



Thank you for your interest in taking online classes through Bluegrass Community and Technical College. This email will outline the steps and provide links to necessary forms for your enrollment. If you have any general questions regarding online learning at BCTC please email the Distance Learning Office at [BL\\_DistanceLearning@kctcs.edu](mailto:BL_DistanceLearning@kctcs.edu).

### **For students enrolling in BCTC for the first time or requesting Re-Admission**

1. You must apply for Admission to BCTC. You can locate the Distance Learning Application for Admissions at <http://www.bluegrass.kctcs.edu/sa/registration/kyvc/>.
2. Complete the Application, save it, and attach in an email to Sarah Rutledge, Admissions Officer at BCTC. Sarah's email address is [sarah.rutledge@kctcs.edu](mailto:sarah.rutledge@kctcs.edu).
3. After your Admissions application is processed, Sarah will contact you via email with confirmation of admission and your PeopleSoft ID number.
4. BCTC requires all online students to work with an online advisor. Review the list of online advisors at <http://www.bluegrass.kctcs.edu/ol/advisors> and contact the appropriate advisor via email.
5. Email your Advisor to discuss your schedule and have your Advising hold released. This will allow you to register online using PeopleSoft.
6. Activate your PeopleSoft account using your PeopleSoft ID number. Follow activation and registration instructions at <http://www.bluegrass.kctcs.edu/sa/registration/kyvc/>.
7. If you have questions or difficulties registering for your online courses, email [BL\\_Distancelearning@kctcs.edu](mailto:BL_Distancelearning@kctcs.edu).
8. Fee payment deadlines and payment instructions can be found at [http://www.bluegrass.kctcs.edu/fa/studentbilling/tuition\\_and\\_fees/](http://www.bluegrass.kctcs.edu/fa/studentbilling/tuition_and_fees/)
9. Information regarding purchasing of textbooks can be located at <http://www.campusstores.com/kctcs/index.asp>.
10. To access your online course, log into your Blackboard account using the same PeopleSoft User Name and Password. Complete information regarding Blackboard is available at [www.bluegrass.kctcs.edu/ol/](http://www.bluegrass.kctcs.edu/ol/).

## **Currently enrolled BCTC online students**

1. Do you know your PeopleSoft ID number?
  - Yes – See Step 2 below.
  - No – Submit a BCTC online student Authorization Release form located at <http://www.bluegrass.kctcs.edu/sa/registration/kyvc/>
  - Complete the form and email as an attachment to Julie Briggs at [julie.briggs@kctcs.edu](mailto:julie.briggs@kctcs.edu). Julie will email your PeopleSoft ID number to the address listed on your release form.
2. BCTC requires all online students to work with an online advisor. Review the list of online advisors at <http://www.bluegrass.kctcs.edu/ol/advisors> and contact the appropriate advisor via email.
3. Email your advisor to discuss your schedule and have your advising hold released. This will allow you to register online using PeopleSoft.
4. Activate your PeopleSoft account using your PeopleSoft ID number. Follow activation and registration instructions at <http://www.bluegrass.kctcs.edu/sa/registration/kyvc/>.
5. If you have questions or difficulties registering for your online courses, email [BL\\_Distancelearning@kctcs.edu](mailto:BL_Distancelearning@kctcs.edu).
6. Fee payment deadlines and payment instructions can be found at [http://www.bluegrass.kctcs.edu/fa/studentbilling/tuition\\_and\\_fees/](http://www.bluegrass.kctcs.edu/fa/studentbilling/tuition_and_fees/).
7. Information regarding purchasing of textbooks can be located at <http://www.campusstores.com/kctcs/index.asp>.
8. Log into your Blackboard account using the same PeopleSoft User Name and Password. Complete information regarding Blackboard is available at [www.bluegrass.kctcs.edu/ol/](http://www.bluegrass.kctcs.edu/ol/).