



**Welcome to the
Learning College of Choice.
Where we help students make
changes to benefit a lifetime!**

You may wonder about the phrase “Learning College,” asking yourself if every college isn’t a Learning College. The answer is no, not every college has made the conscious choice to embrace the principles associated with a Learning College. Butler, however, has, and our goals include making all decisions based upon whether they improve or expand learning and measuring our success in terms of what our students are able to do and be as a result of their learning experiences at Butler County Community College.

As a Learning College our faculty and staff are committed to creating significant changes in our learners—changes that will benefit a lifetime. And, we expect our students to be full partners in the changes that occur as a result of learning at Butler, assuming primary responsibility for their own choices. We believe these principles offer our students the unique opportunity to develop a tremendous array of skills that will serve them well for life.

There are still more Learning College Principles, however, that make us the Learning College of Choice. They include a dedication on our part to create as many options for learning as possible, which explains why we offer courses and programs in more than 26 locations on weekdays, evenings and weekends as well as via the Internet and video tape. We also match our multiple learning options with affordable tuition and fees, and scholarship and financial aid opportunities, so our students can complete their educational and career goals.

Butler believes that learning takes place within and outside the classroom, which is why our faculty and staff create one-of-a-kind learning experiences for our students that they are unlikely to find at other institutions. Many of these are collaborative in nature and are designed to fully engage our learners. Our faculty and staff view themselves to be learning facilitators, working to meet the unique needs of each learner who chooses Butler.

Finally, as a Learning College we realize that our best success occurs when we can document the learning that takes place for our learners. We have created a Learning PACT for our students that identifies the abilities and skills we believe they will need to be successful in the 21st Century. And, we are making great strides in developing ways students may validate these skills beyond the traditional method of letter grades.

As you can see, learning is our focus at Butler County Community College and we would like to be your Learning College of Choice, so we can help you make changes to benefit your lifetime!

A handwritten signature in black ink that reads "Jackie A. Vietti". The signature is written in a cursive, flowing style.

Dr. Jackie A. Vietti

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Communications Directory

BUTLER COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES

David Cox, Andover • Ted Albright, Towanda
Debbie Hinnen, Andover • Wilma Howell, Leon
Gayle Krause, El Dorado • Steve Pershall, El Dorado
Dalton Patterson, Augusta

BUTLER COUNTY COMMUNITY COLLEGE

901 South Haverhill Road • El Dorado, KS 67042
(316) 321-BCCC (2222)
or 733-9731 direct from the Wichita/metro area
FAX (316) 322-3109
or 733-3109 direct from the Wichita/metro area

BUTLER OF ANDOVER

1810 North Andover Road • Andover, KS 67002
(316) 733-0071 • FAX (316) 733-2715

BUTLER OF COUNCIL GROVE

207 West Main • Council Grove, KS 66846
(620) 767-5158 • FAX (620) 767-5150

BUTLER OF EUREKA

416 North Main • Eureka, KS 67045
(620) 583-5328 • FAX (620) 583-6133

BUTLER OF MARION

Bown-Corby Building • 412 North Second
Marion, KS 66861
(620) 382-2183 • FAX (620) 382-3988

BUTLER OF McCONNELL

Consolidated Education Center • Building 412
53474 Lawrence Ct.
McConnell Air Force Base, KS 67221
(316) 681-3522 or 759-4252 • FAX (316) 681-2258

BUTLER OF ROSE HILL

506A South Rose Hill Road • Rose Hill, KS 67133
(316) 776-9429 • FAX (316) 776-0114

BUSINESS AND INDUSTRY INSTITUTE

600 Walnut • Augusta, KS 67010
(316) 775-1124 • FAX (316) 775-1370

BUTLER WEB SITE

<http://www.butlercc.edu>

Communications Directory

CONCERNING: CONTACT:

General Welfare/Interest of CollegePresident, ext. 3100

Faculty Policies/Academic Regulations . . .Vice President of Academic Affairs, ext. 3110

College ResearchDirector of Institutional Research, ext. 3338

Financial Aid/ScholarshipsDirector of Financial Aid, ext. 3121

The Financial Aid Office is located in the Hubbard Center for Student Services and is open from 8 a.m. to 5 p.m. Monday through Friday. A financial aid counselor is also available daily at Butler of Andover.

Financial Operations/Business Matters. . . Vice President for Finance, ext. 3103

Student Accounts . .Accounts Receivable Manager, ext. 3113

Admissions/Catalogs/General Info. . . .Admissions, ext. 3255

**Enrollment/Transcripts/
Academic Records**Registrar, ext. 3124

Advising/Counseling/Transfer Info. . . .Director of Enrollment Management, ext. 3231

Butler advisors assist students in the process of making decisions about their goals and planning their education and/or career path by supplying accurate, reliable information about colleges and educational programs. Students are responsible for learning and meeting a variety of degree and program requirements.

**Instructional Support Services/
Center for Independent Study/
Butler of Flint Hills**Dean, Learning Resources and Services, ext. 3125

**Telecommunications/
Information Technology**Chief Information Officer, ext. 3133

**L.W. Nixon Library/
Affiliate Libraries -Andover/Rose Hill** . .Director of Library Services, ext. 3235

**Bookstores
El Dorado/Andover**Bookstore Manager, ext. 3197

Educare Center/Child Care Facilities . . .Director, ext. 3845

**Academic studies for Behavioral Science/
Math/Science/Physical Education**Dean, ext. 3129

The Behavioral Science, Math, Science and Physical Education Division provides the necessary general education requirements to graduate from Butler with an Associate in Arts, Associate in Science, Associate in Applied Science and Associate in General Studies degrees. The division also provides programs in several occupational and professional areas.

**Academic studies for
Business/Technology/Workforce Development**Dean, ext. 3128

The Business, Technology and Workforce Development Division enables students to acquire basic knowledge and skills in business and industrial technology fields. Program offerings fill the elective and specific programmatic needs of college transfer students, as well as specific needs of students entering the field of business or industrial technology after completing a two-year program.

**Academic studies for
Humanities/Fine Arts**Dean, ext. 3328

The Division of Humanities and Fine Arts provides general education courses to all Butler County students and freshman or sophomore degree requirements for those students majoring in Art, Dance, English, Foreign Language, Humanities, Mass Communications, Music, Philosophy/Religion, Speech and Theatre.

**Academic studies for Nursing/
Allied Health/Early Childhood Education** . .Dean, ext. 3146

The Division offers an Associate of Applied Science degree in nursing which prepare the graduate for practice as a registered nurse. Allied Health offerings include Massage Therapy, Emergency Medical Technician and Certified Nurse Assistant courses, continuing education offerings for nurses and selected courses for nursing home administrators, social workers, dietitians and dietary managers. Early Childhood Education Associate of Arts, Associate of Applied Science and certificate programs qualify the graduate to direct a center up to 100 children as well as teach and administrate in childcare centers. A Special Education option prepares graduates to work as a paraprofessional with pre-school special education children.

**Community Education/
Noncredit Programs**Director of Community Education, ext. 3193

Butler extends its resources to the public through a variety of noncredit programs including, senior citizen's Life Enrichment, noncredit classes, and youth programs. Designed to meet the needs and interests of community members, courses are open to anyone regardless of educational preparation.

Cooperative Education/InternshipsDirector of Cooperative Education ext. 3266

Students enrolled in Cooperative Education earn college credit while gaining valuable work experience.

**College News/Public Relations/
Marketing/Speakers Bureau/
Promotional Publications.**Director of Marketing Communications, ext. 3190

The Marketing Communications Department, through accurate and open communication, manages the College's image and marketing initiatives. We value positive relationships between co-workers, students and our community residents. We assist in coordinating speakers for public events and sharing college news, and serve as a liaison to area media.

**Establishment of Trusts/
Scholarships/Alumni Relations**Director of Foundation, (316) 320-7312

**Alumni Association/
Membership/Activities** Director of Alumni,
(316) 320-7312

**Assistance with Special Needs/
Class Accommodations/ADA** Coordinator of Special
Needs Services, ext. 3166

Housing Residence Hall Manager, ext. 3295
Butler's residence halls at El Dorado accommodate 377 students. The West residence hall houses 104 students, the East residence hall houses 111 students, the Cummins residence hall houses 130 students and four year-round apartments provide space for 32 students. The residence halls are staffed with live-in professional staff in each hall and student staff, Resident Assistants, that live on each floor. The R.A.'s assist with answering questions, programming, and enforcing hall policies. The Residence Life Office is located off the East Hall lobby. The residents eat in the cafeteria which is located a short distance away in the Student Union. Residents park in the convenient parking lots by the residence halls.

**Athletic Programs/
Scholarships** Director of Athletics, ext. 3201
An athletic program of national prominence, Butler is a member of the Kansas Jayhawk Conference and qualifies and competes in many state, regional and national events, and for that reason, the Grizzlies have established a winning tradition.

Physical Plant Planning/Maintenance . . Director of Facilities
Management, ext. 3143

Student Life/Student Activities . . . Vice President for Student
Services, ext. 3297
Butler is proud of its comprehensive student activities program. We offer more than 30 activity programs, ranging from athletics to livestock judging.

**Butler of Andover/Butler of Rose Hill/
Butler of McConnell** Dean, Butler Learning
Community Centers, (316) 733-0071

**Adult Basic Education/GED/
Alternative High School** Team Leader,
ABE/GED, (316) 321-4030

Butler is an official testing center of the General Educational Development test. This battery is administered by a chief examiner in the Workforce Development Centers on designated test dates by appointment. For more information contact the local Adult Education Center.

Business & Industry Institute Team Leader, Business &
Industry Institute, (316) 775-1124
The Business & Industry Institute was established in 1987 to provide training assistance to the business and industry communities served by Butler County Community College.

International Students International Student
Advisor, ext. 3230 or 733-0071

Distance Education Director, ext. 3345

If you do not know the number of the department you are dialing, you may call the College switchboard operator at Butler in El Dorado at (316) 321-BCCC (2222) for assistance.

Wichita/Metro Area Dialing

Direct Inward Dialing (DID) from Wichita exchange numbers enables you to call any telephone extension at Butler of El Dorado from any Wichita exchange by dialing the following direct numbers: All extensions that begin with an 8 or 4 you must dial 218-6 plus 3 digit extension. For all other extensions dial 733-plus the 4 digit extension. For example, if you wish to call the Registrar's Office, dial 733-3123 or Educare at 218-6845.

El Dorado/Local Dialing

Direct Inward Dialing (DID) from El Dorado enables you to call any telephone extension at Butler of El Dorado from any El Dorado telephone exchange by dialing the following: All extensions that begin with an 8 or 4 you must dial 323-6 plus 3 digit extension. For all other extensions dial 322- plus 4 digit extension. For example, if you wish to call the Registrar's Office, dial 322-3123 or Educare at 323-6845.

Long Distance Dialing

Long distance calls may be made by dialing the following: All extensions that begin with an 8 or 4 you must dial 323-6 plus 3 digit extension. For all other extensions dial 322- plus 4 digit extension. For example, if you wish to call the Registrar's Office, dial (316) 322-3123 or Educare (316) 323-6845. If you would like to call Butler's operator, dial (316) 321-2222.





About Butler

Learning College Purposes

As a Learning College, Butler County Community College strives to meet the lifelong learning needs of anyone, anytime, anywhere, while fulfilling its financial, legal and social accountability to local taxpayers, students and the state of Kansas through:

- Associate degree programs
- Courses which are equivalent to those of four-year college or university programs
- Occupational/technical training, certificates and associate degree programs for entry into an occupational specialty, updating job skills, advancing in a specialty, or retraining
- Courses and instruction in cultural, civic, practical skills and vocational areas
- Instruction in basic and remedial skills
- Customized training, and technical and consulting services to assist business and industry
- Facilities, services and resources to community groups, educational institutions, businesses, industries and other agencies
- Student support services and student activities
- Instructional support services
- Individualized programs and services for students with varying ranges of academic abilities
- Collaborative opportunities and activities which contribute to economic and community development

Guiding Principles

• Learning

As a dynamic, responsive Learning College, we make decisions based upon whether they improve or expand learning and upon how we will determine that improvement or expansion has taken place. As such, we embrace the following Learning College Principles:

Principle I – Butler creates significant changes in individual learners to benefit their lifetimes.

Principle II – Butler expects learners to be full partners in the learning process and as such to assume primary responsibility for their own choices.

Principle III – Butler creates and offers as many options for learning as possible.

Principle IV – Butler creates and engages learners through collaborative learning experiences within and outside the classroom setting.

Principle V – Butler defines the roles of faculty and staff as learning facilitators to meet the needs of the learners.

Principle VI – Butler succeeds only when improved and expanded learning can be documented for learners.

• Human Resources

As a college which values the dignity, worth and potential of each employee, we foster a climate of excellence through personal growth and professional development.

• Learning and Working Environments

As a college which values an optimal learning and working environment, we support the development of safe, functional and inviting facilities to meet current and future needs. We also support an integrated information system to facilitate student learning, effective decision-making and strategic planning.

• Linkages

As a college committed to the vitality of its internal and external communities, we value linkages and partnerships for the economic and social well-being of those we serve.

• Fiscal Stability

As a publicly funded entity we acknowledge and accept our obligation to our constituents to be good stewards of the resources entrusted to us.

• Future-Based Planning

As the college approaches the gateway to a new millennium, we use a future-based strategic planning model that allocates limited resources for optimum effectiveness, productivity and efficiency.

Butler's Learning PACT with our Students

Butler prepares students to be principled, productive individuals who are responsible, involved lifelong learners.

To accomplish this goal Butler has established a Learning PACT for the skills learners acquire during their career.

The Learning PACT Skills are vital for any adult to function successfully in the ever-changing world of the 21st century. The Butler Learning PACT consists of:

P = Personal Development Skills

A = Analytical Thinking Skills

C = Communication Skills

T = Technological Skills

A productive future in the global marketplace depends upon having developed these skills.

The Butler Learning PACT is integrated throughout all of the college's academic and vocational programs in course work, extra-curricular activities and all other learning opportunities.

Butler students' work will demonstrate:

Personal Development Skills

• Self-Concept

Self-evaluation in regard to self-image, values, attitudes, interests, goals, strengths and weaknesses

• Health Management

An awareness of the components of health (emotional, physical, social, and intellectual) through the development of a plan of health-enhancing behaviors

• Time Management

Behaviors that are effective in managing one's time

• Coping with Change

The ability to accept and deal effectively with change

- **Effective Relationships**
An awareness of the skills and behaviors associated with the achievement of satisfactory relationships on an individual, community and societal level
- **Teamwork**
Knowledge of the dynamics of group interaction, as well as the impact of individual behavior on groups
- **Valuing Diversity**
An appreciation for the value in differences among people
- **Effective Citizenship**
An understanding of the rights and responsibilities of participation in a democracy
- **Ethical Conduct**
An understanding of the importance of accepting responsibility for one's actions and an ability to make ethical decisions related to personal, family, and community issues
- **Leadership**
An understanding of the principles of skillful leadership

Analytical Thinking Skills

- **Problem Solving**
The ability to identify and define problems, gather information and determine its relevancy, develop workable solutions, select and communicate the best solution
- **Critical Thinking**
The ability to identify and define a task, gather information, process the information according to established models, generate and communicate an appropriate response
- **Historical Interpretation**
The ability to interpret human behavior and events in the historical context of the past, present, and future
- **Aesthetic Response**
The ability to articulate an informed personal response to works of art

Communication Skills

- **Reading**
The ability through reading to examine, question and interpret
- **Writing**
Written communication appropriate to the situation which expresses ideas and convey needs
- **Listening**
Accurate interpretation, evaluation and response to any aural communication

- **Speaking**
Effective communication in interpersonal, small group, and public settings, both formally and informally
- **Nonverbal Communication**
Knowledge of the dynamics and impact of nonverbal variables on communication

Technological Skills

- **Computer Literacy**
Use of computers to create, file, retrieve and modify documents
- **Internet Use**
The ability to navigate the internet to find and evaluate required information, download or copy fields and search databases effectively
- **Field-Related Technology**
Use of specific technological skills related to specific fields and vocational tasks

Learning Outcomes Assessment at Butler

The assessment of student learning at Butler begins with a commitment to our vision and mission statements and works through the Learning PACT. The Butler Learning PACT lists skill, critical to the 21st century workplace used in the college's institution-wide assessment of student achievement of General Education learning outcomes. Understanding that learning is a complex, integrated and on-going process, our faculty, staff and administration participate in an ongoing learning assessment program to continually improve teaching and learning.

The assessment of the general education components of a student's coursework is handled through the use of both direct and indirect indicators. Individual departments also conduct learning outcomes assessment on an annual basis. Learning assessment leads to improvement in student learning in that it affects the decisions of the entire educational community.

Butler's Learning Outcomes Project (LOP) is developing a program of individualized learning assessment based on the Learning PACT skills. The achievement of these learning outcomes will be documented as the student progresses through her/his college experiences. The Butler LOP is currently piloting this type of individualized assessment in a variety of courses taken from across the college's curriculum.

The complete Butler learning assessment program is available for perusal in the Office of Assessment (pspeary@butlercc.edu) and the Office of the Vice President of Academic Affairs.

Butler County Community College Locations

The second largest community college in Kansas, Butler provides a range of academic, technical, customized and non-credit courses. Founded in 1927, it opened its doors as El Dorado Junior College with an enrollment of 115 students. Today, Butler serves more than 13,000 credit students a year through its numerous community-based sites located within a state designated five-county service area, of Butler, Chase, Greenwood, Marion and Morris counties. In addition, Butler works collaboratively with area private and public universities to enhance learning opportunities in South Central Kansas.

Butler's attendance centers are located in El Dorado, Andover, McConnell Air Force Base in Wichita, Rose Hill, Council Grove, Eureka, Marion and online. Classes are also taught within high schools and community facilities to take technology-supported education to the people.

Attendance Centers

El Dorado

Butler of El Dorado is a residential campus designed to accommodate credit and noncredit classes through a variety of delivery systems. The majority of student services are available in the R. D. Hubbard Center (Building 600). In this one convenient location you will find Admissions, Counseling, Financial Aid and the Registrar's offices. Here you can obtain enrollment services, financial aid services, career services, special needs services, advising, student records and general information. In addition, the Hubbard Center shares the 600 Building with Accounts Receivable, the Center for Independent Study, the Dennis Martens Computer Lab, L.W. Nixon Library, the Center for Teaching Excellence, and the Faculty and Staff Development offices.

For additional information:

Butler of El Dorado
901 S. Haverhill Rd., El Dorado, KS 67042
(316) 321-2222

El Dorado evening, weekend & summer programs

Butler of El Dorado offers credit classes for traditional and non-traditional students during evening and weekend hours. Courses are offered in the Fall and Spring semesters, as well as during the Summer session.

For additional information:

Butler of El Dorado Evening, Weekend & Summer Director
901 S. Haverhill Road, El Dorado, KS 67042
(316) 322-3254 or 733-3254 from the Wichita/metro area

Andover

Butler of Andover is a full-service center designed to accommodate credit and noncredit classes through a variety of delivery systems. Seminars, special events, developmental classes, and ABE/GED programs are also offered in Andover. Library facilities, offices for advising, career counseling, personal counseling, enrollment, financial aid and bookstore services are available to students during day, evening and weekend hours. Weekend college classes are available Friday evening, Saturday morning, Saturday afternoon, and Sunday afternoon.

For additional information:

Butler of Andover
1810 N. Andover Road, Andover, KS 67002
(316) 733-0071

McConnell Air Force Base

Butler of McConnell AFB offers a wide range of classes for military personnel, their dependents, Air National Guard, base employees and veterans. Civilians are permitted to enroll on a space-available basis and must comply with Air Force regulations on base.

Butler is a Serviceman's Opportunity College (SOC) which means that credit for military experience and training can be awarded to assist students in completing their degree programs.

For additional information :

McConnell Air Force Base
53474 Lawrence Court, McConnell AFB, KS 67221-3510
(316) 681-3522.

Rose Hill

Butler of Rose Hill is a full-service center designed to accommodate credit and noncredit classes for students through a variety of delivery systems. Library facilities, advising and developmental classes are available on site.

For additional information:

Butler of Rose Hill
506A S. Rose Hill Road, Rose Hill, KS 67133
(316) 776-9429

Council Grove

Butler of Council Grove is a full-service center designed to accommodate credit classes for students in addition to the existing classroom facilities at Council Grove High School.

For additional information:

Butler of Council Grove
207 W. Main, Council Grove, KS 66846
(316) 767-5158 Fax (316) 767-5150

Eureka

Butler of Eureka is a full-service center designed to accommodate credit classes for students in addition to the existing classroom facilities at Eureka High School.

For additional information:

Butler of Eureka
416 N. Main, Eureka, KS 67045
(620) 583-5328

Marion

Butler of Marion at Bown-Corby is a full-service center designed to accommodate credit and noncredit classes for students in addition to the existing classroom facilities at Marion High School. Developmental classes are also offered at the Marion Service Center.

For additional information:

Butler of Marion
Bown-Corby Building
412 N. 2nd, Marion, KS 66861
(620) 382-2183

Additional Butler Locations

Butler County Sites

Butler offers credit classes for students in existing classroom facilities at Augusta High School, Bluestem High School (Leon), Circle High School (Towanda), Douglass High School and Remington High School (Whitewater).

For additional information:

Butler County Sites Director
901 S. Haverhill Road, El Dorado, KS 67042
(316) 322-3254 or 733-3254 from the Wichita/metro area

Chase County

Butler of Chase County is not a full-service center. This center is designed to accommodate enrollment, book sales and buy-back, and advising. For these services please make an appointment.

For additional information:

Butler of Chase County
305 Broadway, Cottonwood Falls, KS 66845
(316) 273-6499

Business & Industry Institute

The Business & Industry Institute, established in 1987, provides training assistance to the business and industry communities, and individuals served by Butler County Community College. At B&I, whether you're a company employee or an individual wanting to improve your skills, you will receive results-oriented training, retraining and business assistance. B&I cultivates its reputation as a training leader by providing practical, affordable services tailored to the needs of individual clients. Areas of expertise include microcomputer training, technical training, leadership training, supervisory and management training, customer service skills training, customized training, team development training, certification training, and special topics. Butler's Business & Industry Institute is located in Augusta and offers services to meet the unique needs of each company.

For additional information:

Business & Industry Institute
600 Walnut, Augusta, KS 67010
(316) 775-1124

Butler, The County

Butler County in recent years has experienced great growth as individuals seek to move from the nearby metropolitan area of Wichita to easily accessible suburban areas within Butler County. Butler County offers excellent schools, a variety of clubs and civic organizations, outstanding cultural opportunities, several beautiful lakes and a strong economic base. As a gateway to the beautiful Flint Hills, Butler County sits in a great location. Its citizens enjoy the easy 30-minute trip to Wichita for additional cultural and civic opportunities while also enjoying the ability to "get away" and enjoy scenery and pleasantries of rural communities.

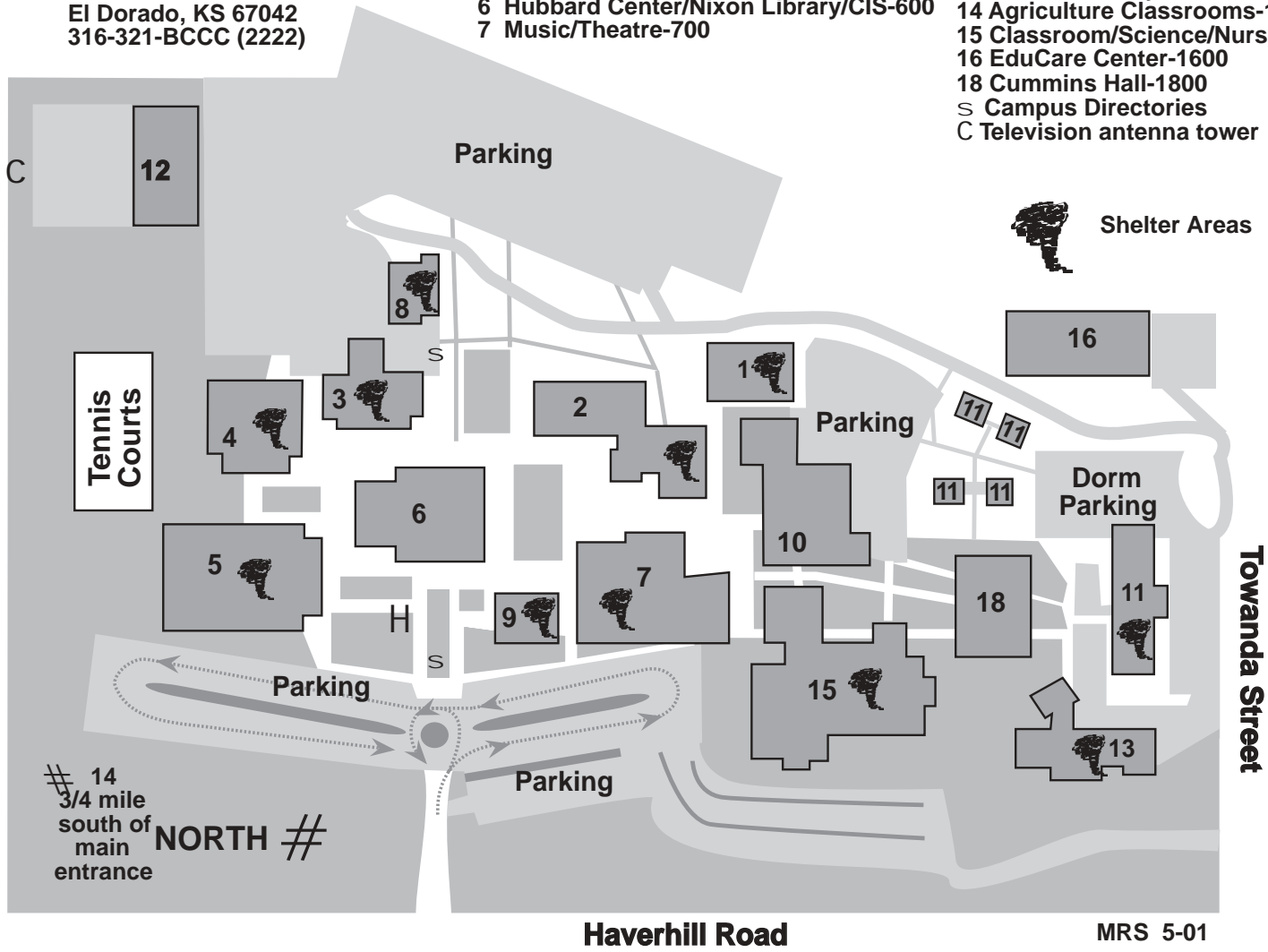


Butler

County Community College
 901 S. Haverhill Road
 El Dorado, KS 67042
 316-321-BCCC (2222)

El Dorado Location Directory

- H Flagpole
- 1 Media Resource Center/Journalism-100
- 2 Academic/Science-200
- 3 Art/Tech/Classrooms/ HVAC-300
- 4 Tech/Classrooms-400
- 5 Physical Education/Athletics- 500
- 6 Hubbard Center/Nixon Library/CIS-600
- 7 Music/Theatre-700
- 8 C.A.D./Classrooms-800
- 9 Walbourn Administration -900
- 10 Union/Bookstore/Cafeteria-1000
- 11 West Dormitories & 8-plex units-1100
- 12 Facilities Management-1200
- 13 East Dormitory-1300
- 14 Agriculture Classrooms-1400S
- 15 Classroom/Science/Nursing-1500
- 16 EduCare Center-1600
- 18 Cummins Hall-1800
- S Campus Directories
- C Television antenna tower





Admissions

General Admissions

The following applicants may be admitted:

1. Graduates of accredited high schools.
2. Individuals who have completed the General Education Diploma (GED) test.
3. Any person who can benefit by a course or program of instruction, providing his/her high school class has graduated.

Individuals must have a GED or high school diploma to be eligible to graduate from Butler. However, students may begin some coursework depending on their educational background and goals. We recommend checking with an advisor.

• Students seeking admission to Butler should follow these steps:

1. Complete the Application for Admission. New and transfer students must submit an Application for Admission form which may be obtained from any of our campus locations or the Butler web site (www.butlercc.edu). A student who falsifies admission information will be subject to dismissal.

2. Submit Official Transcript(s). Complete transcripts of high school work must be sent directly from the high school to the Registrar's Office. GED test score certification must be provided in lieu of high school graduation. For degree-seeking students and students receiving federal financial aid, complete transcripts of all previous college work must be filed with the Registrar's Office. The applicant is responsible for having these records forwarded to the Office of the Registrar.

NOTE: No credits will be recorded on the student's official record until Steps 1 and 2 are completed.

3. Submit College Entrance Test Scores. Applicants will not be refused admission to Butler on the basis of these scores. However, results from college entrance tests such as the ACT (American College Testing program) and the SAT (Scholastic Aptitude Test) are used in advising and for placing students in appropriate courses. The ACT is given at Butler and at other testing centers throughout the United States. Application forms may be obtained from high school principals or counselors. It is recommended that the test be taken during the senior year in high school.

4. College Course Placement Tests. All students who have not taken the ACT or SAT within the last 3 years or have had no previous college English or math courses **are required** to take the ASSET placement test prior to enrolling in English or mathematics courses. The scores from the ASSET test are used to advise students about placement in courses in which they can be most successful. Students should make arrangements to take the tests by contacting the Counseling and Advising Center at any Butler location. **Students are required to take the course and/or courses based on the scores received from the ASSET placement test. Any exception must go through the Dean of the academic area in question.** Students who have taken the ACT or who have previous college course work should bring those records with them for advising and enrollment.

5. Proof of Residency. When enrolling, the student is responsible for indicating the proper residence classification for tuition costs. If there is a question, the student should consult with personnel in the Registrar's Office. Residency status is determined by procedures consistent with Kansas statutes. Copies of these statutes are available in the Registrar's office and the college library. Generally, residency is determined by length of residence—minimum of six months of established residency in Kansas and three or more of the following:

- a. Registration of automobile
- b. Payment of personal property tax
- c. Voter registration
- d. Job status/school attendance
- e. Kansas Driver's License
- f. Rent or utility receipt
- g. Notarized statement from a Kansas resident verifying that student has resided with him or her for six months

The above documentation must indicate dates at least six months prior to the application for change of residency. Changes of residency status must be processed by the following dates:

September 1	Fall semester
February 1	Spring semester
June 1	Summer semester

5a. Appeal for Residency

If a student disagrees with his/her classification as a nonresident for tuition costs, he/she may file a written appeal within 30 days with the Registrar's Office. The payment of tuition as originally assessed shall be a condition to the right to appeal residency classification. Failure to file an appeal within the time and manner specified makes classification by the Registrar's Office final.

For additional information, call the Registrar's Office: (316) 322-3124 or direct 733-3124 from the Wichita/metro area.

Specific Admissions Qualifications

High School Student Admission (Includes public, private and home-schooled)

High school students may take courses for credit, if they:

1. Are classified as a junior or senior by the standards where the student attends high school.
2. Have a permission letter signed by the high school **PRINCIPAL** certifying the student is at least a junior. This letter should be submitted to the Registrar's Office, at your community location, **before enrollment takes place**. The student needs one permission letter per academic year, a year is defined summer, fall and spring.
3. Are classified as a gifted student in his/her freshman or sophomore level of high school. A copy of the Individual Education Program (IEP) and a permission letter signed by the high school **PRINCIPAL** certifying giftedness, must be turned into the Registrar's Office **before enrollment takes place**.

Note: High school students who are below the junior level or who do not have IEPs can only enroll in college courses for audit (noncredit).

International Student Admissions

Butler welcomes international students. To be considered for admission to Butler, international students must have graduated from the equivalent of a U.S. high school (12 years of education) and submit the following documents. All items must be on file at Butler before an I-20 will be issued. Applications for the fall semester are due June 15. Applications for spring semester are due November 15. I-20s are not issued for summer.

1. Application for Admission: This may be obtained by contacting the International Student Advisor or the Office of Admissions or the Butler Home Page www.butlercc.edu
2. Processing Fee. Butler County Community College requires a \$50.00 processing fee for all international students. This includes all overseas and transfer students from other institutions. This fee does not apply to guest students who have an I-20 from another institution. The \$50.00 processing fee must be received before a student's documents can be processed and an I-20 issued from Butler.

3. Academic Records (Transcripts): Official copies of academic records for all course work completed in secondary schools, colleges and universities within and outside of the U.S. must be submitted. Students who wish to have foreign coursework accepted for credit at Butler, must have their foreign credits evaluated by an independent agency such as World Education Services. For more information, log on to www.wes.org

4. Financial Support Letter: A statement showing financial support for the school year is required. This should be **dated within six months of your anticipated arrival**. A bank statement certified by a bank official is also required.

5. English Proficiency: Students whose first language is not English must document their English proficiency in **one** of the following ways:

- A minimum TOEFL (Test of English as a Foreign Language) score of 500 or above on the written test or 173 on the computer-based test is required. The TOEFL institutional code for Butler is **6191**.
- Completion of the Advanced II level or higher at Wichita State University's Intensive English Language Center. Students must have grades of "C" or better in all classes.
- Academic credit of 12 hours or more from a U.S. college or university (or one year from a U.S. high school) with a minimum 2.0 grade point average.

6. Transfer Within the United States: A completed "transfer request form" must be on file from the previous institution. This form is available from the International Student Advisor. Transfer students also have to submit items 1-5 listed above. All items above must be received **before** transfer students will be allowed to enroll. Transfer students already in the U.S. should apply early and pre-enroll in classes. Payment is due before classes begin.

7. Supply Proof of Medical Insurance Coverage and TB test. This may be obtained upon arriving in the U.S. but must be provided before the student will be allowed to enroll. Before enrolling, students are required to complete a writing sample for placement in the appropriate English class. Students not yet ready for English Composition I will be advised to enroll **during the first semester of attendance** in either the Fundamentals of English course or in at least 3 credits of developmental English classes offered through the Center for Independent Study. All students are also required to take a math placement test before enrolling in any math class.

8. All international students attending Butler on a non-immigrant visa are subject to international student tuition and fee rates.

9. Guest students may enroll at Butler for **one or two** classes. The student must bring a letter of permission each semester

from the school indicated on their current I-20. The student must also meet the English proficiency requirement for admission at Butler. If a student wishes to enroll in the majority of their classes at Butler, he or she should transfer to Butler. Please refer to #6 above.

10. Permanent Resident Aliens A student with an immigrant visa may establish residency in the same manner as a U.S. citizen as described under the General Admissions section of the catalog. In addition, he/she must present their resident alien card ("green card") for documentation. Please contact the international advisor for more details, (316) 322-3230 or from the Wichita/metro area 733-0071

Nursing Program Selective Admissions Process

Step One: Admission to the College

Butler is an equal opportunity institution. In order to be admitted to the college an applicant must be a graduate of an accredited high school or have passed the GED examination.

- Complete Butler County Community College Application
- Submit official high school transcript, GED scores or official transcripts from other colleges, universities or schools attended.
- College admission does not automatically mean admission to the nursing program.

Step Two: Admission to the Associate Degree Nursing Program

- Students seeking admission to the nursing program must be admitted to Butler and must also apply for admission to the Associate Degree Nursing Program.
- Butler grants admission twice yearly with 40 applicants accepted each fall and spring semester.
- The Kansas State Board of Nursing approves the number of applicants admitted each semester guided by student/faculty ratio and availability of clinical facilities.
- Completion of the application is the student's responsibility.

• To meet this responsibility the student must:

- Complete program prerequisites (Anatomy & Physiology BI 240, English Composition I EG 101, General Psychology BS 160 and Math MA 114 or above.)
- Complete the admission assessment exam: An Admission Assessment Exam will be offered at Butler of El Dorado campus. Exam dates are available by calling the Butler Department of Nursing Office or accessing the Butler Department of Nursing web site. Students must register to take the exam at least two weeks prior to the exam date. It is a computerized exam and will be monitored in a campus computer lab. The applicant is responsible for the exam fee, which must be paid at the time of registration. The exam fee is non-refundable. The admission assessment exam may be repeated one time, with the best composite score used in the selective admission formula. It is the student's discretion as to when they choose to take the exam; before, during or following the prerequisite courses. The exam must be taken in time to document the score with the nursing office prior to the application cut off dates. The admission assessment exam must be taken within the past five years of the date of application.
- Submit application for the Nursing Program.

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- Submit official college transcripts showing completed prerequisites. *Please do not assume that if you have taken courses at Butler, they are already on file in the Nursing Department office. You must request to have them sent to the Nursing Department office by submitting a written request to the Registrar's Office.*
- Submit verification of the composite score on the admission assessment exam to the Nursing Office.
- All application materials must be received in the Nursing Department office before May 20, for the following fall semester, and Dec. 20 for the following spring semester to guarantee consideration for admission.
- Address all application materials to:
Selective Admissions
Department of Nursing
Butler County Community College
901 S. Haverhill Road
El Dorado, KS, 67042-328

Step Three: Ranking for Final Selection

Applications will be ranked according to earned grade points in Anatomy & Physiology, General Psychology and English Composition I, plus the applicant composite score on an Admission Assessment Exam.

Earned Grade Point calculation: Class grade times the number of credit hours (A=4 pts, B=3pts, C=2pts.)

Anatomy & Physiology (5) maximum points	= 20
General Psychology (3 hrs) maximum points	= 12
English Composition I (3 hrs) maximum points	= 12
Maximum Total Grade points possible	= 44

Plus Admission Assessment Exam:

Highest possible composite score	= 99
Highest possible final applicant score for ranking	= 143

- Only official transcripts and verification of admission assessment test scores will be used.
- Applicants not meeting the deadline cannot be guaranteed consideration for admission.
- In the event the final applicant score cannot discriminate a rank order between the 40th and 41st applicant, all application materials of the applicants with the same final applicant score will be reviewed with selection based on "most highly qualified applicant."
- All selected and non-selected applicants will be notified in writing by Butler's nursing department.

Step Four: Acknowledging Acceptance

- Selected applicants are given a specified time period to accept their position in the class.
- If any of the first group do not accept or if any accept and then withdraw prior to the beginning of classes, the vacancy created will be offered to the next highest ranked applicant up to a maximum of 40 students.

Reapplication

- Applicants who are not selected for admission are asked to communicate in writing their desire to reapply for the next class to the Nursing Department prior to the May 20 and Dec. 20 deadlines.
- Files of applicants who do not communicate their desire to reapply will be deleted.

Step Five: Selected Student Responsibilities

Once the applicant is admitted to the program, the following responsibilities are to be completed by the beginning of the clinical component of the nursing courses.

- Physical examination report including documentation of immunizations.
- Highly recommended: Hepatitis B immunization
- Health care provider CPR verification. CPR course must include adult, child, infant and two-person instruction.

The American Heart Association Course or American Red Cross Basic Life Support for the Professional Rescuer are the two most commonly accepted courses.

- Liability insurance purchased through the Butler Business Office.

Note: For students currently enrolled in prerequisites at the time of application, official grades are to be received in the **Nursing Department office** no later than May 30 for fall admissions, and Jan. 2 for spring admissions.

Technical Standards

Nursing at the Associate Degree level involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of nursing functions. Therefore, in order to be considered for admission or to be retained in the program after admission, all applicants should possess:

- Sufficient visual acuity
- Sufficient auditory perception
- Sufficient gross and fine motor coordination
- Sufficient communication skills
- Sufficient intellectual and emotional functions.

Special policies and procedures regarding admissions criteria for the nursing department are contained in the Butler Nursing Department Student Handbook.

Admission Process for Advanced Placement of Licensed Practical Nurses

Butler County Community College Department of Nursing, in support of the Nursing Education Articulation Plan for Kansas, provides an opportunity for articulation of the licensed practical nurse (LPN) into the second year of the associate degree nursing curriculum. At the time of graduation, the student earns an Associate in Applied Science Degree and is eligible to take the state board licensure examination to become a registered nurse (RN).

Butler County Community College believes in the concept of educational and career mobility, encouraging each individual to continue to build on the foundation of education and experience he/she has already achieved in reaching his/her own individual potential. The nursing faculty encourages the LPN to evaluate his/her resources and abilities in order to establish realistic career goals. For additional information and guidelines, please refer to Advanced Placement Procedure.

Step One: Admission to the College

Butler is an equal opportunity institution. In order to be admitted to the college an applicant must be a graduate of an accredited high school or have passed the GED examination.

1. Complete Butler College Application
2. Submit official high school transcript, or GED scores and official transcripts from other colleges, universities or schools attended.
3. College admission does not automatically mean admission to the nursing program.

Step Two: Admission to the Associate Degree Nursing Program

- Students seeking admission to the nursing program must be admitted to Butler and must also apply for admission to the Associate Degree nursing program.
- Currently, Butler grants admission twice yearly, each fall and each spring, based on space availability. First and second semester nursing classes each hold 40 students. Third and fourth semester nursing classes each hold 48 students. LPNs are integrated with generic nursing students at the class level for which the LPN is accepted.

- The Kansas State Board of Nursing approves the number of applicants admitted each semester guided by student/faculty ratio and availability of clinical facilities.

- Completion of the application is the student's responsibility. To meet this responsibility the student must:

1. Complete successfully (with a grade of "C" or better) the following courses (24 college credit hours) to be eligible for advanced placement:

a. Anatomy & Physiology*	5 credits
b. Microbiology*	5 credits
c. English Composition I	3 credits
d. Human Growth & Development	3 credits
e. Math 114 (Technical Math) or above	3 credits
f. General Psychology	3 credits
g. Lifetime Fitness	<u>2 credits</u>
	<u>24 credits</u>

**If already completed, credits must be less than five years old by the time/semester you are admitted. If more than five years old, these courses must be repeated prior to being considered for admission. If you wish to transfer any of these seven courses from another institution, it must be an accredited community college or four-year school. Both Anatomy and Physiology must be included and total at least five credit hours; Microbiology at least four credit hours.*

2. Submit the application for the Nursing Program.
3. Submit evidence of current licensure in the State of Kansas (photocopies are acceptable).
4. Submit official college transcripts showing completed prerequisites and copy of transcript of practical nursing education. *Please do not assume that if you have taken courses at Butler, they are already on file in the Nursing Department office. You must request to have them sent to the Nursing Department office by submitting a written request to the Registrar's Office.*
5. Student identifies which of the following classifications applies to him/her and completes those requirements:

0 - 5 Years after Graduation

The graduate must have:

- a. Graduated from a Kansas LPN program (or an out-of-state NLN accredited LPN program) within the last five years **and**
- b. Successfully completed the seven prerequisite classes listed above.

6 - 10 Years after Graduation

The applicant must have:

- a. Graduated from a Kansas LPN program (or an out-of-state NLN accredited LPN program) within the last six to 10 years **and**
- b. Successfully completed the seven prerequisite classes listed above **and**
- c. Provided documentation from his/her employer that a minimum of 1000 hours of nursing work experience was completed in the last three years.

More than 10 Years after Graduation

The applicant must:

- a. Provide documentation from his/her employer that a minimum of 1000 hours of nursing work experience was completed in the last three years **and**
- b. Arrange to take the National League for Nursing (NLN) Mobility Examinations in order to be granted credit for the first-year nursing courses.

The NLN Mobility Examinations are national exams which have been designed to evaluate (validate) the previous learning and experiences of LPNs.

- The Mobility Examinations are offered at Butler of El Dorado on two consecutive days in March and November of each year.
- Mobility Examinations contain two sections: NLN Mobility Profile I Foundations of Nursing
NLN Mobility Profile II Nursing Care During Childbearing and Nursing Care of the Child
- The fee for the two test booklets is \$80. This fee is paid by the candidate (cashier's check - no personal checks will be accepted) prior to the time of testing.
- Three and one-half hours are allowed for each test.
- Mobility examinations may be attempted **only one time** to gain admission into the nursing program.
- Candidates will be notified of their results within four weeks.
 - c. Complete the NLN Mobility Profile I with a **Decision Score** of 70 percent or better for admission into the second semester nursing class.
 - d. Complete both the NLN Mobility Profile I and II with a **Decision Score** of 70 percent or better for admission into the third semester nursing class.
- 6. All application materials must be received **in the Nursing Department office** before May 15 for the following fall semester, and Dec. 15 for the following spring semester to guarantee consideration for admission.
- 7. Address all application materials to:
Selective Admissions, Dept. of Nursing, Butler,
901 S. Haverhill Road, El Dorado, KS 67042-3280.

Step Three: Ranking for Final Selection

- The number of positions available in the second and third semester nursing classes varies with each class depending on the number of students continuing the progression.
- Applicants will be ranked according to GPA of the required prerequisites in decreasing order.
- Only official transcripts and/or verification of final grades will be used.
- Applicants meeting the designated deadline will be given first consideration for admission.
- Applicants not meeting the deadline cannot be guaranteed consideration for admission.
- In the event the GPA cannot discriminate a rank order, the department will review all application materials of the applicants with the same GPA with selection based on "most highly qualified applicant."
- All selected and non-selected applicants will be notified in writing by Butler's Nursing Department.

Admissions

Step Four: Acknowledging Acceptance

- Selected applicants are given a specified time period to accept their position in the class.
- If any of the first group do not accept or if any accept and then withdraw prior to the beginning of classes, the vacancy created will be offered to the next highest ranked applicant.
- Upon acceptance into the nursing program (regardless of entry level) the student will enroll in NR 108 Nursing Concepts for Advanced Standing. This is a one-credit-hour course offered the week before fall and spring semester classes begin. This course will introduce the philosophy and conceptual framework of the nursing curriculum.
- After successful completion of NR 108 the student will receive credit for the appropriate first-year course(s). No grade will be earned - only **credit** recorded. If going into the second semester nursing class the transcript will read:

Credit by Advanced Placement Examination:

NR 105 Basic Nursing Care of the Adult, 10 hours credit. If going into third semester, this course will also appear: NR 106 Nursing Care of the Developing Individual, 10 hours credit.

Reapplication

- Applicants who are not selected for admission are asked to communicate in writing their desire to reapply for the next class to the Nursing Department prior to the May 20 and Dec. 20 deadlines.
- Files of applicants who do not communicate their desire to reapply will be deleted.

Step Five: Selected Student Responsibilities

Once the applicant is admitted to the program, the following responsibilities are to be completed by the beginning of the clinical component of the nursing courses:

1. Physical examination report including documentation of immunizations.
2. Highly recommended: Hepatitis B immunization
3. Health care provider CPR verification. CPR course **must** include adult, child **and** two-person instruction. The American Heart Association Course C or American Red Cross Basic Life Support for the Professional Rescuer are the two most commonly accepted courses.
4. Liability insurance purchased through the Butler Business Office.
5. If interested in graduating from Butler with honors, at least 30 hours of classes (not counting the "Credit by Advanced Placement Examination" hours) must be taken at Butler.
6. Complete a degree check in the Registrar's Office to ensure you will meet the graduation requirements.

Professional Nursing Application

1. Graduated from an accredited high school or obtained the equivalent, as determined by the Kansas Department of Education.
2. Successfully completed the basic professional curriculum in an accredited school of professional nursing.
3. Other qualifications as the board may determine.

KSA 65-1120 (a) The Board of Nursing shall have power to deny, revoke, limit or suspend any license or certificate in the event the applicant or licensee be found after hearing:

1. Guilty of fraud or deceit in procuring or attempting to procure a license to practice nursing.
2. Have been guilty of a felony or to have been guilty of a misdemeanor involving an illegal drug offense if determined not to have been sufficiently rehabilitated as to warrant public trust.
3. To have committed an act of professional incompetency.
4. To be unable to practice with skill and safety due to current abuse of drugs or alcohol.
5. To be mentally incompetent.
6. To be guilty of unprofessional conduct.
7. To have willfully or repeatedly violated any provision of the Kansas Nurse Practice Act. Therefore, applicants desiring admission must furnish full evidence that they have been rehabilitated before admission.

Felony Crimes

Note: The Board of Nursing will not issue licenses to applicants who have felony convictions against other persons. A list of these convictions is available in the Nursing Office.

Re-Admission

Applicants that previously attended Butler will be re-admitted during any scheduled registration period provided they are not on suspension or have not attended another college since they were last enrolled at Butler. Applicant should complete Butler's enrollment update form available at any campus location or from the Butler Web site (www.butlercc.edu).

Transfer Student Admission

A student in good academic standing from another accredited college or university seeking admission to Butler must submit official transcripts of all previous college work to the Office of the Registrar to be on file at the time of enrollment. The availability of transcripts is essential for Butler to provide appropriate advising and course placement services.



Enrollment

Learning Calendar

The school year generally consists of a fall and a spring semester of 16 weeks each and a summer session of eight weeks. A variety of scheduling options are available during any semester, i.e., four-, six-, and eight-week sessions. Intersessions are typically scheduled the two weeks prior to the beginning of Fall, Spring and Summer sessions. Credit is granted on the semester hour basis. To graduate in four semesters, a student should plan to complete at least 15 to 16 hours of college-level credit each semester.

Methods for Enrolling

Enrollment Check List

- * Do you have a current application on file? (If you did not attend in Spring 2002, you will need to complete an enrollment update form.)
- * Do you have an Educational Plan? (Visit with an academic advisor for assistance in developing a plan for success.)
- * Do you plan to take an English or math course? (If you do, you must take the ACT or ASSET test before enrolling in a math or English course or provide a college transcript.)
- * See ASSET testing for more information.
- * Courses with prerequisites will be strictly monitored. Courses taken at other institutions to fulfill these requirements need to be submitted to the Registrar via an official transcript prior to enrolling.
- * Do you plan to enroll online? If so, you need to contact an advisor each semester to develop or check on your Educational Plan and to have your registration account enabled. (see below for more information on pipeline@butler)

Remember: If registering online you, as a student, take responsibility for the implementation and fulfillment of your Educational Plan. Advisors are available to assist you in meeting your educational goals and aspirations.

Can I enroll at any location?

On-site

You can enroll at any location with the exception of enrolling on-site at Butler of McConnell. If you are interested in classes at McConnell Air Force Base, contact a Butler of McConnell advisor. Due to military regulations, international students are not allowed to take courses at McConnell Air Force Base. See page 10 for additional information.

How do I know if my Butler application is current?

If you did not attend Butler the previous semester, you need to fill out an enrollment update form.

Are there deferments by third party payments?

Tuition payments that are deferred by third party payments must have written authorization from paying party.

What if I need to simultaneously drop and add?

During the refund period, if students wish to change their schedules, a \$10 service fee will be charged. If a student withdraws from a course after the refund period and adds another course, no refund will be given for the dropped course. Drops and withdrawals are not accepted via phone.

Web

Pipeline is your central source for Butler information. Besides providing convenient, easy access to email and college announcements, Pipeline offers you numerous ways to enrich your student life. Services include: adding and dropping classes, online transcripts and grades, financial aid and account information, record updates, and much more!

How to get started:

- 1) Go to Butler's homepage at www.butlercc.edu
- 2) Click on the pipeline@butler link at the top of the homepage.
- 3) Refer to Butler Links for help with specific departments. What is pipeline@butler teaches you to use pipeline.
- 4) Log in to the system by entering your username and password. Your username is the first initial of your first name and usually the first seven digits of your last name. (i.e. Linda Johnson = ljohson) Those with common last names such as Johnson in the example above may have a number substituted as the last character of his or her user name (i.e. Lynn Johnson=ljohnso2) to signify a different user. Your initial password is your six digit birthdate (i.e. 050180 = May 1, 1980). If you have problems logging into pipeline@butler, please contact our helpdesk at pipelinehelp@butlercc.edu.
- 5) After logging in the first time, a screen will appear telling you that your password has expired. You must choose and confirm a new password. Your new password must be at least four (4) characters but no more than ten (10) characters (letters and numbers) that only you can remember. DO NOT share your new password with anyone else!
- 6) Next, a Personal Profile screen will appear. In accordance with Campus Pipeline's privacy policy, they will not transfer your Personal Profile to any third party without your explicit permission. They use this information to improve the product and to personalize content or marketing activities so they are relevant to your interests and your educational needs.
- 7) You should now be at the "My Pipeline" page that displays your personal greeting. Personal and Campus announcements along with other news features are viewed from here.
- 8) Click on the School Services tab at the top of screen to obtain Student Service options. Your current class schedule will be displayed on this page. To obtain all other Student Services information, click on the Student and Staff Services option at the top part of the screen.
**(Note obtaining a User name and Password will only allow limited access to Pipeline. To enroll or drop classes you will need to have an advisor enable your registration account.)

How to access registration pages:

To add and drop classes through Pipeline you will need to contact an advisor each semester to have your registration account enabled. Call 316-322-3163 or email advising@butlercc.edu to contact an advisor.

** Don't forget to log out when you're finished by clicking the "Logout" icon and closing your browser. This will ensure your records are secure.

Class Load: Normal and Maximum

Full-Time/Part-Time Status

Normal Load-16 hours of semester credit

Maximum Load-18 hours of semester credit

Band, chorus and physical education courses are included in the 18 hours. Sophomores with a cumulative grade point average of 3.0 and/or a previous semester grade point average of 3.5 may request permission to take additional hours from the Director of Enrollment Management or Director of On-Site Advising and the student's advisor. Students not showing suitable proficiency in previous enrollments may be required to decrease their number of hours the following semester.

Full-Time Status - 12 hours of semester credit

Part-Time Status - less than 12 hours of semester credit

Summer Class Load

Full-Time Status - 6 hours of semester credit

Part-Time Status - less than 6 hours of semester credit

Maximum Load - 12 hours of semester credit

Enrollment Periods

It is **strongly recommended** that students enroll early to help improve their chances of getting the schedule of classes desired.

Early enrollment for the summer and fall semester begins in mid-April. Early enrollment for the spring semester begins in November. On-line enrollment via pipeline@butler begins at an earlier date to be announced each semester.

Students wishing to take responsibility for their own educational plan, which includes students selecting appropriate courses to fit their educational plans, must visit with an advisor each semester so that your WEB registration via pipeline@butler can be activated.

Students wishing to enroll in an English or Math course or a course requiring prerequisites must provide appropriate documentation for previous test scores or coursework. As always, advisors are available to assist any student as needed.

Enrollment and Fee Payment

All students enroll and pay fees on dates directed and publicized by the Accounts Receivable Manager and Registrar. These directions and dates are issued prior to the enrollment periods for fall, spring, summer and special sessions. Each session's schedule of enrollment encompasses a specific time frame and directions are developed and publicized accordingly in the class schedule and on the Butler website.

Student I.D. Card

Students are issued a photo identification card for each academic year. Students should carry the card at all times. The card admits them to all college activities and is used to identify those who have contracted for meals at the cafeteria. A student I.D. card is required to purchase computer software at Butler bookstores, to request academic records, or to utilize college computer labs. Student I.D. cards can be acquired at multiple locations: (1) El Dorado: Registrar's Office in the Hubbard Center. (2) Andover: Room 437. (3) Wichita: Southwestern College east location (corner of Rock Road and Pawnee, 1 mile north of McConnell Air Force Base.) Cards are available beginning two weeks prior to the first day of classes for each semester.

ASSET Testing

The Counseling/Advising Center administers the ASSET placement test which provides students with information about their academic skills in reading, English and math prior to class enrollment. Advisors review results with students, providing them options to enhance their academic success.

Credit Sources

Semester Hour Credits

The basis for granting credits is the semester hour. A semester hour represents 55 minutes of classroom work per week for 16 weeks or its equivalent. A course worth three hours credit could meet three times a week for an hour, 2 times a week for 1 ½ hours or 1 time a week for 3 hours. Laboratory courses and skill courses usually require twice as many clock hours as semester hours credit granted for the course. Students should plan to spend an average of 2 hours outside preparation for every credit hour in which he/she is enrolled.

ACT Credit

Students may earn credit for English Composition I if they receive a score of 31 or above on the English portion of the ACT exam. Credit for English Composition I will be given at the completion of English Composition II and the same grade will be assigned for both courses.

College Level Examination Program (CLEP) Testing

College Level Examination Program (CLEP) exams are administered through the Counseling/Advising Center at El Dorado. Interested students should contact an advisor or the Counseling Center at El Dorado (316) 322-3163 to arrange the examination.

Nursing Students Note: wishing to CLEP any of the seven prerequisite courses may do so; however, since credit hours are issued without grades for a CLEP exam, and since entrance into the program is based on the combined grades of the seven prerequisite courses, the CLEP course is considered equivalent to a grade of "C" which will be reflected in the *final* GPA computation.

General Examinations

The Butler Registrar grants college credit for the College Level Examination Program (CLEP) general examinations on the following basis:

When a student presents a score representing the 50th percentile in one or more of the general examinations, credit is recorded on the student's transcript in the area in which the score was attained. **A maximum of 30 hours of CLEP may be applied toward graduation.**

The five general examinations are: Mathematics, Natural Sciences, Social Sciences, Humanities and History.

Nursing Students Note: Nursing students wishing to CLEP any of the nursing prerequisite courses may do so; however, since credit hours are issued without grades for a CLEP exam, and since entrance into the program is based on the combined grades of the prerequisite courses, the CLEP course is considered equivalent to a grade of "C" which will be reflected in the *final* GPA computations.

Subject Examinations

Any student wishing to take a CLEP Subject Examination should contact the El Dorado Advising Office.

Note: Important Information and Exclusions

CLEP exams alone do not fulfill all degree requirements; students must complete 15 credit hours in residence at Butler. CLEP exams in science do not fulfill the laboratory science requirement for an associate degree. Butler does not offer departmental exams for credit; only subject exams are available through CLEP. Butler does not allow CLEP credit for English Composition II, Foreign Language or Speech.

Any questions regarding credit by examination should be addressed to the Registrar or the Advising Office.

Advanced Placement

The Advanced Placement test is one way to earn college credit by examination. These tests are given by the College Entrance Examination Board (CEEB) in May of the junior or senior year, in high schools offering advance placement courses.

Students who have completed any of the CEEB Advanced Placement tests should have the Educational Testing Service (ETS) forward an official report of their scores to the Admissions Office at Butler in order to receive credit. If you did not originally have scores sent to Butler, you must have ETS forward a copy of your scores to the director of admissions. To order reports you must provide ETS with the year the Advanced Placement exam was taken, subject of the exam, your birthdate or Social Security number and the \$8 fee.

Request should be sent to:

Advanced Placement Program
P.O. Box 6671
Princeton, New Jersey 08541-6671
Phone number 609.771.7300

Corporate Training Credit

Students who have had extensive training through employment at Boeing, Bombardier, Cessna, or Raytheon may have their training profiles evaluated for possible transfer credit. For more information call (316) 320-1689 ext. 126 or (316) 516-9222.

Military Service Credit

Butler is a Service Member Opportunity College (SOC) which means that credit for military experience and training can be awarded to assist the student in completing his/her degree. Butler will act as a credit-holding institution by which a service member can enroll with Butler, be transferred and still complete an associate degree program.

Students who have previously served in any branch of the United States Armed Forces may receive college credit for their military training and experience. Four semester hours of credit in physical education may be allowed for certain service schools completed. All military schools are evaluated upon request.

Students who desire credit for their military service should submit a DD 214 form or its equivalent to the Registrar.

U.S. Air Force enlisted and formerly enlisted personnel must submit an official copy of their Community College of the Air Force transcript. U.S. Army and formerly enlisted personnel must submit an official copy of the AARTS transcript.

A maximum of 30 hours of elective credit may be granted for military training and experience. Contact the Registrar's Office for more information.

Kansas Army National Guard Articulation

The Kansas National Guard and Kansas Community Colleges have entered into an agreement allowing college credit for military experience to allow a quick finish on an associate degree. For more information call (316) 681-3522 and ask for an advisor.

Retroactive Credit

Retroactive credit is earned by enrolling in certain classes beyond the Beginning I or Introduction level based on proficiency acquired before coming to Butler. For example: Students exhibiting adequate proficiency may choose to enroll in Intro. to Spanish II (3 hours) and earn retroactive credit for Intro. to Spanish I (3 hours).

Retroactive credit is available in a limited number of courses. Please visit with the Registrar's Office or Advising Office to obtain additional information. **Students wishing to receive retroactive credit must complete the request form and obtain appropriate signatures at the time of enrollment.**

Tech Prep Course Credit

Butler County Community College is pleased to serve as the educational entity offering specialized Tech Prep programs in cooperation with area high schools. The high school and college level curriculums have been collaboratively reviewed and program articulation agreements have been established to provide students with a non-duplicative sequence of coursework leading to a degree or certificate in a Tech Prep education program.

Students may receive credit for an articulation course after completing the college validating course. Students will receive college credit for both courses. The student will receive the same grade for the articulated high school course as he/she earned for the validating college course. Payment will only be required for the validating college course.

For students to receive articulated credit, the student's high school must have an articulation agreement with Butler in that subject area. The student must also complete an articulation form from the Tech Prep Director's Office (Butler of El Dorado, Building 300, Room 306B) and submit it to the Registrar's Office upon enrollment. To find out more about articulation credit call the Tech Prep Office at 316-322-3277 or talk to your high school guidance counselor.

Transfer Hours

Butler requires an official transcript be sent from each institution attended. The student is responsible for making sure each transcript has been sent and is on file in Butler's Registrar Office. If all transfer hours are not on file in the Registrar's Office, the student may not be able to enroll in the next semester and a hold may be placed on his/her record. A student planning to receive a degree or certificate with Butler will not be able to graduate until all transfer hours are on file in the Registrar's Office. Butler accepts transfer hours from only those schools accredited by a recognized national accrediting association. All accepted transfer hours are counted toward the student's final grade point average. NOTE: Courses considered developmental are not accepted for credit and are not counted in the student's final grade point average.

All transfer hours must follow the same policies and procedures as Butler hours, with the exception of Academic Renewal policies.

Transfer hours are not placed on a Butler transcript until the student has completed 15 Butler hours and is making progress toward a degree program. The student needs to contact the Registrar's Office when he/she has completed the required 15 hours.

Technical College Transfer Articulation Credit

1. Kansas community colleges accept all Kansas Board of Regents approved postsecondary area vocational-technical school program credits for evaluation and transfer as credit toward the Associate of Applied Science degree. Credit may be granted for approved area vocational-technical school students upon completion of at least a 900-hour program at the vo-tech school. A maximum of 30 hours is granted after successful completion of 15 hours at Butler.

2. Former students of Kansas area vocational-technical schools must be enrolled in the community college and successfully complete 15 hours with the community college before the evaluated vo-tech hours are recorded on the college transcript.
3. All Kansas area vocational-technical school programs must be divided into courses or units and documented on a transcript for transfer evaluation purposes.
4. Credit hour conversion of courses completed in the Kansas area vocational-technical schools is based on the same requirements as Kansas community colleges in

determining their credit hours for a course.

- a. 900 minutes lecture - 1 credit hour
- b. 1,350 minutes lab - 1 credit hour

These are minimum requirements and may be exceeded.

5. Not more than 75 percent of the Associate in Applied Science degree credit hours shall be in the technical area. At least 25 percent of the total program hours shall be in the general education area. In addition, students must meet the graduation requirements for the Associate in Applied Science degree for the individual community college.

Classification

Student classification is based on credit hours completed and grade points earned. Full-time enrollment requires a minimum of 12 hours each semester. Upon completion of the freshman year, a student should have accumulated at least 30 hours and 52 grade points for classification as a sophomore.

