

Non-Degree seeking and **Visiting** students do not have to meet
With an academic advisor before registering for classes.

Students should receive their KCTCS ID number in the acceptance letter along with instructions on activating their PeopleSoft account and registering for classes. These instructions are also available at <http://bluegrass.kctcs.edu/Registrar/Peoplesoft.aspx>

Twenty-four hours after registering, students may activate their email account by using the same User ID and password created when they registered for classes.

If you are registering for a course with a prerequisite, you must provide proof of meeting the prerequisite from your transfer or home institution (Example: transcripts, grades or test scores). This information can be faxed to the Student Records Office at (859) 246-4666 or emailed to bluegrass.records@kctcs.edu. If you are attempting to register for English or Math you must meet the placement requirements. Course prerequisite and mandatory placement information is located in the BCTC Catalog located online at http://bluegrass.kctcs.edu/Academics/BCTC_Catalog/2013-14_Catalog.aspx

New non-degree and visiting students may
register online on the following dates:

Spring 2017

November 1
December 1
January 3-11

Spring 2017 (12 Week)

February 1-7

Summer I-2017

April 1
May 3
May 11-16

Summer II-2017

April 1
May 3
June 1
June 22-27