

BCTC ONLINE LEARNING INFORMATION

Getting Started (This document is also located at www.bluegrass.kctcs.edu/ol/gettingstarted with video assistance)

I) Students must first complete an application to BCTC, which can be found at www.bluegrass.kctcs.edu/sa/admissions/. Students must meet the acceptance requirements listed at www.bluegrass.kctcs.edu/sa/admissions/. Questions concerning this application or admissions requirements should be directed to the BCTC Office of Admissions at (859) 246-6210 or toll free 1-866-774-4872, ext. 56210.

II) After you have completed the application, turned in all necessary paper work, and have been accepted, online students will receive a letter and/or Email of Acceptance from BCTC. This letter will contain your PeopleSoft Student ID (PeopleSoft is the name of the database we use to store student information). At this point, you need to create your **PeopleSoft Student Account**.

This can be done at <https://webmail.kctcs.edu>. Be sure to use **Internet Explorer** for this process!

1. Select the "New Account Activation (under Applicants & Students)" link.
2. Enter your last name (ALL CAPS) and your nine-digit student ID (do not copy and paste from the email).
3. Select "Sign In." Your name should then appear on the screen. Select "yes" if it is correct.
4. Print the page with your account information so you will have it for future reference. If you do not have access to a printer, make sure you write down your username (example: jsmith0004) and your email address (example: jsmith0004@kctcs.edu).
5. Set your pass_word. The pass_word must be 8 characters long. It must include uppercase (A-Z) and lowercase (a-z) characters AND numbers (0-9) or symbols. It cannot include your name.

Accessing Your Student Records and Registering for Classes

6. Before logging into Student Self Service, Windows Vista users should uncheck "Use [TLS 1.0](https://www.letsencrypt.org/)" in Internet Explorer's Tools menu -> Internet Options -> Advanced tab.
7. Use Internet Explorer web browser to visit <https://students.kctcs.edu> (opens in new window).
8. Select LOGIN HERE.
9. Enter your USERID using all capital letters (created above) (ex, JSMITH0004).
10. Enter your Pass_word (created above).
11. Contact Connie Rine at Connie.Rine@kctcs.edu or 859-246-4608 if you have problems.

III) Apply for **FINANCIAL AID** at <http://www.bluegrass.kctcs.edu/sa/financialaid/>. Applying early for FINANCIAL AID will allow students to purchase their books online using funds from Financial Aid.

IV) Decide what Program of Study in which you would like to enroll. Programs offered Online by BCTC can be found at <http://www.bluegrass.kctcs.edu/ol/advisors>. The Advisor for each Program is listed on this page and is the person you should contact to lift your Advisor Hold or for assistance when you have questions concerning classes.

V) Enrollment opens **March 1** for SUMMER & FALL ONLINE CLASSES; **October 1** for SPRING ONLINE CLASSES.

VI) A complete listing of Available Online Classes can be found at <http://www.bluegrass.kctcs.edu/ol/schedule/>.

VII) A listing of BCTC Programs and the courses required can be found at http://www.bluegrass.kctcs.edu/aa/academic_program_plans/.

VIII) During Open Enrollment periods, students can add/drop their own classes after speaking with an Advisor and having their Advisor Hold lifted from their Student Account. This page has 4 Flash Videos at the bottom to show students how to **Add, Drop, Make a Payment, and View Your Course Schedule**: <http://www.bluegrass.kctcs.edu/ol/adddrop/>. Be sure to go into your PeopleSoft Student Account and print a copy of your schedule. Not all classes start on the same date so be sure to check the Start Date for each class.

IX) Students log into their Online Classes at <http://www.elearning.kctcs.edu>. (Use your PeopleSoft UserName and Pass-word that was created in #II above.) If the course says "Unavailable," the instructor has not opened the course for student access. Courses will not appear until after 4:00 a.m. the day AFTER you enroll.

X) After you have enrolled in your courses, you will need to order your books or pick them up at one of our bookstores. Information on where to find your book can be found at <http://www.bluegrass.kctcs.edu/ol/book/>. If you wish to purchase your books online, go to <http://kctcs-dl.bnccollege.com>.

XI) Some online classes require students to take exams with a Proctor (someone to verify who you are). To request a Proctor at any BCTC campus, students need to complete the Proctor Request Form at http://www.bluegrass.kctcs.edu/ol/proctor_request_form_students/.

Help and Other Information

1. Financial Aid: <http://kctcs.edu/student/financialaidscholarships/index.htm>
2. Financial Aid Phone: (859) 246-6300
3. Transfer Center: <http://www.bluegrass.kctcs.edu/sa/transfercenter>
4. Data Change Form: <http://www.bluegrass.kctcs.edu/ol/datachangeform>
5. BCTC Academic Calendar: <http://www.bluegrass.kctcs.edu/sa/registration/calendar/>
6. BCTC Online Learning Office: 859.246-6680
7. BCTC Online Learning Fax: 859.246.6686
8. KCTCS 24/7 Help Desk: Toll Free 1-866-590-9238 Open 24 hours a day, seven days a week

Please Note – Online classes with a MODE of "BW" are accepted for Residency at all KCTCS Colleges.

CHECKLIST

- Complete Application
- Apply for Financial Aid
- Receive acceptance letter and note PeopleSoft number
- Create PS Account
- Determine Program of Study
- Contact Advisor
- Determine Classes Needed
- Watch Video on Add/Drop
- Enroll in Classes
- Print Schedule
- Order Books
- Make sure classes are listed at www.elearning.kctcs.edu