

HLC Accreditation Evidence

Title: Barton Online Student Services

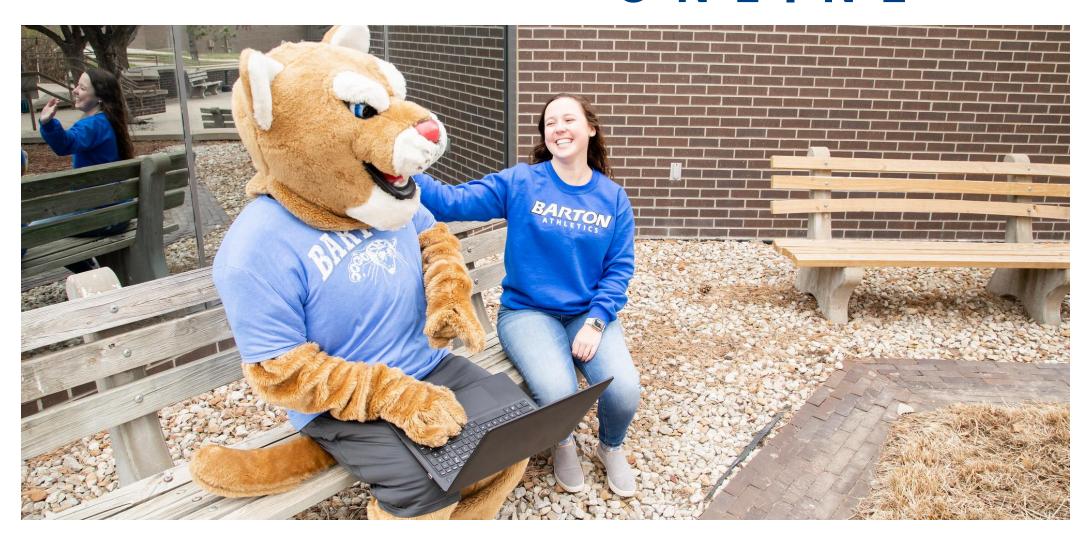
URL: https://www.bartonccc.edu/online/services

Office of Origin: Vice President of Instruction

Contacts:

• Director of Online and LMS Management





Frequently Asked Questions

If the answer to your question is not found below, please contact us by phone or email:

• Barton Online department

o Phone: (620) 786-7480

• Email: <u>inquiry@bartonccc.edu</u>

Advising department

Phone: (800) 748-7594 ext. 225

• Email: advisement@bartonccc.edu

• Financial Aid department

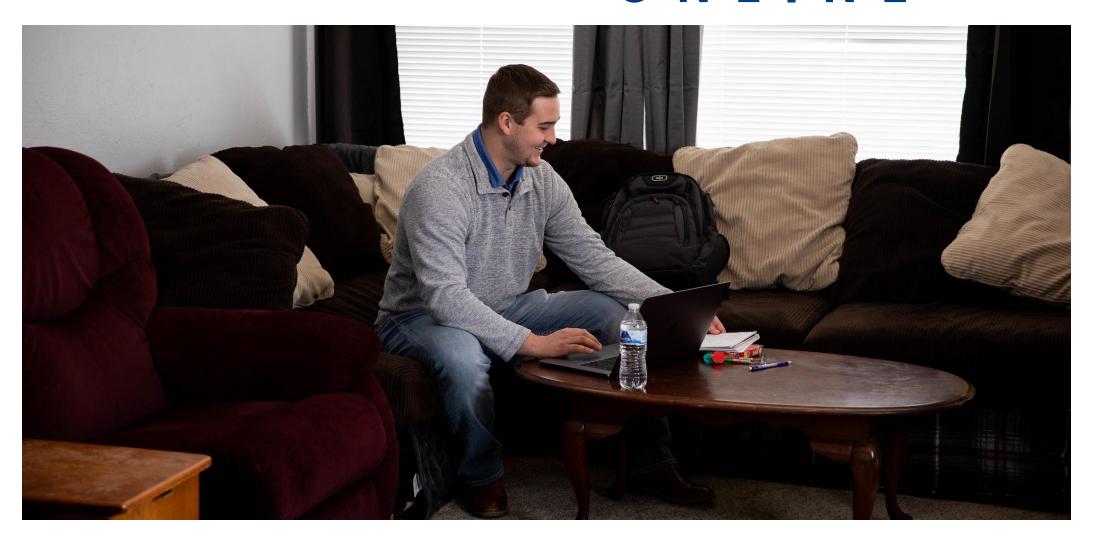
Phone: (866) 257-2574

• Email: financialaid@bartonccc.edu

What type of classes does Barton offer?

| How to take an online course? | + |
|--|---|
| USA military and families - how to take courses at Barton? | + |
| Where to find information as a high school student? | + |
| What are the calendar dates to enroll, pay, drop courses, and receive refunds? | + |





Student Services

At Barton, we're shaped by your success – so we make every effort to meet your needs. Student Services is an integral part of the total educational program and offers a variety of services to assist students in every venture of their educational journey. Faculty and staff make a conscientious effort to know students as individuals and assist them in achieving their educational and personal goals. Check out a <u>full list of services</u> available to all Barton students. (This link will redirect you to the main Barton website.)

Whether you are a recent high school graduate, a returning adult student, or a lifelong learner, Barton has resources to fit every student lifestyle. You can be successful if you know how and where to get the answers you need. Have a question about a resource or service? Contact us at inquiry@bartonccc.edu!

Support Services

Barton offers a wide variety of support services dedicated to assisting students in maximizing their educational opportunities by supplementing their instructional programming. Our services are designed to directly enhance student learning and support students' social and personal growth. We can't wait to discover what you will create at Barton! Visit the <u>Support Services webpage</u> for more information. (This link will redirect you to the main Barton website.)

Resources

| Get Enrolled | Manage Finances | Records |
|-----------------|-----------------|---------------------------------------|
| | | |
| | | |
| Register/Enroll | <u>Tuition</u> | <u>FERPA</u> - Student Privacy Rights |

Course Search
College Catalog

Financial Aid and Scholarships
Pay the College
Refunds

<u>Transcripts</u> <u>Grades</u>

Plan Your Degree

<u>Degree Options</u> <u>Advising</u> Graduation

<u>Transferring</u>

<u>Tutoring</u>

Placement Testing

Resources

Counseling

Disability Services

Student Handbook

Veteran Services

Safety

Safety, Security & Wellness Information
Student Code of Conduct
Title IX Resources







Online Placement Testing

Placement Testing

Barton Community College placement testing determines readiness for college level coursework. Students entering college for the first time without placement scores must take the Accuplacer test. Students must submit test scores if they are pursuing a certificate or associate's degree or are enrolling in a general education class requiring specific test scores. Placement test scores will be used to place students in the appropriate English, Reading, or Math course.

Students should understand the high-stakes nature of these tests in determining their placement in college classes. These tests measure academic capability and should not be confused with tests measuring intelligence or ability. Testing provides both the student and the advisor an effective tool to best position the student for academic success. Through enrollment in proper courses, students are more likely to meet their academic goals.

Students that fail to submit proper prerequisite documents or successful Accuplacer scores by midnight (CST) on the 1st Monday of the session, will not be allowed to enroll in their prerequisite course(s) for the selected session.

Individuals requiring testing accommodations due to disability should contact <u>disabilityservices@bartonccc.edu</u> or call (620) 786-1102.

SAT, ACT, Accuplacer, ASSET, or COMPASS scores

Barton will accept SAT, ACT, Accuplacer, ASSET, or COMPASS scores if they are less than five (5) years old. Scores may be sent to placementtesting@bartonccc.edu

Within this email please include the following information:

- Please indicate "Placement Scores" or something similar in the subject line of your email.
- Barton student ID
- Full name
- Date of Birth
- Email Address
- Primary campus
- Phone number
- Course for which you are submitting scores

To ensure we receive the email, please be sure to include a subject line such as "Placement Scores".

Prior College Coursework

Some college level coursework may be considered to meet prerequisite requirements. These courses must be college level and passed with a grade of C or higher. Determination will be made upon review of a college transcript. For placement purposes, unofficial transcripts may be emailed to prereq@bartonccc.edu

Within this email please include the following information:

- Please indicate "Prior College Coursework" or something similar in the subject line of your email.
- Barton student ID
- Full name
- Date of Birth
- Email Address

- Primary campus
- Phone number
- Course for which you are submitting prerequisite information
- Course start date/session/semester in which you plan to enroll

To ensure we receive the email, please be sure to include a subject line such as "Prior College Coursework".

Taking the Accuplacer Placement Test

Students outside of Barton's service area

Students outside of Barton's service area may arrange to take the Accuplacer test at an approved testing location convenient to them, with proctoring provided by the testing site for which any site-specific proctoring changes will be the student's responsibility. These students will receive a voucher.

Fully-online students outside of Barton's geographic service area may arrange to take the Accuplacer test utilizing virtual proctoring through Examity, for which there is no charge to the student. These students will receive a voucher.

To receive a voucher, please complete the <u>Barton Accuplacer Voucher Request</u> form.

Students in Barton's service area

Students residing in Barton's seven county service area (Barton, Ellsworth, Pawnee, Rice, Rush, Russell and Stafford counties) will test at the Barton County campus in Great Bend, KS. Email <u>placementtesting@bartonccc.edu</u> for more

information. To ensure we receive the email, please be sure to include a subject line such as "Accuplacer Placement

Testing".

Students attending the Fort Riley or Fort Leavenworth sites may take the Accuplacer test at those locations. Email <u>placementtesting@bartonccc.edu</u> for more information. To ensure we receive the email, please be sure to include a subject line such as "Accuplacer Placement Testing."

Accuplacer Information

Below are the instructions on how to get set up with an ACCUPLACER account.

Please review the options below and then email <u>placementtesting@bartonccc.edu</u> with the following information:

- Barton Student ID
- Full name
- Date of birth
- Email address
- Which campus you take classes at
- Phone number
- Which option you are selecting to take the placement test from the list below

Option 1: Virtual – Remote Proctoring

Have your ACCUPLACER test proctored online from just about anywhere with Examity. This option enables you to take the ACCUPLACER test at any location. You must have an appropriate Barton student ID and your computer must meet the technical specifications that are required for testing.

Examity technical requirements:

Browser:

• Google Chrome or Mozilla Firefox, please disable your pop-up blocker

Equipment:

- Desktop, Chromebook (for automated proctoring only), or a laptop computer (tablets and mobile devices are not supported)
- Built-in or external webcam
- Built-in or external microphone
- Built-in or external speakers
- Internet Connection: An upload and download speed of at least 2Mbps

Option 2: Off Campus – Remote Proctoring (please note, there may be a fee charged as determined by the testing facility)

Take your test at a local testing center. This will enable you to take your Accuplacer test on a different campus with a human proctor.

Option 3: On the Barton County Campus in Great Bend, Kansas.

Option 4: ACT, SAT, CLEP and DANTES (please note, the availability of this option will be determined on an individual basis)

For information regarding the use of ACT, SAT, CLEP, and DANTES scores in place of a placement test please email <u>placementtesting@bartonccc.edu</u>.

Preparing for Accuplacer

Resources below are available to students in preparation for the Accuplacer.

Accuplacer Sample Reading

Accuplacer Sample Writing

Accuplacer Sample Math (QRAS)

Accuplacer Sample ESL

Accuplacer Study Guide

Practice Testing

Math Practice Testing

Math and Language Arts Practice

Additional resources related to placement and prerequisites

<u>Assessment/ Placement Policy & Procedures</u>

Courses with Prerequisites

Placement Matrix

Enrollment in Two Courses Where One is a Prerequisite For The Other

(EXAMPLE: Enrolling now in English Composition I for an earlier session and English Composition II in a subsequent session)

Students wishing to enroll at the same time for courses where the first course is a prerequisite for the second course will need to contact Barton personnel for enrollment into the later course. If, at the completion of the first course, the final grade does not meet the prerequisite requirement for the subsequent course, the enrollment will be dropped by Barton. For assistance, please email <u>prereg@bartonccc.edu</u>

• Within this email please include the following information:

- Please indicate "Subsequent Course" or something similar in the subject line of your email.
- Barton student ID
- Full name
- Date of Birth
- Email Address
- Primary campus
- Phone number
- Course for which you are submitting prerequisite information
- Course start date/session/semester in which you plan to enroll
- To ensure we receive the email, please be sure to include a subject line such as "Subsequent Course".





Financial Aid

When you are paying for your education there are several options for financial assistance that you should consider. Through the Title IV Federal Aid programs, Barton offers qualifying students federal grants and loans. For students who have a military connection, you may qualify to Tuition Assistance, Veteran's Administration education benefits, or MyCAA. We also offer various scholarships that can help make your education with us as affordable as possible!

Check out a few of our Financial Aid options below, or visit <u>Barton's Financial Aid webpage</u> for more information! (This link will redirect you to the main Barton website.)

Types of Financial Assistance

Title IV Federal Financial Aid Programs

<u>Title IV Federal Financial Aid Programs</u> include Federal Pell Grants, Federal Direct Loans, and Federal Work Study. Apply for <u>Federal Financial Aid (FAFSA)</u>.

Military Options

<u>Options for military affiliated assistance</u> include Tuition Assistance through ArmylgnitED, Veteran's Administration (VA) education benefits, Military Spouse Career Advancement (MyCAA), or other military assistance programs.

Scholarship Options

Barton Scholarships are awards that can be received for academic merit, athletic and departmental involvement, financial

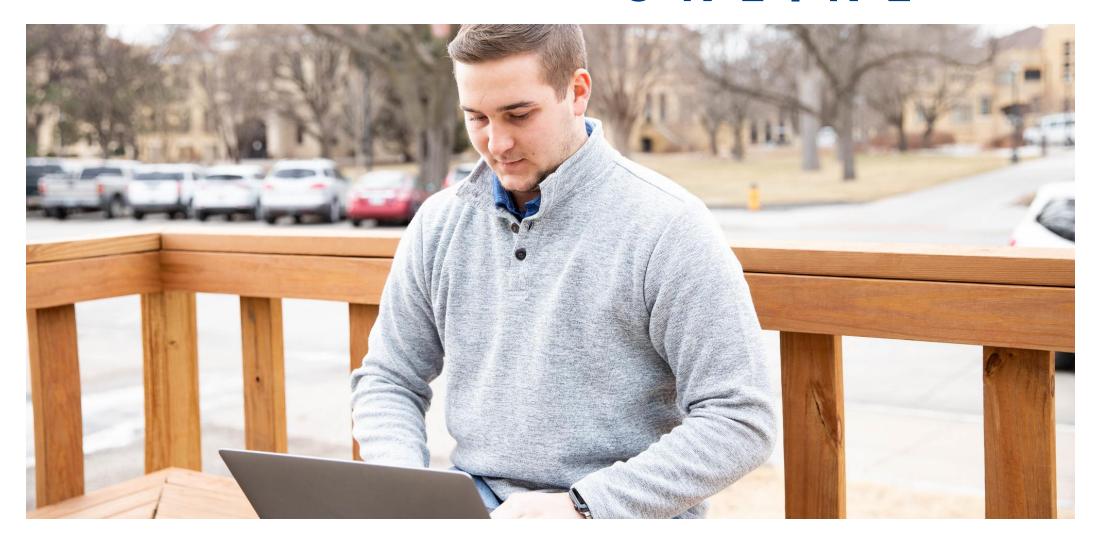
need and more. The awards offered through Barton Community College include Academic Scholarship, Foundation Scholarships, Activity and Departmental Awards, Boost and Incentive Scholarships, GED Scholarships, Special Scholarships, and Employee Scholarships.

Other scholarship options may include Community Scholarship information, Scholarship Searches, Alternative Student Loans, and Tax Credit information.

<u>Kansas State Scholarships</u> include the Kansas Ethnic Minority Scholarship, Kansas Nursing Service Scholarship, Kansas Military Service Scholarship, Kansas State Scholarship, and Kansas Teacher Service Scholarship. These award opportunities are offered through <u>The Kansas Board of Regents</u>.







Bookstore and Textbook Vouchers

Barton Online Course Books

Students registered for a Barton Online course may purchase books from the <u>online Barton Bookstore</u>, hosted by eCampus.

Contact the Barton Online bookstore customer service with questions:

1. Phone: (859) 209-6958

2. Email: <u>bookstore@ecampus.com</u>

3. Contact eCampus

4. Live Chat

Disclaimer: Barton Community College cannot be held responsible for any text books or materials that students may purchase from any non-Barton Online Bookstore vendors.

Financial Assistance & Payment Plan - Bookstore Voucher Information

Students that have available traditional Federal Financial Aid (Federal Pell or Federal Student Loans), or a payment plan and have signed up for a Barton Online eCourse, will have a voucher created automatically for them. Students will then receive an email from the Barton Online Bookstore which will include instructions on how to order their textbooks/materials and how to use the online bookstore voucher. Any amount that the student charges using a voucher will be added to the

student account. If the student is on the payment plan, the amount charged will be added to the student's monthly

payments. If the voucher is due to available financial aid, the amount charged will be applied to the student's financial aid.

Students will need to use their **@cougar.bartonccc.edu email address** to use their vouchers and to purchase books with a voucher.

Students with nontraditional Financial Aid (Veterans Assistance, third party payment), will need to submit a voucher request. If you are using any of the nontraditional financial assistance methods please submit a <u>Voucher Request Form</u>.

A submitted voucher request will be processed manually and will take additional time. For the manual requests, once the request has been processed, the student will receive an email from the Barton Online Bookstore informing the student that the voucher is available.

Vouchers can only be used up until 5 days past the start of the course.

If you have any questions regarding the voucher process please contact the Barton Bookstore at <u>Vouchers@bartonccc.edu</u> or (800) 748-7594 ext. 229.

Book Voucher Availability Dates

Spring 2022 Session 4 Vouchers Start: Tuesday, February 22, 2022 Spring 2022 Session 4 Vouchers End: Saturday, March 26, 2022

Spring 2022 Session 5 Vouchers Start: Tuesday, March 8, 2022 **Spring 2022 Session 5 Vouchers End:** Saturday, April 9, 2022

Spring Intersession 2022 Vouchers Start: Tuesday, March 22, 2022 **Spring Intersession 2022 Vouchers End:** Saturday, April 23, 2022

Summer 2022 Session 1 & Extended Session Vouchers Start: Tuesday, April 26, 2022

Summer 2022 Session 1 & Extended Session Vouchers End: Saturday, May 28, 2022

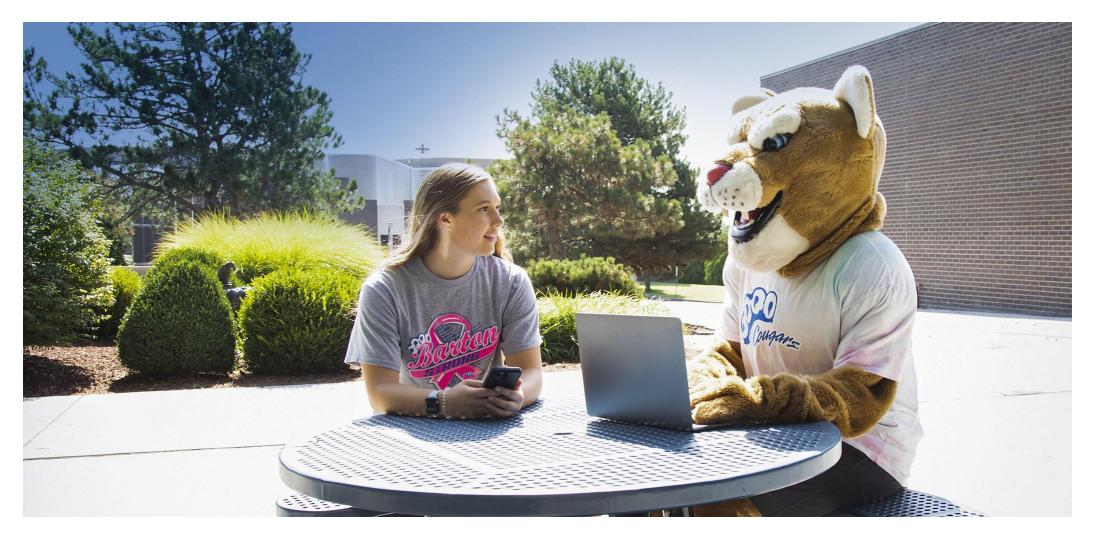
Summer 2022 Session 2 Vouchers Start: Tuesday, May 10, 2022 **Summer 2022 Session 2 Vouchers End:** Saturday, June 11, 2022

Summer 2022 Session 3 Vouchers Start: Tuesday, May 17, 2022 **Summer 2022 Session 3 Vouchers End:** Saturday, June 18, 2022

Summer 2022 Session 4 Vouchers Start: Tuesday, May 24, 2022 **Summer 2022 Session 4 Vouchers End:** Saturday, June 25, 2022







OER (Open Educational Resources)

Save money on textbooks and obtain immediate access to course materials

What is OER?

Open Educational Resources are teaching, learning, and research resources that reside in the creative commons and/or public domain or have been released under an intellectual property license that permits their use and repurposing by others. OER may include full courses, course materials, modules, textbooks, streaming videos, tests...used to support access to knowledge. "OER Defined" by Larry Kramer, William & Flora Hewlett Foundation

How does this work?

No-Cost – No additional cost for course materials

Low-Cost - \$50 or less for course materials

To enroll in a Barton Online OER course visit the How to Enroll in Online Courses page.

Online OER Offerings

Spring 2022 Intersession

Low-Cost MATH 1828 College Algebra - Davied, Ange 20731

Summer 2022 Session 1

No-Cost

ENGL 1206 English Composition II - Rigney, Melissa 30137 HIST 1402 American History 1877 - Present - Kennedy, Ryan 30141 LIFE 1409 Anatomy & Physiology II - Welshans, Nicole 30500 PSYC 1000 General Psychology - Knapp, Mark 30164

Low-Cost

MATH 1828 College Algebra - Davied, Ange 30156

Summer 2022 Extended Session

No-Cost

COMM 1230 Public Speaking - Duncan, Alissa 30453

EDUC 1103 Student Success - Ball, Jeri 30455

HIST 1400 American History to 1877 - Buller, Daniel 30376

HIST 1402 American History 1877 - Present - Buller, Daniel 30377

LIFE 1402 Principles of Biology - Duncan, Annemarie 30458

LIFE 1409 Anatomy & Physiology II - Welshans, Nicole 30501

Low-Cost

MATH 1828 College Algebra - Davied, Ange 30384

Summer 2022 Session 2

No-Cost

ECON 1615 Personal Finance - Rothwell, Linda 30025
ENGL 1236 Technical Communications - Little, Karly 30349
HIST 1400 American History to 1877 - Buller, Daniel 30288
HIST 1402 American History 1877 - Present - Buller, Daniel 30289
HIST 1408 Western Civilization to 1500 - Buller, Daniel 30033
HIST 1409 Hist & Phil Western Cul to 1500 - Balk, Janet 30034
HIST 1410 Western Civilization 1500 - Present - Buller, Daniel 30473
HIST 1411 Hist & Phil West Cul 1500 - Present - Balk, Janet 30036
LANG 1900 Elementary German II - Schottel, Stephanie 30291
LANG 1902 Elementary German II - Schottel, Stephanie 30292
LIFE 1402 Principles of Biology - Duncan, Annemarie 30474
PHIL 1605 Reason & Argument - Mack, John 30061
PSYC 1000 General Psychology - Knapp, Mark 30203

Low-Cost
MATH 1828 College Algebra - Davied, Ange 30054

Summer 2022 Session 3

No-Cost

COMM 1230 Public Speaking - Duncan, Alissa 30180 ENGL 1236 Technical Communications - Little, Karly 30304 HIST 1402 American History 1877 - Present - Kennedy, Ryan 30031 HLTH 1248 Personal & Community Health - Brooks, Carol 30040

LIFE 1402 Principles of Biology - Duncan, Annemarie 30489

PSYC 1016 Social Psychology - Knapp, Mark 30204

Low-Cost

HIST 1463 Military Hist/Second World War - Buller, Daniel 30039

PSYC 1027 Coping with Stress - Maser, Jakki 30068

Summer 2022 Session 4

No-Cost

ENGL 1206 English Composition II - Rigney, Melissa 30217

HIST 1402 American History 1877 - Present - Kennedy, Ryan 30222

Low-Cost

CHEM 1806 College Chemistry I - Marshall, Karey 30493

CHEM 1808 College Chemistry II - Marshall, Karey 30213

HIST 1461 Military Hist/Amer Civil War - Buller, Daniel 30225

Fall 2022 Session 1

No-Cost

ECON 1615 Personal Finance - Rothwell, Linda 10728

HIST 1402 American History 1877-Present - Buller, Daniel 10320

HIST 1408 Western Civilization to 1500 - Buller, Daniel 10321

HLTH 1248 Personal & Community Health - Brooks, Carol 10323

HZMT 1907 Resource Conservation and Recovery Act (RCA) - Hill, James 10325

LANG 1900 Elementary German I - Schottel, Stephanie 10613

LIFE 1402 Principles of Biology - Duncan, Annemarie 10877

LIFE 1407 Anatomy & Physiology I - Welshans, Nicole 10329 LIFE 1409 Anatomy & Physiology II - Welshans, Nicole 10878 PHIL 1605 Reason and Argument - Mack, John 10347 PHSC 1408 Astronomy - VandenHeuvel, Andrew 10883 PSYC 1016 Social Psychology - Knapp, Mark 10637

Low-Cost

BUSI 1814 Entrepreneurship I - Rothwell, Linda 10873 CHEM 1806 College Chemistry I - Marshall, Karey 10245 HIST 1463 Military History Second World War - Buller, Daniel 10731 MATH 1828 College Algebra - Davied, Ange 10335

Open Textbook CHEM 1814 Organic Chemistry I - Marshall, Karey 10247

Fall 2022 Session 2

No-Cost

COMM 1230 Public Speaking - Duncan, Alissa 10381
HIST 1402 American History 1877-Present - Kennedy, Ryan 10394
HIST 1409 Hist & Phil Western Culture to 1500 - Balk, Janet 10395
LIFE 1402 Principles of Biology - Duncan, Annemarie 10886
LIFE 1407 Anatomy & Physiology I - Welshans, Nicole 10887
PSYC 1000 General Psychology - Knapp, Mark 10439

Low-Cost

CHEM 1808 College Chemistry I - Marshall, Karey 10375 MATH 1828 College Algebra - Davied, Ange 10412

Open Textbook CHEM 1814 Organic Chemistry I - Marshall, Karey 10375

Fall 2022 Session 3

No-Cost

ENGL 1206 English Composition II - Rigney, Melissa 10460 HIST 1402 American History 1877-Present - Buller, Daniel 10462 HLTH 1248 Personal & Community Health - Brooks, Carol 10464 PSYC 1000 General Psychology - Knapp, Mark 10473

Low-Cost
CHEM 1806 College Chemistry I - Marshall, Karey 10455
MATH 1828 College Algebra - Davied, Ange 10469

Fall 2022 Session 4

No-Cost

COMM 1230 Public Speaking - Duncan Alissa 10497
ECON 1615 Personal Finance - Rothwell Linda 10907
ENGL 1206 English Composition II - Rigney, Melissa 10513
ENGL 1236 Technical Communications - Little, Karly 10514
HIST 1400 American History to 1877 - Buller Daniel 10518
HIST 1402 American History 1877 - Present - Kennedy, Ryan 10766

HIST 1408 Western Civilization to 1500 - Buller, Daniel 10767

HIST 1410 Western Civilization 1500-Pres - Buller, Daniel 10520

HLTH 1248 Personal & Community Health - Brooks Carol 10522

LANG 1900 Elementary German I - Schottel, Stephanie 10614

LANG 1902 Elementary German II - Schottel, Stephanie 10655

LIFE 1402 Principles of Biology - Duncan, Annemarie 10909

LIFE 1407 Anatomy & Physiology I - Welshans, Nicole 10910

LIFE 1409 Anatomy & Physiology II - Welshans, Nicole 10911

LITR 1210 Intro to Literature - Bailey, Paulia 10784

PHSC 1408 Astronomy - VandenHeuvel, Andrew 10917

POLS 1800 Government of the United States - Bergantz, Tish 10548

PSYC 1012 Introduction to Counseling - Maser, Jakki 10554

PSYC 1016 Social Psychology - Knapp, Mark 10556

PSYC 1026 Psychology Grief & Separation - Smith, Samantha 10557

Low-Cost

HIST 1461 Military History/American Civil War - Buller, Daniel 10708

MATH 1828 College Algebra - Davied, Ange 10536

PHED 1270 Intro to Exercise Science - Brooks, Carol 10661

PSYC 1027 Coping with Stress - Maser, Jakki 10558

Open Textbook

CHEM 1816 Organic Chemistry II - Marshall, Karey 10490

Fall 2022 Session 5

No-Cost

ENGL 1206 English Composition II - Rigney, Melissa 10582 HIST 1400 American History to 1877 - Buller, Daniel 10583 HIST 1402 American History 1877-Present - Kennedy, Ryan 10777 HLTH 1248 Personal & Community Health - Brooks, Carol 10584

Low-Cost
CHEM 1808 College Chemistry II - Marshall, Karey 10577
MATH 1828 College Algebra - Davied, Ange 10588

Fall 2022 Intersession

No-Cost

HIST 1402 American History 1877-Present - Kennedy, Ryan 10782 POLS 1800 Government of the United States - Bergantz, Tish 10279

Low-Cost MATH 1828 College Algebra - Davied, Ange 10271





Examity Virtual Proctoring

Barton Online utilizes Examity Virtual Proctoring within some of the online courses. Barton Community College covers the cost of the proctoring for students. In the event that the student does not show up to a scheduled exam, the student will be charged by Examity upon their next login to test. If the student does not login to Examity to test within 2 months after missing their scheduled exam, the testing charge will be applied directly to the student's Barton account.

If you have questions regarding charges for Examity Virtual Proctoring, please email inquiry@bartonccc.edu.

Examity Technical Requirements

- Desktop computer or laptop (tablets, Chromebook and cell phones do not meet the requirements).
- Internet speed must be at least 2 Mbps download and 2 Mbps upload. Hot spots are not recommended.
- A working built-in or external webcam and microphone.
- The pop-up blocker in your browser must be disabled for Examity.com.
- If you have questions or concerns, you can email support@examity.com and arrange to do a system check with someone on Examity's support team.





Tutoring

Want to improve your grade in class? Are you struggling with a class unit and want to better understand it? Barton has services to help you. For online students, we have one-on-one tutoring sessions available 24/7. You can have instant replays of the sessions and more than 2,000 qualified tutors available. These services are free and are provided by Tutor.com for the benefit of Barton Students. See options below or contact tutoringservices@bartonccc.edu with any questions or concerns regarding tutoring services.

Tutoring for Online Students

Free Services are provided by Tutor.com for the benefit of Barton students! Barton Online students can access tutoring help by following the instructions below:





- Members of the Military can visit <u>www.tutor.com/military</u>
- Barton Online students who are not military must first email tutoringservices@bartonccc.edu and request a login. Then visit www.tutor.com/barton to login and access online tutoring help.





State Authorization

State Authorization

Changes to the Higher Education Act of 1965 have made it necessary for each institution of higher learning to respond to the following: "If an institution is offering post-secondary education through distance or correspondence education to students in a State in which it is not physically located or in which it is otherwise subject to State jurisdiction as determined by the State, the institution must meet any State requirements for it to be legally offering post-secondary distance or correspondence education in that State. An institution must be able to document to the Secretary the State's approval upon request. State Authorization Regulation Chapter 34, § 600.9(c)(Authority: 20 U.S.C. 1001 and 1002)"

As of July 8, 2015, Barton Community College is a participant in the State Authorization Reciprocity Agreement (SARA) initiative. SARA is a state-level reciprocity process aimed at making the effort to obtain state authorizations more efficient for institutions and to make it easier for students to enroll in distance education programs outside of the states in which they reside.

Barton is working with state agencies to comply with required authorizations so that we can continue to provide educational access to students across the country.

For more information about the SARA initiative and the progress of state and institutional membership please visit <u>www.nc-sara.org</u>.

Student Complaint Process

Barton aims to resolve all student complaints in a fair and expedient manner. Students wishing to file a formal complaint

have multiple options and should refer to the Student Concerns Procedures webpage for more information.

For assistance, please contact: Associate Dean of Instruction (620) 792-2701 ext. 761

