ADVISING AND ASSESSMENT

You are responsible for your education including decisions concerning class scheduling and the successful completion of your degree requirements. However, to help guide you through the requirements, college procedures and answer your questions, you will meet with an advisor at least once a semester.

Q. WHAT IS ADVISING?

A. Advising is a process to guide you through your academic career. At your advising session, you will meet with an academic advisor who will advise you on general education and mandatory placement requirements. You will also discuss issues concerning major selection and degree requirements.

Q. WHAT IS THE MANDATORY PLACEMENT PLAN AND HOW DOES IT AFFECT MY COURSE SELECTION?

A. In accordance with the Kentucky State Legislature, Bluegrass Community and Technical College requires all credential-seeking students to take developmental courses in subjects in which college entrance exams (ACT/SAT) and college placement test (KYOTE/COMPASS) indicate that the student is not fully prepared for the collegiate-level courses. These courses are designed to give students the skills they need in order to succeed in collegiate-level courses and are required
through the Bluegrass Mandatory Placement Plan. Your advisor will use your scores to advise you for the appropriate courses. If you place into transitional courses, you must successfully complete those courses prior to taking collegiate-level course.

Q. WHERE CAN I FIND INFORMATION ON DEGREE PROGRAM REQUIREMENTS?

A. Degree Program Plans are available on our website: http://www.bluegrass.kctcs.edu/Academics/Program_Plans.aspx . The Bluegrass Community and Technical College website also provides information about institutional policies and procedures. In addition, the website includes links dedicated to specific majors and programs. You should consult those resources before you meet with your advisor and make tentative list of classes for the next semester along with any questions that you may have. Your advisor will guide you through this information and provide advice as you select a major and pursue a degree.

Q. HOW WILL I KNOW WHO MY ADVISOR IS AND WHEN CAN I REGISTER FOR THE SEMESTER?

R. For your first advising session, you will meet with an advisor to discuss requirements and register for classes for your first semester. For future advising sessions for upcoming semesters, Advisor assignments are kept in database called AdvisorTrac, which you can access from the “Who Is My Advisor?” link on the Current Students section of the college Web site. You will sign-up to meet this advisor in their office during Priority Advising and Registration. Students participating in strictly on line programs or classes will correspond or meet with an on line advisor. Priority Advising and Registration occurs in October/November for Spring classes and in March/April for Summer and Fall classes. Specific registration dates are listed in the Schedule of Classes. You must meet with an advisor prior to registering for classes for any upcoming semester.

Q. IF I KNOW WHAT I NEED TO TAKE DO I HAVE TO MEET WITH AN ADVISOR?

A. Yes. There is an Advising Hold on your Student Account that your advisor must release before you can register.

ADVISING AND ASSESSMENT

Q. WILL MY ADVISOR PICK OUT THE DAYS AND TIMES FOR MY CLASSES?

A. Typically, advisors do not schedule the days and times of the classes a student needs to take. Your advisor will advise you on the classes required for your degree and options to fulfill them. You are responsible for your own decisions concerning class scheduling and the successful completion of your degree requirements.

Q. HOW WILL I REGISTER FOR CLASSES?

A. You will register for classes using *PeopleSoft Student Self-Service*. In *PeopleSoft* you will also be able to view your schedule, your tuition status and your grades. To access *Student Self-Service*, you need to activate your KCTCS email account using your nine digit *PeopleSoft* Student ID number. This will generate a login ID and password. You will use the same login and password when accessing your KCTCS e-mail account and your *PeopleSoft* account. Further Advising/Registration instructions will be available after midterm in the Records Office on the Cooper Campus in 203 Oswald Building and on the Leestown campus in room 170 Building C. Advising/Registration instructions will also be available in the AAC on the Cooper Campus in room 109 Oswald Building and in room 100 Building C on the Leestown Campus. Instructions for registering as well as class schedules will be posted on the BCTC web page under Current Students.

Q. WHAT IS THE DIFFERENCE BETWEEN PRIORITY AND LATE ADVISING AND REGISTRATION?

A. Priority Advising and Registration happens after midterm of each semester (October/November and March/April) and is the first opportunity currently enrolled students can advise and register for future semesters. During Priority, you meet with an advisor during an appointment you scheduled and then register before new students. Registering during Priority offers you the best chance to get the classes you need at the times you want. Late Advising and Registration occurs immediately before the semester begins. Continuing students who did not advise during Priority as well as new Transfer, Readmitted, and Visiting students may advise and register during Late Registration. During Late Registration, advising is on a walk-in, first come-first basis and class selection is difficult because many classes are closed.

Q. CAN I BE ADVISED ABOUT THE REQUIREMENTS FOR THE INSTITUTION TO WHERE I MIGHT WANT TO TRANSFER?

A. Yes. The BCTC Transfer Center is located in 100B Academic Technical Building, 246-4620, or http://www.bluegrass.kctcs.edu/sa/transfercenter/ .