ADVISING CONTACT FORM

Directions

Use this form to contact your academic advisor. Please complete the information below and send it to your academic advisor. Locate your academic advisor in AdvisorTrac: http://www.bluegrass.kctcs.edu/Current Students/Who is My Advisor

Attach this completed form to an email using your official KCTCS email account and send to your advisor. Place "ACADEMIC ADVISING" in the subject line.

* * *

Name:

KCTCS Email Address:

Using your official KCTCS email allows me to verify your identity.

PeopleSoft Number:

This is the 9 digit number associated with your KCTCS Self-Service account.

Educational Goals:

Please tell me about your educational goals. Give as much information as you can about what programs you are considering and, if you plan to transfer, where you might go.

Planned Coursework:

What classes are you planning to take in the upcoming semester?

Prior/Transfer Coursework:

Please tell me if you have taken <u>any</u> college classes prior to Fall 2005 or if you have taken college classes at any college/university other than the state's community colleges. Give me as much information as you can, including the name of the college, the semesters you were enrolled, and the name of the courses.

COMPASS/ACT Scores:

If you know your COMPASS and/or ACT scores for reading, writing and math, please send them to me. If you have never taken the COMPASS or ACT test, please let me know.