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**NOTES**

You can request a hard copy of this document by visiting the Start Center (STC 2nd floor) or emailing Janet Burch: janet.burch@kctcs.edu
Welcome Letter

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 too. Our college is fully accredited by the Southern Association of Colleges and Schools Commission on Colleges. 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 and take advantage of faculty office hours.
• Work with their advisor and instructors to successfully complete coursework and to know what courses to take to reach their academic goals.

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

Dr. Jason Warren
HCC President
**Vision**
To be the area’s educational leader providing opportunities for personal growth, professional training, and cultural enrichment.

**Mission**
To enhance the quality of life and employability of our community by serving as the leading provider of
- College and Workplace Readiness
- Transfer Education
- Technical Education and Workforce Training
- Lifelong Learning and Cultural Enrichment

Henderson Community College, a member of the Kentucky Community and Technical College System, is a public associate degree granting institution serving Northwest Kentucky.
Academic Calendar

2021 Fall Semester

Aug. 16
classes begin Monday

Oct. 4-9
fall break Monday - Saturday

Nov. 24
academic holiday Wednesday

Dec. 4
classes end Saturday

Dec. 6-11
final exams Monday – Saturday

2022 Spring Semester

Jan. 10
classes begin Monday

March 7-12
spring break Monday - Saturday

April 30
classes end Saturday

May 2-7
final exams Monday - Saturday

2022 Summer Session

- Class Sessions can begin on or after Monday, May 16
- All Class Sessions end by Friday, August 5
- Last days final exams can be scheduled: Monday-Tuesday August 8-9

Values

The values of the faculty, staff, and students of HCC include:
- Academic Freedom
- Access and Opportunity
- Accountability
- Community
- Cultural Appreciation
- Diversity
- Integrity
- Partnerships
- Quality
- Student and Employee Success

Institutional Goals

To fulfill its mission, the college has adopted six institutional goals to coincide with the KCTCS goals. The goals of HCC are as follows:

- Raise the level of educational attainment in HCC’s service area by positioning the College as the most accessible, affordable, and relevant postsecondary education choice.
- Increase access and success for HCC’s students, particularly among traditionally under-represented populations.
- Develop clear pathways through postsecondary education with an emphasis on experiential learning that leads to successful employment outcomes for HCC’s graduates.
- Improve student learning, engagement, support, experiences, and success with exceptional academic and student services.
- Align programs and curricula with needs of employers that enhance the employability, job placement, and career development of HCC’s graduates.
- Promote the recognition and value of HCC.
Celebrating HCC’s Quality Enhancement Plan

HCC’s QEP focuses metacognitive learning strategies. To learn more about how HCC is thinking about thinking in the classroom, go to https://henderson.kctcs.edu/about/accreditation/.

STC- Sullivan Technology Center

Section Number- A four-digit number giving detailed information about a specific class, including location, time, and the campus on which the course is taught.

Student Identification Number- The 9-digit number assigned to each student. Students need this number to access the PeopleSoft system, Student Self Service, and registration. This number may also be referred to as Empl ID.

Transcript- A student’s complete academic history at a specific college. It lists semesters of attendance, courses attempted, grades, and Grade Point Average. Official Transcripts are printed on special paper by a college and are delivered in an unopened envelope or by electronic exchange to a new college or an employer.

Transcript Evaluation- A College reviews courses a student has taken at another accredited college that can be used toward a certification/degree at that college.

Tuition Deadline- When students must pay for tuition and fees for the semester.

Unofficial Transcripts- A student’s transcript that is given to the student on the spot or mailed to them.

Voc Rehab- The Kentucky Office of Vocational Rehabilitation assists Kentuckians with disabilities to achieve suitable employment and independence.

Veteran’s Services- The Department of Veterans Affairs educational benefits are designated to provide eligible individuals with an opportunity for educational and career growth.

Web-Enhanced Course- A course that meets in a classroom, but utilizes the learning “portal” Blackboard to some extent. This may include completing assignments, contributing to class discussions, or simply offering the ability to view class information online. Being able to access the internet is necessary when taking a web enhanced course.
another course. The course description in the KCTCS Catalog lists the
pre-requisites. Example: ENG 101 is prerequisite to ENG 102.

Proctored Exam- An exam given on campus and monitored by a
college employee.

PS- PeopleSoft: Data management software/platform for all college
business (registration, payments, records, etc.).

Purge- An administrative process where students who have not settled
their bills by the tuition deadline MAY have their class schedules and bills
cancelled by the college. Students who do not withdraw before classes
start will be held responsible for payment for the classes even if they do
not attend.

QEP- Quality Enhancement Plan: A five year plan mandated by the
Southern Association of Colleges and Schools (SACS), the college's
accrediting body, focused on one area of student success.

Quality Points/Grade Points- The number on the transcript that repre-
sents the number of credit hours for a class multiplied by the number
assigned to the grade received. Example: a student who received an
A, four points, in a three credit hour class will receive 12 quality points for
that class. Formula: Grade points x credit hours=quality points/grade
points.

R2T4- Return to Title Four: Federal financial aid dollars that need to be
returned to the Federal government because students receiving aid did
not attend classes for a prescribed amount of time.

Ready to Work- Designed to promote the success of low income
parents who attend community and technical colleges in Kentucky.

Registration/Enrollment- Students sign up for classes and create a
schedule appropriate for their academic major or academic goal.
First-year, returning and transfer students must consult an Academic
Advisor prior to registration. Once students register, they are agreeing to
settle their bill by the tuition deadline printed in the academic calendar
or to withdraw before classes begin.

SACSCOC- Southern Association of Colleges and Schools: The regional
accrediting body for HCC.

SAP- Satisfactory Academic Progress: A measure used for FA to deter-
mine if students receiving FA satisfactorily complete a set percentage
of credit hours in order to maintain their eligibility.
KCTCS STUDENT BILL OF RIGHTS

The KCTCS community recognizes and declares that students have certain fundamental rights which shall not be arbitrarily abridged or denied or removed without appropriate due process. Among them are the right to:

1. Learn, study, grow, and develop without fear of threats, harassment, bullying, or discrimination on the basis of race, ethnicity, color, nationality, age, religion, gender, gender identity, gender presentation, sexual orientation, or military service.

2. Treat others and be treated with civility and recognized as individuals, rather than a class.

3. Free written and oral speech, restrained only by those proper constraints that limit and protect the First Amendment Rights of others.

4. Hold and express divergent viewpoints with respect and civility toward others.

5. Participate in a community devoted to scholarship, inquiry, debate, thought, and expression within a community of scholars, including the right to express agreement and dissent.

6. Form and participate in student presses and organizations, and to assemble and participate in the social, religious, and political activities available in a free & open society.

7. Participate meaningfully in the governance of their colleges, including, when appropriate, representation on college or System committees and the KCTCS Board of Regents in accordance with proper rules and regulations.

8. Have privacy in their educational, academic, and financial records. Have clear and comprehensible course objectives and requirements, degree and graduation requirements, transfer policies, and grading policies, and to know with accuracy and clarity information that assists them in successfully meeting the established academic standards in their classes.
attached to a specific named course. (ENG 101 is also called Writing I.)

**Accessibility/Disabilities Services** - Here to meet the needs of students with disabilities and ensure equal access and full participation in post-secondary education.

**Divisions**
- AH: Allied Health
- LAPS: Liberal Arts and Professional Studies
- STEM: Science, Technology, Engineering, Math

**Dual Credit** - A program allowing you to receive credit for both college and high school requirements.

**Elective Courses/Elective** - Courses (numbered 100 or larger) that can be chosen from the catalog to fulfill additional requirements toward a degree. Courses may be designated “program specific electives” which are part of a particular program or “general electives” which may apply to different programs offered by the college.

**Free Application for Federal Student Aid (FAFSA)** - The financial aid application completed by the student, and the student’s parents if applicable, that collects household and financial information. Any student applying for Financial Aid must complete the FAFSA for needs analysis.

**General Education Courses** - A list of courses that have been approved by the Kentucky Community and Technical College System (KCTCS) faculty as fulfilling requirements within academic majors. Courses designated as general education may fulfill required course requirements as well as elective requirements. General education courses will transfer to all Kentucky public colleges and universities as described in the block transfer agreements.

**GRADD** - Green River Area Development District

**Grade Point Average (GPA)** - The number determined after dividing all the grade points / quality points by the number of credit hours taken by a student. A Grade Point Average can range from 0.0 to 4.0.

**Graduation Application** - A form a student submits during the last semester of coursework which allows students to receive earned credentials: a degree; diploma; or certificate.

**HCC/HEC** - Henderson Community College

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**KCTCS STUDENT BILL OF RIGHTS**

9. Have privacy in their educational, academic, and financial records.
10. Have clear and comprehensible course objectives and requirements, degree and graduation requirements, transfer policies, and grading policies, and to know with accuracy and clarity information that assists them in successfully meeting the established academic standards in their classes.
11. Receive grades based only on fair and just evaluations of performance as measured by standards presented in the first or second class section or in the introductory materials for a distance learning course.
12. Have access to reasonable accommodations as required under federal and state laws related to the establishment of an equal opportunity to succeed.
13. Full disclosure and publication of the substantive rules and possible sanctions as described in a current KCTCS Code of Student Conduct.
14. Have knowledge of allegations against the student, the right to express a proper defense, the right to know the findings of any proceeding against the student, and a right to an appeal in accordance with reasonable and proper policies and procedures.
15. Be free of penalty for violating regulations, rules, or policies imposed after-the-fact.
16. All rights considered basic human rights and memorialized in the United States Constitution, the laws and regulations of the United States of America, the Kentucky Constitution, the laws and regulations of the Commonwealth of Kentucky, and KCTCS policies and procedures.
17. KCTCS students have the right to privacy in their educational, academic, and financial. This right to privacy shall be consistent with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, (20 U.S.C. § 1232g; 34 CFR Part 99). FERPA is a federal law that protects the confidentiality of personally identifiable information contained in student education records. KCTCS shall adhere to policies and procedures for identification of directory information and for any release of information that is not identified as directory information and therefore protected by FERPA. KCTCS students shall also enjoy, when relevant, the protections of KRS 164.283.
Student Responsibilities

Just as you have rights as a student, you are also responsible for adhering to the following KCTCS standards:

Standard 1: Students shall adhere to the highest standards of academic honesty and integrity, and support a campus environment that is conducive to learning and scholarship.

Standard 2: Students shall respect and preserve the health, safety, welfare, privacy and rights of all members of the campus community.

Standard 3: Students shall respect the property of others, and the property, facilities, resources, and reputation of the College.

Standard 4: Students shall observe the rules, regulations, policies and procedures of the College as well as local, state and federal laws.

KCTCS Code of Student Conduct

The KCTCS Code of Student Conduct helps explain students rights and responsibility. It serves as a resource for students as they navigate their educational experience at HCC.

To view the entire KCTCS Code of Student Conduct, go to the following web address: https://kctcs.edu/current-students/academic-resources/code-of-student-conduct.aspx

Audit a Class- A student may choose to register and attend a class but will not receive a grade for that class. The student pays full tuition for auditing a class. A student may elect to change any class from credit to audit until the midterm date listed in the academic calendar. This change is not reversible and the audited course is not counted in the student’s GPA or towards fulfillment of a major.

Blackboard- A computer platform from which students can take on-line classes, get course information and communicate with their instructors.

Block Transfer- Kentucky public colleges are obligated to accept General Education courses from any other Kentucky public college when the student is:
- Category certified: Student has completed enough of one category to meet the sending institution’s requirements: Communications, History/ Humanities, Social Interaction, Quantitative Reasoning, and Science.
- Gen Ed certified: A student has completed 33 hours of specific general education classes. Students who have received credits previous to Fall 2000 must request Gen Ed Certification in writing when they request a transcript be sent to a four-year college.

Career Services- A free service committed to providing assistance in the areas of career counseling and the job search process to students, alumni and community members.

Class Number- A four or five digit number assigned to each course and recognized by the computer during registration. Sometimes called the PeopleSoft number or course number. A Class Number is required for adding or dropping classes.

CPE- Council on Postsecondary Education: State organization that oversees all of public higher education in the state of Kentucky.

Credit Hour- The term used to describe the relative class-time spent in a course. Most courses are 3 credit hours and meet a minimum of 2 ½ hours per week. Labs may be 1 or more credit hours and meet for longer periods of time.

Course Prefix- The letters in the department number which Identify the academic department that is offering the course. For example, ENG courses are part of the English Department.

Division Chair- Faculty/administrator of an academic division.

Department Number/Course Name- The course prefix and number
Glossary of Terms

A & S- Arts and Science Building

A/T- Academic Technical Building

Academic Advising- A meeting between a student and an advisor to plan academic, personal and career goals as they relate to the college experience. Students may or may not register at the same time.

Academic Bankruptcy- A process to allow returning students to include previously passed course credit hours within their grade point average (for KCTCS degrees), while ignoring previous failing grades in the computation. Students are eligible for bankruptcy after: (1) a two year or more break in KCTCS enrollment, AND (2) completion of at least 12 hours of non-developmental classes with a GPA of 2.0 or higher after readmission. Check with the institution to which you plan to transfer before declaring Academic Bankruptcy. Some colleges will not accept bankrupted classes.

Academic Calendar- A list of important dates and information for the student, including:
• Last day to enroll.
• First day of classes.
• Last day to withdraw without instructor permission.
• Additional flagged dates within the semester calendar (breaks, holidays). The Academic Calendar can be found at: http://www.henderson.kctcs.edu

Academic Program Coordinator- Faculty administrator of an academic program.

Academic Program Plan- The Academic Program Plan is designed to ensure students take courses that will fulfill the requirements for their degree. An electronic document to record courses a student has completed and those they plan to take: http://www.henderson.kctcs.edu/Advising/.

ACT- American College Testing

ADM- Administration Building

AP Exam- Advanced Placement Exam

Grievance Procedures

Henderson Community College has both academic and non-academic grievance procedures:

Academic
• Grievance Procedure for Violation of Student Academic Rights
• Appealing a Penalty for Academic Dishonesty and/or Misconduct
• Discipline for Academic Honesty Violations
• Appeals Suspension or Expulsion from HCC

Non-Academic
• Non-Academic Grievance Procedure for Unfair or Unlawful Treatment
• Reporting Behavioral or Non-Academic Violations of the Code of Conduct
• Student harassment or Discrimination Grievance Procedure

Student Ombudsman

The Ombudsperson can be the first resource when a student does not know where to get information for a particular situation; or as a last resort, when normal channels of communication have failed to bring resolution to a difficulty.

To you can schedule an appointment with HCC’s Student Ombudsman by contacting:
Dr. Chad Phillips
Dean of Enrollment Management & Registrar
270-831-9614
chad.phillips@kctcs.edu
Title IX

It is the current policy of the Kentucky Community and Technical College System (KCTCS) and Henderson Community College (HCC) to maintain an environment that is free of discrimination, sexual harassment, sexual misconduct and all forms of sexual intimidation and exploitation. Sexual harassment is an assault on a person’s privacy and integrity. It can cause poor academic performance, physical illness, fear of reprisal, anxiety, and loss of self-confidence. Sexual harassment also can affect those exposed to the situation, causing conflict in the classroom or workplace, a decline in morale, and a loss of respect for the responsible party. Information concerning an allegation of sexual harassment will be handled in a confidential manner insofar as possible.

To comply with federal law and to safeguard our students and employees, KCTCS is enacting new policies and procedures governing KCTCS’ and HCC’s prohibition of sexual misconduct, dating violence, domestic violence, sexual assault, and stalking. These new policies and procedures address the legal definitions of those terms, the definition of consent, safe and positive options for bystander intervention, information on risk reduction, and policies and procedures should an incident of sexual misconduct occur.

Through enforcement of policy and by education of students, employees and volunteers, KCTCS and HCC seeks to prevent, correct, and discipline behavior that violates our current and new policies.

Title IX policies and procedures are located on HCC’s website: https://henderson.kctcs.edu/about/student-life/title-ix.aspx

HCC Title IX Officer

Students, faculty, and staff who have questions regarding Title IX procedure or to need to make a report should contact HCC’s Title IX Officer.

Dr. Reneau Waggoner
Provost
270-831-9625
reneau.waggoner@kctcs.edu

Student Organizations & Activities

HCC provides a variety of extra-curricular education experiences through programming and student organizations.

- **Campus Crafters**
  - Primary Advisor: Rebecca Wells
- **Collegiate YFA**
  - Primary Advisor: Dr. Laura Winstead
- **C.R.O.S.S. (Christ Reaching Out Saving Students)**
  - Primary Advisor: Dr. Laura Winstead
- **I:AM Mentoring**
  - Primary Advisor: Michelle Chappell
- **HANS (Henderson Association of Nursing Students)**
  - Advisors: Dr. Carole Mattingly and Chardae Kelly
- **Honors Program**
  - Primary Advisor: Sharon Burton
- **Kentucky Education Association– Student Program**
  - Primary Advisor: Adam Blair
- **Multicultural Alliance**
  - Primary Advisor: Dr. Michelle Chappell
- **Phi Theta Kappa**
  - Primary Advisor: Lori Maltby
- **PRIDE Club**
  - Primary Advisors: Adam Blair & Mark Chandler
- **STEM Club**
  - Primary Advisor: Mei Jones
- **Student Government Association**
  - Primary Advisor: Katie Griffis

Learn more about each organization by visiting: https://henderson.kctcs.edu/about/student-life/activities-organizations.aspx

To start of new club or organization, please schedule an appointment with Dr. Chad Phillips, Dean of Enrollment Management & Registrar, by calling 270-831-9614 or emailing chad.phillips@kctcs.edu