

# How to Register for Fall II

## Beginning Freshmen

Upon receiving your acceptance letter from the BCTC Admissions office, all beginning freshmen need to call the Advising and Assessment Center at (859)246-6220 to schedule an advising appointment.

It is important to schedule your advising appointment as early as possible due to the limited number of Fall II courses.

## Current Students

### Students Enrolled Fall 2009 at BCTC

Students currently enrolled for the Fall 2009 semester may register for Fall II by logging into their Self-Service account on Peoplesoft. The last day to Add utilizing Self-Service is Wednesday, October 14. Registration must be processed manually in the Student Records Office beginning Thursday, October 15.

**The last day to Add a class for Fall II is Friday, October 16.**

Information will be posted at the Danville, Lawrenceburg, and Winchester Campuses with instructions on when and where to register.

**Fees are due in full by Friday, October 16, 2009.**

**Regional Campus Students, please contact the campus for additional registration opportunities.**

**Danville: (859) 239-7030, ext. 56860**

**Georgetown: (859) 246-6555**

**Lancaster: (859) 792-1513**

**Lawrenceburg: (502) 839-8488, ext. 56804**

**Winchester-Clark County: (859) 737-3098**

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## NON-DEGREE & VISITING STUDENTS

1. Non-degree seeking and Visiting students\* do not have to meet with an academic advisor. New Non-degree seeking and Visiting students should receive their Peoplesoft ID number in their acceptance letter and may activate their account at <https://webmail.kctcs.edu> using their last name and ID number, and then register online at <https://students.kctcs.edu> beginning October 12.

\* Non-degree seeking and Visiting students: please be advised if you are registering for a course with a prerequisite, you must provide proof of meeting the prerequisite from your transfer or home institution. See the KCTCS Catalog.

\* Students attempting to register for English or Math must meet the placement requirements. See the KCTCS Catalog.

2. October 12 - 14: Register for your classes online at <https://students.kctcs.edu>

3. October 15 - 16: Registration must be processed manually

4. Pay your fees by the deadlines established in the Academic Calendar, on page 2 or at [www.bluegrass.kctcs.edu/sa/registration/calendar/](http://www.bluegrass.kctcs.edu/sa/registration/calendar/). Fee payment information on pages 6-7 or at [www.bluegrass.kctcs.edu/fa/studentbilling/method\\_of\\_payment/](http://www.bluegrass.kctcs.edu/fa/studentbilling/method_of_payment/).

*Note: Failure to pay your fees may result in cancellation of your registration.*

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## TRANSFER & READMITTED STUDENTS

### • REGISTRATION •

1. All transfer and readmitted degree-seeking students must meet with an academic advisor before registering for classes. Please report to the lobby of your campus' administration building at the following times for check-in location.

|                   | <u>Cooper Campus</u>  | <u>Leestown Campus</u> |
|-------------------|-----------------------|------------------------|
| <b>October 12</b> | 3:00 p.m. - 6:00 p.m. | 2:00 p.m. - 4:00 p.m.  |
| <b>October 13</b> | 3:00 p.m. - 6:00 p.m. | 2:00 p.m. - 4:00 p.m.  |
| <b>October 14</b> | 3:00 p.m. - 6:00 p.m. | 3:00 p.m. - 5:00 p.m.  |
| <b>October 15</b> | 3:00 p.m. - 6:00 p.m. | 2:00 p.m. - 4:00 p.m.  |
| <b>October 16</b> | 9:00 a.m. - 1:00 p.m. | 9:00 a.m. - 1:00 p.m.  |

2. October 12 - 14

- Register for your classes online at <https://students.kctcs.edu>

3. October 15 - 16

- Registration must be processed manually

4. Pay your fees by the deadlines established in the Academic Calendar, on page 2 or at [www.bluegrass.kctcs.edu/sa/registration/calendar/](http://www.bluegrass.kctcs.edu/sa/registration/calendar/). Fee payment information on pages 6-7 or at [www.bluegrass.kctcs.edu/fa/studentbilling/method\\_of\\_payment/](http://www.bluegrass.kctcs.edu/fa/studentbilling/method_of_payment/).

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# *How to Pay Your Fees*

## **BCTC OFFERS MANY OPTIONS FOR PAYING YOUR TUITION CHARGES**

### **THIRD PARTY ASSISTANCE**

If your tuition and/or books are paid by a government agency, or company for which you are employed, then you are receiving third party assistance. Students who have third party assistance are required to submit documentation detailing their third party assistance to the Business Office prior to the 1<sup>st</sup> day of class, every semester. Failure to do so may result in cancellation of classes.

### **REFUND POLICY**

In order to receive a tuition refund, a student must officially withdraw within the refund period listed above. Official withdraw (also known as “drop” or “dropping a course”) is defined as completing a Withdrawal Form with the Records Office in accordance to instructions listed on the form. NOTE: Telephone calls and/or emails that you are dropping the course are not acceptable. It is the responsibility of the student to initiate and complete the course withdraw process and to understand the result of withdrawing from a course(s), i.e., graduation requirements, student financial aid, scholarship eligibility and awards.

## **METHODS OF PAYMENT**

### **PAY FEES BY MAIL**

Mail your check, cashier’s check, or money order to:

BCTC Business Office  
470 Cooper Drive  
215 Oswald Building  
Lexington, KY 40506-0235

### **PAY FEES IN PERSON**

Bring your cash, check, cashier’s check, and money order to:

Cooper Campus Business Office  
215 Oswald Building  
Leestown Campus Business Office  
164 Opportunity Way

HOURS: Monday - Friday 8 am - 5 pm

### **PAY ONLINE**

You can pay online using your Visa, Mastercard, or Discover at:

<https://students.kctcs.edu/>

### **AFTER HOURS DROP BOX**

For your after-hours convenience, you may leave a check or money order in the Business Office drop-box, 215 Oswald Building. Payments will be posted to the students account the next day. For after-hours inquiries about your account, logon to <https://students.kctcs.edu/>; or for additional questions call the Business Office (859-246-6270) and leave a message (including student ID # and phone number) and someone will return your call.

### **FINANCIAL DELINQUENCY**

Bluegrass Community and Technical College expects all students to be financially responsible and not be delinquent in financial obligations to the college, or to any department or division thereof.

When the Registrar is notified that a student is delinquent, the Registrar shall not allow the student to register or to transfer credits. A delinquent student will not be certified for graduation until the Registrar is notified in writing by the appropriate office that the student’s obligation has been settled. All delinquencies must be paid by money order, cashier’s check, or cash in the Business Office.