

THINGS YOU SHOULD KNOW

Payment of Tuition and Fees

Tuition and fees are payable prior to the first day of the semester. Students who have scholarships or third party payment, etc., must present documentation of the scholarship or third party sponsorship to the Business Office before the semester begins. Students applying for financial aid must be certain that their eligibility files are complete two weeks prior to the beginning of classes in order to avoid cancellation of registration. A \$20 late fee is imposed for late tuition payments.

Please note that any classes beginning and/or ending outside the regular semester calendar (i.e., 6 or 8 week classes, etc.) are governed by a shorter refund and drop/add calendar. Contact the Records Office to determine these dates.

Refund Policy

In order to receive a refund, students must complete an official withdrawal form. The forms are available in the Records Office and on the web page; they must be submitted prior to 3 p.m. on the following schedule:

August 25, 2006	100% refund
September 19, 2006	50% refund
After September 19, 2006	no refund

Withdrawal from Residence Hall

In order to receive a refund on the \$100 security deposit, a request must be made in writing to the Office of Student Life at the Lees College Campus:

60 days prior to beginning of semester	100%
30 days prior to beginning of semester	50%

Students must notify the Office of Student Life if they withdraw from college at any time during the semester. Students are assessed a minimum of \$100 in the first week, plus a charge computed at the rate of 8 percent for each week through the 12th week. There is no refund after the 12th week in a semester.

Dropping a Class

1. Obtain a drop form in the Records Office on any campus or from the web page.
2. Get the drop form signed by student advisor
3. Return form to the Records Office

*If you are dropping a class after mid-term, you must also obtain a grade assignment from your instructor.

Maximum Number of Credit Hours

Usually 19 credit hours are the maximum a student can take during a semester. Permission to take up to 22 credit hours may be permitted by the Academic Dean if the student has earned a 3.0 with a 15 credit hour load during the previous semester.

Cancellation of Classes

HCTC reserves the right to change course offerings and cancel any course without sufficient enrollment or instructor unavailability.

Student E-Mail

KCTCS provides each student with a student e-mail account. All students registered for one or more credit hours will receive a student e-mail account except for the following categories: students enrolled in Corrections Facilities, in non-degree Fire-Rescue Training classes, or students enrolled in Workforce Training classes. However, if a student is enrolled in one of the above categories and also enrolled for at least one credit hour of class outside the above categories, that student will receive a KCTCS e-mail account. Students may normally activate new e-mail accounts 24 hours after they register for classes. To activate your student e-mail account, log on at <https://webmail.kctcs.edu>

After activating your account, you may log on to your e-mail at <https://webmail.kctcs.edu/exchange>. For questions related to student e-mail, visit <http://www.kctcs.edu/student/email.html>.

SUNRISE

The **S**ystem **U** Need for **R**egistration, **I**nformation, and **S**tudent **E**-Mail. SUNRISE provides the following primary areas of data that can be accessed on-line:

- **Academics:** *view your class schedule, grades, and information about assigned academic advisor, and register for classes*
- **Finances:** *view account summary/balance for each term and financial aid information by aid year*
- **Course Catalog and Schedule:** *view descriptions of courses available throughout the KCTCS system and the schedule of classes offered at HCTC each term*

Electronic Degree Audits

The Associate in Arts and Associate in Science electronic degree audits are available on-line at:

<http://www.hazard.kctcs.edu>

Electronic degree audits for Associate in Applied Science degrees are being added on a continuing basis. By using these Excel check sheets, you and your advisor can work together to select courses needed to fulfill your degree requirements. For questions about degree requirements, please see your advisor.