

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**".

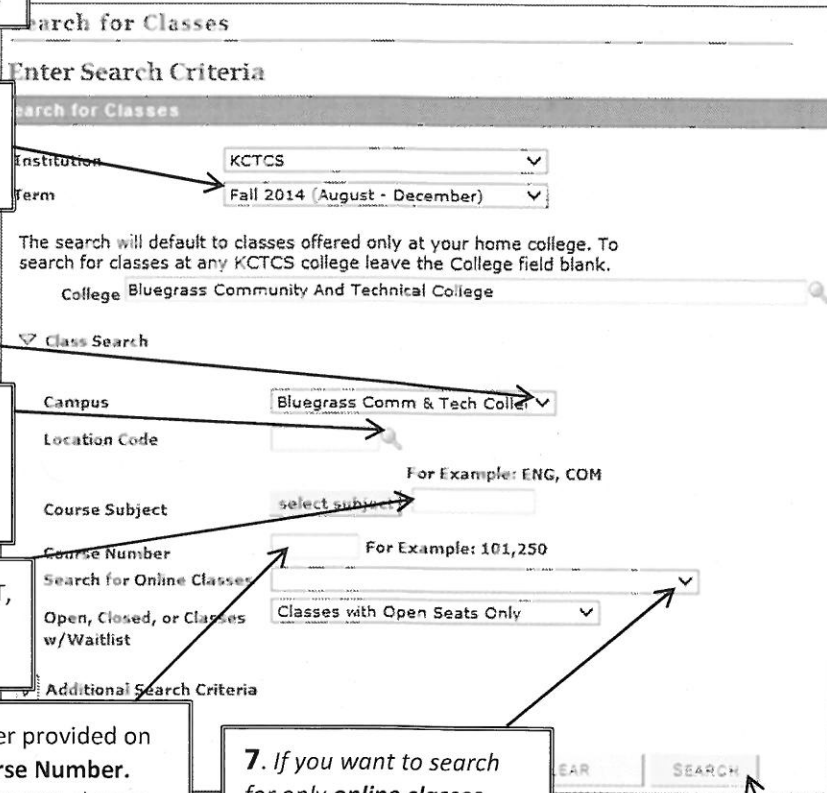
4. Click on the magnifying glass icon by the ***Location** box and select the campus on which you wish to take classes. ***NOTE: For online class search, leave this box blank.**

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**. ***NOTE:** If you are searching for on-campus classes skip step 7 and go to step 8 next.

7. If you want to search for only **online classes**, click this drop down menu and select one of the three options. For most classes, the 1st option is best. For COM 252, you must select the 2nd option.

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	Status	select class		
1572-LEC(75979)				
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-LEC(75979)				
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 1002-LEC(75979)				
Session Regular				
Days & Times	Room	Instructor	Meeting Dates	
MoWe 9:30AM - 10:45AM	Room 109 Moloney Building	Matthew Alan Herschleb Be		

New Search Modify Search

9. Choose a class from the available list by clicking **Select Class**. *(NOTE: If the course is offered with both an online version and an on-campus version, the online version will list room as "World Wide Web." If you want an on-campus class keep scrolling to find the ones which have a room number & building listed).
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 **New Search** or **Modify Search** button.

Search Plan Enroll My Academics

Search For Classes Browse Course Catalog

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save your selections. Click Validate to have the system check for prerequisites.

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.

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Add to Cart:

Enter Class Nbr:

Find Classes:

- Class Search
- My Requirements
- My Planner

search

Spring 2013 Shopping Cart

Select Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/> MAT 65-003 (75980)	MoWe 3:30PM - 4:45PM	Room 213 Academic Tech Bldg	M. Massey	3.00	<input type="checkbox"/>
<input type="checkbox"/> ENG 101-1002 (74158)	MoWe 8:00AM - 9:15AM	Room 145 Moloney Building	J. Sarver	3.00	<input type="checkbox"/>
<input type="checkbox"/> MAT 65-003 (75980)	MoWe 2:00PM - 3:15PM	Room 109 Moloney Building	C. Barber	3.00	<input type="checkbox"/>

for selected: delete validate enroll

12. Under the **Select** column, click the box in front of each class so that a v 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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Class	Description	Days/Times	Room	Instructor	Units	Status
MAT 65-003 (75980)	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 v check-mark you have enrolled successfully. If it shows a red X there's a problem & you need to contact 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 or click file, then print.