



COUGARKeeper

2026-2027

BARTON
COMMUNITY COLLEGE



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HOW TO USE THE COUGAR KEEPER

The Cougar Keeper was built by the **Academic Development Center (ADC)** to support Barton students through their academic semesters. It can be split into three sections: Academic Planning, Time Management, and Academic Resources. To get the most out of your Cougar Keeper, we recommend the following:

1. Schedule a meeting with an Academic Coach

- » An Academic Coach can assist with creating an academic plan, setting academic goals, and utilizing the tools within the Cougar Keeper. To schedule a meeting, simply email: ADC@bartonccc.edu. Academic Coaches are available to meet via Zoom, too!
- » If you are unable to meet with a Coach, attend one of the ADC’s Planning for Success Cougar Conversations.

2. Devote time to organization

- » To begin, focus on big-picture organization. Start with your Academic Plan, Syllabus Summary, and Weekly Schedule. These tools will help you to identify priorities for your time and effort each week.
- » Add major assignment, project, essay, and exam due dates in your monthly calendars.
- » Commit 30 minutes each week to completing the weekly focus sheets. Use your monthly due dates, and academic goals to set priorities and create to do lists.
- » The Cougar Keeper includes a finals preparation plan. Take the time to complete it.

3. Consider your process

- » Use the weekly planning time to reflect on your process. Specifically identify steps you are taking to support your academic goals.
- » Be honest with yourself and identify what you are doing well, and what you want to improve upon.

4. Complete regular reflections

- » Commit to answering the questions each week regarding your process. Personal writings are a strong tool for learning and improvement.

5. Use the academic resources provided in the final section

- » Remember, resources are not always in print or online. Often your best resources are people. Get to know your personal support system at Barton.
- » Attend a Cougar Conversation with the Academic Development Center to learn about academic resources and develop your personal academic skills.
- » If you don’t understand how to use an academic resource - just ask!



ACADEMIC PLAN



The first step in planning for academic goals is to understand the requirements for completing your program of study at Barton. Use this worksheet to outline those requirements. When meeting with your advisor for enrollment, refer to this plan.

To complete this first section, refer to DegreeWorks, located in the Barton Portal.

Degree (check one):

- | | | |
|---|--|--|
| ☐ Associate in Arts | ☐ Workforce Certificate | ☐ Associate in Applied Sciences |
| ☐ Associate in General Studies | ☐ Associate in Sciences | |

Do you have a Concentration? _____

Credits Required: _____ Grade Point Average Required: _____

What courses are required to graduate with this degree and major?

General Education:

Electives:



Another important detail to consider, are the classes that may not count toward graduation, or may not transfer to a 4-year institution if you are hoping to transfer after Barton. These courses are often known as Developmental Courses and they are used to help students prepare for college-level courses.

Which Developmental Courses are you currently enrolled in, or will you need to complete before taking your required college-level courses? These courses are often found under the “Fall Through Courses” heading in DegreeWorks. If you are uncertain if you will need any of these courses, your advisor is an excellent resource.

Additional Courses Needed:	Hours:
Integrated Reading and Writing (3 hours)	+_____
ESOL I (3 hours)	+_____
ESOL II (3 hours)	+_____
ESOL III (3 hours)	+_____
Basic Algebra (3 hours)	+_____
Total Additional Hours Needed to Graduate	=_____
	+60
Totals Hours Needed to Graduate	=_____
	/4
Hours Per Semester	=_____



The next step is to look at your progress toward completion, beginning with the current semester. You want to pay attention to the courses, total number of credit hours, grades achieved (or in progress), and application to your degree plan.

Use Canvas and DegreeWorks to fill in the following information.

My current classes are:

COURSE NAME	CURRENT GRADE	CREDIT HOURS	DEGREE REQUIREMENTS	COURSE NAME	CURRENT GRADE	CREDIT HOURS	DEGREE REQUIREMENTS

If I were to calculate my current grade point average (GPA) today, it would be:

I have completed the following college courses prior to this semester (as shown in DegreeWorks):

COURSE NAME	CURRENT GRADE	CREDIT HOURS	DEGREE REQUIREMENTS	COURSE NAME	CURRENT GRADE	CREDIT HOURS	DEGREE REQUIREMENTS

My cumulative GPA, if calculated today, would be:



Reflect on your academic progress to date. Consider the following questions and create a list of your own questions that you would like to have answered by your advisor:

How am I progressing toward graduation? Am I taking enough courses each semester to meet my goal of completion? Do my grades support my goal of completion?

What questions do I have about my academic plan, or completing my program of study?



Student Athletes have additional academic requirements for current eligibility and future transferability to NCAA Division I or II schools. Consider the following information and how it can affect your academic plan.

Answer the following regarding NJCAA Academic Eligibility Requirements for competition:

Am I currently enrolled in 12 credit hours? _____

Have I successfully completed 12 credit hours for each semester I have been enrolled? _____

Is my GPA for completed courses a 2.0 or higher? _____

Work with an Academic Mentor to answer the following questions regarding your ability to transfer to an NCAA Division I or II school:

What is your Initial Eligibility Status as determined by the NCAA?

What is your preferred level of transfer? NCAA Div. I - NCAA Div. II - NAIA

Are you required to graduate before transfer?

What is your required transfer GPA?

How many transferrable credits are you required to complete?

Are you taking or have you taken any credits that will not transfer?

SYLLABUS SUMMARY

Course Name & Number	
Instructor's Name & Email	Late/Missing Assignment Policy
Instructor's Office Hours and Location	Attendance/Zoom Policy

Course Name & Number	
Instructor's Name & Email	Late/Missing Assignment Policy
Instructor's Office Hours and Location	Attendance/Zoom Policy

Course Name & Number	
Instructor's Name & Email	Late/Missing Assignment Policy
Instructor's Office Hours and Location	Attendance/Zoom Policy

Course Name & Number	
Instructor's Name & Email	Late/Missing Assignment Policy
Instructor's Office Hours and Location	Attendance/Zoom Policy

Course Name & Number	
Instructor's Name & Email	Late/Missing Assignment Policy
Instructor's Office Hours and Location	Attendance/Zoom Policy

Academic Advisor	
Advisor's Name & Email	

WEEK AT A GLANCE: Use this schedule to map out your weekly commitments. Start by blocking off time for the events required by role as a student: Class, Lab Hours, or Practice. Then add regularly scheduled requirements such as Work or Family Commitments. Once you have identified where you have to be, you can begin to schedule time for completing homework and studying for courses.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00-7:00							
7:00-7:30							
7:30-8:00							
8:00-8:30							
8:30-9:00							
9:00-9:30							
9:30-10:00							
10:00-10:30							
10:30-11:00							
11:00-11:30							
11:30-12:00							
12:00-12:30							
12:30-1:00							
1:00-1:30							
1:30-2:00							
2:00-2:30							
2:30-3:00							
3:00-3:30							
3:30-4:00							
4:00-4:30							
5:00-5:30							
5:30-6:00							
6:00-7:00							
7:00-8:00							
8:00-9:00							
9:00-10:00							
10:00-11:00							

NOTES:

[illegible]

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1

Gratitude & Reflection

TO DO LIST:

NOTES:

[illegible]

2

3

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6

7

8

Habits

TO DO LIST:

What went well?

What needs adjusting?

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

9

MONDAY

10

TUESDAY

11

WEDNESDAY

12

THURSDAY

13

FRIDAY

14

SATURDAY

15

Gratitude & Reflection

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NOTES:

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TO DO LIST:

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WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

16

MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

21

SATURDAY

22

Habits

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TO DO LIST:

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What went well?

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What needs adjusting?

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NOTES:

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Gratitude & Reflection

TO DO LIST:

DEC NOV OCT SEP **AUG** JUL JUN MAY APR MAR FEB JAN

NOTES:

[illegible]

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Habits

TO DO LIST:

What went well?

What needs adjusting?

18 COUGAR KEEPER | BARTON COMMUNITY COLLEGEBARTON COMMUNITY COLLEGE | COUGAR KEEPER 19

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

30

MONDAY

31

TUESDAY

1

WEDNESDAY

2

THURSDAY

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FRIDAY

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SATURDAY

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Gratitude & Reflection

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

12

Habits

NOTES:

TO DO LIST:

What went well?

What needs adjusting?

NOTES:

[illegible]

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Gratitude & Reflection

TO DO LIST:

DEC NOV OCT SEP AUG JUL JUN MAY APR MAR FEB JAN

NOTES:

[illegible]

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Habits

TO DO LIST:

What went well?

What needs adjusting?

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

27

MONDAY

28

TUESDAY

29

WEDNESDAY

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THURSDAY

1

FRIDAY

2

SATURDAY

3

Gratitude & Reflection

NOTES:

TO DO LIST:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
4	5	6	7
	Barton Online Fall Session 1 (8 weeks) Last Day to Drop with a Grade of W Barton Online Fall Session 3 (6 weeks) Last Day to Drop with a Grade of W	Cougar Conversations 7 pm	LSEC Cycle 7: Last Day to Withdraw with a W
11	12	13	14
	Columbus Day Barton Classes Begin – 2nd 8-week session CP Cycle 1: Oct 12 - Dec 11	Cougar Conversations 7 pm	
18	19	20	21
Barton Online Fall Session 4 (8 weeks) Last Day to Add	Barton Online Fall Session 4 (8 weeks) Classes Begin	Cougar Conversations 7 pm	
25	26	27	28
Barton Online Fall Session 4 (8 weeks) Last Day to Drop with 100% Refund Barton Online Fall Session 5 (6 weeks) Last Day to Add	Barton Spring 2027 Registration Begins (New Students) Barton Online Fall Session 4 (8 weeks) Accounts with Past Due Payment Drops Barton Online Fall Session 4 (8 weeks) Activity/Attendance Drops Barton Online Fall Session 5 (6 weeks) Classes Begin	Cougar Conversations 7 pm	

THURSDAY	FRIDAY	SATURDAY	NOTES
1	2	3	
8	9	10	
	Barton Last Day – 1st 8-week session		
15	16	17	
	Barton Last Day for Refund – 2nd 8-week session	Barton Online Fall Session 1 (8 weeks) Ends Barton Online Fall Session 3 (6 weeks) Ends	
22	23	24	
	Barton Spring 2027 Registration Begins (Current Students) Barton Advisement Day (Barton County Campus Day Classes Cancelled; Night Classes Held)		
29	30	31	
ADC @ Nite		Halloween	

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

27

MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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SATURDAY

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Gratitude & Reflection

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NOTES:

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TO DO LIST:

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WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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MONDAY

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THURSDAY

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FRIDAY

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SATURDAY

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Habits

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TO DO LIST:

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What went well?

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What needs adjusting?

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WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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Gratitude & Reflection

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

18

MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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Habits

NOTES:

TO DO LIST:

What went well?

What needs adjusting?

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DEC NOV OCT SEP AUG JUL JUN MAY APR MAR FEB

DEC NOV OCT SEP AUG JUL JUN MAY APR MAR FEB

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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THURSDAY

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FRIDAY

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SATURDAY

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Gratitude & Reflection

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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Habits

NOTES:

TO DO LIST:

What went well?

What needs adjusting?

Use this space to track assignments and personal tasks you need to complete this week.

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Gratitude & Reflection

TO DO LIST:

DEC NOV OCT SEP AUG JUL JUN MAY APR MAR FEB JAN

Use this space to track assignments and personal tasks you need to complete this week.

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Habits

TO DO LIST:

What went well?

What needs adjusting?

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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Gratitude & Reflection

NOTES:

TO DO LIST:

CREATE A FINALS GAME PLAN

Use this process to prepare for final exams (or midterm exams). This plan is built to be completed over four weeks, so use this to plan ahead. If you don’t have four weeks to prepare for your final, implement the same process in the time that is available to you.

Priority

- » Figure out your best and worst case GPA using What IF on Canvas to see how finals will impact your grade.
- » Once you have an idea on grades, figure out GPA for semester.
- » Identify which courses need the most attention/least attention.
- » Once identified, devote the appropriate time for the class.

Class Evaluation

- » Figure out class work you didn’t do well on and brush up on the content.
- » Make sure you know the format of finals: comprehensive, unit test, essay, multiple choice.
- » Split material you’ll need to study into portions of equal size & importance.

Outside Information

- » Meet with each instructor to determine current grade and what you need on your final to reach that academic goal.
- » Stay off on-line “help” sites that will harm your academic goal.
- » Do utilize on-line help sites that will genuinely help you study.
- » Check your syllabus for proper/improper collaboration.

The Final Plan

- » Finish any assignments that you can do ahead of time so your focus will be on finals.
- » List your exam dates on a physical calendar (not phone) along with any other projects/deadlines.
- » List work, social events, exercise, laundry that will impact study time.
- » Schedule remaining study time around the highest priority class.
- » Set your alarm on your phone.

The Five Day Study Plan

- » Portion 1: Hardest/Oldest Material (Priority #1) Approximately **2 Hours Study Time**.
- » Portion 2: Study 2nd Oldest Material (Priority #2) **2 Hours** Study/ Review 1st Material **30 minutes**.
- » Portion 3: Study 3rd Oldest Material (Priority #3) **1.5 Hours**/Review 2nd Material **30 minutes** Review 1st Material **30 minutes**.
- » Portion 4: Study 4th Oldest Material (Priority #4) **1 Hour**/ Review 3rd **30 minutes** / Review 2nd **30 minutes** Review 1st **30 minutes**.
- » Day 5: Relax and Review All Material for **30 Minutes**. Don’t cram your studying. Day before first test, double check on final times and dates, double check alarms, get all accessories ready.

FALL 2026 - FINAL EXAM SCHEDULE

Class Meeting Schedule Time Frame		Monday, December 7 Final Exam Time
8:00 – 9:20 AM	MTWRF MTWR MWF MW	8:00 – 9:50 AM
11:00 AM – 12:20 PM	MTWRF MTWR MWF MW	11:00 AM – 12:50 PM
2:00 – 3:20 PM	MTWRF MTWR MWF MW	2:00 – 3:50 PM

Class Meeting Schedule Time Frame		Tuesday, December 8 Final Exam Time
8:00 – 9:20 AM	TR	7:00 – 8:50 AM
9:30 – 10:50 AM	TR	9:00 – 10:50 AM
11:00 AM – 12:20 PM	TR	11:00 AM – 12:50 PM
12:30 – 1:50 PM	TR	1:00 – 2:50 PM
2:00 – 3:20 PM	TR	3:00 – 4:50 PM
3:30 – 4:50 PM	TR	5:00 – 6:50 PM

Class Meeting Schedule Time Frame		Wednesday, December 9 Final Exam Time
Before 8 AM	MTWRF MTWR	7:00 – 8:50 AM
9:30 – 10:50 AM	MTWRF MTWR MWF MW	9:00 – 10:50 AM
12:30 – 1:50 PM	MTWRF MTWR MWF MW	12:00 – 1:50 PM
3:30 – 4:50 PM	MTWRF MTWR MWF MW	3:00 – 4:50 PM

Class Meeting Schedule Time Frame*	Thursday, December 10 Final Exam Time
Alternative Exam Time	7:00 – 8:50 AM
Alternative Exam Time	9:00 – 10:50 AM
Alternative Exam Time	11:00 AM – 12:50 PM

*Alternative exam times are reserved for scheduling conflicts, by-arrangement classes and/or extenuating circumstances per instructor and supervisor approval.

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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MONDAY

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TUESDAY

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WEDNESDAY

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FRIDAY

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SATURDAY

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Gratitude & Reflection

TO DO LIST:

NOTES:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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TUESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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Habits

TO DO LIST:

What went well?

What needs adjusting?

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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SATURDAY

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Gratitude & Reflection

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TO DO LIST:

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WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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Habits

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What went well?

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What needs adjusting?

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WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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Gratitude & Reflection

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TO DO LIST:

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SYLLABUS SUMMARY

Course Name & Number	
Instructor's Name & Email	Late/Missing Assignment Policy
Instructor's Office Hours and Location	Attendance/Zoom Policy

Course Name & Number	
Instructor's Name & Email	Late/Missing Assignment Policy
Instructor's Office Hours and Location	Attendance/Zoom Policy

Course Name & Number	
Instructor's Name & Email	Late/Missing Assignment Policy
Instructor's Office Hours and Location	Attendance/Zoom Policy

Course Name & Number	
Instructor's Name & Email	Late/Missing Assignment Policy
Instructor's Office Hours and Location	Attendance/Zoom Policy

Course Name & Number	
Instructor's Name & Email	Late/Missing Assignment Policy
Instructor's Office Hours and Location	Attendance/Zoom Policy

Academic Advisor	
Advisor's Name & Email	

WEEK AT A GLANCE: Use this schedule to map out your weekly commitments. Start by blocking off time for the events required by role as a student: Class, Lab Hours, or Practice. Then add regularly scheduled requirements such as work or family commitments. Once you have identified where you have to be, you can begin to schedule time for completing homework and studying for courses.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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7:00-7:30							
7:30-8:00							
8:00-8:30							
8:30-9:00							
9:00-9:30							
9:30-10:00							
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5:00-5:30							
5:30-6:00							
6:00-7:00							
7:00-8:00							
8:00-9:00							
9:00-10:00							
10:00-11:00							

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
3	4	5	6
	Barton Offices Open		
10	11	12	13
	LSEC Cycle 2: Jan 11 - Feb 22 LSEC Cycle 2 Extended: Jan 11 - Apr 9	Barton Classes Begin – Full term and 1st 8-week session	
17	18	19	20
Barton Online Spring Session 1 (8 weeks) Last Day to Add Barton Online Spring Session 2 (16 weeks) Last Day to Add	Martin Luther King Jr. Day Barton Martin Luther King Jr. Day (Campus Closed) Barton Online Spring Session 1 (8 weeks) Classes Begin Barton Online Spring Session 2 (16 weeks) Classes Begin	Barton Registration Ends CP Cycle 2: Jan 19 - Mar 12	
24	25	26	27
Barton Online Spring Session 1 (8 weeks) Last Day to Drop with 100% Refund Barton Online Spring Session 2 (16 weeks) Last Day to Drop with 100% Refund	Barton Online Spring Session 1 (8 weeks) Accounts with Past Due Payment Drops Barton Online Spring Session 2 (16 weeks) Accounts with Past Due Payment Drops Barton Online Spring Session 1 (8 weeks) Activity/Attendance Drops Barton Online Spring Session 2 (16 weeks) Activity/Attendance Drops	Cougar Conversations 7 pm	
31			
Barton Online Spring Session 3 (6 weeks) Last Day to Add			

THURSDAY	FRIDAY	SATURDAY	NOTES
	1	2	
	New Year's Day Barton Christmas/New Year Break (Campus Closed) Barton Term Begins	Barton Online Fall Intersession (4 weeks) Ends	
7	8	9	
14	15	16	
21	22	23	
	Barton Last Day for Refund – Full term and 1st 8-week session		
28	29	30	

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

27

MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

31

FRIDAY

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SATURDAY

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Gratitude & Reflection

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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Habits

NOTES:

TO DO LIST:

What went well?

What needs adjusting?

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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SATURDAY

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Gratitude & Reflection

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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MONDAY

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TUESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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Habits

NOTES:

TO DO LIST:

What went well?

What needs adjusting?

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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Gratitude & Reflection

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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Habits

NOTES:

TO DO LIST:

What went well?

What needs adjusting?

62 COUGAR KEEPER | BARTON COMMUNITY COLLEGEBARTON COMMUNITY COLLEGE | COUGAR KEEPER 63

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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Gratitude & Reflection

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WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

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Habits

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Use this space to track assignments and personal tasks you need to complete this week.

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THURSDAY

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SATURDAY

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Gratitude & Reflection

TO DO LIST:

NOTES:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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Habits

TO DO LIST:

What went well?

What needs adjusting?

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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Gratitude & Reflection

NOTES:

TO DO LIST:

MARCH

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	1	2	3
	Barton Online Spring Session 1 (8 weeks) Last Day to Drop with a Grade of W Barton Online Spring Session 3 (6 weeks) Last Day to Drop with a Grade of W	Cougar Conversations 7 pm	
7	8	9	10
	Barton Classes Begin – 2nd 8-week session	Cougar Conversations 7 pm	
14	15	16	17
Barton Online Spring Session 4 (8 weeks) Last Day to Add	Barton Spring Break (No Classes, Campus Open) Barton Online Spring Session 4 (8 weeks) Classes Begin	Barton Spring Break (No Classes, Campus Open)	St. Patrick's Day Barton Spring Break (No Classes, Campus Open)
21	22	23	24
Barton Online Spring Session 4 (8 weeks) Last Day to Drop with 100% Refund Barton Online Spring Session 5 (6 weeks) Last Day to Add	Barton Online Spring Session 4 (8 weeks) Accounts with Past Due Payment Drops Barton Online Spring Session 4 (8 weeks) Activity/Attendance Drops Barton Online Spring Session 5 (6 weeks) Classes Begin LSEC Cycle 3: Last Day to Withdraw with a W CP Cycle 3: Mar 22 - May 14	Cougar Conversations 7 pm	
28	29	30	31
Easter Sunday Barton Online Spring Session 5 (6 weeks) Last Day to Drop with 100% Refund	Easter Monday Barton Easter Monday (Campus Closed) Barton Online Spring Session 5 (6 weeks) Accounts with Past Due Payment Drops Barton Online Spring Session 5 (6 weeks) Activity/Attendance Drops	Cougar Conversations 7 pm	

2027

THURSDAY	FRIDAY	SATURDAY	NOTES
4	5	6	
	Barton Last Day – 1st 8-week session		
11	12	13	
	Barton Last Day for Refund – 2nd 8-week session	Barton Online Spring Session 1 (8 weeks) Ends Barton Online Spring Session 3 (6 weeks) Ends	
18	19	20	
Barton Spring Break (Campus Closed) LSEC Cycle 3: Feb 26 - April 9	Barton Spring Break (Campus Closed)		
25	26	27	
ADC @ Nite	Barton Good Friday (Campus Closed)		

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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Gratitude & Reflection

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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Habits

NOTES:

TO DO LIST:

What went well?

What needs adjusting?

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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Gratitude & Reflection

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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Habits

NOTES:

TO DO LIST:

What went well?

What needs adjusting?

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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Gratitude & Reflection

NOTES:

TO DO LIST:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
4	5	6	7
		Barton Advisement Day (Barton County Campus Day Classes Cancelled; Night Classes Held) Barton Fall 2027 Registration Begins (Current Students)	Barton Fall 2027 Registration Begins (New Students)
11	12	13	14
Barton Online Spring Intercession (4 weeks) Last Day to Add	Barton Online Spring Intercession (4 weeks) Classes Begin	Cougar Conversations 7 pm	
18	19	20	21
Barton Online Spring Intercession (4 weeks) Last Day to Drop with 100% Refund	Barton Online Spring Intercession (4 weeks) Accounts with Past Due Payment Drops Barton Online Spring Intercession (4 weeks) Activity/Attendance Drops Barton Online Spring Session 5 (6 weeks) Last Day to Drop with a Grade of W		
25	26	27	28
	Barton Online Spring Session 2 (16 weeks) Last Day to Drop with a Grade of W Barton Online Spring Session 4 (8 weeks) Last Day to Drop with a Grade of W		

THURSDAY	FRIDAY	SATURDAY	NOTES
1	2	3	
8	9	10	
15	16	17	
Tax Day LSEC Cycle 3 Extended: Last Day to Withdraw with a W LSEC Cycle 4: Apr 15 - May 27			
22	23	24	
ADC @ Nite			
29	30		
Barton Online Spring Intercession (4 weeks) Last Day to Drop with a Grade of W Barton Last Day to Drop Courses Recorded as W on transcript – Full term and 2nd 8-week session	CP Cycle 3: Last Day to Withdraw with a W		

NOTES:

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Gratitude & Reflection

TO DO LIST:

[JAN](#)
[FEB](#)
[MAR](#)
[APR](#)
[MAY](#)
[JUN](#)
[JUL](#)
[AUG](#)
[SEP](#)
[OCT](#)
[NOV](#)
[DEC](#)

NOTES:

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Habits

TO DO LIST:

What went well?

What needs adjusting?

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

11

MONDAY

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TUESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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Gratitude & Reflection

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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MONDAY

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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Habits

NOTES:

TO DO LIST:

What went well?

What needs adjusting?

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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TUESDAY

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THURSDAY

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SATURDAY

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Gratitude & Reflection

NOTES:

TO DO LIST:

CREATE A FINAL GAME PLAN

Use this process to prepare for final exams (or midterm exams). This plan is built to be completed over four weeks, so use this to plan ahead. If you don't have four weeks to prepare for your final, implement the same process in the time that is available to you.

Priority

- » Figure out your best and worst case GPA using What IF on Canvas to see how finals will impact your grade.
- » Once you have an idea on grades, figure out GPA for semester.
- » Identify which courses need the most attention/least attention.
- » Once identified, devote the appropriate time for the class.

Class Evaluation

- » Figure out class work you didn't do well on and brush up on the content.
- » Make sure you know the format of finals: comprehensive, unit test, essay, multiple choice.
- » Split material you'll need to study into portions of equal size & importance.

Outside Information

- » Meet with each instructor to determine current grade and what you need on your final to reach that academic goal.
- » Stay off on-line "help" sites that will harm your academic goal.
- » Do utilize on-line help sites that will genuinely help you study.
- » Check your syllabus for proper/improper collaboration.

The Final Plan

- » Finish any assignments that you can do ahead of time so your focus will be on finals.
- » List your exam dates on a physical calendar (not phone) along with any other projects/deadlines.
- » List work, social events, exercise, laundry that will impact study time.
- » Schedule remaining study time around the highest priority class.
- » Set your alarm on your phone.

The Five Day Study Plan

- » Portion 1: Hardest/Oldest Material (Priority #1) Approximately **2 Hours Study Time**.
- » Portion 2: Study 2nd Oldest Material (Priority #2) **2 Hours** Study/ Review 1st Material **30 minutes**.
- » Portion 3: Study 3rd Oldest Material (Priority #3) **1.5 Hours**/Review 2nd Material **30 minutes** Review 1st Material **30 minutes**.
- » Portion 4: Study 4th Oldest Material (Priority #4) **1 Hour**/ Review 3rd **30 minutes** / Review 2nd **30 minutes** Review 1st **30 minutes**.
- » Day 5: Relax and Review All Material for **30 Minutes**. Don't cram your studying. Day before first test, double check on final times and dates, double check alarms, get all accessories ready.

SPRING 2027 FINAL EXAMS SCHEDULE

Class Meeting Schedule Time Frame		Monday, May 10 Final Exam Time
8:00 – 9:20 AM	MTWRF MTWR MWF MW	8:00 – 9:50 AM
11:00 AM – 12:20 PM	MTWRF MTWR MWF MW	11:00 AM – 12:50 PM
2:00 – 3:20 PM	MTWRF MTWR MWF MW	2:00 – 3:50 PM

Class Meeting Schedule Time Frame		Tuesday, May 11 Final Exam Time
8:00 – 9:20 AM	TR	7:00 – 8:50 AM
9:30 – 10:50 AM	TR	9:00 – 10:50 AM
11:00 AM – 12:20 PM	TR	11:00 AM – 12:50 PM
12:30 – 1:50 PM	TR	1:00 – 2:50 PM
2:00 – 3:20 PM	TR	3:00 – 4:50 PM
3:30 – 4:50 PM	TR	5:00 – 6:50 PM

Class Meeting Schedule Time Frame		Wednesday, May 12 Final Exam Time
Before 8 AM	MTWRF MTWR	7:00 – 8:50 AM
9:30 – 10:50 AM	MTWRF MTWR MWF MW	9:00 – 10:50 AM
12:30 – 1:50 PM	MTWRF MTWR MWF MW	12:00 – 1:50 PM
3:30 – 4:50 PM	MTWRF MTWR MWF MW	3:00 – 4:50 PM

Class Meeting Schedule Time Frame*		Thursday, May 13 Final Exam Time
Alternative Exam Time		7:00 – 8:50 AM
Alternative Exam Time		9:00 – 10:50 AM
Alternative Exam Time		11:00 AM – 12:50 PM

*Alternative exam times are reserved for scheduling conflicts, by-arrangement classes and/or extenuating circumstances per instructor and supervisor approval.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
2	3	4	5
			LSEC Cycle 4: Last Day to Withdraw with a W
9	10	11	12
Mother's Day	Barton First Day of Finals		
16	17	18	19
Barton Online Summer Session 1 (6 weeks) Last Day to Add Barton Online Summer Extended Session (12 weeks) Last Day to Add Barton Online Summer Session 1 (6 weeks) Classes Begin	Barton Online Summer Extended Session (12 weeks) Classes Begin		
23	24	25	26
Barton Online Summer Session 1 (6 weeks) Last Day to Drop with 100% Refund Barton Online Summer Extended Session (12 weeks) Last Day to Drop with 100% Refund	Barton Term Ends Barton Online Summer Session 1 (6 weeks) Accounts with Past Due Payment Drops Barton Online Summer Extended Session (12 weeks) Accounts with Past Due Payment Drops Barton Online Summer Session 1 (6 weeks) Activity/Attendance Drops Barton Online Summer Extended Session (12 weeks) Activity/Attendance Drops		
30	31		
	Memorial Day Barton Memorial Day (Campus Closed)		

THURSDAY	FRIDAY	SATURDAY	NOTES
		1	
		Cinco de Mayo Barton Online Spring Session 5 (6 weeks) Ends	
6	7	8	
		Barton Online Spring Session 2 (16 weeks) Ends Barton Online Spring Session 4 (8 weeks) Ends Barton Online Spring Intercession (4 weeks) Ends	
13	14	15	
Barton Last Day of Finals Barton Last Day – Full term and 2nd 8-week session	Barton Commencement Barton Spring Term Account Charges Due		
20	21	22	
	Barton Campus Offices Closed		
27	28	29	
	Barton Campus Offices Closed		

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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THURSDAY

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SATURDAY

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Gratitude & Reflection

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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SATURDAY

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Habits

NOTES:

TO DO LIST:

What went well?

What needs adjusting?

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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SATURDAY

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Gratitude & Reflection

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

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Habits

NOTES:

TO DO LIST:

What went well?

What needs adjusting?

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

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Gratitude & Reflection

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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Habits

NOTES:

TO DO LIST:

What went well?

What needs adjusting?

SYLLABUS SUMMARY

Course Name & Number	
Instructor's Name & Email	Late/Missing Assignment Policy
Instructor's Office Hours and Location	Attendance/Zoom Policy

Course Name & Number	
Instructor's Name & Email	Late/Missing Assignment Policy
Instructor's Office Hours and Location	Attendance/Zoom Policy

Course Name & Number	
Instructor's Name & Email	Late/Missing Assignment Policy
Instructor's Office Hours and Location	Attendance/Zoom Policy

Course Name & Number	
Instructor's Name & Email	Late/Missing Assignment Policy
Instructor's Office Hours and Location	Attendance/Zoom Policy

Course Name & Number	
Instructor's Name & Email	Late/Missing Assignment Policy
Instructor's Office Hours and Location	Attendance/Zoom Policy

Academic Advisor	
Advisor's Name & Email	

WEEK AT A GLANCE: Use this schedule to map out your weekly commitments. Start by blocking off time for the events required by role as a student: Class, Lab Hours, or Practice. Then add regularly scheduled requirements such as work or family commitments. Once you have identified where you have to be, you can begin to schedule time for completing homework and studying for courses.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00-7:00							
7:00-7:30							
7:30-8:00							
8:00-8:30							
8:30-9:00							
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4:00-4:30							
5:00-5:30							
5:30-6:00							
6:00-7:00							
7:00-8:00							
8:00-9:00							
9:00-10:00							
10:00-11:00							

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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Gratitude & Reflection

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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THURSDAY

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SATURDAY

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Habits

NOTES:

TO DO LIST:

What went well?

What needs adjusting?

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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Gratitude & Reflection

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WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

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Use this space to track assignments and personal tasks you need to complete this week.

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DEC NOV OCT SEP AUG JUL **JUN** MAY APR MAR FEB JAN

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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Gratitude & Reflection

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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Habits

NOTES:

TO DO LIST:

What went well?

What needs adjusting?

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

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SATURDAY

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Gratitude & Reflection

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

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SATURDAY

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Habits

NOTES:

TO DO LIST:

What went well?

What needs adjusting?

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Gratitude & Reflection

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Use this page to identify the people that can provide support and resources to you as a student. While personal supporters are important and should be included, it is just as important to identify Barton-specific resources for this list. A few areas of guidance have been listed to assist you.

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FREE ACADEMIC SUPPORT & TUTORING FOR BARTON STUDENTS

All students can email adc@bartonccc.edu for information and support.

Academic Development Center

Barton’s **Academic Development Center** (ADC) assists all Barton Community College students in cultivating essential classroom skills. Services include Academic Coaching, Cougar Conversations, Independent Study Spaces, and Computer Access Hub.

Location: Great Bend Campus, L-136
Contact: Nolan Esfeld (Director of Student Academic Development)
esfeldn@bartonccc.edu

Brittani Frazier (Academic Coach)
frazierb@bartonccc.edu

🕒 **Monday - Thursday:** 8 a.m. - 8 p.m.
Friday: 8 a.m. - 4:30 p.m.
Saturday: Closed
Sunday: Closed

Free Tutoring Services – Great Bend Campus

Location: Learning Resource Center, Room 115
Contact: Samuel Kline-Martin (Coordinator)
klinemartins@bartonccc.edu

🕒 **Monday - Thursday:** 8 a.m. to 8 p.m.
Friday: 8 a.m. - 4:30 p.m.
Sunday: 1 - 7 p.m.

Free Tutoring Services – Fort Riley & Fort Leavenworth Students

Location: 211 Custer Ave, Fort Riley, KS 66442
Contact: ftrtutorcenter@bartonccc.edu

🕒 **Tuesday:** 9 a.m. - 5 p.m.
Wednesday: 9 a.m. - 6 p.m.

For online tutoring assistance, members of the military should visit: military.tutor.com

Free Tutoring Services – Barton Online Students

Location: Free Services are provided by [Tutor.com](https://www.tutor.com)
Contact: Email tutoringservices@bartonccc.edu with questions or to request log-in credentials for online tutoring services. Instructions for use of [tutor.com/barton](https://www.tutor.com/barton) will be provided.

TESTING SERVICES FOR BARTON STUDENTS

Great Bend Campus



Proctoring Services for make-up and online exams.
Placement Testing for Accuplacer, Clep, DANTES, and Teas.

Location: Testing Center, LRC Room 130
Contact: Mollie McReynolds
placementtesting@bartonccc.edu

Ft. Riley Campus

Location: 211 Custer Ave, Fort Riley, KS 66442
Contact: Janet Balk
ftrtutorcenter@bartonccc.edu

Ft. Leavenworth Campus

Location: Army Ed Building, 120 Dickman Ave
Contact: Erika Jenkins-Moss
flofficestaff@bartonccc.edu

BARTON INTEGRITY

Barton is committed to integrity, and as a student, you are expected to exhibit integrity. This page shares important details about Barton’s Integrity policies and procedures.

Pillars of Integrity

Honesty – Barton advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service. The student is the original author of submitted work and properly acknowledges outside resources, and authors work or ideas.

Trust – Barton fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential. The student produces their best work to ensure trust is preserved.

Respect – Barton recognizes the participatory nature of the learning process and respects a wide range of opinions and ideas. The student shows respect by attending class prepared to participate, which includes listening to classmates’ and instructors’ opinions, while working to the highest level of their competence.

Responsibility – Barton upholds personal responsibility in the face of wrongdoing. The student upholds personal responsibility in the face of wrongdoing.

Fairness – Barton fosters an environment of fairness and consistency by establishing clear standards, practices, and procedures and expects cooperation in the interaction of students, faculty, and administrators. The student acts in the spirit of fairness of all established standards, practices, and procedures and will take the initiative to seek out further information when unsure of said standards, practices, and procedures.

Courage – Barton supports its expectations, standards, and practices with action. The student acts courageously despite the concern of repercussions and in accordance with personal and institutional values.

Commitment to Integrity

Honor Code – On my honor, I am acting with integrity, upholding personal and institutional values in academics, and will not tolerate the academic dishonesty of others.

Types of Violations – Violations can be categorized as Basic or Capital. Basic violations are committed to obtain an unfair advantage in the completion of coursework. Capital violations are either repeated basic violations and/or committed in conjunction with multiple violations of integrity or the Student Code of Conduct.

Types of Sanctions – Individual faculty members may elect to address episodes of Basic academic integrity violations on a case-by-case basis. Capital sanctions will be determined by the Vice President of Instruction in consultation with instructional administration. Sanctions can range from an informal conversation through a grade of an XF or expulsion.

XF – Barton defines an XF grade as Failure as a result of a violation of Academic Integrity. If a student receives an XF grade in a course, they may retake the course in most instances to improve their academic standing. The XF will remain on the student’s transcript; however, the grade earned from retaking the course will be calculated into the student’s GPA



HOW TO CALCULATE YOUR GRADE POINT AVERAGE (GPA)

1. Know your instructor’s grading scale. Most often it will follow this breakdown:

- 100 – 90% = A
- 89 – 80% = B
- 79 – 70% = C
- 69 – 60% = D
- 59% or below = F

2. Assign your letter grades grade points:

- A = 4 pts
- B = 3 pts
- C = 2 pts
- D = 1 pt
- F = 0 pts

3. Review your course schedule or syllabus to identify the number of credit hours each course is worth.

4. Build a table like the example:

COURSE NAME	CREDIT HOURS	# GRADE	LETTER GRADE	GRADE POINTS
English	3	83	B	3
Math	3	92	A	4
Reading	3	87	B	3
Science	5	76	C	2
History	3	93	A	4

5. Multiply Grade Points for each class by Credit Hours of each class and find Totals (see example):

COURSE NAME	CREDIT HOURS	X	GRADE POINTS	=	TOTAL POINTS
English	3		3		9
Math	3		4		12
Reading	3		3		9
Science	5		2		10
History	3		4		10
Total	17				52

6. Divide Total Points by Total Credit Hours. In this example, 52/17 = 3.05 GPA

7. To find your Cumulative GPA; divide the total number of Grade Points earned in all semesters by the total number of Credit Hours taken.



TALK LIKE A COUGAR

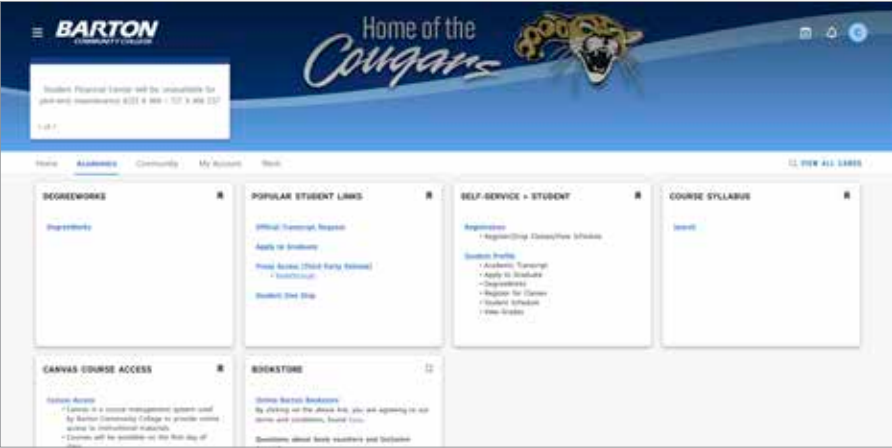
Academic Advisor – A faculty or staff member who provides information regarding a student’s plan of study and assists with course selection, degree requirements, and prerequisites. Advisors are great connectors to campus resources.

Academic Coach – A staff member from the Academic Development Center who works one-on-one with a student to develop academic skills and resources for finding success in the classroom.

Authentication Errors – this usually happens with a double-click happens at sign in, or hitting “Enter” and clicking sign-in button. You may need to clear your browsing history. Watch this short video for instructions: app.vidgrid.com/view/plz9otjrjyug

Barton ID – Student ID – Generally begins with 000 or 666. It is always 9 digits long. Students will use this number when communicating with Barton faculty and staff regularly.

Barton Portal – Main landing page for all protected software apps that utilize Barton security measures. Log in here first for access to Canvas, O365, DegreeWorks, Self-Service/PAWS. Most digital access can be found within one of the white cards on this dashboard. To log in, students will use the official student email address.



Canvas – Online Learning Management System (LMS) that holds “shells” for most classes. Canvas is like the digital school house. The Dashboard of Canvas is the landing page on which all information organizes.

Course Search Tool –All courses scheduling can be found in the interactive search tool located here: bartonccc.edu/enrollment/classes. A search tool is also available as students are enrolling through the self-service card.

Course Shells – The square that holds the digital “classroom” for each course is called the course shell. While many are organized in a similar fashion, use of Canvas for course content, grading, and attendance on-campus instructors.

Clear Cache – When a student receives error messages while trying to access any Barton digital service, they can often be corrected if the student will clear their cache (internet history). Watch this short video for instructions: app.vidgrid.com/view/plz9otjrjyug.

Course Syllabus (Concourse) – A syllabus is a document that defines an instructor’s expectations for a class. Items such as the Instructor’s contact information, grading processes, course outline, and required materials can be found on a syllabus. All course syllabi can be found in their course shells, through the concourse software on the website, or via the Course Syllabus card in the portal.

TALK LIKE A COUGAR

FAFSA – Free Application for Federal Student Aid. This federal form must be submitted before a student can be considered for financial assistance.

GPA – Grade Point Average. This is a number between 0 and 4 that indicates, on average, a student’s grade while in college. A GPA of 4.0 indicates a student has all A’s in completed classes. A GPA of 0.0 indicates a student has failed all completed classes.

Modules – Each course shell is organized through modules. For online courses, modules are generally organized by weeks within the course; thus an 8 week course will have 8 modules plus an orientation module. For face-to-face courses, the organization of modules is determined by the instructor.

MO365 – All students by nature of enrollment have access to a free student Microsoft MO365 account. The official student email (Outlook) is operated through this account. Access to Word, Excel, PowerPoint, and Access can be located through the O365 card on the Portal dashboard.

Scholarship Manager – After applying for admission to Barton, students will have access to Scholarship Manager on their Financial Aid card located in their Portal. Scholarship Manager houses all of our internal Barton Scholarships.

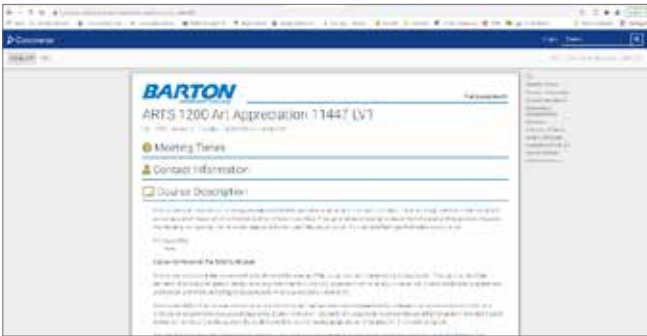
Self-Service > Student – Official Student Records are found on this card – Students must use this location to register for or drop courses, print schedules, review unofficial transcripts, and review final grades.

Student Email – The official email account for Barton students is often firstname.lastname@cougar.bartonccc.edu. This email address can be access through the O365 card on the Portal Dashboard and is the main form of communication to students from staff. Students should check it daily!

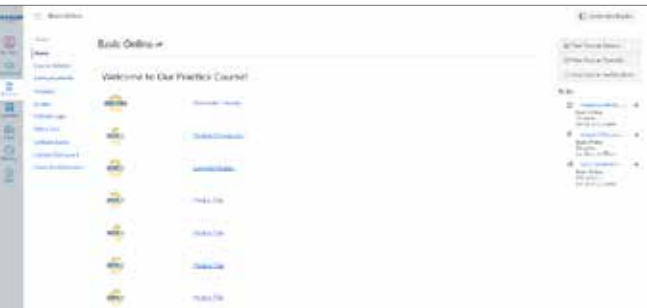
Title IX – Title IX is federal law that applies to all in the US that protects students and employees from sexual harassment or discrimination based on sex or gender, or gender identity or orientation. Please contact Cheryl Brown (620) 792-9441 or brownc@bartonccc.edu to ask questions, get help, or to report any concerns. Supportive measures and resources are available. See Title IX webpage: bartonccc.edu/title-ix for more information.



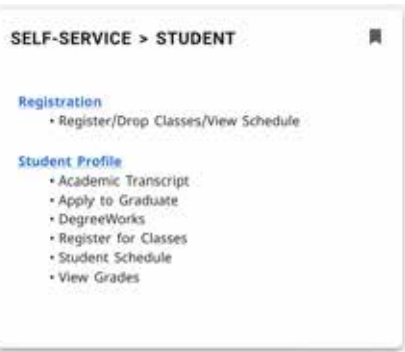
Course Shell



Course Syllabus



Modules



Self-Service Card in MyBarton Portal

CORNELL NOTES

Use the Cornell Notes for organizing lecture notes and practicing new material.

Course:		Topic:	
Lecture Date:		Chapter/Module:	
Key Terms & Questions		Notes from Lecture	
When Completing Cornell Notes Use the top section for organization and study plans. This is a quick reference as you prep for quizzes and tests. <u>Notes from Lecture (during class):</u> • Capture main ideas • Identify examples for better understanding • List information not posted elsewhere. Don't copy the PowerPoint slides or lecture notes verbatim. <u>Key Terms and Questions (during or immediately after class):</u> • Identify the key terms connected to lecture notes • Create potential test questions connected to lecture notes. • Ask questions to make personal connections or to connect ideas from previous lectures. <u>Summary (at the end of each class):</u> • Summarize the main ideas covered in lecture. • Connect to previous lectures. • Use your own words - express your understanding of the material covered.			
Summary of Content Covered			

Adapted from *How to Study in College* 7 ed. by Walter Pauk, 2001, Houghton Mifflin Company

3-COLUMN METHOD NOTES

Use the 3-Column Method for organizing lecture notes and practicing new material.

Course: Lecture Date:		Topic: Chapter/Module:
Key Terms or Problem	Example/Solution	Explanation of Steps
When Completing 3-Column Notes Use the top section for organization and study plans. This is a quick reference as you prep for quizzes and tests. Key Terms or Problem: - Write the question as it was presented in lecture, or written on homework. - Identify key terms and name so formulas. - When completing work outside of class, list problems you do not know how to solve and use this list to ask questions during lecture or tutoring sessions (leave other columns blank.) Solution: - Work through the problem completely. - Be sure you write down each step of the problem. - Identify questions about specific steps with a question mark (?) and ask your instructor/tutor. Explanation of Steps: - In your own words, describe or explain what you are doing in each step. - Create helpful hints.		

Adapted from Academic Center for Excellence, The Florida State University, ace.fsu.edu/content/download/208166/1780802/version/1/file/Math_Note_Making_stem.pdf

OUTLINE NOTE TAKING

	i.	Key Terms, Examples, References
	ii.	Key Terms, Examples, References
	iii.	Key Terms, Examples, References
	iv.	Key Terms, Examples, References
	v.	Key Terms, Examples, References
II.	Section Heading	
A.	Main Idea	
	i.	Key Terms, Examples, References
	ii.	Key Terms, Examples, References
	iii.	Key Terms, Examples, References
	iv.	Key Terms, Examples, References
	v.	Key Terms, Examples, References
B.	Main Idea	
	i.	Key Terms, Examples, References
	ii.	Key Terms, Examples, References
	iii.	Key Terms, Examples, References
	iv.	Key Terms, Examples, References
	v.	Key Terms, Examples, References
C.	Main Idea	
	i.	Key Terms, Examples, References
	ii.	Key Terms, Examples, References
	iii.	Key Terms, Examples, References
	iv.	Key Terms, Examples, References
	v.	Key Terms, Examples, References
Summary of Key Ideas/Personal Reflection/Potential Test Questions: After reading for any period of time, it is important to review and reflect on the material covered. - What do you think is most important in this reading? - What are questions you believe your instructor will ask about this material? - Can you make connections from the reading to other activities/assignments/lectures in this course, or any other? - What questions do you still have after reading this section?		

OUTLINE NOTE TAKING

Use the Outline format to assist with organizing notes based on Reading.

Course:		Chapter Title:	
Associated Lecture:		Chapter Location:	
I..	Section Heading		
A.	Main Idea		
i	Key Terms, Examples, References		
ii.	Key Terms, Examples, References		
iii.	Key Terms, Examples, References		
iv.	Key Terms, Examples, References		
v.	Key Terms, Examples, References		
B.	Main Idea		
i.	Key Terms, Examples, References		
ii.	Key Terms, Examples, References		
iii.	Key Terms, Examples, References		
iv.	Key Terms, Examples, References		
v.	Key Terms, Examples, References		
C.	Main Idea		
i.	Key Terms, Examples, References		
ii.	Key Terms, Examples, References		
iii.	Key Terms, Examples, References		
iv.	Key Terms, Examples, References		
v.	Key Terms, Examples, References		
II..	Section Heading		
A.	Main Idea		
i	Key Terms, Examples, References		
ii.	Key Terms, Examples, References		
iii.	Key Terms, Examples, References		
iv.	Key Terms, Examples, References		
v.	Key Terms, Examples, References		
B.	Main Idea		
i.	Key Terms, Examples, References		
ii.	Key Terms, Examples, References		
iii.	Key Terms, Examples, References		
iv.	Key Terms, Examples, References		
v.	Key Terms, Examples, References		
C.	Main Idea		

Tips for Outlining

- Don't outline as you go. Focus on reading sections entirely and then create the outline.
 - » Use your own words as much as you can.
 - » Technical language and exact definitions are sometimes required for key terms.
- Pay attention to the author's purpose when describing Main Ideas.
 - » Describe a process?
 - » Descriptions or details of an objects?
 - » Explain a concept?
 - » Compare like elements?
- Key terms are the vocabulary needed for comprehension, and are often parts of quizzes.
- Track examples that you understand and that will help you to remember content.
- References could be to page numbers in the text, to images, to lecture notes, or to previous lessons/chapters.

SQ3R - A READING SYSTEM FOR SKILLED READERS

Reading is an active process during which you draw information from the text to create meaning. When you understand what you've read, you've achieved comprehension of the material.

We all have a lot of information that we have learned throughout a lifetime of experience. This body of information is called prior knowledge. The more prior knowledge we have about a topic, the more likely we are to understand that topic.

- Skilled readers break reading into a three step process.
1. Before reading, survey or look over the material to get an idea of what is about and think of questions to guide your reading.
 2. During reading, look for the answers to the questions you developed and monitor your comprehension.
 3. After reading, try to summarize the main points and what you learned from the reading and then go back over any sections that you aren't understanding or remembering.

One reading process that applies these steps is SQ3R. SQ3R stands for survey, question, read, recite, review.

When you **survey** a chapter, you skim the material looking at **titles, introductions, headings, pictures and graphs, and summaries**.

To help your comprehension, ask **questions** before you read.

Consider how the new information fits in with what you already know about the topic.

As you **read**, look for the answers to the questions you thought of before reading and continue to think of more questions. Look up new words, reread what you don't understand, and create pictures in your mind that can help you remember the information.

Make sure you understand the material you are reading by **reciting** [tell what you remember] the information.

After you have read the entire selection, go back over the material to review.

Summarize the most important parts.

STUDENT HANDBOOK



Dear Cougars,

I am excited to welcome you to the 2026-2027 academic year at Barton Community College! One thing I noticed right away when I started at Barton is that our faculty and staff are the best. We take great pride in everything we do, particularly helping our students achieve their educational dreams.

I wish you the best in your academic and personal journey this year. If you need any help along the way, please reach out to one of our caring faculty and staff who will help you find your answers. I encourage you to remain focused in your classes, student clubs, athletic teams, volunteer work, and other activities in which you participate. Around here we use the phrase Barton Proud moments to describe all the great student accomplishments, and I can't wait to hear about all the amazing things that you do this year.

Best of luck and Roll Cougs!

Marcus Garstecki, Ph.D.
Barton Community College President

STUDENT HANDBOOK

Academic Activities, Clubs, and Organizations – bartonccc.edu/studentlife/clubs



Barton offers a variety of academic activities, clubs and organizations affording students the opportunity to become involved in campus, college, and community life. The clubs and organizations are sponsored by Barton faculty and/or staff and are active on an academic year basis.

Academic Advising – advising.bartonccc.edu



Academic Advisors are available to assist students in reaching their educational goals. Advisors can answer questions about:

- » Barton courses, both online and face to face
- » Prerequisites and general educational requirements
- » Certificates and degrees offered by Barton
- » Selecting an area of study
- » Graduation requirements and more

Degree or certificate seeking students are assigned to an individual advisor. Non degree seeking students are assigned to The Advisement Center for advising. Email advisement@bartonccc.edu for assistance.

Academic Information – bartonccc.edu/enrollment/enrollmentservices/info



Academic Clemency

We acknowledge that there are circumstances that necessitate an academic “fresh start” and offer academic clemency as a means to make academic rehabilitation possible.

Academic Progress

Barton outlines procedures addressing a student’s Academic Standing including Academic Warning and Academic Dismissal.

Honors

Honor designations including Dean’s List, President’s List, and graduation honors.

Accreditation – bartonccc.edu/enrollment/ferpa



Barton County Community College is accredited by The Higher Learning Commission (HLC) and has been continuously accredited since 1974 with the most recent affirmation of accreditation occurring in 2023.

Barton Online Bookstore – bartonline.ecampus.com



Students registered for a Barton Online course may purchase books from the online bookstore, hosted by eCampus.

STUDENT HANDBOOK

Campus Safety Department – campussafety.bartonccc.edu



At Barton Community College the safety and well-being of our students, faculty, staff and visitors are of utmost importance. With the support of other departments, we have many people involved in keeping this campus safe and secure; however, a truly safe campus can only be achieved with the cooperation of all students, faculty, staff and visitors.

Campus Safety Officers patrol the campus 24 hours a day and make periodic building checks as well as patrolling the housing facility area. The Barton County Campus Safety office is located in the Technical Building, Room 154, or they can be reached by calling (620) 792-9217.



Barton Community College offers a free mobile app called **Barton Guardian** that turns your smartphone into a personal safety device.

Career Center – careercenter.bartonccc.edu



The Career Center provides information on career exploration, internships, and student employment opportunities, as well as resume assistance and information on transfer colleges.

College Mission – bartonccc.edu/missionandvision



STUDENT HANDBOOK

Costs, Billing and Payment – bartonccc.edu/billing-payment



Cougar Corner Campus Store – store.bartonccc.edu



Located on the upper level of the Student Union.

Regular Hours
Monday – Friday
8 a.m. to 4:30 p.m.

Summer Hours
Monday – Thursday
8 a.m. to 5 p.m.
Friday – Closed



Counseling – counseling.bartonccc.edu



Professional counseling is available on the Barton County Campus to help students with personal issues or academic concerns that would ultimately affect the achievement of their academic goals. Counseling is also available to assist students in including exploring choices, recognizing consequences, and assuming personal responsibility. Referral services are available to community counseling resources in the Great Bend area and in students' own communities, when possible.

Additional resource information for mental health, addiction information and screening services, self help for test anxiety, study skills, stress and anxiety, adjustment to college life, relationships and other topics available at the link.

STUDENT HANDBOOK

Degree Works – bartonccc.edu/academicadvising/degreeworkshelp



Degree Works is a web based degree audit program and academic advising tool designed to assist you and your advisor in tracking your degree or certificate progress 24/7. Degree Works is available in your MyBarton student portal.

Disability Services – bartonccc.edu/supportservices/disabilityservices



Services are available to students (on-campus or online) with physical, mental or learning disabilities. Accommodations are modifications or adjustments that allow students with disabilities an equal opportunity to participate in and benefit from educational programs. Reasonable accommodations are provided on an individualized, as-needed basis. At the college level, students with disabilities must self-declare and provide recent and professional documentation regarding the disability. The student must take the first step of self-advocacy by making sure they contact a disability advocate, preferably prior to the start of classes, to allow adequate time for accommodations to be set in place.

Students may contact disabilityservices@bartonccc.edu.

Family Educational Rights and Privacy Act (FERPA) and student information – bartonccc.edu/enrollment/ferpa



In compliance with Section 438 of the “General Education Provisions Act” (as amended) entitled “Family Educational Rights and Privacy Act of 1974” (FERPA) the following constitutes the institution’s policy on providing appropriate access to personal records, while protecting their confidentiality. Barton Community College accords all the rights under the law to students. Those rights are: 1) the right to inspect and review the student’s education records; 2) the right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights; 3) the right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent; 4) the right to file with the U.S. Department of Education a complaint concerning alleged failures by Barton Community College to comply with the requirements of FERPA; and 5) the right to obtain a copy of Barton Community College’s student records policy. Students will be notified of their FERPA rights by publication in the Student Handbook and consumer information with the Financial Aid Office.

Financial Aid – financialaid.bartonccc.edu



Barton’s Financial Aid Office provides exceptional service to support affordable learning.

For financial aid assistance, email Barton’s Financial Aid Office at financialaid@bartonccc.edu, call the Financial Aid Help Desk at (866) 257-2574, or stop by the Financial Aid Office located in Kirkman Student Services.

🕒 **Monday - Thursday:**
7:30 a.m. to 5 p.m. (CST)
Friday
7:30 a.m. to 4 p.m. (CST)

Please note: All communication regarding your Financial Aid Awards, Status, Missing Documents, etc. will be sent to you through your Cougar email address.* Visit your MyBarton Portal Login page to access this account.

Please remember to read Financial Aid Disbursement information.

STUDENT HANDBOOK

Graduation – bartonccc.edu/graduation



The Commencement Ceremony is held in May for the Barton County campus (Great Bend) and in May/June for the Fort Riley and Fort Leavenworth campuses. Those invited to participate in the ceremony at the Barton County campus are graduates (certificates and degrees) from the prior summer and fall semesters, as well as, the current spring applicants. Frequently asked questions about graduation are answered at the link.

Health Services – healthservices.bartonccc.edu



Barton Community College employs a Registered Nurse full time from August through May. Services include: routine health checks, first aid, referrals to outside resources and additional services outlined at the link. The clinic is located in the upper level of the Student Union on the Barton County Campus.

Library – library.bartonccc.edu



The Barton Library offers a variety of research, information, and technology services to students, staff, and faculty, as well as to the residents of Barton County and Central Kansas. Currently, the Library has over 16,000 print books in its collection. The Library also provides access to 47 print periodicals, 92 database collections, nine electronic media collections delivering more than 48,000 streaming videos, and four eBook collections that furnish some 272,000 titles. See the Library’s Overview webpage with the QR code for more information.



Intellectual Freedom
The Library upholds the principles of intellectual freedom and diversity of thought as espoused by the American Library Association, the Association for College and Research Libraries, and the Kansas Library Association. For information on the Library’s stance on intellectual freedom, as well as its practices for acquisitions and weeding, see the Collection Development Plan.



Copyright Policy
All patrons, whether they are students, employees, or the general public, are required to adhere to the College’s copyright policy. A copyright notice and copyright flowchart are posted next to the Library’s copier/printer/scanner. Patrons are solely responsible for their own actions and for any violations of copyright law, whether intentional or unintentional. The Library’s staff will provide education on copyright as needed. For more on copyright permission, public domain, and fair use, see the Library’s Copyright page.

Policies



College Policies and Procedures
internal.bartonccc.edu/policy

Official Barton policies and procedures are listed and select policies and procedures are highlighted by area below.



College Operations Policies and Procedures
internal.bartonccc.edu/policy/college-operations

Weapons

In order to promote a safe and secure campus and learning environment, Barton Community College prohibits the possession or use of weapons on Campus and at Off-Campus Activities, other than as set forth below.

College Closing

The President or the President’s designee is authorized to close the College at all locations for inclement weather or other reasons as determined by the President or the President’s designee.

Civil Rights Equity Resolution for Students, Employees, Guests, & Visitors

Barton is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, Barton has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation.



Facilities, Equipment, and Other Resources Policies and Procedures
internal.bartonccc.edu/policy/facilities

Security Monitoring System

The President or the President’s designee is authorized to maintain a video monitoring and recording system to enhance facility security and the safety of students, employees, and the community-at-large. All monitoring is confidential and for the private use of the College.



Instruction Policies and Procedures
internal.bartonccc.edu/policy/instruction

Academic Integrity

The College is committed to the integrity, quality, and academic rigor of all its courses.

Grade and Attendance Reporting

The College is committed to maintaining accurate grade and attendance records.

Course Attendance

Barton has established procedures related to student course attendance.

Residence Halls and Cafeteria – housing.bartonccc.edu



Residence Life is a melting pot of students with diverse backgrounds coming together to form a community as they advance their education. Over 400 students can be accommodated in the Barton Campus residence halls, with ADA compliant rooms available.

Residence hall contracts include a 19 meals per week meal plan. Commuter students may purchase meal cards from the cafeteria.

Monday - Thursday Breakfast: 7 - 8:30 a.m. Continental until 9 a.m. Lunch: 11 a.m. - 1:15 p.m. Supper: 5 - 6:30 p.m.	Friday Breakfast: 7 - 8:30 a.m. Continental until 9 a.m. Lunch: 11 a.m. - 1:15 p.m. Supper: 5 - 6 p.m.	Saturday & Sunday Brunch: noon - 12:45 p.m. Supper: 5 - 5:30 p.m.
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Satisfactory Academic Progress (SAP) – bartonccc.edu/financialaid/receivingaid



If you are receiving financial aid through federal, state or institutional funding at Barton, you must meet Satisfactory Academic Progress (SAP) standards as determined by the college. At the end of each term you will be evaluated on two factors: 1) Qualitative Measure - Your term GPA must be at least 2.0; and, 2) Quantitative measure - You must complete at least 67% of your total attempted hours in the term. Your progress will be evaluated at the end of each term and your SAP status will be determined. You can view the full SAP policy or appeal your SAP status by accessing the QR.

Students and Services Policies and Procedures – internal.bartonccc.edu/policy/student-services



Family Educational Rights and Privacy Act (FERPA) and Student Information
bartonccc.edu/enrollment/ferpa

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Students will be notified of their FERPA rights by publication in the Student Handbook and consumer information with the Financial Aid Office.



Code of Conduct
Barton County Community College will establish and maintain a fair and equitable procedure for addressing student disciplinary matters ensuring that the rights of the students, the College community, and the community-at-large are protected.

Problem Resolution
The College encourages an open and frank atmosphere in which problems, complaints, suggestions, or questions receive a timely response. If a student disagrees with established rules of conduct, policies, practices, or if they feel their rights have been infringed on, they may express their concern through the problem resolution procedure.

Transcript Information – transcripts.bartonccc.edu



Information on obtaining unofficial and official academic transcripts is provided.

TRIO Programs – bartonccc.edu/supportservices/sss



Student Support Services
The SSS Program provides academic support, workshops, activities, and cultural enrichment for approximately 200 eligible Barton students each year.

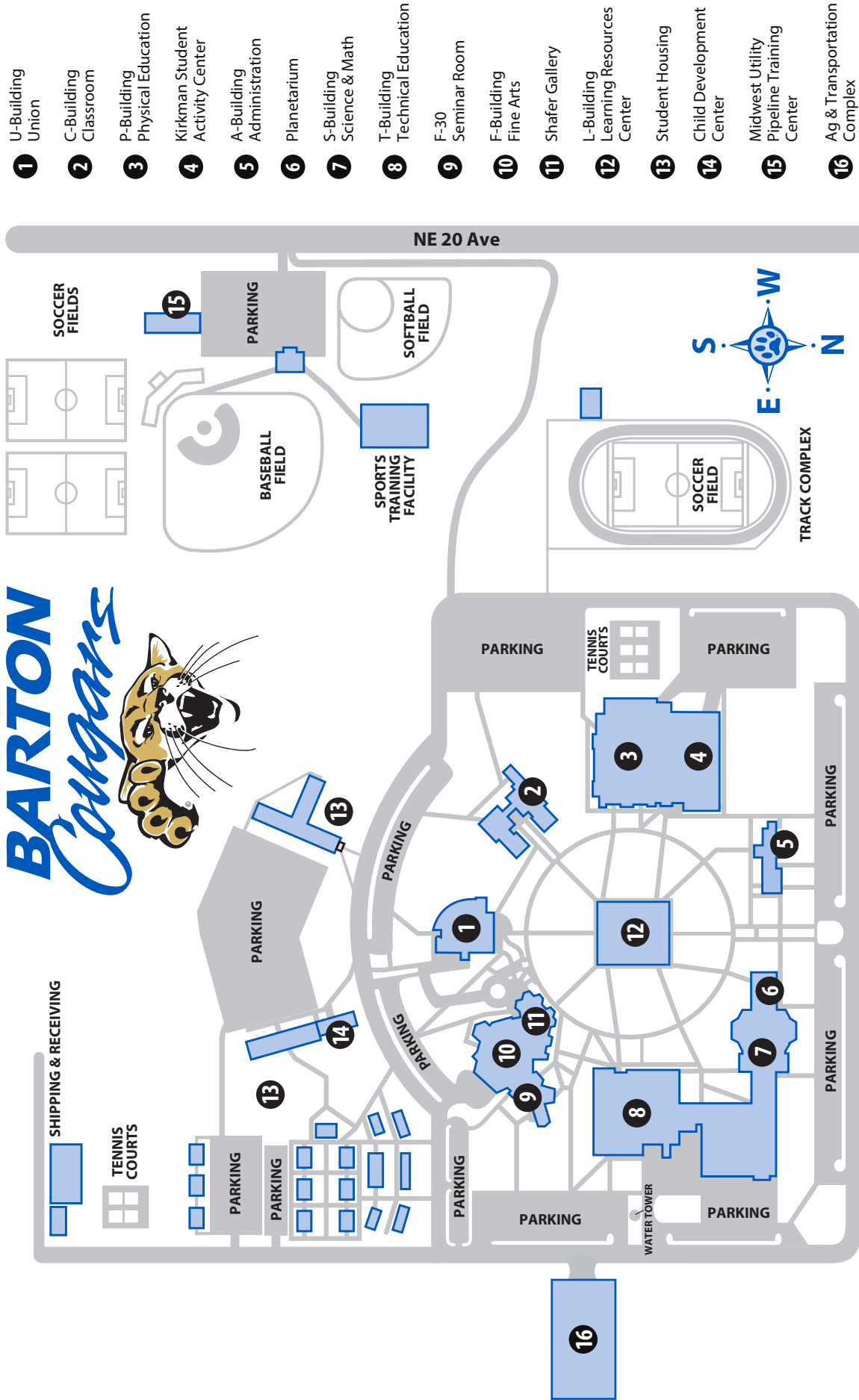


Central Kansas Educational Opportunity Center
The CKEOC Program provides information on educational options, college admissions assistance, financial aid application assistance, & career planning assistance for adults wishing to attend college or return to college or vocational training.

Veteran Services – veteranservices.bartonccc.edu



Barton Community College supports our veterans and veterans’ family members in applying for and managing their VA Education Benefits/GI Bill®.



BARTON

COMMUNITY COLLEGE

245 NE 30 RD • Great Bend, KS 67530
bartonccc.edu • (800) 722-6842

Switchboard: (620) 792-2701
Campus Safety: (620) 792-9217

ADC @ Nite



August 27th

September 24th

October 29th

November 19th

February 18th

March 25th

April 22nd



COUGAR CONVERSATIONS



Place: L-136 (Great Bend Campus) and Zoom

Presenter: Academic Development Center Team

Time: 7pm on Select Tuesdays



COME JOIN US!

Join us for directed discussions on topics that support students. All students are invited to attend, and all Conversations will be presented in the Academic Development Center (Great Bend Campus, L-136) and via Zoom.

BARTON
STUDENT ACADEMIC
DEVELOPMENT

DID YOU MISS US?

If you are unable to attend a Cougar Conversation or you would like to discuss one of these conversations further, feel free to contact the ADC and setup an appointment with one of our Academic Coaches. Please email ADC@bartonccc.edu



DATES



AUGUST 25	Online Course Tips
SEPTEMBER 1	Academic Coaching
SEPTEMBER 15	Taking Notes
SEPTEMBER 22	Study Skills & Test Taking
SEPTEMBER 29	How Do You Learn?
OCTOBER 6	Guest Cougar
OCTOBER 13	Choose Your Own Semester
OCTOBER 20	Academic Integrity
OCTOBER 27	Back on Track
NOVEMBER 3	How You Doin'?
JANUARY 26	Barton 101
FEBRUARY 2	Academic Coaching
FEBRUARY 9	Taking Notes
FEBRUARY 16	Study Skills & Test Taking
FEBRUARY 23	How Do You Learn?
MARCH 2	Academic Integrity
MARCH 9	Guest Cougar
MARCH 23	Back On Track
MARCH 30	Choose Your Semester
APRIL 13	How You Doin'?

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