

Academic Advising: Individual Student Success Plan

Student's Name _____ Student ID # 00 _____ TERM _____

Program Plan _____

1. Please mark if you have participated in any of the following programs while in high school
 Advance Placement Courses ___ Dual Enrollment ___ Other ___
2. Completed Mandatory Placement with ACT, COMPASS or KYOTE Scores
 ___ YES ___ NO
3. Do you have plans to transfer for a 4 year school? ___ YES ___ NO
4. If you will be working while attending college how many hours/week _____
5. I want to be Full Time (12 + credit hours) ___ Part time (less than 12 credit hours) ___ Unsure
6. Do you have other responsibilities that may impact your academic scheduling? If so please explain below.

Advisor Recommended Number of Credit Hours: _____

Advisor Notes: _____

Advisor _____

As a college student new to BCTC, I understand that my responsibilities include but are not limited to:

•Utilize any and all campus resources that can help me, specifically focusing on those checked below:

_____ Tutoring Center <http://www.bluegrass.kctcs.edu/Tutoring.aspx>

_____ Writing Center http://bluegrass.kctcs.edu/Humanities/Writing_Center_Tutoring.aspx

_____ Library/Learning Resource Center <http://bluegrass.kctcs.edu/Library.aspx> (859) 246-6380 or (859) 246-6713

_____ Computer Lab http://bluegrass.kctcs.edu/en/its/open_labs.aspx

_____ Disability Support Services <http://bluegrass.kctcs.edu/DSS.aspx> (859) 246-6535 or (859) 246-6758

_____ Career Development & Counseling/Study Skills Services <http://bluegrass.kctcs.edu/Counseling.aspx> (859) 246-6550

_____ Financial Aid http://bluegrass.kctcs.edu/Financial_Aid.aspx (859)246-6200

_____ Transfer Center http://bluegrass.kctcs.edu/Transfer_Center.aspx (859) 246-4620

_____ Military & Veteran Student Services http://bluegrass.kctcs.edu/en/military_and_veteran_student_services.aspx
 (859) 246-6820

_____ Other _____

Student Signature _____ **Date** _____

Prepare for your first day of class by:

1. Consult with the Financial Aid Office to ensure your application process is complete by the financial aid priority date. http://bluegrass.kctcs.edu/bluegrasshome/Financial_Aid.aspx
2. Make arrangements to pay your bill. http://bluegrass.kctcs.edu/Student_Billing.aspx
3. Make sure to set up your KCTCS email and PeopleSoft (Student Self Service) account immediately. You can now forward your KCTCS email to a personal email account. Must check regularly!
<http://kctcs.edu/en/email/FAQs.aspx>
4. Make arrangements to purchase all necessary textbooks. Ensure that you have a backup plan to pay for your books if you are receiving financial aid. Where you purchase your books will depend on the campus location of your class: http://bluegrass.kctcs.edu/Current_Students/Student_Purchases.aspx
5. Make arrangements for parking if you plan to drive to campus. This process will vary by campus
<http://bluegrass.kctcs.edu/en/parking.aspx>
6. Be aware of all important dates including payment deadlines; drop/add dates; withdrawal dates; Priority Registration dates; and class beginning and ending dates.
7. Academic Calendar http://bluegrass.kctcs.edu/Registrar/Academic_Calendar.aspx

How to be successful!

1. Prepare for and attend all classes, be attentive in all classes and turn in all assignments. Notify your instructors if illness or emergency situations necessitate an absence. Consult with your instructor and/or Academic Advisor if you encounter difficulty in any course.
2. Be aware of all important dates including payment deadlines; drop/add dates; withdrawal dates; Priority Registration dates; and class beginning and ending dates.
3. Follow the Academic Calendar http://bluegrass.kctcs.edu/Registrar/Academic_Calendar.aspx
4. Meet with your instructors prior to the withdrawal deadlines to discuss your academic performance.
5. If you are a financial aid recipient, consult with Financial Aid prior to adding or dropping any courses once the semester begins. Understand the following regulations for financial aid:
 - a. You will not receive aid if you are undecided or in a pending program after attempting 30 credit hours.
 - b. You must maintain a 2.0 GPA, successfully complete 67% of attempted coursework, and not exceed maximum time frame (150% of credits to complete a credential) in order to continue to receive aid.
 - c. If you withdraw from ALL and/or fail ALL classes, you may owe money back to BCTC.
6. Understand that you are held accountable to the Student Code of Conduct
http://www.kctcs.edu/en/students/admissions/academic_policies/~media/System_Office/Academics/StudentCode2009.ashx