



2014-2015 Southcentral Kentucky Community and Technical College Dual Enrollment Handbook

WHAT IS DUAL CREDIT?

Dual Credit is a college-level course of study offered to high school students. High school students who enroll in a dual enrollment program with Southcentral Kentucky Community and Technical College (SKYCTC) earn both high school and college credit for the same class upon successful completion of the course requirements (up to 12 credit hours per academic year).

WHAT ARE THE BENEFITS OF ENROLLING IN DUAL CREDIT?

- Provides highly relevant and academically sound courses
- Adds rigor to the high school curriculum thereby increasing college and career readiness
- Increases student matriculation from high school to college
- Reduces the amount of TIME AND MONEY to attain a postsecondary credential
- Decreases remediation rates for students transitioning to postsecondary education
- Credit is awarded for successfully completing the course versus test based credit
- Earn up to 12 college credit hours per academic year

WHO CAN ENROLL IN DUAL CREDIT CLASSES?

- High school seniors and juniors
(Exceptions considered for students recommended by secondary school and approved by College)
- Student must meet requirements of KCTCS assessment and placement standards
(ACT or COMPASS college-ready benchmarks must be met prior to term of enrollment)
- Student must have a proven record of high academic achievement (high school transcript required)
- Student must be mature, independent, self-motivated, and able to manage time well

WHAT IS THE DIFFERENCE BETWEEN DUAL CREDIT AND ON TRACK?

Dual Credit is a college level course a student takes at his/her high school or area technology center; it is taught by an approved teacher at the secondary school.

On Track is a college course a student takes at one of the SKYCTC campuses; it is taught by a college faculty member.

HOW MUCH DOES IT COST?

Dual Credit: Tuition is free. A **\$50.00 non-refundable administrative charge** is applied upon enrollment. The charge is per semester, not per class! That means a student can take more than one dual credit class each semester, but still only pay \$50.00.

On Track: Student pays for one credit hour per class. Discounted tuition rates do not apply to online courses.

HOW DO I APPLY?

Complete a free online admissions application: http://southcentral.kctcs.edu/how_to_apply to get a student ID. Complete the attached enrollment contract signed by student, parent/guardian, and designated secondary school representative and attach a valid high school transcript with verification of ACT/COMPASS test scores.

HOW CAN I GET MORE INFORMATION?

Contact the SKYCTC Director of K-12 Partnerships (DK12P): Heather Bratcher Keith

Email: heatherb.keith@kctcs.edu Phone: (270) 901-4324 Fax: (270) 901-1135

Website: https://southcentral.kctcs.edu/en/Admissions/Dual_Credit.aspx

(Keep this page for your records)

Dual Credit/On Track Enrollment Procedures

1. **Complete a free online admission application online to get a 9-digit KCTCS ID number:**
https://www.southcentral.kctcs.edu/Admissions/How_to_Apply. (Click on the “Application for admission” link).
Use the attached **Guidelines for Completing the Admission Application Online**. Failure to answer the admission application questions as necessary for dual credit purposes may delay processing or result in an invalid application.
***Write down your 9-digit KCTCS student ID number and application reference number!**
2. **Provide Director of K-12 Partnerships a completed Dual Credit/On Track enrollment contract.**
The contract **must include the 9-digit KCTCS student ID number** received upon submitting the admission application online, and signatures of student, parent/guardian, and designated secondary school representative. Deadlines apply and are announced at the secondary school at the beginning of each semester. Contracts and other enrollment documents submitted after semester deadlines are not accepted.
3. **Submit your high school transcript and ACT/COMPASS test scores to DK12P.**
Contact the guidance office at your high school for assistance obtaining these documents.
4. **Activate your Student User Account** (instructions attached).
5. **Login to Student Self-Service** (verify your dual credit enrollment and pay your tuition charge).
6. **Pay your dual credit enrollment /tuition charge once you are enrolled in class.**

Payment options include the following:

- Login to Student Self-Service and **pay online** using a credit/debit card or check. For further instructions on how to pay online, visit <http://kctcs.edu/en/Students/Tutorials.aspx>. (making a payment)
- **Mail a check or money order** made out to SKYCTC (and be sure to include your 9-digit KCTCS ID number) to the College’s business office:
SKYCTC ATTN: Business Office
1845 Loop Drive
Bowling Green, KY 42101
- **Pay over the phone** with a credit/debit card by calling the SKYCTC Business Office (270) 901-1120.

For more information, contact the Director of K-12 Partnerships: Heather Bratcher Keith
heatherb.keith@kctcs.edu or (270) 901-4324

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User Account Center and Student Self-Service

This guide is designed to assist you in understanding how to create a username and password to access Student Self-Service and create a KCTCS student email account as the College does not send tuition bills in the mail. **Note: User accounts cannot be created until 24 hours after the online admission application has been completed.**

CREATE A STUDENT USER ACCOUNT:

- 1) Have your 9-digit student ID number available.
- 2) Use Internet Explorer and go to: <http://kctcs.edu/Students/User Account Center>
- 3) Select KCTCS USER ACCOUNT CENTER.
- 4) Enter your birth month and day, 9-digit KCTCS ID number, and application reference number. (Leave the social security number/national ID and email boxes blank).
- 5) Select Create/Update my User Profile. Your user profile information will appear on the screen.
- 6) Print the page with your User Account information so you will have it for future reference. If you do not have a printer, write down your User Name (EX:jsmithOOOI) and KCTCS email address (EX:jsmithOOOI@kctcs.edu).
- 7) Create a security question and answer.
- 8) Click on Save my User Profile. Then, click on Set my Password.
- 9) Enter your last name and 9-digit KCTCS ID number. Click on Sign In.
- 10) Create a password (pay attention to the password instructions on the screen).

***Important Note: Passwords expire every 90 days. Check your email for notification of expiration date.**

Log into the Student Self-Service Center (with the User Name and Password you created) to track your enrollment. When the Student Self-Service Center displays the name of the course you are enrolled and a balance due, you can pay your tuition/service charge online: <https://students.kctcs.edu/>.

Other payment options are listed below:

- 1) Pay online. Go to the SKYCTC homepage: <http://www.southcentral.kctcs.edu/> and click on Student Self-Service at the very top of the page. Log into the Student Self-Service page with your username (EX:jsmithOOOI) and the password you created in the KCTCS User Account Center.
For further instructions on how to pay online: <http://kctcs.edu/en/Students/Tutorials.aspx>
- 2) Mail a check or money order made out to SKYCTC (include your 9-digit student ID) to:
Southcentral Kentucky Community & Technical College
ATTN: Business Office 1845 Loop Drive
Bowling Green, KY 42101
- 3) Pay over the phone (270) 901-1120 by debit or credit card (must know your 9-digit student ID).
- 4) Pay in-person by visiting the SKYCTC Business Office located on Loop Drive in Bowling Green. (M-F 7:30AM-4:00PM. 1845 Loop Drive, Bowling Green, KY 42101; Main Campus Building H)

(Keep this page for your records)

Guidelines for Completing the Admission Application Online

Visit https://southcentral.kctcs.edu/Admissions/How_to_Apply to complete a free online admissions application and get a 9-digit KCTCS student ID number. Click on “Application for admission,” and answer the following questions on the admissions application as advised below. **Failure to respond to the questions as directed below may result in an invalid application or processing delays.**

Military Status: No Military Service
 Will you be receiving Veteran’s benefits? **NO**
 Will you be applying for financial aid? **NO**

***Starting Term:** (use the semester and year your dual credit class begins-example: Fall 2014)

***Choose the student description that fits you best:** **I am a high school student planning to take a college course before school graduation.**

***Select a campus you will be attending:** **SKY Southcentral KY Community and Technical College**

Have you lived in Kentucky for the past 12 months? **YES**
 Have you received financial support for basic living expenses (such as housing and transportation) or tuition fees from someone living outside the state of KY during the last 12 months? **NO**
 Does either parent or legal guardian live in Kentucky? **YES**

Are you a spouse or a dependent of an Active Duty Military member? **NO**
 Do you consider yourself a Kentucky Resident? **YES**
***Are you interested in online courses or programs?** **NO**

Have you earned a HS diploma (either within or outside of the US)? **NO**
 Have you earned a GED? **NO**
 Are you currently enrolled in high school? **YES**

Expected Graduation Date: (if not sure of date, use May 20 and the year you will graduate high school).

Have you attended non-KCTCS postsecondary institutions? **NO**
 High School Country: **USA**
 High School State Abbreviation: **KY**

High School City: (enter the city where your high school is located)
***High School Code:** (click on the magnifying glass icon to find your high school, then select from the options provided).

****After you review your application, click “Submit.” YOU WILL NEED the 9 digit KCTCS ID number (called your student ID number) and the application reference number to set up your user profile. Print the page or write this information down and keep it in a safe place.**

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Additional Dual Enrollment Information

PURCHASE TEXTBOOKS:

Books for On Track courses taught on SKYCTC campuses may be purchased from the campus bookstore. Search for your books online: <http://bgtcstore.bncollege.com/>. When buying or selling books at the campus bookstore, you must have a photo ID and your KCTCS course schedule with your 9-digit student ID number on it. The SKYCTC bookstore is located at the Bowling Green Main Campus on 1845 Loop Drive; they are open Monday through Thursday from 7:30AM until 4:30PM and Friday until 2:00PM and may be reached at (270) 901-1083.

COMPASS TESTING:

Dual enrollment students who have not taken ACT or did not meet the required benchmarks on ACT may schedule a COMPASS computerized placement and assessment exam at one of the SKYCTC campuses. The initial COMPASS exam is free; retests are \$20.00. A picture ID is required for identification when you arrive for your exam. Call one of the assessment sites below to schedule an appointment.

Bowling Green: (270) 901-1046

Franklin: (270) 901-1119

Contact Director of K-12 Partnerships for small group testing in the high school: (270) 901-4324

ABIDE BY CLASSROOM EXPECTATIONS:

-Attend Every Class. On Track courses meet based on the SKYCTC academic calendar-even when secondary school is not in session. Absences are not excused and excessive absences will result in class failure. Refer to the class syllabus for your instructor's attendance policy.

-Read and Understand the Class Syllabus.

-Do Not be Late for Class; Do Not Leave Class Early (You will be counted absent).

-Be Prepared for Class.

-Put Your Cell Phone on Silent and Out of Sight (No texting or cell phone use of any kind during class).

-Dress Appropriately.

-Be Respectful to All People (Practice good conduct, attitude, language, and behaviors).

PRACTICE CAMPUS SAFETY:

Sign up for the Safety Notification Alert Process (SNAP): <http://kctcs.edu/snap>.

This will keep you informed of on-campus emergencies and college closings or delays.

For non-emergency campus safety concerns, contact (270) 790-9304.

DEADLINES:

All dual credit enrollment requirements must be completed a minimum of two weeks prior to the semester of enrollment. Class registration is based on availability. Online courses are not applicable for a tuition discount.

Adding or dropping courses must be done within the parameters of the SKYCTC academic calendar each semester.

Contact DK12P heatherb.keith@kctcs.edu to obtain a drop/add form.

OTHER IMPORTANT INFORMATION:

To view the *Student Code of Conduct*: www.kctcs.edu/student/studentcodeofconduct.pdf.

To view the *Student Handbook*: www.southcentral.kctcs.edu/pdf/studenthandbook.pdf.

For a tutorial on how to use **Student Self-Service**: <http://kctcs.edu/en/Students/Tutorials.aspx>

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Fall 2014	
July 18	Tuition Due
August 18	Classes begin
August 21	Last day 100% refund (1st bi-term session)
August 24	Last day 100% refund (16 week session)
September 1	Labor Day (No classes)
September 2	Last day 50% refund (1st bi-term session)
September 16	Last day 50% refund (16 week session)
October 10	Final examinations for first bi-term courses Last day for "W" 16 week session
October 13-18	Fall Break (no classes)
October 20	Second bi-term begins
October 23	Last day 100% refund (2nd bi-term session)
November 3	Last day 50% refund (2nd bi-term session)
November 17	Last day for "W" second bi-term session
November 27-28	Thanksgiving Break (No classes)
December 4	Class work ends
December 5	Study Day
December 8-13	Final Examinations
December 14	Fall semester ends
Spring 2014	
January 13	Classes begin
January 16	Last day 100% refund (1st bi-term session)
January 19	Last day 100% refund (16 week session)
January 20	Martin Luther King, Jr. Day (No classes)
January 27	Last day 50% refund (1st bi-term session)
February 10	Last Day for "W" first bi-term session Last day 50% refund (16 week session)
February 17	President's Day (No classes)
March 7	Final examinations for first bi-term courses Last day for "W" 16 week session
March 10-14	Spring Break (no classes)
March 17	Second bi-term begins
March 20	Last day 100% refund (2nd bi-term session)
March 31	Last day 50% refund (2nd bi-term session)
April 14	Last day for "W" second bi-term session
April 18	Good Friday (Half-day holiday)
May 1	Class work ends
May 2	Study Day
May 5-9	Final Examinations
May 11	Spring semester ends
May 16	Commencement ceremony



DUAL DC CREDIT

GO2COLLEGE IN HIGH SCHOOL

Student Name: _____ KCTCS ID Number: _____

Name of High School or Technology Center: _____

Date of Birth: _____ Grade Level: _____ Graduation Date: _____

Email: _____ Phone Number: _____

Southcentral Kentucky Community and Technical College Dual Credit/On Track Enrollment Contract

I authorize release of my official high school transcript and requested test scores to SKYCTC. In addition, I authorize SKYCTC to provide my secondary school and parents/guardians with any information pertaining to my academic record while enrolled as a Dual Credit/On Track student with SKYCTC (*permission ends 6 months after final day of enrollment with SKYCTC*). I understand I must contact the Director of K-12 Partnerships immediately if any changes occur (drop a class; withdraw from school; change address, etc.) and failure to report such changes can result in a failing grade. I understand the \$50.00 dual credit enrollment charge is applied immediately upon receiving the enrollment contract and it is non-refundable, even if I withdraw from the class or do not complete the class with a passing grade. I agree to pay my On Track tuition and/or dual credit enrollment charge by the deadline indicated, and failure to pay upon enrollment will result in a financial hold being placed on my student account. I understand it is my responsibility to set up a KCTCS student user account and email to verify my enrollment, and to check my email on a regular basis to review important messages from the College and respond in a timely manner. I understand the grade I receive in a course will be permanently transcribed on my college transcript, including a "W" if I withdraw from a class after submitting an enrollment contract. In addition, the grade I receive will be used to calculate my final high school grade point average and may affect my financial aid eligibility. Applicable grades are A, B, C, D, and E; credit is not awarded for a failing grade "E."

I have read and understand the SKYCTC Dual Credit/On Track enrollment procedures and contract. It is my responsibility to read and abide by the class syllabus, attendance policy, and academic calendar.

I agree to uphold all rules, regulations, policies and procedures of the College and accept full responsibility for all personal matters such as transportation, financial arrangements, book and supply purchases, etc.

Parent/Legal Guardian: I have read and understand the Dual Credit/On Track contract and hereby grant approval for my child/legal ward to enroll in a SKYCTC course as a high school student, and agree to pay fees associated with the course.

Secondary School Representative: I hereby attest this student has approval of his/her secondary school to enroll in Dual Credit/On Track courses with SKYCTC and will receive credit toward high school credential attainment upon successful completion of the course requirements. This student meets the eligibility requirements, and is recommended for college-level courses. I agree to follow-up with this student to ensure his/her success in pursuit of postsecondary credits.

Enrollment Requested in the following Dual Credit/On Track courses:

PS Number (ex:52023)	Name of Course (ex: U.S. History)	Course Number (ex: HIS 109)	Enrollment Term (ex: Fall 2014)

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Secondary School Rep. Signature: _____ Date: _____