

KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM (KCTCS)
WEST KENTUCKY COMMUNITY & TECHNICAL COLLEGE (WKCTC)
ONLINE LEARNING SUMMER/FALL 2013



ACTIVATING (INTERNET EXPLORER REQUIRED) AND ACCESSING YOUR STUDENT E-MAIL ACCOUNT

Locate your nine-digit EMPLID on the upper left hand side of your class schedule. Go to http://kctcs.edu/Students/User_Account_Center. Click on the words "KCTCS User Account Center." Follow the instructions to **create your user profile**. Record your user name (aka user id) and e-mail address; remember your password but keep it confidential. To access your e-mail, go to the KCTCS User Account Center and click on EMAIL. To **keep your e-mail account active**, check your e-mail at least once each week; change your password every 90 days; and periodically delete messages in you "Inbox" and "Sent" and "Deleted" items folders.

LOGGING IN TO CLASSES

Go to <http://www.westkentucky.kctcs.edu> and click on BLACKBOARD. Log in using your KCTCS e-mail account username and password. You can also access Blackboard by going to <http://elearning.kctcs.edu>. Your class may not appear on Blackboard until the instructor has made the class available, which could range from a week prior to the class start date until the official start date. Students should be aware of the importance of logging in to class once it begins. Students who fail to login and complete class requirements by a designated date may be submitted as no-shows and subject to removal from the class.

DISABILITIES SERVICES

The WKCTC Office of Disability Services will work with Online Learning students to determine if accommodations are appropriate and to assist them in obtaining equal access to education while at West Kentucky Community & Technical College. All requests for accommodations should be directed to Shelia Highfil, Manager/Coordinator of Disability Services, at 270-534-3406 or shelia.highfil@kctcs.edu

Once documentation has been reviewed and accommodations are approved, an accommodation request form (ARF) will be prepared for instructors for each appropriate class. A student can discuss accommodation needs with his/her course instructor only after the instructor has been sent the ARF. Students must meet with the Manager of Disability Services each semester to request accommodations.

PAYING TUITION

Tuition must be paid, deferred by financial aid, or set up on a payment plan according to the following schedule:
Summer classes that begin in May – prior to the first day of class; Summer classes that begin in June or July – May 31; Fall classes – July 26

After the tuition payment deadline, tuition is due at the time of registration. Tuition may be paid online through SELF-SERVICE available from the KCTCS User Account Center; by mail to WKCTC Business Office, PO Box 7380, Paducah KY 42002-7380; or by calling 270-534-3345, 534-3152, or 534-3160.

ORDERING TEXTBOOKS

IT CAN TAKE OVER A WEEK FOR CENTRAL BOOKSTORE ORDERS TO BE PROCESSED; PLAN ACCORDINGLY.

(Schedules below are samples only – not the student’s official schedule.)

COURSES TAUGHT BY WKCTC: Check your schedule for the course section and location. In the example below, the section includes B5 and the location is WKCT. The text for this course can be purchased in the Barnes and Noble Bookstore on the WKCTC campus or ordered through the B&N Online Bookstore.

Session	Class#	Course	Section	Course Title	Location	Dates	Credit	Begins	Ends	Instructor
1	77777	ECO 202	B5Z1	Principles of Macroeconomics	WKCT	08/19 – 12/07	3.00	TBA		Money, Mary

COURSES TAUGHT BY OTHER KCTCS COLLEGES: Courses with a section number that does not include B5 and a location other than WKCT (see example below with section and location in bold) can be purchased by going to www.kctcs.bncollege.com. Select KCTCS Distance Learning from the “Select Bookstore” drop-down box. Click “Shop Now” and follow the instructions below.

Session	Class#	Course	Section	Course Title	Location	Dates	Credit	Begins	Ends	Instructor
1	77777	MAT 170	G4Z1	Brief Calculus w/Applications	KCTCS	08/19 – 12/07	3.00	TBA		Counter, J

INSTRUCTIONS FOR ALL ONLINE BOOK ORDERS

Select the appropriate term, department, course, and section to access the required textbook(s). (In the first **example** above, the department is ECO, the course is 202, and the section is B5Z1; in the second **example**, the department is MAT, the course is 170, and the section is G4Z1.) Follow instructions on the Web site for charging books to a Student Financial Aid (SFA) or credit card account; books will be sent directly to the student’s home. **Any SFA charges (including 3rd party) can occur during pre-approved charge dates only. Orders being charged to financial aid will not be processed until financial aid charge dates.** A third party student sponsored by Voc Rehab, VA, WIA, etc., will need to take a copy of the schedule to the WKCTC bookstore and request an order form for books from other campuses at least two weeks prior to the start of classes. The bookstore will order the books and contact the student when the books arrive. The student must sign for the charges when the books are picked up.

GETTING HELP WITH ONLINE COURSES

Sandy Tucker (sandra.tucker@kctcs.edu; 270-534-3263): assistance with registering for classes, choosing appropriate courses, activating the e-mail account; withdrawing from classes

Instructor (contact information located in course syllabus): test won’t open or is unavailable; locked out of test; course content questions

Blackboard Technical Assistance (866-590-9238): selecting a compatible browser; Blackboard functionality

Rebecca Jones (rebecca.jones@kctcs.edu; 270-534-3148): course delivery questions that cannot be solved by the instructor or Blackboard Technical Assistance

Ryan Payne (rpayne0043@kctcs.edu; 270-534-3322) **Proctored exams:** Schedule 72 hours in advance using Appointments Plus found at <http://westkentucky.kctcs.edu/Academics/LearnbyTerm/Testing.aspx>