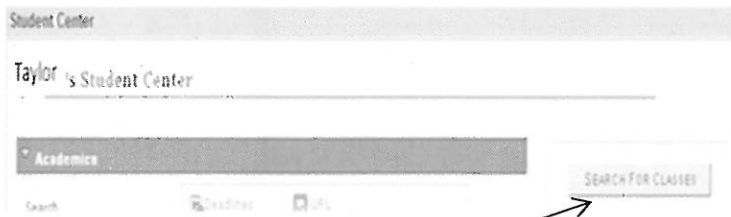


Class Registration Instructions



► **Start here** by going to the BCTC homepage at www.bluegrass.kctcs.edu and clicking on the **Student Self Service** link at the *top of the page in the blue band*. Login using your BCTC username and password, then follow the steps 1-14 printed in the numbered boxes below. ▼



1. Click on **Search for Classes** in Student Center.

2. Click the dropdown menu where you must choose the **Term** for which you are registering: fall, spring or summer + year.

3. Click the **Campus** dropdown menu and select **"Bluegrass Comm. & Tech College"**.

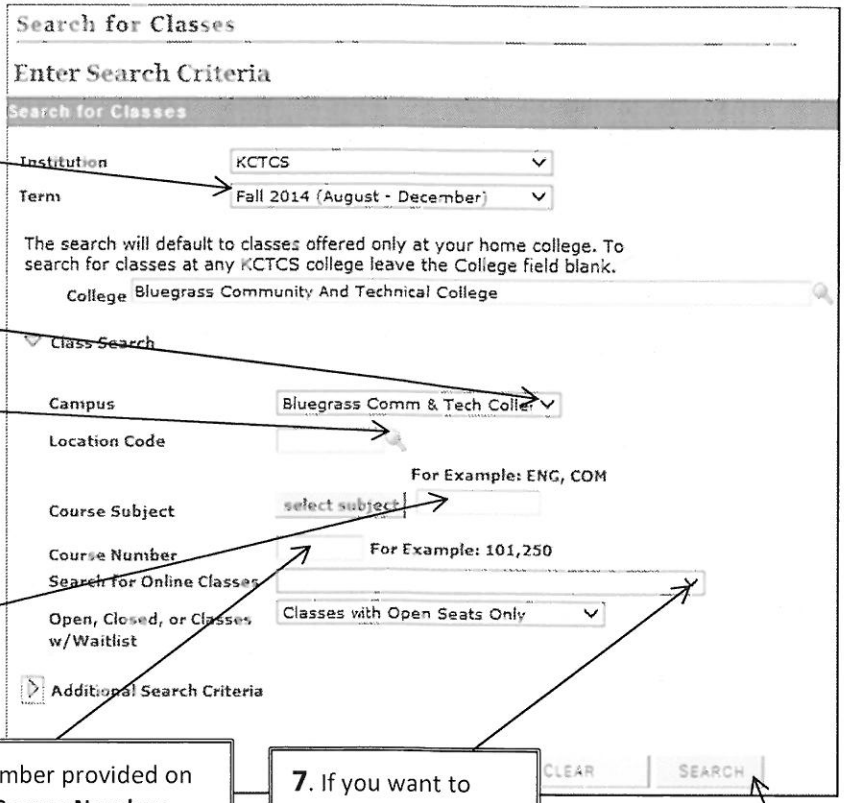
4. Click on the magnifying glass icon by the ***Location** box and select the campus on which you wish to take classes. ***NOTE:** If searching for an **online class**, leave the **Location Code** box blank.

5. Type the **course subject** title in this box (MAT, ENG, ENC, ART) or select the subject by clicking the "select subject" button.

6. Type the 2 or 3 digit course number provided on your advising form in the box by **Course Number**.

7. If you want to search for only online classes, click the drop down menu and select one of the three choices.

8. Scroll to bottom & click the **Search** button. (Leave all other boxes blank & continue to Step 9).



Instructions continue on reverse side ►
(OR below if viewing online).

BCTC is an equal opportunity employer and education institution.

START A NEW SEARCH

● Open ■ Closed ▲ Wait List

▼ MAT 65 - Basic Algebra

View All Sections First 1-3 of 11 Last

Section 1022-160(73976)	Status	<input type="checkbox"/>	select class
Session Regular Combined Section			
Days & Times	Room	Instructor	Meeting Dates
TBA	World Wide Web	Kausha C Miller	01/14/2013 - 05/12/2013

Section 1001-150(73979)	Status	<input type="checkbox"/>	select class
Session Regular			
Days & Times	Room	Instructor	Meeting Dates
MoWe 8:00AM - 9:15AM	Room 109 Moloney Building	Katherine Southall	01/14/2013 - 05/12/2013

Section 1001-100(73978)	Status	<input type="checkbox"/>	select class
Session Regular			
Days & Times	Room	Instructor	Meeting Dates
MoWe 9:30AM - 10:45AM	Room 109 Moloney Building	Matthew Alan-Herschleb Beaulieu	01/14/2013 - 05/12/2013

START A NEW SEARCH

9. Choose a class from the available list by clicking **Select Class**. Review your class selection to make sure you have the correct class selected, then click **Next** which will add the course to your shopping cart.

10. To add next class, click the **Start A New Search** button.

[Search Plan](#) [Enroll](#) [My Academics](#)

[Search For Classes](#) [Browse Course Catalog](#)

Add Classes to Shopping Cart

11. Repeat steps 2-10 for each of your classes. Once you have finished selecting all of your classes, click on the **Shopping Cart** link in blue towards the top of the screen.

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Click Validate to have the system check for possible conflicts prior to enrolling.

Spring 2013 | Undergraduate | KCTCS

● Open ■ Closed ▲ Wait List

Add to Cart: Enter Class Nbr enter

Find Classes: Class Search My Requirements My Planner

search

Select Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/> MAT 65-100A (73995)	MoWe 3:30PM - 4:45PM	Room 213 Academic Tech Bldg	M. Massey	3.00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> MATH 101-100A (74186)	MoWe 8:00AM - 9:15AM	Room 145 Moloney Building	J. Sarver	3.00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> MAT 65-100A (73995)	MoWe 2:00PM - 3:15PM	Room 109 Moloney Building	C. Barber	3.00	<input checked="" type="checkbox"/>

for selected: delete validate enroll

12. Under the **Select** column, click the box in front of each class so that a ✓ check-mark appears.

13. Once you have all of your classes added to your shopping cart, click the **Enroll** button.

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

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● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
MAT 65-100A (73995)	Basic Algebra (Lecture)	MoWe 11:00AM - 12:15PM	Room 109 Moloney Building	C. Barber	3.00	<input checked="" type="checkbox"/>

CANCEL PREVIOUS FINISH ENROLLING

14. Click on **Finish Enrolling**. On the next screen if the Status Box shows a green ✓ check-mark you have enrolled successfully. If it shows a red X an error has occurred & you need to check with your advisor or the Registrar's Office.

To print your schedule after you finish enrolling, click on My Class Schedule, then click the printer icon at top of screen.