQUIREMENTS

Degree-Seeking Admissions Process (all students who are receiving financial aid must be degree seeking.)

- Submit the application for admission.
- Submit “official” high school transcripts or official GED scores.
- Submit “official” results of the American College Test (ACT) and/or COMPASS.
- Submit “official” transcripts from all postsecondary institutions attended.

Note: *Official documents must be mailed directly to the HCC Admissions & Records Office from the high school or college attended or from ACT. Student copies cannot be accepted.*

Non-Degree Seeking Admissions Process

- Submit the application for admission.

AUDUBON AREA HEAD START

Audubon Area Head Start offers two early childhood programs on the campus. The Early Head Start classroom serves children ages 6 weeks to 3 years. The Head Start preschool classroom serves children ages 3– 5 years. In most cases, families must meet Head Start eligibility requirements for enrollment. Some openings may be available for private pay in the preschool room. To enroll or for more information, contact Ms. Evie Cannon, Family Advocate, at 831-9965.

AUDIT

Students must indicate that it is their intention to audit a course through the self-service on-line registration process. Otherwise, it is assumed the class is being taken for college credit. Any change from credit to audit must be made by mid-term; any change from audit to credit must be made by the last day to enter a class. Regular tuition fees apply.

BLACKBOARD

“Blackboard” used to mean a place to write on the wall. Now, it is an interactive warehouse of information for classes and coursework. Those unfamiliar with this communication method may want to attend a Blackboard workshop. For workshop information, contact Ms. Rebecca Emerson at rebecca.emerson@kctcs.edu or (270) 831-9828. For answers to questions about Blackboard, contact Mr. Eugene Patsalides at Eugenios.patsalides@kctcs.edu or (270) 831-9688.

Intramural Sports

Do you like bowling? Enroll in KHP 143 and earn 1 credit hour.

Contact: Mr. Larry Tutt, STC 225

Kentucky Education Assn. - Student Program

KEA Student Program is a professional association for college students preparing to enter the teaching profession. KEA-SP participates in Relay for Life, NEA Read Across America, and many other community service activities.

Contact: Dr. Arlene Alexander, AS 224

Literary Magazine

HCC’s *Literary Magazine* includes selected short stories, poetry, and non-fiction work, as well as two-dimensional visual art. The literary magazine is produced in the fall, and prizes are awarded at a reception.

Contact: Mr. Bill Gary, AD 210

Phi Theta Kappa (PTK)

PTK is an honor society whose membership is based on academic performance. Students must meet certain criteria to be eligible to join.

Contact: Mr. Paul Kasenow, AS 221 or Ms. Doris Cherry, AS 209

Student Government Association (SGA)

Everyone is invited to participate. SGA plans and coordinates campus activities such as the back-to-school icebreaker, Hanging of the Mittens and more.

Contact: Ms. Katie Griffis, LB 202

Student American Dental Hygienists’ Association

This group is open to any student enrolled in the Dental Hygiene/Dental Assisting Program.

Contact: Ms. Kim Dean, AT 103

Unity Coalition

The purpose is to promote cultural diversity and inclusion on campus and throughout the community.

Contact: Mr. Bill Dixon, Student Center

STUDENT ACTIVITIES

The following opportunities exist for on-campus student participation:

Academic Team

If you enjoy games of knowledge or know a lot about several different subjects, come and find out more. The academic team usually meets once a week to prepare to compete with other college teams. The HCC Academic Team will host a meet in the fall.

Contact: Ms. Lori Threlkeld, AT 205B

Collegiate Young Farmers Association

This club, a chapter of the Ky. Young Farmers Association, is open to all HCC students with an interest in agriculture. The purpose of this organization is to provide leadership development as well as competitive, social, and recreational activities.

Contact: Ms. Laura Winstead, AS 104

C.R.O.S.S. (affiliated with Baptist Collegiate Ministries)

Join us for lunch and fellowship every Tuesday from 10:00 a.m.—1:00 p.m. in Joe's Place, Student Center.

Contact: Ms. Dianne Siewert, AT 314G

Community Theater

Each semester, the theatre group involves everyone in acting, constructing sets, working props, lighting, and advertising. All this fun culminates in two performances for a public audience in the Henderson Fine Arts Center.

Contact: Ms. Sharon Burton, AD 219

Henderson Association of Nursing Students (HANS)

For nursing and pre-nursing students.

Contact: Ms. Jill Keller, AT 314 H

History Club

Students who enjoy history and historic places are invited to join. Activities include field trips, presentations, discussions, and special projects.

Contact: Ms. Lorie Maltby, AS 208

BOOKSTORE

The bookstore is open Monday through Thursday, 8:00 a.m. until 4:00 p.m. and until 12 noon on Friday. Visa, MasterCard, Discover, American Express and checks for the amount of purchase are accepted.

The bookstore has extended hours during registration, buyback and the first week of class. Full refunds on textbooks are given seven (7) days following the first day of classes. Deadlines are posted in the bookstore. Receipts are required for all refunds.

Used textbooks are bought all year round; however, students can get the most money back for their textbooks around finals week.

BUS SHUTTLE SERVICE

The Henderson Area Rapid Transit (HART) Bus System serves Henderson Community College on weekdays. The bus makes trips to the college three (3) times a day. For additional information, call HART at 831-1249.

CAREER SERVICES

The Career Services Office, located on the 2nd floor of Sullivan Technology Center, assists students in the areas of career planning and the job search. Some of the resources and services available include a career services lab containing resources with information about careers, college and training programs, and job search techniques as well as computers that individuals can use to work on job search materials; a web-based career guidance program providing help with self-assessment and occupational and college information; and job announcements for full and part-time positions. Positions are posted in the Success Center, 2nd floor of the Sullivan Technology Center, and on-line at: http://henderson.kctcs.edu/Student_Life/Career_Services/Jobs.aspx

Please stop in and register for job search assistance! Other services available are one-on-one assistance with choosing a major, researching careers, writing a resume, preparing for an interview, and other related topics.

CLASSIFICATION OF STUDENTS

All students who have accumulated 29 hours or fewer will have freshman standing. Those students with 30 or more semester hours will have sophomore standing.

COOPERATIVE EDUCATION

Students may elect to participate in cooperative education, provided they are enrolled in one of the Associate in Applied Science degree programs in which cooperative education is an approved course. Through cooperative education, students receive planned and evaluated work experiences related to their educational objectives. Both financial remuneration and academic credit are offered. Students interested in cooperative education should contact their academic advisor and the Career Services Office located in the Sullivan Technology Center, Room 210, to learn more.

COURSE CANCELLATIONS

Periodically, courses are cancelled for lack of enrollment. Every effort will be made to contact students enrolled in these courses. When students cannot be reached by phone, students affected by these cancellations are sent email notices through the KCTCS e-mail system. Students are urged to be aware of course offerings so other courses can be scheduled before the last date to enroll a course.

COUNSELING SERVICES

Students experiencing academic or personal problems that need special attention should contact one of the counselors available on campus. These counselors are here to help and make referrals when necessary. Evening appointments may be arranged if needed.

| <u>Counselor</u> | <u>Office Location</u> | <u>Telephone</u> |
|--------------------|------------------------|------------------|
| Ms. Brenda Knight | AD, Room 102B | 270-831-9614 |
| Ms. Patty Mitchell | AD, Room 101 | 270-831-9609 |
| Mr. Larry Tutt | STC, Room 225 | 270-831-9783 |
| Ms. Angie Watson | STC, Room 210 | 270-831-9671 |

(AD = Administration Building and STC = Sullivan Technology Center)

OPTION TO REPEAT COURSES

A student may repeat a course for the purpose of improving a grade. However, a division chair may refuse to allow a student to register in a course a third time. The highest grade earned in the course will be counted on the official record of the student. *Option to Repeat* forms may be obtained from the student's advisor.

ORIENTATION

All first-time degree seeking HCC students are required to attend an orientation session. This session helps students understand admissions, academic plans/majors, COMPASS Skills Assessment and exemptions, placement policies, and factors that influence college success.

READY TO WORK

The Ready to Work program promotes the success of low-income parents who attend HCC. This program provides assistance with counseling, advising, and mentoring; referrals to community resources; job references and referrals; job readiness; life skills; and academic success seminars. Contact Ms. Cynthia Curry at 270-831-9631 or visit her office in the Sullivan Technology Center, Room 223.

REFUND POLICY

Students withdrawing from classes before the end of the first week of classes will be refunded 100 % of their tuition, and those withdrawing within the first few weeks of classes will be refunded 50 percent of their tuition assessment. Please check the official refund dates in the printed schedule of classes.



ONLINE ACCESS TO STUDENT INFORMATION

- Go to <https://students.kctcs.edu>
(This is a secure website, signified by the “s” after the “http.”)
- Select “LOGIN HERE” under the KCTCS logo in the upper left corner.
- Enter your User ID and Password

Your User ID is the same as your KCTCS email username. Example: Jsmith0004 and your KCTCS e-mail password

- Select “SA Self Service”
- Select “Learner Services”
- Select “Home”

You will see shortcuts from here to the data available online—once you are familiar with the site you can access other pages directly from here.

- Select “Learner Services” again
- From this webpage you can view:
 - Finances - your account summary/balance and financial aid
 - Course Catalog & Schedule—course descriptions and schedules
 - Academics - your schedule, grades, ACT scores, COMPASS scores and advisor’s name
- To view a semester other than the current one, click the magnifying glass, then select “Lookup” to view all available semesters. Only records since Fall 2000 are available online and class offerings for future terms are subject to change. If the word “Processing” flashes at the top of your screen, select the refresh button on the browser to reload the page or the back button to exit it.

When you are finished viewing your information, always close the browser to prevent others from accessing your information



DISABILITY SUPPORT SERVICES

A number of disability services and support programs is available to students with special needs. The faculty and staff are concerned and want to assist you in your academic and career development. Students with special needs should contact Mr. Larry Tutt, Disability Services Coordinator, in the Sullivan Technology Center, Room 225, or at (270) 831-9783 or email at larry.tutt@kctcs.edu.

DROP/ADD

To officially withdraw from any credit course at any time during the semester, students must complete a drop/add form and submit it to the Admissions & Records Office. This form may be obtained from the student’s advisor or outside the Admissions & Records Office and should be signed by the advisor and the course instructor. Under no circumstances will students be permitted to drop a course after mid-term without the course instructor’s signature.

DRUG-FREE POLICY

KCTCS colleges are committed to providing a safe environment for students, faculty, and staff. The KCTCS colleges have adopted the following drug-free policy:

Being under the influence of alcohol or other drugs or the use, possession, distribution, manufacture, or sale of illegal or unauthorized drugs is prohibited and is punishable as a felony offense on campus or within 1000 yards of campus. Conduct that violates this definition, poses unacceptable risks, and disregards the health, safety and welfare of members of the KCTCS college community shall result in disciplinary action up to and including suspension or termination. The KCTCS Colleges are in compliance with the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendment of 1989.

eLEARNING

See the section on Kentucky Virtual Campus on page 14.

EMERGENCY PREPAREDNESS

Henderson Community College wants to provide the safest environment possible for students, faculty, staff, and visitors. In order to do that, several different teams and processes are in place to ensure everyone's safety and well-being during the unlikely event of an emergency. The campus emergency response system, **SNAP**, provides information on emergencies throughout the state. Students, faculty, and staff can sign-up to receive text messages regarding emergency situations that may arise.



Sign up at <https://asp.schoolmessenger.com/kctcs/subscriber/>

FEE PAYMENT

Registration for classes creates a financial obligation for the student. Payment of all tuition is expected by the stated last day to pay for each session and term. The published tuition deadline is for the main sixteen-week session in the fall and spring term and for the eight-week session in the summer term. Pay close attention to the deadlines for other sessions for which you register. KYVC and bi-term classes may have a different deadline. Students must officially withdraw from classes by the published dates to qualify for an adjustment/refund of tuition. Tuition rates and fees are set by the KCTCS Board of Regents and are subject to change by the action of the KCTCS Board of Regents. Delinquent accounts are subject to referral to an outside collection agency that may charge additional fees.

Payment may be made in person or by mail at the HCC Business Office, 111 Administration Building, 2660 South Green St., Henderson, KY 42420; online at <https://students.kctcs.edu> (log in, select "SASelf Service" and follow the directions); or by telephone. HCC accepts cash, check, VISA, MasterCard or Discover. Students should include their name and ID number on all correspondence. Students with anticipated financial aid greater than tuition owed can defer their tuition payment until aid posts. Any balance should be paid by the payment due date. Students with approved financial aid may check with the HCC Bookstore 10 days prior to the first day of class to confirm their ability to charge books. HCC also offers a payment plan through FACTS Tuition Management for the fall and spring terms.

LIBRARY

If students need help finding information, the library staff provides assistance using a variety of materials including books, magazines, DVDs, and electronic databases. The library staff also trains students on how to locate, evaluate, and apply information so that higher grades can be earned in the classroom. Group study space is available, along with wireless access and quiet study spaces. For distance learners or more information, please call the library at 270-831-9760 or email kevin.reid@kctcs.edu.



Fall and Spring Semester hours are:

Monday - Thursday 7:30 a.m. - 9:00 p.m. & Friday 7:30 a.m. - 4:30 p.m.
Closed Saturday & Sunday

Summer hours are:

Monday - Thursday 7:30 a.m. - 7:00 p.m. & Friday 7:30 a.m. - 4:30 p.m.
Closed Saturday & Sunday

Holiday hours will be posted one week prior to the holiday.
Visit our website at henderson.kctcs.edu/llrc/

NO LATE REGISTRATION

HCC students are not allowed to register on or after the day that classes officially begin. Students can register only through the open registration period advertised in the official Schedule of Classes. This policy is designed to offer students every opportunity for success by being enrolled in classes when classes begin. A variety of bi-term classes (classes that begin or end outside the regular academic calendar) continue to be offered for students who want short term classes and for students who miss earlier registration opportunities.

OFF-CAMPUS PROGRAM

The Off-Campus Program includes credit and non-credit classes. These classes are offered at various locations in Henderson and Union Counties. Counseling, advising, and library services are available to off-campus students upon request. Please call 1-800-696-9958 for more information.

KYVC Calendar—The student’s schedule indicates the campus that is the delivering college. Check the KYVC catalog (www.kyvu.org) for the start date of the KYVC class(es) in which you are enrolled or call the KYVC Help Desk at 877-740-4357.

KYVC Tuition Payment—When students are officially registered for KYVC class(es), they receive a schedule and a bill. Check the KYVC catalog or call the KYVC Help Desk for the payment deadline. If students are taking classes from different KCTCS colleges, only **ONE** bill is received—from your home college—Henderson Community College. Students can **pay online** at <https://students.kctcs.edu> (log in, select “SASelf Service” and follow the directions) or **mail the payment** to Henderson Community College Business Office, 2660 South Green Street, Henderson, KY 42420. Checks or money orders should include the name of the student and the student ID number. Payment can also be made using VISA, MasterCard or Discover. To **pay by credit card**, call the Business Office and be prepared to provide the credit card number, expiration date, name of the cardholder, and student name and ID number. Tuition bills can also be **paid at any KCTCS Community & Technical College campus**. For questions or concerns about the bill, please call the HCC Business Office at 270-831-9618 or 831-9622 or toll free at 800-696-9958.

Updated tuition bills are sent to the student’s email before the start of the semester and each time a change is made in the student’s schedule so, it is important to check student email regularly.

KYVC Textbooks - Barnes and Noble operates the KCTCS bookstores, and the procedure for buying books for online classes has changed. As before, if the class is offered by Henderson Community College, students can purchase the textbook in the HCC Bookstore. For classes offered from other campuses, books can be purchased through the bookstore at Ashland Community College. You can order through their web page, www.ashlandctc.bkstore.com or by e-mail at bksashlandctcs@bncollege.com. Students can also purchase texts through online bookstores such as Amazon (www.amazon.com), Books-a-Million (www.booksamillion.com), or eCampus.com.

Student E-mail—It is **extremely important** that students check their student e-mail account regularly, since it is how KYVC and Henderson Community College communicate with students. Access your e-mail at <https://webmail.kctcs.edu>; directions can be found on the distance learning website (www.kctcs.edu/distancelearning). For help with student e-mail, contact the Technology Solutions Help Desk at 270-831-9616 or toll free at 1-800-696-9958.

The HCC Business Office will mail a bill for all students with a balance due in July for the fall term and December for the spring term. Students should check their account balance through the Campus Finances section of the SASelf Service module listed above. KCTCS also sends an eBill to your College email address each time a change is made to your schedule. Students must keep their mailing address up-to-date in PeopleSoft.

FINANCIAL AID

Many students, because of limited resources, find it difficult to finance a college education. Henderson Community College, through aid programs administered by the Kentucky Community and Technical College System and local financial assistance programs, makes every effort to help students. Insofar as resources permit, eligible students who demonstrate financial need and who apply on a timely basis, are awarded a balanced package of financial aid which may include grant, loan, and work assistance.

Awarding and Notification

All financial assistance is conditional on the applicant's enrollment at HCC. Every effort is made to notify students as soon as possible of the aid awarded them. The Financial Aid Notification form indicates the estimated cost of attendance, the estimated financial resources available from parents (if applicable) and from the student, the student's estimated financial need, and the types and amounts of aid offered.

Applying for Financial Assistance

To be considered for financial aid, students are encouraged to apply early. Applications are processed until all available funds are awarded. Applications are available at HCC's Financial Aid Office or from most high school counseling offices. To expedite processing, students may apply on-line by accessing the federal website at www.fafsa.ed.gov.

Financial aid is awarded only to students working toward a degree. Students must be enrolled at HCC and must maintain satisfactory progress in his/her course of study.

Each financial aid applicant must submit a Free Application for Federal Student Aid to the federal processor designating Henderson Community College as the college of choice. Out-of-state students must also apply using the FAFSA. The priority application deadline for a Kentucky State Cap Grant is March 15th.

By completing the FAFSA application, students are considered for the following aid programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal College Work-study (CWS)
- KHEAA College Access Program Grant (CAP), residents of KY only
- Federal Student Loans

Scholarship Information

Academic scholarship applications are available in the Financial Aid Office in December. Scholarship applications must be submitted by February 15. The scholarship application is also available on-line.

Additional Information

For more information, visit the Financial Aid Office in Room 121 of the Administration Building or call the office at (270) 831-9628.

KCTCS Title IV Repayment Policy

*If a student completely withdraws from school during the semester or stops attending all classes, a portion of the total amount of federal Title IV aid disbursed to the student **MUST** be returned to the financial aid programs. The portion that must be returned by the student is based on the percentage of the time the student remains enrolled in school. Students who stop attending class and do not officially withdraw must repay Title IV aid back to the mid-term point (or 50%) of the semester. The student will be billed for any funds that must be repaid. Repayments are due within 45 days of written notice to the student. Student loan funds are to be repaid according to the terms of the loan. Students who owe a grant repayment will be required to make satisfactory repayment arrangements with the U.S. Department of Education (DOE).*

GRADUATION

Students may earn an Associate in Science or an Associate in Arts degree from Henderson Community College by completing a minimum of 60 semester hours of 100 level or above courses, meeting specific course requirements, and maintaining a cumulative grade point average of 2.0 or better. Associate in Applied Science degrees, certificates, and diplomas are awarded to students completing the requirements of one of HCC's technical programs and maintaining a cumulative grade point average of 2.0 or better.

HONORS NIGHT

Honors Night is an annual event during which students are recognized for their outstanding achievements. It is held each year one week prior to graduation.

HCC - INCLEMENT WEATHER POLICY

Classes may be cancelled due to inclement weather. When students perceive that bad weather conditions may cause the college to close or be on a delayed opening, students should do one or more of the following to check the current status:

- Sign up for **SNAP** (Safety Notification Alert Process) so that a text, phone and/or KCTCS email message is sent to you (www.KCTCS.edu.SNAP) as delays/closures are determined.
- Check the college's Facebook page for information: (<http://www.facebook.com/Henderson.Community.College>).
- Call the college's phone line (270-827-1867).
- Check with local media (radio: **WMSK** and **WSON**; TV: **WFIE TV14** and **WEHT TV25** - notifications will be posted as quickly as the stations allow).
- Look for an email in your KCTCS email.

Your instructor(s) will notify you of work/class time to be completed for any cancelled classes. If your class is held at Henderson County High School, your class will follow the high school weather closure schedule. If your class is held at the HCC Herron Tech Center in Morganfield or the IET bldg. on Pennell Street, Henderson, the class will follow the college's weather closure schedule.

KENTUCKY VIRTUAL CAMPUS (KYVC)

Distance or eLearning may be a new experience for some students. To answer some questions about buying books, paying fees, logging into courses, accessing student e-mail, or dropping a class, check out the KCTCS Distance Learning website at www.kctcs.edu/distancelearning. On the website there is a FAQ section and a tutorial on how an online class works ("Student Tutorials"). KYVC WEBSITE: <http://www.kyvu.org/home.htm>