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## LEXINGTON COMMUNITY COLLEGE ADVISORY BOARD MEMBERS

O. R. Powell, Chair  
*Vice President, Human Resources*  
*The Valvoline Company*

Marian Cothran  
*Associate Professor*  
*Lexington Community College*

Larry S. Martini  
*Vice President of Administration*  
*CBA, International, Inc.*

William Sisson  
*President*  
Central Baptist Hospital

Paula Hanson  
*Certified Public Accountant*  
*Dean, Dorton and Ford PSC*

William Wilson  
*Deputy Executive Director, Education and Outreach*  
*Kentucky Educational Television*

Kris W. Kimel  
*President*  
*Kentucky Science & Technology Corporation*

Phillip Kerrick  
*CED*  
*Winchester and Clark Co. Industrial Authority*

## COLLEGE ADMINISTRATION

PRESIDENT  
Dr. Jim Kerley

INTERIM DEAN OF ACADEMIC AFFAIRS  
Dr. Sandy Carey

DEAN OF BUSINESS AFFAIRS  
Marilyn Childre

DEAN OF ENROLLMENT MANAGEMENT AND  
STUDENT AFFAIRS  
Paul Taylor

## DIVISION CHAIRPERSONS

BEHAVIORAL SCIENCES AND INFORMATION SYSTEMS TECHNOLOGIES  
Debbie Holt

BIOLOGICAL SCIENCES AND NURSING  
Dr. Shirley Whitescarver

HUMANITIES AND BUSINESS TECHNOLOGY  
Dr. Eileen Abel

NATURAL SCIENCES AND HEALTH TECHNOLOGIES  
Greg Zoll

PHYSICAL SCIENCES AND ENGINEERING TECHNOLOGIES  
Cindy Barber

SOCIAL SCIENCES AND GRAPHICS TECHNOLOGIES  
Dr. David Wachtel



# LCC DIRECTORY

## 1-859-257-4872 or toll free: 1-866-774-4872

### **PRESIDENT**

209A Oswald Building Ext. 4184

ALUMNI AND DEVELOPMENT Ext. 4186  
211 Oswald Building

GRANTS Ext. 4310  
211 Oswald Building

INSTITUTIONAL EFFECTIVENESS Ext. 4182  
AND PLANNING  
208 Oswald Building

MULTICULTURAL AFFAIRS AND Ext. 4190  
RECRUITMENT  
208 Oswald Building

PUBLIC RELATIONS AND Ext. 4189  
MARKETING  
211 Oswald Building

### **ACADEMIC AFFAIRS**

DEAN Ext. 4006  
209 Oswald Building

ASSOCIATE DEAN Ext. 4007  
101 LCC South

BEHAVIORAL SCIENCES AND Ext. 4000  
INFORMATION SYSTEMS  
TECHNOLOGIES  
201 Academic Technical Building

BIOLOGICAL SCIENCES AND Ext. 4001  
NURSING  
303 Oswald Building

EXTENDED CAMPUS/WEEKEND Ext. 4420  
COLLEGE

HUMANITIES AND BUSINESS Ext. 4002  
TECHNOLOGY  
101 Academic Technical Building

LCC SOUTH CAMPUS Ext. 4420

LCC WINCHESTER CAMPUS 859-737-3098

LEARNING RESOURCE CENTER Ext. 4163  
222 Oswald Building

NATURAL SCIENCES AND Ext. 4003  
HEALTH TECHNOLOGIES

330 Oswald Building

PHYSICAL SCIENCES AND Ext. 4004  
ENGINEERING TECHNOLOGIES  
114 Moloney Building

SOCIAL SCIENCES AND GRAPHICS Ext. 4005  
TECHNOLOGIES  
226 Moloney Building

STUDENT DEVELOPMENT AND Ext. 4194  
COUNSELING SERVICES  
103 Oswald Building

### **BUSINESS AFFAIRS**

DEAN Ext. 4226  
206D Oswald Building

BUDGET OFFICER Ext. 4170  
215 Oswald Building

FEE PAYMENT Ext. 4300  
215 Oswald Building

MAINTENANCE AND OPERATIONS Ext. 4171  
128 Oswald Building

PAYROLL Ext. 4177  
215 Oswald Building

### **CONTINUING EDUCATION & WORKFORCE DEVELOPMENT**

DIRECTOR Ext. 4007  
101 LCC South

CHILDREN'S PROGRAMS Ext. 4427  
112 LCC South

COMPUTER PRODUCTIVITY Ext. 4424  
112 LCC South

CONTINUING EDUCATION/ Ext. 4427  
COMMUNITY SERVICE  
112 LCC South

REGISTRATION & INFORMATION Ext. 4427  
114 LCC South

BUSINESS & INDUSTRY TRAINING Ext. 4423  
112 LCC South

## **INFORMATION SYSTEMS**

DIRECTOR Ext. 4242  
206E Oswald Building

ACADEMIC COMPUTING Ext. 4225  
130A Moloney Building

ADMINISTRATIVE COMPUTING Ext. 4178  
130A Moloney Building

NETWORK AND COMPUTER Ext. 4101  
SERVICES  
130A Moloney Building

## **STUDENT AFFAIRS**

DEAN Ext. 4233  
206A Oswald Building

ADMISSIONS OFFICE Ext. 5111  
200 Oswald Building

ASSESSMENT AND ADVISING Ext. 4201  
CENTER  
109 Oswald Building

DISABILITY SUPPORT SERVICES Ext. 4204  
103 Oswald Building

FINANCIAL AID  
121 Oswald Building Ext. 4193  
200 LCC South Ext. 4302

RECORDS OFFICE  
203 Oswald Building Ext. 4285  
200 LCC South Ext. 4431

REGISTRAR Ext. 4214  
206C Oswald Building

STUDENT EMPLOYMENT SERVICES Ext. 4217  
103 Oswald Building

SUCCESSFUL TRANSITIONS Ext. 4116  
310B Oswald Building

TALENT SEARCH PROJECT Ext. 4430  
200 LCC South

UPWARD BOUND Ext. 4223  
202 LCC South

**LCC Application Mailing Address:**

Lexington Community College  
200 Oswald Building, Cooper Drive  
Lexington, KY 40506-0235

**LCC Transcript Request Mailing Address:**

Lexington Community College  
203 Oswald Building, Cooper Drive  
Lexington, KY 40506-0235  
*Fee: \$5.00 per copy*

**LCC Tuition Payment Mailing Address:**

Lexington Community College  
Section #473  
Louisville, KY 40289

**LCC TITLE IV CODE**  
**009707**

**LCC ACT CODE**  
**1531**

**LCC TOEFL CODE**  
**1474**

LCC web address:

<http://www.uky.edu/LCC>

## LEXINGTON COMMUNITY COLLEGE 2002-2003 CALENDAR

NOTE: This is an abbreviated calendar containing general dates. The complete and official Lexington Community College Academic Calendar for the 2002 Fall Semester, 2002 Fall II Term, 2003 Spring Semester, 2003 Spring II Term and 2003 Summer Sessions is contained in the *Schedule of Classes*.

### 2002 Fall Semester

August 1 - Thursday - Last day for international students to apply for admission for Fall 2002  
- Priority deadline for admissions for 2002 Fall

August 9 - Friday - Postmark deadline for receipt of application and admission documents for Fall 2002

August 15 - Thursday - Last day for registered students to pay Fall 2002 tuition in FULL to avoid cancellation of registration

August 16 - Friday - Last day to apply for Fall 2002  
- Last day for receipt of admission documents

Aug. 20 - Sept. 4 - Tues. - Wed. - Registration and Add/Drop for new and continuing students

August 27 - Tuesday - Last day a student may officially reduce course load or cancel registration for a full refund

**August 28 - Wednesday - Class work begins.**

**September 2 - Monday - Labor Day** (*legal holiday*)

September 4 - Wednesday - Last day to enter an organized class for the Fall semester  
- Last day a student may officially withdraw or reduce course load and receive an 80% refund

September 6 - Friday - Last day to pay Fall 2002 fees for students who registered Aug. 20 - Sept. 4

September 18 - Wednesday - Last day to drop a course without a grade  
- Last day to change a grading option (letter grade to pass/fail; pass/fail to letter grade; credit to audit; audit to credit)

September 20 - Friday - Last day to file an application for a December degree in the Record's Office, 203 OB

September 25 - Wednesday - Last day a student may officially reduce course load and receive a 50% refund

**October 4 - Friday - Fall Break** (*academic holiday*)

October 25 - Friday - Last day for students, at their discretion, to officially withdraw from a class and receive a grade of W

November 4 - 13 - Monday - Wednesday - Priority Registration for 2003 Spring Semester for currently enrolled students

**Nov. 28 - Dec. 1 - Thurs. - Sun. - Thanksgiving Holiday** (*academic holidays*)

December 13 - Friday - End of class work  
- Priority deadline to file an application for a May degree in the Record's Office, 203 OB  
- Last day for a student, at the discretion of the instructor, to officially withdraw from a class and receive a grade of W

December 14 - 20 - Sat. - Fri. - Final Examinations

December 20 - Friday - End of 2002 Fall Semester

### 2002 Fall II Term

September 20 - Friday - Last day for international students to apply for admission

October 4 - Friday - **Fall Break** (*academic holiday*)  
- Postmark deadline for applications and documents

October 11 - Friday - Last day to apply for Fall II term  
- Last day for receipt of admissions documents

October 14 - 16, Monday - Wednesday - Registration for new and continuing students for Fall II term

October 16 - Wednesday - Last day for students who registered as of Oct. 16 to pay tuition in full in order to avoid cancellation of registration

**October 21 - Monday - Class work begins**  
- Last day a student may officially reduce course load or cancel registration for a full refund

October 21 - 22, Monday - Tuesday - Registration and Add/Drop continues for Fall II

October 22 - Tuesday - Last day to enter an organized class for the Fall II term.  
- Last day a student may officially withdraw or reduce class load and receive an 80% refund

October 24 - Thursday - Last day to pay Fall II fees for students who registered after October 16

November 4 - Monday - Last day to drop a course without a grade  
- Last day a student may officially reduce course load and receive a 50% refund  
- Last day to change grading option (letter grade to pass/fail; pass/fail to letter grade; audit to credit; credit to audit)

November 18 - Monday - Last day for students, at their discretion, to officially withdraw from a class (8-week term) and receive a grade of W

December 13 - Friday - End of class work  
- Last day for students, at the instructor's discretion, to officially withdraw from a class and receive a grade of W

December 14 - 20, Sat. - Fri. - Final Examinations

December 20 - Friday - End of Fall II term

### **2003 Spring Semester**

November 4 – 13 - Mon.-Wed. Priority registration for currently enrolled students

November 29 - Friday - Last day for international students to apply for admission for Spring Semester

- Postmark deadline for application and documents

December 6 - Friday - Last day to apply for 2003 Spring Semester

- Last day for receipt of admission documents

December 13 – Friday – Postmark deadline for fees

December 19 – Thursday- Last day for students

registered through Dec. 18 to pay tuition in FULL to avoid cancellation of registration

January 3-22 – Fri. – Tues.-Add/Drop and Registration for new and continuing students

January 14 - Tuesday - Last day a student may officially reduce course load or cancel registration for a full refund

**January 15 - Wednesday - Class work begins**

**January 20 - Monday - Martin Luther King, Jr. Day**  
(*legal holiday*)

January 22 - Wednesday - Last day to enter an organized class for the 2003 Spring semester

-Last day a student may officially withdraw or reduce course load and receive an 80% refund

January 24 – Friday – Last day to pay Spring 2003 fees for students who registered January 6 - 22

February 5 - Wednesday - Last day to drop a course without a grade

- Last day to change grading option (letter grade to pass/fail; pass/fail to letter grade; audit to credit; credit to audit)

February 12 - Wednesday - Last day a student may officially withdraw or reduce course load and receive a 50% refund

February 14 - Friday - Last day to file an application for a May degree in the Records Office, 203 OB

February 15 - Deadline to apply for Health Technology programs

March 14 - Monday - Last day for students, at their discretion, to officially withdraw from a class and receive a grade of W

**March 16 – 22- Sun – Sat - Spring Break**  
(*academic holidays*)

March 31 – April 9 – Mon. – Wed. Priority Registration for currently enrolled students

May 2 - Friday - End of class work

-Last day for a student, at the discretion of the instructor, to officially withdraw from a class and receive a grade of W

- Priority deadline to file an application for an August degree in the Records Office, 203 OB

May 3 – 9 – Sat.-Fri. – Final Examinations

May 9 - Friday - LCC graduation exercises  
- End of 2003 Spring Semester

### **Spring II 2003 Term**

January 31 - Friday - Last day for international students to apply for admission for the Spring II term

February 21 - Friday - Postmark deadline for applications and documents

February 28 - Friday - Last day to apply for Spring II  
- Last day for receipt of admissions documents

March 3 - 5 – Mon. – Wed. - Registration for new and continuing students for Spring II term

March 5 - Wednesday - Last day for students registered as of March 5 to pay tuition in FULL to avoid cancellation of registration

**March 10 - Monday - Class work begins**

- Last day a student may officially reduce course load or cancel registration for a full refund

March 10 – 11, Mon. – Tues. - Registration and Add/Drop continues for the Spring II term

March 11 - Tuesday - Last day to enter an organized class for the Spring II term

- Last day a student may officially withdraw or reduce course load and receive an 80% refund

March 13 - Thursday - Last day to pay Spring II fees for students who registered after March 5

**March 16 – 22 – Sun – Sat - Spring Break** (*academic holidays*)

March 24 - Monday - Last day to drop a course without a grade.

- Last day a student may officially reduce course load and receive a 50% refund

- Last day to change grading option (letter grade to pass/fail; pass/fail to letter grade; audit to credit; credit to audit)

April 9 - Wednesday - Last day for students, at their discretion, to officially withdraw from a class (8-week term) and receive a grade of W

May 2 - Friday - End of class work

- Last day for a student, at the instructor's discretion, to officially withdraw from class and receive a grade of W

May 3 – 9, Monday - Friday -Final Examinations

May 9 - Friday - End of Spring II term

- LCC graduation exercises

### **2003 First Six-Week Summer Session**

April 1 - Friday - Last day for international students to apply for admission for the 2003 Summer I Session

April 18 - Friday - Postmark deadline for application and documents for 2003 Summer I Session.

April 25 - Friday - Deadline for application and documents for 2003 Summer I Session

May 5 – Monday – Summer I tuition

- due for students registered as of May 5
- May 8 – 14 – Thurs. – Wed. - Registration and Add/Drop continues
- May 13 - Tuesday - Class work begins**  
- Last day a student may officially reduce course load or cancel registration and receive a full refund
- May 14 - Wednesday - Last day to enter an organized class for the 2003 Summer I Session  
- Last day a student may officially withdraw or reduce class load and receive an 80% tuition refund
- May 16 – Friday – Last day to pay Summer I fees for students who registered after May 5
- May 21 - Wednesday - Last day to drop a course without a grade.  
- Last day to change grading option (letter grade to pass/fail; pass/fail to letter grade; audit to credit; credit to audit)
- May 23 - Friday - Last day a student may officially reduce course load and receive a 50% refund
- May 26 - Monday - Memorial Day (legal holiday)**
- June 4 - Wednesday- Last day for students, at their discretion, to officially withdraw from a class and receive a grade of W
- June 23 - Monday - End of class work  
- Last day for a student, at the discretion of the instructor, to officially withdraw from a class and receive a grade of W
- June 24 - Tuesday – Final Examinations  
- End of 2003 Summer I Session

## **2003 Second Six-Week Summer Session**

- May 23 - Friday - Last day for international students to apply for admission for the 2003 Summer II Session
- May 30 - Friday - Postmark deadline for application and documents for 2003 Summer II Session
- June 6 - Friday - Deadline for application and documents for 2003 Summer II Session
- June 17 – Tuesday – Summer II tuition due for students registered as of June 17
- June 20 – 30, Friday - Monday - Registration and Add/Drop continues for new and continuing students
- June 26 - Thursday - Class work begins**  
- Last day a student may officially reduce course load or cancel registration and receive a full refund
- June 27 - Friday - Last day to file an application for an August degree, in the Records Office, 203 OB
- June 30 - Monday - Last day to enter an organized class for the 2003 Summer II Session  
- Last day a student may officially withdraw or reduce course load and receive an 80% refund
- July 4 -Friday-Independence Day (legal holiday)**
- July 7 – Tuesday – Last day to pay Summer II fees for students registered after June 17  
- Last day to drop a course without a grade  
- Last day to change grading option (letter grade to pass/fail; pass/fail to letter grade; audit to credit; credit to audit)  
- Last day a student may officially withdraw or reduce course load and receive a 50% refund
- July 17 - Thursday - Last day for students, at their discretion, to officially withdraw from a class and receive a grade of W
- August 6 - Wednesday - End of class work  
- Last day for a student, at the discretion of the instructor, to officially withdraw from a class and receive a grade of W  
- Priority deadline to file an application for a December degree in the Records Office, 203 OB
- August 7 - Thursday – Final Examinations  
- End of 2003 Summer II Session

# GENERAL INFORMATION

Lexington Community College is located on the Lexington Campus of the University of Kentucky in the John W. Oswald, Richard P. Moloney, Sr., and Academic Technical buildings, and occupies space in other facilities related to its needs and program offerings, including LCC South, Winchester and Harrodsburg. The Continuing Education and Workforce Development unit of the college is located at LCC South, 2659 Regency Road, Lexington.

Lexington Community College, a unit of the University of Kentucky, offers programs leading to the Associate in Applied Science (A.A.S.), the Associate in Arts (A.A.), and the Associate in Science (A.S.) degrees.

The main emphasis of the A.A.S. degree is to prepare graduates for immediate employment, while the A.A. and A.S. degrees are awarded to students planning to transfer to a baccalaureate program.

A typical full-time student registers for five courses per semester. A semester is about 16 weeks with an average of three hours per week in class per course. Courses taught in Spring II and Fall II terms are eight weeks long. Courses taught in summer sessions are six weeks long.

## **Academic Ombud Services**

The Academic Ombud helps resolve academic disputes between students and faculty or administration. When students are unable to resolve grievances or complaints through usual means, the Ombud may be able to expedite the process or advise the student about the proper procedures to follow. The Ombud determines whether a student's case has sufficient merit to warrant an appeal to the University Appeals board. Problems include, but are not limited to violation of students' academic rights, unfair teaching and grading practices, cheating and plagiarism, and discrimination and harassment. All cases are held in strict confidence. The location of the Ombudsperson's office can be obtained from personnel in 206 or 209 Oswald Building.

## **Accreditation**

Lexington Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, (404) 679-4501) to award associate degrees. LCC is also accredited by various professional societies and accrediting agencies. Programs at LCC are accredited by the National League for Nursing Accrediting Commission, and the Commission on Dental Accreditation of the American Dental Association

(ADA), and the Commission on Accreditation for Respiratory Care.

## **Alumni Association**

Lexington Community College is an Associate of the University of Kentucky Alumni Association. LCC graduates and former students who have earned 12 or more credit hours are eligible to join the LCC Alumni Association. Call the LCC Alumni Association office at (859) 257-4872, ext. 4186 for more information.

## **Advising and Assessment Center**

The Advising and Assessment Center works with all beginning freshmen providing academic assessment, advising and orientation services. Once a student has applied for admission and been accepted, the Admissions Office will send a letter with instructions for placement testing and advising.

All beginning freshmen are required to participate in LCC's assessment and advising program and are subject to LCC's Assessment and Placement Policy. In accordance with the Kentucky Council on Postsecondary Education's Systemwide Assessment and Placement Policy that was implemented in the Fall of 2001. All students who enroll for the purpose of earning credit applicable toward an Associate or Bachelors degree program are subject to LCC's Assessment and Placement Policy. The policy serves as a guide for course placement in remedial and college-level English, reading and math courses. To facilitate academic success, LCC is committed to enrolling students in courses that are consistent with their academic ability.

The Council on Postsecondary Education directed institutions of higher education in Kentucky to develop an assessment and placement plan to ensure that under-prepared students receive the remedial course work necessary to maximize their chances of success in collegiate-level courses. At Lexington Community College, the Mandatory Placement Plan was fully implemented for degree-seeking students who were beginning freshmen, transfers, or readmits in the Fall of 2001. The Plan states that students who submit ACTE scores of at least 18 in English, at least 18 in reading, and at least 19 in math may sign up for appropriate college-level courses. Students with scores below these standards, or for whom no ACTE scores are available, must take the COMPASS placement test and sign up for remedial courses indicated by that test. Transfers or readmitted students who have passed a college-level course in English, reading, or math do not need to submit

ACTE scores or take the Compass placement test in that area.

The Advising and Assessment Center uses ACT's COMPASS tests, which are computerized placement tests used to determine each beginning freshman's proficiency in English, reading and math. Each student will discuss the results of the ACT and/or COMPASS test with an advisor to determine placement into the level of coursework that is appropriate. During this advising session, the student will build a class schedule and receive information on general concerns as well as information on academic matters.

Once a testing and advising date has been scheduled, additional information about the COMPASS test and course placement, sample test questions and answers, and parking instructions will be sent. All beginning freshmen will leave the Advising and Assessment Center with a schedule of classes, a student identification card, and an assigned orientation date.

### **Basic Skills Courses**

Basic skills courses provide instruction in English composition, reading, mathematics, and study strategies. Some of the courses are taken before college-level courses when refresher courses are needed. The others are supplementary by design. All developmental courses numbered below 100 are offered on a non-degree basis and may be graded on a pass-fail basis.

#### **English Composition:**

ENC 090 - Foundations of College Writing I (3 credits)

ENC 091 - Foundations of College Writing II (3 credits)

#### **Reading:**

DRE 010 - Reading Lab (3 credits)

DRE 030 - Improving College Reading (3 credits)

#### **Math:**

MAH 060 - Pre-Algebra (3 credits)

MAH 065 - Mathematics Lab (1 credit)

MAH 070 - Elementary Algebra (3 credits)

MA 108R - Intermediate Algebra (3 credits)

#### **Study Strategies:**

DRE 015 - College Study Strategies (3 credits)

### **Disability Support Services**

Students with a disability who require academic accommodations or other assistance should contact Disability Support Services (DSS) for an appointment as soon as possible to discuss documentation requirements, reasonable accommodations, and procedures for notifying instructors. The DSS office is located in the Student Support Center, 103 Oswald Building. Services

provided are based on the individual need of each student and may include specialized academic advising, career counseling, supportive counseling, tutoring, testing accommodations, classroom interpreters for the deaf, parking permits, accessible housing, and assistance in obtaining additional services or help through University and community resources.

LCC's buildings were designed as barrier-free buildings to enable the College to meet the needs of students with disabilities. The College does not discriminate against people who have disabilities.

### **Health Service**

The UK Student Health Service is located on the first floor of the Kentucky Clinic. Hours are from 8:00 a.m. to 6:00 p.m. Monday and Thursday; 8:00 a.m. to 4:30 p.m. Tuesday, Wednesday, and Friday; and 9:00 a.m. to 11:00 a.m. on Saturday. Summer hours may vary. Students must make an appointment by calling 323-2778.

### **Housing**

Students planning to stay in University of Kentucky residence halls should apply directly to:

University Housing Office  
125 Funkhouser Building  
University of Kentucky  
Lexington, KY 40506-0054  
(859) 257-1866  
<http://www.uky.edu/AuxServ/>  
E-mail: [Smorgan@pop.uky.edu](mailto:Smorgan@pop.uky.edu)

Applications may be submitted, and deposit and fees may be paid at the Lexington Community College Business Office, 215 Oswald Building.

### **LCC Association of Students**

The students of Lexington Community College have ratified a constitution establishing the Lexington Community College Association of Students (LCCAS). As a comprehensive community college, student input is imperative as Lexington Community College faculty and administrators strive to provide an educational atmosphere that enhances and encourages academic success, as well as provide activities that enrich student life. LCCAS membership is composed entirely of LCC students. An elected executive committee provides the necessary leadership and liaison with the faculty and administration. Meeting dates and times are posted. Student participation is encouraged. For further information, stop by the LCCAS office in the Oswald Building lobby or call 257-4872, ext. 4237.

## Learning Resource Center

The Lexington Community College Learning Resource Center provides books, periodicals, web resources, audiovisuals, and equipment to support the educational program of the College. The Learning Resource Center collection is a current, working collection. LCC students also have access to in-depth research materials at University of Kentucky libraries and to materials from other libraries through interlibrary loan service.

To check out books and reserve materials, students must have a valid LCC or UK student identification card. Students may check out library books for four weeks, and audiovisuals for two weeks. The maximum number of items that may be checked out at one time is 20. Materials on reserve circulate for two hours and may not be taken out of the Learning Resource Center. A fine for overdue LCC materials is assessed for each day past the due date. When a Learning Resource Center item becomes 60 days overdue, the student will be declared delinquent with the LCC Records Office for the price of the item plus a \$20 processing fee. The student will not be permitted to register for classes, to receive transcripts, or to check out Learning Resource Center materials until the delinquency is cleared by returning the Learning Resource Center material and paying the overdue fine or by paying the replacement price of the item. Fines and fees must be paid with exact change or by check.

The LCC Learning Resource Center has self-service photocopiers for print materials and for microforms. Adherence to copyright laws is the responsibility of the individual.

## Lexington Community College Faculty

The quality of faculty at LCC is without peer in Kentucky. The master's degree is held by our part-time and full-time faculty teaching transfer courses, and a number of faculty members have completed one year beyond the masters in their teaching areas. Our technical faculty, in addition to academic credentials, hold the desired registration and certifications in their professional fields and have directly related work experience. LCC has several faculty who have earned the doctorate and several more who are enrolled in doctoral programs. Finally, our faculty continue to update their professional expertise through extensive professional development each year.

## Multicultural Affairs

The Multicultural Affairs Office was established to promote equitable access, instruction and services to all citizens, especially African Americans and other

minorities. The purpose is also to promote awareness, understanding and acceptance of the value of cultural diversity among administrators, faculty, staff and students at Lexington Community College and to provide an atmosphere which is open and respectful to everyone.

The Multicultural Affairs Office will serve as a catalyst to:

- Recruit, retain, graduate, or transfer multicultural students
- Create a multicultural environment that is conducive to the academic and social success of all administrators, faculty, staff, and students
- Provide ongoing diversity training opportunities for faculty, administrators, staff, and students
- Assist multicultural students in their day-to-day access and ongoing concerns of inclusion within the community college setting
- Expand services in response to the emerging needs of a diverse student population
- Develop continuous outreach efforts to serve under-represented populations
- Promote diversity and exchange of ideas in the college setting.

## Parking

All parking surrounding LCC and Commonwealth Stadium requires a University of Kentucky parking permit from 5:00 a.m. through 4:30 p.m., Monday - Friday. Evening students who attend LCC after 4:30 p.m. are not required to purchase a parking permit. Two options are available:

"C6" permit (area between the Oswald Building and Commonwealth Stadium). The cost is \$156 for the 2002-2003 academic year and available on a first-come, first served basis. Permits may be purchased in person, by mail or on line at <http://www.uky.edu/Parking>. Application and payment by mail must be postmarked by July 31, 2002. Permits will be mailed to your *permanent home address* prior to the beginning date of classes. Students not applying by mail or on-line must apply in person at Parking Services, 305 Euclid Avenue between the hours of 7:30 a.m. & 4:00p.m. This permit is available to commuting LCC students only. The "C6" permit must be displayed beginning August 28, 2002.

"K" permits (blue and red lots, Commonwealth Stadium): The cost is \$116 for the 2002-2003 academic year and available on a first-come, first served basis. Permits may be purchased in person, by mail or on line at <http://www.uky.edu/Parking>. Application and payment by mail must be postmarked by July 31, 2002. Permits will be mailed to your *permanent home address* prior to the beginning date of classes. Students not applying by mail or on-line must apply in person at Parking Services, 305 Euclid Avenue between the hours of 7:30 a.m. & 4:00p.m. This permit is available to commuting LCC students as

well as campus residents. The "K" permit must be displayed beginning September 10, 2002.

**“K” or “R” permits:** LCC freshman students residing in on-campus housing are eligible to purchase only the “K” permit, sophomores or above may purchase the “R” permit designated for their housing are (e.g.: R1, R3). The cost is \$116 for the “K” permit and \$156 for the “R” permit 2002-2003 academic year. Permits may be purchased in person, by mail or on line at <http://www.uky.edu/Parking>. Application and payment by mail must be postmarked by July 31, 2002. Permits will be mailed to your *permanent home address* prior to the beginning date of classes. Students who apply after the July 31<sup>st</sup> deadline must apply in person or online (online application ends September 4). The "K" permit must be displayed beginning September 10, 2002; “R” permit must be displayed beginning August 26, 2002. **LCC students residing in on-campus housing who do not have a valid “R” permit may park ONLY in the “K” lots through September 10, 2002.**

Applications for a permit to park in spaces designated for individuals with disabilities are available from the LCC Coordinator of Disability Support Services (DSS), 103F Oswald Building.

For more information, visit the Parking Office web site at [www.uky.edu/Parking](http://www.uky.edu/Parking).

### **Student Development and Counseling Services**

LCC Student Development and Counseling provides personal, academic and career/life planning counseling to assist students with their educational pursuits. Faculty counselors assess individual needs, provide assistance and support, and make student referrals to campus and community resources. Short-term counseling is available for personal concerns and problem resolution. Freshman Survival, Career Planning and Stress Management Seminar credit courses are also offered. Individual career counseling is available to help students explore career options and academic majors. Also, students have access to career assessment tools, a career resource library and a variety of other educational resources. All services provided are free and confidential. Students may schedule an appointment or are welcome on a walk-in basis, depending on availability. Call 257-4872, ext. 4194 or visit Student Development and Counseling in 103 Oswald Building for more information. Student Development and Counseling also provides services at South Campus, room 200, on a part-time basis.

### **Student Employment Services**

Student Employment Services, located in room 103 Oswald Building, is comprised of three components: Cooperative Education, Internship, and Job Placement.

The Cooperative Education component is an educational strategy that integrates classroom theory with periods of supervised, paid work experience in an area related to the student’s career goals and/or major concentration for which the students are able to receive academic credit. Cooperative Education is available to students majoring in Architectural Technology, Business Technology, Civil Engineering Technology, Computer Information Systems, Engineering Technology, Environmental Science Technology, and Information Management and Design.

The Internship program is also an educational strategy in which a student’s classroom study is formally integrated with planned and evaluated work experience related to a student’s interests. An internship is only open to transfer, non-degree, or pre-baccalaureate students. The student receives academic credit and may or may not receive pay for the experience.

The Job Placement component is designed to assist both the student and the corporate community with current and future employment needs. The services under this component include: (a) student referrals, (b) the LCC Employment Express newsletter which advertises job openings, briefly describing the position duties and minimum requirements, (c) an assessment conducted for each student to evaluate work history and performance together with academic achievement, (d) an annual Career Fair which gives the employer an opportunity to showcase company profile and job openings in a consortium environment, and (e) assistance for students with resume writing and interviewing techniques through workshops and seminars. All services are free of charge to students and alumni.

### **Student Life**

Because of LCC’s location on the Lexington Campus of the University of Kentucky, students may take advantage of varied cultural, athletic, and social activities. Full-time LCC students are eligible for student tickets to be admitted to UK sporting events and can live in University student housing. Full-time or part-time students may use all campus libraries, the Student Health Service, and the Seaton Center recreational facility. Full-time or part-time students may be active in intramural sports. LCC students are, however, prohibited from playing NCAA-sponsored sports and are unable to pledge sororities. LCC student organizations include Athena Club, LCC Association of Students, LCC Dental Lab Association, Unity, American Institute of Architecture Students, Kentucky Association of Nursing Students, LCC Collegiate Secretaries International, Respiratory Care Club, Student American Dental

Hygienists' Association, Phi Beta Lambda, Drama Club, Students in Free Enterprise, Academic Team, Phi Theta Kappa, International Student Organization, Student Organization of Radiographers in Training, and Student Service Work and Training Team. For further information about membership in one of these organizations, contact the Coordinator of Student Activities in 109 Oswald Building.

### **Study Skills Services**

A Study Skills Specialist is available to all students to assist them with study strategies including time management, test anxiety management, test taking skills, note taking, memorization techniques, goal setting, focused reading and learning styles. Tutoring is also provided to students for specific content areas at six places on campus and at South Campus. The Study Skills Specialist is available for one on one academic counseling, small group workshops and seminars, and class presentations.

### **Successful Transitions**

Successful Transitions is a support service available to KTAP students. The program offers work study, individual counseling, study skills and job skills workshops, life skills instruction, job shadowing opportunities, career counseling and job placement. For more information, come to the Successful Transitions Program office located in 310B Oswald Building.

### **Talent Search Project**

Each year the Talent Search Project assists selected public school students in their efforts to excel in school and access post-secondary education programs. It collaborates with the U.S. Department of Education, other governmental agencies, local schools, businesses, and community organizations. It serves more than 900 middle and high school students from Bourbon, Clark, Fayette, Jessamine, Mercer, Scott, and Woodford counties. The services that the Talent Search Project provides include:

- Academic advising
- Study skills and testing strategies
- College entrance examination (ACT) workshops
- Career awareness activities
- Financial aid information and assistance
- College visits and admissions guidance
- Cultural and diversity awareness field trips
- Residential summer camps at the University of Kentucky
- Informative newsletters
- Computer skills development

- Family activities
- Referrals to other helping organizations
- Motivational speakers

### **UK Student Group Insurance Plan**

The University of Kentucky has made arrangements for an excellent group insurance plan that also includes Major Medical Benefits. This plan provides year-round coverage wherever the student may be. Contact the UK Student Health Service at (859) 323-5823 for further information.

### **Upward Bound**

Upward Bound is an educational program sponsored by Lexington Community College and funded by the U.S. Department of Education. It serves high school students who have the potential to succeed in college and who meet the eligibility criteria. Upward Bound aims to improve academic skills and motivation, thus increasing opportunities for going to college.

Upward Bound is a year-round program that serves schools in Boyle, Clark, Fayette, Harrison, and Jessamine counties. During the school year, students receive tutoring and counseling at their schools and participate in a monthly program at Lexington Community College. The summer component is a six-week residential program at Lexington Community College that provides students with a wide variety of educational and cultural activities. Students live in University of Kentucky residence halls during the six-week program.

### **DISCLOSURE STATEMENT**

#### **Student Right-to-Know Act (Public Law 101-542) Lexington Community College 2002-2003**

Section 103 of the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542) as amended by the Higher Education Technical Amendments of 1991 (Public Law 102-206) requires public disclosure of relevant graduation rate information for students enrolled in colleges and universities receiving federal financial assistance annually beginning July 1, 1993. The following statement is the Lexington Community College's official disclosure statement in accordance with the requirements of (Public Law 101-542 section 103) for the 2001-2002 academic year.

#### **Graduation Rate of Entering Freshmen**

The graduation rate of first-time, full-time, degree-seeking freshmen that entered LCC in Fall 1998 was four

percent within three years. The most recent information on transfers indicates that thirty-one percent of the same types of students successfully transfer to other colleges and universities.

Final regulations and guidelines for the calculation, reporting, and disclosure of graduation rate information required under the Student Right-to-Know Act have not yet been issued by the Department of Education.

*\*The information to be disclosed by July 1 of each year is “the graduation rate for the most recent cohort of entering students that all have had an opportunity to complete or graduate from their respective programs” in the specified completion period (which for the Lexington Community College is three years). The most recent entering cohort meeting this requirement is the 1998-1999 freshman class.*