Welcome to HCC! Where you start on your path to success!

Follow us on:

Twitter  @Hendersoncc
Facebook @Henderson.Community.College
Instagram @Hendersonccinfo
**Next Steps**

**Things to do BEFORE Classes Begin:**
- Review your completed schedule of classes – know course dates, times, campus, etc.
- Purchase books online or in-person. Keep your receipt!
- Financial Aid: Have you applied? Is there anything you need to do? Check your “To-Do” List on Student Self-Service or call toll-free 24/7/365 at 855-464-2244.
- Will your aid be ready to pay your tuition? Are you paying out of pocket? Know the deadline and set up a payment plan if needed (not available for summer classes).
- Now that you’ve registered for classes, your email account should be fully activated. Check your email regularly for important information.

**Things to do the First Week of Classes:**
- Go to class:
  - Get and review each syllabus in detail – understand expectations
  - Confirm books
- If dropping/adding classes, check the calendar for dates
- Buy a planner/calendar or use a smartphone or other calendar to record important dates – review the academic calendar: [https://henderson.kctcs.edu/education-training/academic-calendar/index.aspx](https://henderson.kctcs.edu/education-training/academic-calendar/index.aspx)
- Registered for an online class? Log-in to Blackboard, click on your class(es) and begin working immediately.

**Things to do after the First Week of Classes:**
- Get your student ID made – in the Library
- Talk to your instructor
  - Ask clarifying questions
  - Inquire about extra help if needed
- Seek out campus services as needed (i.e. library, Counselor’s Offices, tutoring, etc.)
- Meet new people
- Get involved: [https://henderson.kctcs.edu/about/student-life/index.aspx](https://henderson.kctcs.edu/about/student-life/index.aspx)

**Important Resources:**
- Henderson Community & Technical College Website [www.henderson.kctcs.edu](http://www.henderson.kctcs.edu)
- Blackboard [http://elearning.kctcs.edu](http://elearning.kctcs.edu)
- Email [www.kctcs.edu/email](http://www.kctcs.edu/email)
- Student Self-Service [https://kctsaprkd.kct.mycmsc.com/psp/kctsaprkd/?cmd=login](https://kctsaprkd.kct.mycmsc.com/psp/kctsaprkd/?cmd=login)
- Student Resources [https://henderson.kctcs.edu/about/student-life/student-support-services.aspx](https://henderson.kctcs.edu/about/student-life/student-support-services.aspx)
Orientation Description

Orientation is designed to help students at Henderson Community College start on their path to success. Students will learn about academic advising, registration, and financial matters including financial aid, as well as the importance of choosing an academic program that matches their educational and career goals. Topics include the history of Henderson and KCTCS, connecting to college resources (including faculty and staff), and how to navigate on our campus.

Attendance is required. You must attend in order to register for classes.

Learning Outcomes:

- Each student will be able to identify the college’s mission, programs and services.

- Each Student will successfully sign-in and access student self-service, Blackboard, and know how to login to and access their KCTCS email.

- Each student will use their KCTCS username and successfully create their password.

- Each student will be able to illustrate the importance of financial literacy and planning as well as the important policies, procedures, and regulations of Financial Aid.

- Each student will register for the upcoming semester.
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
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Kentucky Community and Technical College System

Each year, thousands of people across Kentucky begin their educational journey at the colleges of Kentucky Community and Technical College System. Today more than ever, college is essential to get a good job, to learn new skills that lead to promotions, and to ensure a good salary. A KCTCS education will prepare you to take the next step toward a bright future—whether that means a new job or continuing your education at a four-year college. With 16 colleges and more than 70 campuses across Kentucky, KCTCS brings first-rate education to every corner of the state. It’s easy to move from one college to another, and many courses are offered in the evening or online.

KCTCS Mission

In everything we do, our mission is to improve the quality of life and employability of the citizens of the Commonwealth by serving as the primary provider of:

- College and Workforce Readiness
- Transfer Education
- Workforce Education and Training

Henderson Community College

Henderson Community College offers a high-quality, targeted education to meet the professional and personal goals of all Kentuckians.

In the fall of 1960, the Northwest Center of the University of Kentucky opened its doors for the first time to 256 Henderson, Union, and Webster County residents. In 1964, the Northwest Center became Henderson Community College (HCC), a charter member of the University of Kentucky Community College System. Henderson Community College became a member of the Kentucky Community and Technical College System in 1998.

HCC 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.
Henderson Community College
2660 South Green Street
Henderson, KY 42420
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 to private pay in the preschool room. To enroll or for more information, please call (270) 577-2849.

Audit

Students must indicate that it is their intention to audit a course through the self-service online 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 fee apply.

Bookstore

The bookstore is open Monday through Thursday, 8:30 a.m. until 4:00 p.m. and Friday 8:30 a.m. until 12:00 p.m. Visa, MasterCard, Discover, American Express and checks for the amount of purchase are accepted.

The bookstore has extended hours during buyback and the week before classes begin as well as the first weeks of classes. Full refunds on textbooks are given during the first week 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. For more economical choices the bookstore also offers textbook rental and the purchase of e-texts.

Classification of Students

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

Disability Support Services

A number of disability services are support programs are 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 Pam Buchanan in the Sullivan Technology Center, Start Center, Room 222, or at (270) 831-9783.

Dropping a Class

To officially withdraw from any credit course at any time during the semester, students must sign onto their student accounts and go to the Academic Records tile. Under there they will have the option to Withdraw/Drop a course. Information on refund dates can be found on the Academic Calendar.
Online Bookstore Instructions
Part 1

Step 1
• Go to henderson.kctcs.edu
• Select ‘Current Students’
• Select ‘Bookstore’ link

Step 2
• Click on ‘Textbooks’
• On the ‘Select Campus’ drop down menu, choose ‘Henderson CC’
• Use the drop down boxes to choose your: term (Fall, Spring, or Summer), department (such as ENG), course number (such as 101), and section number
• Make sure all the numbers match your class or the book will be wrong. If in doubt, call the bookstore at 270-831-9781
• Click ‘ADD COURSE’

Step 3
• To the right of the drop down boxes you will see a list of your courses. From here you can do any of the following: View a textbook list, Remove an individual class (by clicking the remove link next to the class), and Clear course list (if you want to start over completely)
• If you are ready to continue with your chosen classes, click ‘View Textbook List.’ This will display the list of books from each class.
• Here you will select the books or materials needed for the class. You will be able to choose from: New or used books, required or only recommended materials (this option is not available on all courses.)
• Required materials will be only the items that were marked required by the instructor. Recommended are the materials suggested by the instructor in order for you to be successful. The choice is yours as to which option you choose.
• Once you have made these selections you can: Go back and change the courses by clicking on the ‘Change courses’ button or add your books directly to the cart by clicking the ‘Add Selected Items to Shopping Cart’ button

Step 4
• After clicking the ‘Add Selected Items to Shopping Cart’ button, you will now be taken to the shopping cart. While in the cart you can: Update the quantity of the items, chose between new or used books, remove items, choose textbook updates option (it is recommended to select YES so the order will update if the instructor changes the booklist for the course), continue shopping
Online Bookstore Instructions
Part 2

(click button and return to step 2 above), update cart (update if you have made any changes), clear cart, check out, and check out with PayPal

Step 5
- After you have made your selections and clicked Check out, you will now be prompted to: Login (if you have previously created an account for the bookstore – this is NOT your student login for KCTCS), Create an account, or Checkout as a guest

Step 6
- After you login, register, or choose checkout as a guest, you will be taken to the shipping panel. There are instructions on the right hand frame to assist you with the panel. Please read them if you are unsure of your options. You may choose here to: Select your shipping method, Pick your books up in store, Have your books shipped via UPS, Select a shipping address, Select a shipping method (select STANDARD SHIPPING, UPS has one day delivery within Kentucky). If you chose any other method, you will pay extra but will not receive your books any faster
- Payment options:
  Credit Card (or debit card) - orders will be shipped upon receipt of your information
  Financial Aid (you must know your student ID number to use your FA)
  Orders will be shipped as soon as the HCC Financial Aid Office allows charges to be made against your account
  B&N online gift card

Step 7
- Click 'Continue' to submit and finalize your order.

Things to Remember
- You do not need to register on the site; you can use the guest account. If you do register, you can track your order
- Do NOT select Second Day or Next Day Air shipping. Orders within Kentucky are inside UPS ground one-day delivery service
- If you do not have a credit or debit card, you can purchase a temporary card at your local bank or Wal-Mart
- You may view your cart by clicking on it in the top right hand corner at any time
Get Involved

It has been statistically proven that students who get involved outside of the classroom in college do better in the classroom, so get out there and get involved!

Why get involved?

- You will meet lots of people who may become some of your closest friends
- You will have the opportunity to develop leadership skills that will allow you to become more self-aware
- You can make a positive difference in your life and the lives of your fellow students and community.

Points to Consider in Choosing an Involvement/Leadership Activity:

- What do you gain from your experience?
- What do you want to contribute as a leader?
- How can your activity align with your academic goals?
- How much time can you commit?
- Are there special requirements for participation? (g.p.a. or membership dues)

What do Employers Learn about you from your Activities?

- You are a self-starter
- You know how to balance classes and activities
- You can be a team player
- You have sought out career-related experiences
Organizations

Campus Crafters
The Henderson Community College Campus Crafters seeks to promote an enjoyment of various arts and crafts and offers students an opportunity to learn new crafts or art forms or to allow student members to teach the group about the crafts they already enjoy. The emphasis is on projects that are produced in a single sitting and use inexpensive, readily available supplies and recyclable items. While students with artistic talent are certainly welcomed, NO artistic ability is required in order to enjoy membership in this club. The Campus Crafters generally try to hold meetings (where we craft) a few times each month, plus help out with school events where we can. For more information, contact:
Rebecca Wells AS Building, Room 213 270-831-9682

Collegiate YFA
HCC Collegiate Young Farmer Chapter (YFA) serves to promote agriculture on HCC’s campus. Collegiate YFA is part of the Kentucky Young Farmer Association. KY YFA offers opportunities to compete in contests, learn about different agriculture operations, and socialize with members from across the states, who share the same joy of agriculture. Activities include agriculture promotion activities, state and national institutes and tours. For more information, contact:
Laura Winstead AS Building, Room 214 270-831-9720

C.R.O.S.S (Christ Reaching Out Saving Students - affiliated with Baptist Collegiate Ministries)
Are you looking for an opportunity to make new friends, and to learn about God and His plan for your life? Come to CROSS! CROSS is a Christian fellowship group for college students. It is an extension of Baptist Collegiate Ministries, but is not only for Baptists, but for anyone interested. Everyone is welcome for free food, fun, and fellowship. Join us for lunch every Wednesday at 12 - 1 pm in the STC Cyber Café. For more information contact:
Laura Winstead AS Building, Room 214 270-831-9720
Cindy Curry STC Building, Room 215 270-831-9631
Organizations

**Hans (Henderson Association of Nursing Students)**
Henderson Association of Nursing Students (HANS) is a pre-professional organization open to students currently enrolled in the nursing program. Members of HANS are also members of the Kentucky Association of Nursing Students and National Student Nurse Association (NSNA). Members participate in leadership opportunities, workshops, service learning, and community service outreach. For more information, contact:

Carole Mattingly  AT Building, Room 314H  270-831-9786  
Lori Donahoo  AT Building, Room 314C  270-831-9737

**Henderson Pride**
Henderson Pride’s purpose is to create a safe, positive, and educational environment for members and allies of the LGBTQA community through friendly, inclusive meetings where we raise awareness about controversial topics, including political issues, current events, etc. This group is open to the HCC community at large. For more information, contact:

David Belt  ADM Building, Room 219  270-831-9602  
Adam Blair  ADM Building, Room 112A  270-831-9689

**Honors Program**
The HCC Honors Program recruits motivated individuals who want to get the most out of their college education by taking challenging courses and by working with faculty mentors on creative, individualized projects. For more information contact:

Sharon Burton  ADM Building, Room 212  270-831-9646

**KEA-SP (Kentucky Education Association – 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. For more information, contact:

Adam Blair  ADM Building, Room 221  270-831-9689
PHI THETA KAPPA (PTK)
Phi Theta Kappa is the largest and most recognized international honor society for community college students. “The mission of Phi Theta Kappa is to recognize academic achievement of college students and to provide opportunities for them to grow as scholars and leaders.” Students are invited to join PTK based on their GPA and credit hours earned. For more information about PTK and HCC’s Phi Kappa Chapter, contact faculty advisors:
Lorie Maltby  
ADM Building, Room 119  
270-831-9677
Brian Joy  
AS Building, Room 228B  
270-831-9691

STEM Club
For more information, contact:
Mei Jones  
AT Building, Room 206  
270-831-9639

Student Government
The Student Government Association serves as a voice for the students of HCC. A student body president is elected annually and serves as a voting representative on the HCC Board of Directors. All students are welcome to attend and participate in SGA meetings. SGA participates in campus activities, service projects and social events as planned by the members. For more information, contact:
Katie Griffis  
Library, Room 202  
270-831-9606
PREPARING FOR TRANSFER

Transferring to a four-year school can seem like a mysterious process, but it’s really quite simple. It actually mirrors the process you went through when you applied to Henderson Community College.

How do I research schools?

When researching schools, you may find the college’s catalog helpful. A college or university catalog lists every degree program that the institution offers along with all courses required and any admission requirements. The catalogs for most four-year colleges and universities are accessible on their websites. Even if you use a transfer guide, you must also use a catalog, or you might miss important information. For a list of catalogs at all colleges nationwide, please see http://www.collegesource.org.

How do I go about choosing a school?

Take a day to go and visit the school(s) you are interested in. You will get the most service and best experience if you call ahead to the admissions office a couple of weeks in advance to set up your day on campus.

• Take a copy of your transcripts and anything else you think may be helpful
• Ask for a campus tour
• Ask for parking directions and a visitor’s parking pass
• Ask to visit with an admissions counselor
• Ask to speak with a financial aid counselor (don’t forget to ask about scholarship opportunities!)
• Ask to speak with an advisor in your area of interest (make sure you get all program specific info you need)
• Ask to attend a class in your major
• Ask to view the dorms that you might be assigned to
• If it’s on a weekend, ask if they can provide you with tickets to a ballgame
• Ask about discount rates for local hotels if you have to spend the night

What do I need in order to transfer?

1. **A 2.0 Cumulative Grade Point Average:** most institutions require a minimum 2.0 GPA. Many academic programs have additional GPA requirements. You will be required to send an HCC transcript that verifies your coursework and GPA.
2. **A Completed Application:** students applying for admission are required to complete an application. The Transfer Center has applications for most Kentucky public and private institutions. We assist students with completing these applications. We also review scholarship essays.
3. **An Application Fee:** many institutions require a small application fee (usually under $50).
Philosophy of Transfer
Transfer at HCC is a collaborative effort involving the student, the faculty, the college, and four-year partners, to aid the student in achieving goals and attaining success.

Our Purpose
The purpose of the Transfer Center is to promote, support, and complement the academic mission of Henderson Community College by working collaboratively with local technical and transfer programs, colleges, universities, students, faculty, and staff. The Transfer Center and its partners create and extend transfer services to help you meet your goals.

What we can do to help you
• Understand the admissions requirements for four-year colleges and universities
• Access resource materials
• Research available scholarships and support services

What we offer you
• Transfer advising
• Transfer brochures and materials in office and online
• College search reference guides
• College and university representative advising visits
• Transfer fairs
• Field trips to colleges and universities
• Transfer-related workshops

What you will learn
• How to explore and identify transfer options
• How to prepare to transfer to a four-year college or university
• How to choose your courses now for successful transfer
• How to complete the transfer admission process

Contact Information
Lorie Maltby
Transfer Coordinator
Administration Building, Room 101
(270) 831-9828
We are the oldest full time adult education program at a community college in the Commonwealth of Kentucky!

Henderson Community College's mission of the Kentucky Skills U program is to help adults learn to read, write, and speak in English and to compute and solve problems at the level each individual needs to function on the job, in college, and in society.

Our vision is to facilitate learning so that all adult students will learn to their capabilities and the necessary skills to be effective family members, citizens, and workers.

We offer free of charge to the citizens of Henderson County:

- Resources for improving basic employment skills—reading, writing, and mathematics
- Skill assessment
- TABE testing and remediation
- English as a Second Language
- Academic Skills

Program Contact: Amanda Denton, STC Building, Room 210, 270-831-9649

Orientations are held every Monday at 1:30 p.m., or Thursday at 5:30 p.m. (unless there is a holiday). The Learning Center is located in the Start Center on second floor of the Sullivan Technology Center. You can also contact us by phone at 1-270-831-9648.

Hours of Operation
Monday, Tuesday, Wednesday 8:00 a.m. 5:00 pm
Thursday 8:00 a.m. 8:00 p.m.
Closed on Fridays

Testing Times: (Bring Photo ID)
Monday: 8:30 a.m. - 4:30 p.m.
Tuesday: 1:00 p.m. - 4:30 p.m.
Wednesday: 1:00 p.m. - 4:30 p.m.
Thursday: 2:00 p.m. - 7:30 p.m.
Career Services

IT IS NEVER TOO EARLY TO START PLANNING FOR YOUR CAREER!

Career Services at Henderson Community College is committed to providing assistance in the areas of career counseling and the job search process to students, alumni and community members. We can assist with career assessments, career exploration and help address concerns about the job search process!

HCC Career Services hosts a Health Career Fair each spring and community job fairs in collaboration with community partners depending on local employers’ needs.

Job announcements received from local businesses are posted at Job Listings.

Keep up with the latest opportunities to gain experience by setting up job and internship alerts on www.indeed.com and www.linkedin.com. Contact Career Services for details.

Get career and job resources through HCC Career Services!

For more information, contact:
Angie Watson
Location: STC, Room 213
Email: angie.watson@kctcs.edu
Phone: 270-831-9671
Veterans Affairs

HCC Department of Veterans Affairs educational benefits are designated to provide eligible individuals with an opportunity for educational and career growth.

The HCC Education Benefit Chapters:

Chapter 30
Montgomery GI Bill

Chapter 31
Vocational Rehabilitation

Chapter 1606
Montgomery GI Bill for Selected Reserve

Chapter 33
Post 9/11 GI Bill

Chapter 1607
Reserve Educational Assistance Program

Chapter 35
Dependent’s and Survivor’s Educational Assistance Program

Contact Information
Andy Zellers
The Start Center
Sullivan Technology Center
Room 223
270-831-9627

Henderson Community College would like to thank the members of the armed forces for their sacrifices and commitment.

Henderson is dedicated to providing quality services to assist veterans, service members, and eligible family members of disabled veteran’s success in their academic and personal quests.

The Veterans Affairs Office is available to assist with any questions, regarding various VA educational benefits, how to apply for educational benefits, VA forms, and college support.
Distance Learning

Do you want to go to college but your busy schedule is keeping you from taking classes during the day or evening? Would you like to take a few courses to better your career? Do you want to come back to college to finish your degree? If you answered “yes” to any of these questions then Henderson Community College’s Distance Learning program may be right for you! You can choose from over 1000 online courses offered through Henderson Community College and the Kentucky Community & Technical College System, KCTCS. In many cases, you can complete your entire degree or a certificate program without ever coming to campus!

Online Learning can be an ideal choice for students who are unable to attend classes on campus due to scheduling conflicts or other commitments. If you are interested in online learning, please review the Readiness Quiz, you can even take a video tour of one of our online courses as well!

KCTCS and HCC are committed to accessible and successful education for our students. To ensure that KCTCS and HCC can continue to provide the extra technological and support services necessary for students to be successful in their online classes, a new charge of $20 per credit hour for ONLINE courses only is beginning in the fall term of 2017 (classes that begin in August 2017 or later). Federal financial aid (including Pell grants) will pay for this charge. This is not a mandatory charge—you can avoid the online course fee by taking the class on campus in the classroom setting.

The distance learning course charge applies to those courses that have the majority of the learning activity done online with minimal need for in-person campus visits. Most colleges and universities have some type of charge for online courses to help cover the additional costs of technology and support. While KCTCS and HCC have avoided this type of charge for many years, the charge is now needed to ensure students are supported. In keeping with our mission, this charge is considerably lower than what most four-year institutions in the state charge for distance learning courses. Online courses provide ease of access and help students juggle work, family and college—this charge helps KCTCS and HCC ensure support of your success!
Transfer Options

Choose from over 20 programs located right here in Owensboro

Apply for our Transfer Scholarship to earn up to $4,000 annually

WKU Owensboro is one of the most transfer friendly institutions in the state of Kentucky. If you are interested, you can speak to a WKU Owensboro transfer advisor from the comfort of your own campus.

If you have any questions or would like to see an advisor, you can email

start.owensboro@wkue.edu!

WKU Owensboro is a regional campus that is located less than 40 minutes away from Henderson Community and Technical College!
Transfer Options

MSU-Henderson Regional Campus offers flexible degree programs at our convenient location in Henderson and online.

Bachelor's Degree Programs
- Agriculture - Agriscience Technology Emphasis
- Business Administration
- Computer Information Systems
- Elementary Education
- Integrated Studies (multiple fields available)
- Interdisciplinary Early Childhood Education
- Logistics and Supply Chain Management
- Manufacturing Engineering Technology
- Middle School Ed. (Math/Science & Social Studies)*
- Nursing (RN to BSN)
- Social Work
- Special Education*
- Telecommunications Systems Management

Master's Degree Programs
- Agriculture
- Business Administration (MBA)
- Economic Development
- English
- Human Development and Leadership
- Information Systems (MSIS)
- Library Media (M.A.Ed.)
- Music Education
- Nutrition
- Occupational Safety and Health
- Organizational Communication
- Postsecondary Education Administration
- Public Administration
- School Administration
- Teacher Leadership (Elem., Middle, Secondary & Special Ed)
- Teaching English to Speakers of Other Languages
- Telecommunications Systems Management

Graduate Certificate Programs (online)
- Higher Education Assessment
- Higher Education Management
- Human Development and Leadership
- Student Affairs

Education Endorsements for KY Teachers (online)
- ESL Certificate Endorsement

Doctoral Programs (online)
- Doctor of Arts in English Pedagogy and Technology
- Post-Master’s to Doctor of Nursing Practice (DNP)
- Ed.D. in P-20 and Community Leadership (Fall 2019)
Transfer Options

LINDSEY WILSON COLLEGE
#WeAreLWC
SCHOOL OF PROFESSIONAL COUNSELING
Face-to-Face or Online

LWC offers a flexible, exciting bachelor of arts degree program in human services and counseling; and a nationally accredited master of education program in counseling and human development.

26 Campus Locations
Most degrees can be completed 100% online.

www.lindsey.edu
lindseyonline.lindsey.edu
1-800-264-0138

Bachelor of Arts
Human Services and Counseling

Master of Education
Counseling and Human Development

Fully-accredited by the Southern Association of Colleges and Schools

Flexible schedule that fits your work and your life (evening, weekends and online)

Eight or 16-week modules (two courses per 8-week module for accelerated degree completions)

Student support services and resources

Financial aid available
HCC is a tobacco-free, including electronic cigarettes, cigarettes, and any other tobacco product. Students, faculty, staff and vendors who use any tobacco products, including e-cigarettes, may smoke or chew in their cars as long as no smoke, ash or butts escape from the car.

This change in policy follows practice at all KCTCS campuses to help ensure the health of students, faculty, and staff. HCC is focused on wellness and offers walking spaces and a fitness center for our students; this new policy supports this initiative. According to the American Lung Association, 246 colleges and universities in the nation are completely tobacco-free. More than 200 other higher education institutions are smoke free, and many more are considering limitations on tobacco use on campus.

Q1 ~ When did the tobacco-free policy go into effect?
A1 ~ May 11, 2015 for all Henderson Community College campuses.

Q2 ~ What does tobacco-free mean?
A2 ~ The use of tobacco products of any kind is prohibited on all property owned, operated, leased, occupied, or controlled by Henderson Community College. This includes, but is not limited to, college buildings and structures, grounds, parking lots, walkways, sidewalks, and college owned vehicles.

Q3 ~ Who is affected by this policy?
A3 ~ Respecting the policy is everyone’s business and applies to all employees, visitors, students, vendors, and contractors.

Q4 ~ What is considered a tobacco product and therefore prohibited by the policy?
A4 ~ The following products considered prohibited include, but are not limited to, cigarettes, e-cigarettes, cigars, snuff, water pipes, pipes, hookahs, chew, and any other non-combustible tobacco product.

Q5 ~ Can I use tobacco in my personal vehicle while on campus?
A5 ~ Students, faculty, staff and vendors who use any tobacco products, including e-cigarettes, may smoke or chew in their cars as long as no smoke, ash or butts escape from the car.

Q6 ~ Are other colleges tobacco-free?
A6 ~ Yes. All 16 colleges in the Kentucky Community and Technical College System join the rest of colleges and universities in Kentucky and more than 1400 other United States college and universities with smoke- or tobacco-free policies.
HCC Online Resources

This section is designed to help you understand your online resources as an HCC student.

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User Account Center.......................................................27
Activating Your Account

Write down the following information from the User Account Center. This will be your access to your Student Self-Service, Email and Blackboard accounts.

Student ID #: ____________________________

Username: ______________________________

KCTCSemail: _____________________________@kctcs.edu

Password: ________________________________

Passwords must include:

• At least 12 characters (It can be upper, lower, numbers or symbols)

If you need help accessing your account you can contact our Go KCTCS helpline 24/7 at 1-855-464-2244.
**Student Self-Service Account Basics**

**Academics:** In this area, you can view Class Schedules, Transfer Credit, Transcripts, and Grades. You can also search for classes, add classes, drop classes, run Degree Progress reports and utilize the Academic Planner.

**Finances:** This area provides links to view detailed account information along with financial aid information, Accept/Decline Financial Aid Awards, 1098-T information and make Tuition Payments online.

**MAKING A PAYMENT THROUGH SELF-SERVICE:**
1) Select the Make a Payment link under your account summary.
2) Select the Payment Method (Credit Card, Electronic Check and *Payment Plan) by using the Pay By drop down box.
3) Select the Next button and complete all the information requested on this page. If any field is left incomplete, you will not be able to proceed to the next step. When entering credit card information, make sure that you select the Edit Address link to enter the billing address to the credit card. Once all information had been entered click OK.
4) Select the Next button. If you do not want to pay the entire balance, you may select a charge to pay and enter the amount of the payment for each charge in the Payment Amount field. To pay the entire balance, click the Pay Charges button.
5) After entering all payments, select the Calculate Grand Total button and then select the Next button.
6) Review all payment information before completing the process. If a correction needs to be made, you can select the Previous button to return to the previous page or the Cancel button to cancel the transaction.
7) Select the Submit button to complete the process. After submitting the payment, you will receive a message indicating that the payment was either accepted or declined. If your payment was declined, you may use the Previous button to make needed changes to the payment information and submit the payment again. If the payment was accepted, your transaction is complete.

*Payment Plan: A payment plan can be used when a student is unable to pay the entire account balance at the time of registration. It requires an initial payment and creates a payment schedule for the remaining balance. The payment plan may be initiated through the student self-service account. Please contact the college business office for details 270-831-9622.
MyPath Account Basics

**Task:** This area will display items that you need to address regarding your student account, such as missing information from your academic record and holds on your account that must be cleared before you can register for classes.

**Profile:** This tab is where you go to update your personal information, such as address and phone numbers. It is important to keep it up to date.

**Account Balance:** This tab gives you your account information and any balance that you owe, you can also make a payment here too.

**Financial Aid:** Here you can look at your financial aid summary, sign a Bookstore Release, request a loan, fill out a SAP Appeal request and check the status of it.

**Academic Records:** This tab is where you would go to request to change your major and home campus. This is also where you go to request to withdraw from a class. All request to drop are done online through this tab.

**Student Center:** There is where you can see your advisors information, fill out a Consent to Release, print an unofficial transcript, search for classes and get to Visual Schedule Builder.

**Messages:** This tab is where important will be found, you should always read all messages as they may alert you of issues that could hinder you from enrolling in future semesters.
SNAP IS the official Safety Notification Alert Process for the Kentucky Community and Technical College System. SNAP alerts users to on-campus emergencies and college closings or delays for all 16 KCTCS colleges and the system office.

With SNAP you can:

- Find out if classes are cancelled or delayed due to weather, power outages, or other unexpected events impacting campus.
- Get severe weather notifications so you can take shelter when storm hits.
- Receive emergency messages when something or someone could be a threat to your personal safety.

Your preferred phone numbers or emails address entered into the KCTCS Self-Service Information Center will be used for SNAP messages during an emergency at the college where you are enrolled. The same contact information that is used to inform you of academic questions or concerns will now also be used to notify you if there is a weather emergency, safety threat or campus closing/delay. To make sure you are receiving messages at your current phone number or email address update your contact information by logging on to the Student Self-Service Center at students.kctcs.edu.

*Please provide a complete 10-digit phone number with area code.

Are you a parent or community member interested in receiving SNAP emergency messages from a KCTCS college? You can sign up too by going to kctcs.edu/snap
Technology Tips

BLACKBOARD

- If a student has a problem logging into Blackboard, they probably need to reactivate their account
- Normally, we ask if they can log into their email account or PeopleSoft
- If they have a problem once in Blackboard, they will need to contact their instructor or the Blackboard helpdesk at 855-464-2244

STUDENT EMAIL ACCOUNTS

- A student gets email access 24-48 hours (2 business days; weekends and holidays are excluded) after enrolling in a regular college credit class...before that they have access to student self-service (aka PeopleSoft)
- Before enrolling, the student account will have “Applicant” or “Not-Enrolled” A student with this status has access to PeopleSoft but not an email account

KCTCS EMAIL SETUP

- Go to Henderson.kctcs.edu
- Click the link at the top that says, “User Account Center”
- Click “Setup User Profile”
- Enter the information if requires and follow the prompts
- If you have issues, you can click the “Help” button or call 855-464-2244
- Write down your username (ex: ASMITH0001) and password for future reference
- Once your username and password are set up, you have access to email and student self-service
- To log into email:
  - Go to Henderson.kctcs.edu
  - Click the link that says “Email”
  - Click on “Go to your email”
  - A new box will pop up asking for your username and password
  - Enter your email address which is your username @kctcs.edu (ex. ASMITH0001@kctcs.edu) and enter your password
At HCC, we want to make it easy to get information when and where you need it. That’s why we have the online Student Self-Service information system. Sometimes learning a new system can be tough, and we understand that, so we’ve made a series of online tutorials to make navigating the Student Self-Service area a breeze.

The tutorials cover the following:

- How to:
  - Use your student center
  - Use My Planner
  - Use Waiting Lists
  - Use the What-If Planning Tool
  - Restrict/ Release FERPA information
  - Use the Student Messaging Center
  - Find your Home College

- Readmission application

- Enrolling in classes

- Enrollment verification

- Viewing your class schedule

- Dropping classes

- Monitoring your progress toward a degree

- Order or track a transcript

- Find delivering college of a class

- View course-specific calendar

- Changing your address or phone number

- Update a blank SSN

- Change your major

- Change your home college

- Granting consent to release information

- Making a payment

- Viewing Financial Aid, accepting loans and completing the Financial Aid release form

- Viewing and printing your 1098-T

- Accept the financial agreement
1. Go to www.KCTCS.edu
2. Click on “Current Students”

Current Students

Welcome Students!

Go You! You’re on your path to a degree or certification, and we’re here to point out a few things that will help you.

Below are some of the everyday links and resources you will need on your journey.

Not finding what you need? Our 24/7/365 call center can help!
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A college education is one of the most important investments you will ever make – an investment in yourself and your future. HCC offers excellent academic and career opportunities for its students. You will learn college is rewarding and challenging. You will likely have concerns about how you will pay for all of your educational expenses.

Funding a college education is a challenge for many families and taking advantage of the student financial aid programs can be very helpful. The key to receiving financial aid is applying in a timely manner. Many financial aid programs are awarded on a first-come, first-served basis. Please apply early each year beginning October 1st.

If you have any questions, please contact the Financial Aid Office at HCC.

Financial Aid Office
help.henderson.kctcs.edu
(855) 464-2244
Helpful Hints

- As soon as you register for classes, you will have a tuition bill...Plan Accordingly!

- Pay attention to all email and correspondence received from the College.

- Review your financial aid awards on our KCTCS Student Self-Service Portal.

- Go to your classes – if attendance cannot be confirmed, aid cannot be released.

- Stay in your classes – repayment of aid may be required if you stop attending.

- Pass your classes – you must do well in all of your classes in order to keep your financial aid.

- Books – you can use financial aid funds to purchase books, at the beginning of the semester.

- Grants/Student Loans – grants and loans are financial aid programs to help you pay for college.

- Summer Aid – is available for those who qualify.

- FAFSA – Free Application for Federal Student Aid (FAFS) must be completed every year beginning October 1st.

- Bank Mobile Vibe Card – you will receive a Vibe Card in the postal mail at the beginning of the semester.
The Free Application for Federal Student Aid (FAFSA) should be completed every year on or after October 1st.

Reminder:

- Create a Federal Student Aid (FSA) Identification (ID) at https://fsaid.ed.gov/npas/index.htm
- Complete the FAFSA at https://fafsa.ed.gov/
- HCC School Code: 001993
1. **General Requirements to Receive Federal Student Aid.**

What are the general requirements to receive Federal Student Aid?

**Eligibility requirements:** You MUST:
- Demonstrate financial need (for most programs).
- Be accepted for enrollment as a degree-seeking in an eligible degree, diploma, or certificate program.
- Have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau).
- Meet citizenship requirements.
- Not have been convicted of drug distribution or drug possession.
- Have a high school diploma, GED or home school equivalency.
- If male, register or have registered with the Selective Service between the ages of 18 and 25.
- Have resolved all issues or problems identified on the Student Aid Report.
- Not have already earned the equivalent to a Bachelor’s Degree to be considered for the Pell Grant.
- Complete Verification process, if selected.
- Not also be enrolled in elementary or secondary school.
- Be enrolled at least half-time (6 credit hours) for most programs, including the Direct Loan Program.
- Establish eligibility by attending class and participating in academic activity.
- Meet Satisfactory Academic Progress (SAP) requirements.

2. **Part-Time Enrollment Qualifies for Financial Aid.**

Students DO NOT need to enroll full-time to qualify for financial aid. Part-time students can receive financial aid. To ensure academic success, it is important to balance credit hour load and personal responsibilities (work and family obligations). Be sure to ask for help!

3. **Eligible Programs**

Not all programs offered are aid eligible programs. To receive aid, students must declare a program of study that requires at least 16 credit hours for completion AND at least 15 weeks of study for completion.
Financial Aid Facts

4. Class attendance – Is it required?
To receive federal financial aid dollars, YES! If you are not attending classes, you have not established eligibility for your financial aid, and we MUST reduce or hold your financial aid until you are in good standing with your class or classes.

5. Declaring a Major.
Students with Undecided or Pending majors are not eligible for financial aid.

6. Earn your keep.
Financial aid funds are earned by students through their academic progress.
- The award year is from July 1st through June 30th.
- Unused funds for the award year can be carried over to summer until depleted.

7. Words of Wisdom
Go to class! Stay in class! Pass your class!
Three major regulations trip many of our students up when trying to maintain eligibility for federal student aid. They are:
- No Show: If you establish eligibility by going to classes, you have dealt with the No Show issue and aid will be appropriately disbursed.
- Return to Title IV: If you stay in your classes throughout the term, you will ensure there will be no requirement to repay funds you did not earn. Aid is disbursed with the assumption that you will complete 100% of the semester.
- Satisfactory Academic Progress: If you pass your classes with at least a C grade or better, you will ensure you have met the Satisfactory Academic Progress policies. You must also complete your degree requirements within 150% of the required number of credit hours.

8. Verification
If your FAFSA was selected for review in a process called Verification, then you must follow the Verification Procedures on your Student Self-Service Portal.
Financial Aid Facts


Book funds are provided via a "charge" process for eligible students 10 days before class begins and available nine days after classes begin. Valuable information surrounding the bookstore charge process using financial aid:
- If the bookstore has not received a textbook for a class during this time period, a student with Financial Aid can prepay for the book, assuring they can use their Financial Aid funds. The bookstore will alert the student when their textbook has arrived.
- Students must have more anticipated financial aid than the cost of tuition and fees for the term.
- Students must sign a Financial Aid Release (FAR) authorizing HCC to release the amount of anticipated aid to Barnes & Noble. If you already have a FAR on file, you do not have to complete another one.
- The amount you charge at the bookstore is placed on your student account as a bookstore charge and will reduce the amount you receive back in a residual refund. See example below.

<table>
<thead>
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<th>Bookstore Charge and Residual Refund Process Example</th>
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<tr>
<td><strong>Total Anticipated Financial Aid</strong></td>
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<tr>
<td>(add all financial aid awards)</td>
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<tr>
<td></td>
</tr>
<tr>
<td><strong>Total Balance Due to HCC</strong></td>
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<tr>
<td>(add Tuition and Fees to the Bookstore Charges)</td>
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<tr>
<td></td>
</tr>
<tr>
<td><strong>Residual Refund</strong></td>
</tr>
<tr>
<td>First, your anticipated aid is applied to the balance of your students account.</td>
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<tr>
<td>Then, any funds remaining after your balance is paid (indicated by a negative symbol) are credited to you via the Higher One process.</td>
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</tbody>
</table>
Payment Information

Once you enroll in classes, you become financially obligated.

Tuition can be paid by the following methods:

**Online:**
American Express, MasterCard, Visa, or Discover or electronic check for full amount only may be made online by accessing your student self-service account.

**Cash Payments:**
Should be made in person at the Business Office in either the ADM Building or the STC Start Center.

**Check or Money Order:**
Payments must include student ID number and daytime phone number.

**Mailed Payments should be addressed to:**
Henderson Community College
Business Office
2660 South Green Street
Henderson, KY, 42420

**Financial Aid/Scholarship/Third Party Payment:**
Financial Aid recipients must verify, through self-service, sufficient anticipated aid to cover all tuition and charges as of payment deadline. Most financial aid is prorated based on hours enrolled.

If your tuition is paid by an employer, Vocational Rehabilitation, scholarship, or other third party, you must confirm this with appropriate documentation by the payment deadline. All documentation must be submitted to Business office.

**Payment Plan:**
The agreement and down payment (if required) must be completed and submitted on-line through the student self-service prior to payment deadline. The number of payments and amount of down payment vary, depending on when the agreement is submitted. The cost to participate in the plan is $25.00. Payments are automatically deducted from a bank account or credit card.

***Payment plans are only available for the Spring & Fall semesters.
Tuition Rates

Current Tuition Rates
Rates can be found here:
https://henderson.kctcs.edu/affording-college/tuition-costs/index.aspx

Fees/ Charges:

- Reinstatement Fee of $75.00 will be assessed to any student who requests reinstatement if removed from classes due to non-payment.

- KCTCS BuildSmart Investment for Kentucky Competitiveness fee is $8 per credit hour.

- Online Course Fee is $20 per credit hour.

- All Fees or Charges are non-refundable.

Once you enroll in classes, you become financially obligated!

- If you do not plan to attend class, you must officially withdraw.

- Use your KCTCS student email account for all account inquiries.

- All college correspondence, including bills, are communicated through self-service and your student email account.
KCTCS Easy Refund Program (BankMobile)

KCTCS has partnered with BankMobile Disbursements, a financial services company focused solely on higher education, to process student refund payments. Students are required to choose from one of the following three options for receiving any refunds due them:

1) ACH transfer to a bank account of their choice
2) Paper check mailed to the student address on file
3) Refund to a BankMobile Vibe card offered by BankMobile Disbursements

For additional information, please visit www.RefundSelection.com
For assistance, please call Diane Houston at 270-831-9622
Satisfactory Academic Progress (SAP)

- Federal regulations mandate that a student receiving financial aid under Title IV programs must maintain Satisfactory Academic Progress (SAP) in his/her course of study regardless of whether or not financial aid is awarded each semester.

- Students are responsible for understanding and following the Satisfactory Academic Progress policy.

- Satisfactory Academic Progress (SAP) is measured with the following standards:

  Qualitative: A student must maintain a minimum cumulative 2.0 Grade Point Average (GPA).

  Quantitative: A student must complete 67% of the credit hours they attempt (calculated Credit Hours Earned divided by Credit Hours Attempted). This is sometimes referred to as a student’s Completion Rate.

  Maximum Time Frame: A student is expected to complete their degree/diploma/certificate/credentials with a Maximum Time Frame (MTF) of 150% of the required number of credit hours to graduate from their enrolled program of study.

- SAP Appeals: Once a student reaches Suspended Status, then financial aid is rejected and the student is ineligible unless an appeal is filed and approved by the Satisfactory Academic Progress committee.
Return to Title IV

- When a student withdraws from all courses for any reason, including medical withdrawals, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive.

- The return of funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled.

- A pro-rated schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal.

- Based on this calculation, HCC students who receive federal financial aid and do not complete their classes during a semester or term could be responsible for repaying a portion of the aid they received.

- Students who do not begin attendance must repay all financial aid disbursed for that term.
**Student Loans**

**Direct Subsidized Loan** - Awarded on the basis of financial need. Students are not charged any interest before repayment of the loan because the Federal government subsidizes the interest during this time.

**Direct Unsubsidized Loan** - Charged interest from the time the money is first disbursed until it is paid in full.
- The interest is capitalized, meaning the student pays interest on any interest that has already accrued.
- One way to minimize how much interest accrues is to pay the interest as it accumulates.

**Direct PLUS Loan** - Loans made available to parents of dependent students. Interest rates are linked to 52-week Treasury bill rates, but may not exceed 9%.

**Consolidation Loan** - A loan made to enable a borrower with different types of loans to obtain a single loan with one interest rate and one repayment schedule.

**Entrance Loan Counseling** - Before a school disburses Direct Subsidized or Unsubsidized Loan funds, regulations require the student complete an Entrance Loan Counseling session. The loan counseling session provides information about how to manage student loans, both during and after college and takes the form of an on-line self-directed learning format.

**Alternative Loan** - A student loan not regulated by the U.S. Department of Education.

**Grace Period** - The period of time that begins when a loan recipient ceases to be enrolled at least half-time and ends when the repayment period starts. During this time, loan principal need not be paid and, generally, interest does not accrue during this temporary period.

**Deferment (of loan)** - A condition during which payments of principal are delayed, and, interest does not accrue for:
- Federal Perkins
- Subsidized Federal Stafford Loan
- Direct Subsidized Loans
- The repayment period is extended by the length of the deferment period.

**Repayment Schedule** - A plan that is provided to the borrower at the time he or she ceases at least half-time enrollment. The plan sets forth the principal and interest due on each installment and the number of payments required for paying the loan in full. Additionally, it includes the interest rate, the due date of the first payment, and the frequency of payments.

**Right to Cancel** - Student borrowers have the right to cancel all or a portion of the loan and to have the cancelled funds returned to the lender. Borrowers must notify the Financial Aid Office in writing within 14 days of the date of the disbursement if they want to cancel all or a portion of the loan.
If you have been awarded Financial Aid, you may be eligible for a Federal Work Study position on campus or in the community.

What is Federal Work Study?

- A Work Study position is essentially a part-time job.
- It is an opportunity for you to earn extra money while gaining valuable work experience in a field or department that aligns with your academic and career goals.
- The supervisor hiring you will consider your class schedule and other personal obligations when assigning work hours.
- Federal Work Study is not automatically awarded to you. There are limited positions and not all students that are eligible are guaranteed a position. There is a wait list and eligible students are awarded on a first come, first served basis.
- As soon as you are awarded your Financial Aid, you should inquire about your eligibility and contact the Federal Work-Study Coordinator, Whitney Laird, or visit the Financial Aid Office.

Eligibility Requirements:

- You must be awarded Financial Aid
- You must be enrolled at least half-time for each semester you are awarded (6 credit hours)
- You must meet Satisfactory Academic Progress (SAP) and all other financial aid requirements

Contact Information

Whitney Laird
whitney.laird@kctcs.edu
270-831-9791
Now that you have completed orientation, you may want to do some Financial Aid homework in order to get the money you need to attend school:

1. Financial Aid Release (FAR) is a Book Release Form. This completed form gives the college permission to release financial aid information about the student to the Barnes and Noble bookstore allowing the student to charge books, etc. up to the amount of eligibility determined by the Financial Aid Office. You can access the Financial Aid Release (FAR) on your PeopleSoft Self-Service account.

2. A Master Promissory Note (MPN) must be completed before any loan student disbursements can be made to the student. Go to https://studentloans.gov/myDirectLoan/index.action to complete the MPN.

3. Entrance Loan Counseling (ELC) must be completed before any student loan disbursements can be made to the student. Go to https://studentloans.gov/myDirectLoan/index.action to complete the ELC.

4. Activate your Refund Preference you will receive a letter with your registration code to set up your BankMobile Vibe refund preference.
This section is designed to give you resources that will help you understand the advising and registration process.

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Henderson Community & Technical College Syllabus for Academic Advising

“Would you tell me, please, which way I ought to go from here?”
“That depends a good deal on where you want to get to.”
-Lewis Carroll, from Alice in Wonderland

Henderson Community & Technical College Advising Philosophy:

Henderson Community College academic advising empowers students to become responsible for their own academic success. Faculty advisors are committed to providing accurate and comprehensive academic advising. Working together, students and advisors develop one-on-one relationships and share responsibility to assist students to make choices and define goals; guide students through administrative processes; connect students to campus services and resources; and encourage the intellectual growth of students.

Advising Mission Statement:

The HCC advising process will result in the students’ ability to clarify, define, evaluate, and attain their academic, career and personal goals.

Goals of Academic Advising

- Make students aware of the benefits of advising
- Increase awareness of campus facilities and resources
- Explore academic programs
- Assist in setting academic and professional goals
- Assist in the selection of appropriate courses
- Evaluate academic progress
- Aid in the development of decision-making skills
- Refer students to appropriate educational, social, and professional resources
- Promote success and persistence in students
- Help students to benefit from their experiences
- Meet students where they are and move them from independent to self-sufficient
Advising Syllabus

Advisor Responsibilities—What you should expect from your advisor

- Keep scheduled appointments. Contact student if it is necessary to reschedule.
- Be prepared with appropriate materials (student file with academic information, class schedule, general education and major checklists, resource referral information).
- Provide accurate information about classes, general education and major requirements, registration and drop/add deadlines, academic policies and procedures.
- Assist in the evaluation of the advisee’s academic progress.
- Listen to advisee’s concerns and questions and assist in making decisions and solving problems.
- Suggest options for careers, majors, and selection of courses.

Advisee Responsibilities—What your advisor expects from you

- Seek advising from assigned advisor at appropriate times. An appointment may be necessary.
- Keep scheduled appointments. If it is necessary for you to reschedule your appointment, please call the advisor or his/her division assistant before the appointment.
- Ask specific questions regarding general education requirements, academic policies, resource referrals (tutoring, note taking, career exploration, personal counseling).
- Monitor your academic progress as you move toward your academic goal.
- Look over the schedule and prepare a list of classes you are considering taking.
- Give your advisor accurate information about your study habits, strengths and weaknesses, academic progress.
- Listen to your advisor and consider his/her advice and recommendations.
- Contact your advisor as needed. You may find their contact information in the Online Faculty and Staff Directory (henderson.kctcs.edu > About Us > Employee Directory).
Advising Syllabus

Helpful Advising Resources

- Academic Program Plans (sheets for major/degree programs):
  Henderson.kctcs.edu > Explore All Programs

- College Catalog:
  Kctcs.edu > Current Students > Browse Our Catalog

- Assessment and Placement Policy:
  Henderson.kctcs.edu > Admissions > Placement Testing & Assessment

- Academic Calendar:
  Henderson.kctcs.edu > Education & Training > Academic Calendar

- Occupational Outlook Handbook:
  www.bls.gov/ooh/

Advising Syllabus Student Learning Outcomes

1. Develop an educational plan for successfully achieving their goals; select courses each semester to progress toward fulfilling that educational plan (GBAA)

2. Demonstrate the characteristics of a prepared advisee

3. Demonstrate the use of campus resources and services to assist them in achieving their academic, personal, and career goals

4. Graduate in a timely manner based on the individual educational plan

5. Follow through when referred to appropriate campus resources

6. Develop a transfer plan if interested in a four-year degree
Advising Syllabus

Second Tier Syllabus

0 – 15 credit hours

Academic Goals
I have reviewed and understand the specific academic requirements for my program, such as minimum grades for particular classes, minimum ACT/COMPASS scores, and the 2.0 GPA graduation requirement.
I have reviewed and understand the specific course requirements for my program, based on the academic plan.
I have reviewed and understand the selective admissions policy for my academic program.
I have attended, or scheduled to attend, a current pre-admissions conference if my academic program requires it.

Career Exploration Goals
I will complete the career exploration tool offered by Career Services and explore various careers.
I will consider conducting at least one informational interview or job shadow a professional in my area of interest.
I will choose a career and a major and complete the necessary Change Form, if needed.

Goal-Based Academic Agreement Goals
I will complete a Goal-Based Academic Agreement and outline my courses for subsequent semesters.

Advising Goals
I will make an appointment with my academic advisor to register for next semester.
I will be sure to bring a tentative schedule with me to my advising appointment each semester.
I will visit with my academic advisor at least once each semester, outside of the registration meeting, to discuss my progress during the semester.
I will begin looking into transfer to a two- or four-year school, depending on my major and career goals.

Academic Support Goals
I will attend tutoring in the Library, Writing Center, or with a professor, if needed.

Financial Aid/Loan Repayment/Scholarship Goals
I am aware of Financial Aid deadlines. Fall – July 15, Spring - December 1, Summer – April 1.
I am aware I must complete a FAFSA application each year I attend college.
I am aware of HCC Scholarship deadlines. Fall – March 15 and Spring – November 15.
Applications are available online and in the Start Center.
I am aware if I have taken out loans to pay for my college education I will start repaying those loans six months after my last date of college attendance or graduation. After 30 days of not making a payment I will be in a delinquent status, and after nine months of non-payment I will have defaulted on my loans and could face wage and tax return garnishment. I will
Advising Syllabus

Contact the HCC Financial Aid Office at 270-831-9627 if I have any questions regarding loan repayment both now and once I enter loan repayment.

16 – 30 credit hours

Academic Goals
I will apply to the selective admissions program of my choice, if required to do so.
I have attended, or schedule to attend, a pre-admissions conference if a program requires it for admissions.

Career Exploration Goals
I will explore HCC clubs or events in which I might participate, to be included on my resume.
I will explore volunteering for a college or civic activity or charity event, to be included on my resume.
I will use Career Services and the online resources they provide for assistance in developing a first draft resume.

Goal-Based Academic Agreement Goals
I will update my Goal-Based Academic Agreement to ensure timely graduation.

Advising Goals
I will make an appointment with my academic advisor to register for next semester.
I will be sure to bring a tentative schedule with me to my advising appointment each semester.
I will visit with my academic advisor at least once each semester, outside of the registration meeting, to discuss my progress during the semester.

Transfer Goals
I will talk to my academic advisor about transfer to a four-year school based on my major and career goals.
I will use the Transfer Center and other available resources (e.g., college websites, KnowHow2Go, CollegeFish.Org, etc.) to research transfer schools and scholarships.
I will take advantage of available transfer activities and opportunities (e.g., transfer college fairs).

Academic Support Goals
I will attend tutoring at the Start Center, Writing Center, or with a professor, if needed.

Financial Aid/Loan Repayment/Scholarship Goals
I am aware of Financial Aid deadlines. Fall – July 15, Spring - December 1, Summer – April 1.
I am aware I must complete a FAFSA application each year I attend college.
I am aware of HCC Scholarship deadlines. Fall – March 15 and Spring – November 15.
Applications are available online and in the Start Center.
I am aware if I have taken out loans to pay for my college education I will start repaying those loans six months after my last date of college attendance or graduation. After 30 days of not making a payment I will be in a delinquent status, and after nine months of non-payment I will be in a delinquent status, and after nine months of non-payment I will have defaulted on my loans and could face wage and tax return garnishment. I will contact the HCC Financial Aid Office at 270-831-9627 if I have any questions regarding loan repayment both now and once I enter loan repayment.
Advising Syllabus

31 – 45 credit hours

Career Exploration Goals
I will continue to participate in an HCC club or group and volunteer for a college or civic activity or charity event. I understand that participation in these activities is a resume-builder.
I will update my resume with activities and new skills learned and identify individuals who can speak of my skills and be a positive reference for future employment opportunities and then use this information to prepare a first draft reference document.
I will research internship and co-op opportunities that will enable me to gain valuable experience within my field.

Goal-Based Academic Agreement Goals
I will update my Goal-Based Academic Agreement to ensure timely graduation.

Advising Goals
I will make an appointment with my academic advisor to register for next semester.
I will be sure to bring a tentative schedule with me to my advising appointment each semester.
I will visit with my academic advisor at least once each semester, outside of the registration meeting, to discuss my progress during the semester and toward completing my degree.

Transfer Goals
I will continue to explore transfer and scholarship opportunities and meet with a transfer advisor.
I will take advantage of available transfer activities and opportunities (e.g., transfer college fairs).
I will select a transfer institution and contact an advisor from that institution to prepare for eventual transfer.

Academic Support Goals
I will attend tutoring at the Start Center, Writing Center, or with a professor, if needed.

Financial Aid/Loan Repayment/Scholarship Goals
I am aware of Financial Aid deadlines. Fall – July 15, Spring – December 1, Summer – April 1.
I am aware I must complete a FAFSA application each year I attend college.
I am aware of HCC Scholarship deadlines. Fall – March 15 and Spring – November 15.
Applications are available online and in the Start Center.
I am aware if I have taken out loans to pay for my college education I will start repaying those loans six months after my last date of college attendance or graduation. After 30 days of not making a payment I will be in a delinquent status, and after nine months of non-payment I will have defaulted on my loans and could face wage and tax return garnishment. I will contact the HCC Financial Aid Office at 270-831-9627 if I have any questions regarding loan repayment both now and once I enter loan repayment.
Advising Syllabus

46 – 71 credit hours or graduation/transfer

Career Exploration Goals
I will actively pursue internship and co-op opportunities within my field.
I will continue to participate in an HCC club or event and volunteer for a college or civic activity or charity event. I understand that participation in these activities is a resume-builder.
I will collaborate with Career Services to create a final cover letter, final resume, and final references document to utilize for job searches after graduation.
I will utilize Career Services’ resources as needed to assist in locating companies who hire employees with my skills set.

Advising Goals
When I am ready to graduate I will complete an Application for a Credential with the assistance of my academic advisor.
I will complete the graduation survey and turn it into the admissions office with my graduation application.

Transfer Goals
I will meet with a transfer advisor either at HCC or my transfer institution to review final steps to transfer.
If possible, I will schedule a meeting and campus tour of the institution where I intend to transfer.
I will finalize plans to transfer: I will apply for graduation from HCC, complete all application and scholarship forms, and request my transcripts be sent to my transfer institution.

Academic Support Goals
I will attend tutoring at the Start Center, Writing Center, or with a professor, if needed.

Financial Aid/Loan Repayment/Scholarship Goals
I am aware of Financial Aid deadlines. Fall – July 15, Spring - December 1, Summer – April 1. I am aware I must complete a FAFSA application each year I attend college.
I am aware of HCC Scholarship deadlines. Fall – March 15 and Spring – November 15.
Applications are available online and in the Start Center.
I am aware if I have taken out loans to pay for my college education I will start repaying those loans six months after my last date of college attendance or graduation. After 30 days of not making a payment I will be in a delinquent status and after nine months of non-payment I will have defaulted on my loans and could face wage and tax return garnishment. I will contact the HCC Financial Aid Office at 270-831-9627 if I have any questions regarding loan repayment both now and once I enter loan repayment.
Academic Probation - A student earning a cumulative grade point average below a 2.0 at the end of a term shall be placed on academic probation. A student shall be removed from academic probation by earning at least a 2.0 cumulative grade point average.

Academic Suspension (Dismissal) - If a student is placed on academic probation for two consecutive terms (which is noted on the transcript as "subject to dismissal" the second time) and does not earn either a cumulative GPA or a term GPA of at least a 2.0 in the third term, the student shall be academically suspended. Non-enrollment has no effect on probation status. The president (or designee) may grant an exception based upon an individual’s case. A student on academic suspension may not enroll in courses which count toward a KCTCS degree.

Reinstatement - A student who has been academically suspended may be reinstated by the president (or designee) after remaining out of the college for at least one 16-week semester and providing evidence of ability to perform at the level required. A student who has been academically suspended shall, upon reinstatement, be placed on academic probation and be subject to academic suspension if the student has failed to earn a current term GPA of 2.0 during the first term of reinstatement. Upon a second suspension, a student may be reinstated by the president (or designee) after remaining out of the college for at least two 16-week semesters and providing evidence of ability to perform at the level required.
Glossary of Terms
Glossary of Terms

A & S- Arts and Science Building

A/T- Academic Technical Building

Academic Advising- A meeting between a student and a Master Advisor (employed by an advising center) or Faculty 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 or in the printed schedules each semester.

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/. If a student changes his or her major, a new Academic Program Plan must be created with an academic advisor.

ACT- American College Testing

ADM- Administration Building

AP Exam- Advanced Placement exam
Application / Apply- A prospective student completes and online application requesting admission to the college. The application must be submitted electronically from the HCC website. There is no application fee. Admission does not obligate a student to attend HCC. At this point of submitting an application, the student has not registered for classes and so is not enrolled.

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, Math, 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.

CCSSE-Community College Survey of Student Engagement

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.
Glossary of Terms

**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 attached to a specific named course. (ENG 101 is also called Writing I.)

**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.

**ESL** - English as a Second Language.

**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.
**Glossary of Terms**

**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. The Graduation Application should be filled out approximately ten weeks before graduation with your advisor.

**HCC/ HEC** - Henderson Community College

**HESI A2 exam** - Entrance Exam used by the nursing program as a tool to help screen applicants

**Hybrid Class** - A course in which students spend 50% of their time in a regular classroom and 50% of course content is on-line.

**Internet (On-line) Course** - A course taken completely on the Internet. Students submit assignments and take exams electronically on-line through Blackboard. These courses have no in-classroom seat time and are designated with a “Z” in the section number. Some courses require proctored exams on campus.

**KCTCS** - Kentucky Community and Technical College System

**Kentucky Education Excellence Scholarship (KEES)** - This scholarship is administered by the Kentucky Higher Education Assistance Authority (KHEAA) to students who are recent Kentucky high school graduates. The scholarship awards are based primarily on high school GPA and/or ACT scores. Convicted felons are ineligible. ([www.KHEAA.com](http://www.KHEAA.com))

**Kentucky Higher Education Assistance Authority** - An agency created in 1966 to monitor and improve the quality of Kentucky education. The agency is instrumental in administering programs that financially assist Kentucky students. ([www.KHEAA.com](http://www.KHEAA.com))

**Kentucky Virtual Campus (KVC)** - An Internet site which enables students to view on-line courses offered throughout the state of Kentucky. JCTC students are eligible to request on-line courses provided by any Kentucky Community and Technical College System institution through their student Self Service account or through an Academic Advisor. All on-line courses will be designated with a “Z” in the section number. ([www.kyvc.org](http://www.kyvc.org))

**KYOTE** - A computerized assessment exam used to determine skill level in mathematics.

**LIB** - Library
Glossary of Terms

**Orientation**- A meeting prior to enrollment in which new students receive information about HCC, set up accounts and register for classes.

**PAC**- Preston Arts Center

**Paired Classes**- Courses that are joined together. A student must register in both classes. Examples include a lecture class paired with a lab or workshop; these are generally courses in the same subject such as math or science. Paired classes may also include courses paired for instructors to co-teach. The courses that are joined together will have a “P” in the section number.

**Pass/Fail**- Classes in which the grade is a P or F, not an A, B, C, D or E. If Pass/Fail is selected, 100level or above classes will not be included in a student’s Grade Point Average, but may count towards a degree (see HCC catalog).

**Prerequisite**- A course or courses a student must complete before taking 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 represents 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.
Glossary of Terms

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 determine if students receiving FA satisfactorily complete a set percentage of credit hours in order to maintain their eligibility.

SCR - Student Center

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. The third digit in the section number (e.g. 55Z1) may signify a special type of course being taught:

- BC – Bi-term classes
- E – Evening classes
- H – Hybrid course—Class is 50% online and 50% in class
- L — Laboratory Course
- V – KCTCS Online Courses – students must enroll online for these courses
- Z – Internet Course (offered only on the internet)
- 35 – Union County

Settle Your Bill - Students pay for tuition and fees by cash, check or credit card or through payment arrangements with the HCC Business Office.

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.
Glossary of Terms

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 Affairs- 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. It may be necessary to contact the instructor in order to determine the level of online use. Being able to access the internet is necessary when taking a web enhanced course.

Work and Learn- Includes adult basic education students who are working toward their GED and high school graduates who are brushing up on basic skills before entering college.