

Checklist for Newly Admitted Students

- Apply for Financial Aid** - Students seeking financial aid must complete the FAFSA form online at www.FAFSA.ed.gov (BCTC Title IV code: 005244). If you have questions, call the BCTC Financial Aid Office at 855-246-2477 or go online to help.bluegrass.kctcs.edu.
- Schedule COMPASS Testing if Required for Class Placement** - Allow at least one hour test time for each subject (English, math, reading) for which you need to test.
- Schedule Your Appointment for Mandatory Advising** - If you need to take any placement tests this appointment must be for a time after the tests are finished. If you have not already made appointments, go to www.bluegrass.kctcs.edu/sa/advising/appointments. If you have questions, please feel free to contact the Advising & Assessment Center at 859-246-6220 or toll free at 866-774-4872, ext. 56220.
- Activate or Reset Your User ID and Password.**
 - Using **Microsoft Internet Explorer**, open the BCTC home page www.bluegrass.kctcs.edu.
 - Click **User Account Center** in the dark blue band at the top of the webpage.
 - Click on **KCTCS User Account Center** in red – enter your birth month & day.
 - Identify yourself by *filling in only the boxes provided for your KCTCS ID# _____* (printed in the upper right-hand corner of your Admission letter) and your **personal e-mail address**. **DO NOT** fill in your social security number and application number or an error may occur.
 - Click on **Create/Update My User Profile**.
 - Write down your **username*** located in the User Profile Information above your verification question.
 - Create and identify verification question and answer.
 - Click **Save My User Profile**.
 - Click **Set Password** and enter requested information.
 - Click **Sign In** then create and confirm a password – follow guidelines provided (write down & memorize it).
If created correctly you will receive the message "Your password has been successfully set!"

***Important:** If your **username** is **not** listed, **DO NOT CONTINUE**, contact Tech Support at 859-246-4600 or go to http://bluegrass.kctcs.edu/en/its/technical_support.aspx & submit an assistance request.

To Log in to PeopleSoft – go to BCTC home page www.bluegrass.kctcs.edu

▶Click on **Student Self-Service** at the top of the page ▶enter your username & password ▶click **Sign In**.

To log in to E-mail (You can't access e-mail until 24 hours after you are registered in classes in PeopleSoft)

▶Open the BCTC Home Page www.bluegrass.kctcs.edu and ▶Click on **E-mail** (top right).

To log in to Blackboard (For taking online classes - will work closer to the start date of the semester)

▶Open BCTC Home Page www.bluegrass.kctcs.edu ▶click **Blackboard** (top right) ▶Enter username & password

- Register for Your Classes in PeopleSoft Student Self-Service** - Use the instructions provided by your advisor. If you haven't been provided instructions please go to www.bluegrass.kctcs.edu/Advising_and_Assessment ▶click on FAQs from the menu list on the left ▶scroll to *Attend your advising session* ▶click on Class Registration Instructions (in red ink).

See reverse side for additional information.

Take care of Tuition by Deadline Posted on the Academic Calendar

http://www.bluegrass.kctcs.edu/Registrar/Academic_Calendar.aspx

For tuition payment information call 859-246-2477 or go to this website:

www.bluegrass.kctcs.edu/Costs_and_Financial_Aid **OR** if application for financial aid has been made, go to the BCTC Financial Aid Office on your campus to confirm that your financial aid file has been processed and completed or call that office at 855-246-2477.

Purchase Your Books

If you are attending the Cooper Campus, you may purchase your books at the Cooper Campus Barnes & Nobles branch (Oswald 120). For all other campus sites, purchase your books at the Leestown Campus (Building C, room 154). You may also purchase your books online by going to: www.kctcs.bncollege.com and from the "select bookstore" box select *Bluegrass Cooper* (for Cooper & Regency books) **or** *Bluegrass Leestown* for that and all other Bluegrass campuses **or** *KCTCS Distance Learning* if taking **online** classes from any of the KCTCS colleges including Bluegrass. **If you have been approved for financial aid, please check with that office in Oswald 121 on Cooper Campus or in the One Stop in Building C on Leestown Campus or call 855-246-2477 to find out if you can get permission to charge your books.**

Check Your Contact Information for SNAP Alerts

Once you have registered for classes you are automatically enrolled in SNAP but check your contact information by logging on to the Student Self-Service Center at <https://students.kctcs.edu> (click *login here* in gray) to make certain it is correct. SNAP is the *Safety Notification Alert Process* for the Kentucky Community and Technical College System (KCTCS). You will receive emergency notification messages such as cancellation or delay of classes via your mobile phone or e-mail.

Purchase Your Parking Permit if Taking Classes on Cooper Campus with Plans to Park Your Car

For a *16-week Fall or Spring Semester* you can order online www.uky.edu/Parking/permits-student-bctc. You will need to provide your BCTC User ID and Password. Order at least two weeks prior to class start. You may also purchase these permits in person at UK Parking at any time.

If attending a *Fall II or Spring II 8-week session* or a *summer session*, you must buy your permits in person at the UK Parking Office, 721 Press Avenue. If you have questions about parking permits, please contact the UK Parking Office by e-mail at UKParking@lsv.uky.edu or call 859-257-5757.



For additional information and resources including upcoming events/dates/deadlines, please go to www.bluegrass.kctcs.edu and click on the ► *Current Students* link in the blue band at the top of the page.