# ONLINE REGISTRATION

**Q. I'M A NEW STUDENT, HOW DO I REGISTER FOR MY CLASSES?**

A. Students will register online via PeopleSoft system at https://students.kctcs.edu

**Q. HOW DO I KNOW WHAT COURSES I NEED TO TAKE?**

A. What courses you will need to take is determined by your program here at Bluegrass. For the first few semesters you will likely take some standard academic courses such as mathematics or English. Your advisor can help you determine if you are on the right track toward graduation, but it is important to take responsibility for yourself. Program requirements can be located in the KCTCS Catalog available online at http://www.kctcs.edu/catalog/

**Q. HOW DO I KNOW WHICH CLASSES ARE OFFERED AND AT WHAT TIME?**

A. Every semester the Registrar's office develops a "Schedule of Classes" that lists courses, times, locations and other important information regarding the class schedule. The book is posted online at http://bluegrass.kctcs.edu/Registrar/Schedule_of_Classes.aspx before Priority Registration, so you have time to determine what courses you are interested in and meet with an academic advisor to have your hold lifted.

**Q. WHAT IF I NEED TO CHANGE A CLASS AFTER I HAVE REGISTERED?**

A. Once you have registered, you can change your schedule online. Check the Academic Calendar available online at http://bluegrass.kctcs.edu/en/Registrar/Academic_Calendar.aspx to determine the dates and availability of self-service.

**Q. WHAT IF I NEED TO DROP A CLASS?**

A. If you need to drop a class before the Last Day to Add in a given semester. Check the Academic Calendar available online at http://bluegrass.kctcs.edu/en/Registrar/Academic_Calendar.aspx to determine the dates and the availability of self-service. After midterm, students may withdraw from a class only with permission of the instructor who must state his/her withdrawal policy at the beginning of the semester. Refer to the Academic Calendar available online at for the last day in a semester to withdraw from a class with a grade of "W". Obtain a withdrawal slip from the Record's Office and have your instructor initial the slip, then return it to the Record's Office.

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**Q. WHAT IS PEOPLESOFT ONLINE REGISTRATION?**

A. The PeopleSoft system is where you access student information like grades, schedules, stops and unofficial transcripts. It is also where you register and add/drop your classes online.

**Q. HOW DO I LOGON TO THE SYSTEM?**

A. Before logging on to the PeopleSoft system the first time, you must active you KCTCS e-mail account using your last name and your Student ID number. This number will be given to you by your advisor. For more information on how to activate your e-mail, see instructions in the Schedule of Classes. After you have activated your account, you will use your User Name and ID to logon at https://students.kctcs.edu

**Q. CAN I REGISTER FOR MY COURSES ONLINE?**

A. You can register and add/drop your courses quickly and easily after your advisor hold has been lifted. See detailed instructions online at http://www.bluegrass.kctcs.edu/info/peoplesoft/ on how to use the PeopleSoft system. Check the Academic Calendar available online at http://www.bluegrass.kctcs.edu/sa/registration/ or the BCTC Handbook to determine the dates and availability of self-service.

**Q. CAN I SEE MY ENTIRE SCHEDULE WHEN I AM DONE REGISTERING?**

A. When you are done registering you can view and print a copy of your schedule under View My Weekly Schedule. You can also change your schedule online. Check the Academic Calendar available online at http://www.bluegrass.kctcs.edu/sa/registration/ or the BCTC Handbook to determine the dates and availability of self-service.