

West Kentucky College Academy

WKCTC Policy for High School Students

(Aligned with the Statewide MOU)

- ✓ Must be a junior or senior in high school *
- ✓ May enroll in six credit hours per semester **
- ✓ Submit admissions application, college academy application, high school transcript, and ACT or COMPASS scores

▪ ACT	18 English	20 Reading	22 Math(19 for MAT 100)
▪ COMPASS	74 Writing	85 Reading	50 Algebra(36 for MAT 100)
▪ ASSET	43 Writing	44 Reading	46 Elem Alg(41 for MAT 100)
▪ KYOTE	6 Writing	20 Reading	14 CA(7 for MAT 100)

Math scores listed are to enroll in MAT 150 – College Algebra

*Approval must be obtained if a student has not earned high school junior or senior status.

** Must have senior status in high school and maintained a **3.0 college GPA** or higher to enroll in additional college credit hours.

Satisfactory Academic Progress (SAP)

SAP applies to all students with previous **college coursework**. Taking college credit as a high school student may affect financial aid eligibility in the future based on the following federally mandated standards:

- Must pass **67% of credit hours attempted** - To calculate completion rate (67% Rule), students can divide their cumulative earned hours by their cumulative attempted hours.
- Have a **2.0 cumulative GPA** - WKCTC's qualitative standard is determined by the student's earned Grade Point Average (GPA). Students earning a cumulative grade point average below a 2.0 at the end of a term shall be placed on financial aid *Warning*. An additional term with an earned GPA below 2.0 will result in suspension.
- Must not have attempted over 150% of the credit hours required for your program (**Maximum Time frame**) - Students are expected to complete their credential within a Maximum Time Frame (MTF) of 150 % of the required number of credit hours to graduate from their enrolled program of study.

Cost for College Academy Courses

Courses taught at high school by High School, ATC, or CTC Faculty

(Prior credential approval is required for all faculty)

\$50 service charge for up to six college credit hours per semester

Courses taught on College Campus or Online

50% tuition charged – up to six credit hours

If student have been approved to take additional credit hours, full tuition will apply.

KEES Regulation

KEES requires you to be *on track* to graduate. (See KY Legislative Reference: KRS 164.7881) Your *on track* status will be sent to KHEAA along with your cumulative GPA at the end of each spring term.

- If you have at least a 3.0 cumulative GPA, you will receive your full KEES award.
- If your cumulative GPA is between 2.5 to 2.99 and meet the *on track* to graduate requirement, you will receive your full renewal KEES award.
- If your cumulative GPA is between 2.5 to 2.99 but you do NOT meet the *on track* to graduate requirement, you will receive a 50% renewal KEES award if you were enrolled full time for a least one of the previous two semesters.
- If your cumulative GPA is between 2.5 to 2.99 but you do NOT meet the *on track* to graduate requirement, you will not receive a KEES award for the next academic year.
- If your cumulative GPA drops below a 2.5 you will lose your KEES award for the next academic year.
- You may regain your KEES award for the next academic years by meeting the above criteria by the end of the spring term in which you meet the criteria.

WKCTC Credentials Available

Associate Degree available in 33 Programs

Diploma available in 21 Programs

Certificates available in 38 Programs

Dual Credit Students

77% transitioned to college after high school

37% WKCTC

21% WKCTC & other college (dually enrolled)

19% other colleges

23% did not transition to college

(Dual credit students from 2009-10 & 2010-11, 1429 students included in data)

1. Apply for Admissions - all steps must be completed

- A. Apply for admissions online - Go to WKCTC Web site: westkentucky.kctcs.edu and select Apply Now, Click Online Admission Application. You will receive your Empl ID (A nine digit number beginning with 002).
- B. Apply for West Kentucky College Academy - Go to WKCTC Web site: westkentucky.kctcs.edu and click Academics, K12 Partnerships, West Kentucky College Academy, and Application.
- C. Print, complete, sign, and send student authorization form.
- D. Return form and test scores to West Kentucky College Academy Director, Lorry Beth Wilson- lorrybeth.wilson@kctcs.edu; fax 270-554-6271; phone 270-534-3117.

2. Meet Assessment Requirements

As part of the application process, prospective West Kentucky College Academy students must provide ACT or COMPASS scores in reading, writing, and math.

- A. If you are qualifying with ACT or COMPASS scores, you must request that official copies of scores be sent to WKCTC.
- B. If you need to take the COMPASS, first contact your high school guidance counselor. They may be able to schedule a test on your high school campus.
- C. If you need to come to WKCTC to take the COMPASS, office hours are Monday –Friday 8:00 a.m. to 4:30 p.m. **You must arrive in the Assessment Center no later than 1:30 p.m. to begin testing.** No appointment necessary during regular hours; however, late appointments available on Monday.

Assessment center location is Anderson Technical Building, Room 110.

Contact information – phone 270-534-3407 or online at <http://westkentucky.kctcs.edu/Admissions/Compass.aspx>.

3. Enrollment in Course(s)

To enroll in a course, all of the information above must be completed. Next step is to meet with West Kentucky College Academy Director to enroll in course(s). Appointments are scheduled at your home high school through the high school counselor or contact Lorry Beth Wilson, lorrybeth.wilson@kctcs.edu. Area High Schools, ATCs, and CTCs offer a wide variety of West Kentucky College Academy courses to choose from in general and technical education.

4. Create a WKCTC User Account

Once you have received your Empl ID, you should create a KCTCS Email and PeopleSoft User Account. To activate your User Account, go to http://westkentucky.kctcs.edu/en/Current_Students/User_Account_Center.aspx To activate your account you must have your Empl ID. Your KCTCS e-mail account will be the official communication method while attending WKCTC. (For more information on creating your WKCTC User Account, please click on Technology Service link on the K12 Partnerships Page under Students/Parents)

Visit www.westkentucky.kctcs.edu and click on **Student Self-Service** link. Be sure to keep your Username and Password in a safe place. For your security, you will be required to change your password periodically. For more information, please contact Sandra Tucker at 270-534-3263 or sandra.tucker@kctcs.edu.

5. Pay tuition

- Courses taught on high school campus by high school faculty - \$50 service charge, up to six college credit hours per semester
- Online and On-campus courses -50% tuition charged, up to six college credit hours
- Total college credit hours above six will be charged at full tuition rate.

Payment is accepted by mail - WKCTC Business Office, 4810 Alben Barkley Drive, Paducah, KY 42001 **or** by phone - 270-534-3345. Make checks payable to WKCTC.

6. Purchase textbooks

Textbooks for online and on-campus (WKCTC) courses may be purchased through the bookstore in the Anderson Technical Building or online - <http://westkentuckykctcsstore.bnccollege.com>. (Textbooks for courses taught at the high school - check with your high school teacher or counselor to find out if they are provided or if you need to purchase them.)