



# Online Application Information

For Staff

# Kentucky Community and Technical College System (KCTCS)

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## Online Application & Specifications

This guide serves as a tool to provide an overview of the modifications and specifications of the online application. The online application processes applicant data and uses specifications to determine who is applicable to use the online application.

**Note:** The High School to Freshman Form within a student's self-service is similar to the Online Application. You can refer to the [Online Application, High School to Freshman Form, and Suspended Applications](#) guide for more details.

### Online Application and Re-direction to Self-Service

The online application process will only re-direct the student to self-service under the following circumstances:

- The student is enrolled in the current term or a future term and is not a current high school student.
  - Currently enrolled high school students are allowed to submit a new application without redirection.
  - If the student was enrolled in the immediate past term, but not the current or a future term, the student will be allowed to complete a new application.
- The student is not currently enrolled but has applied for the current or a future term, and it is before 10/1 (fall term) or 3/1 (spring term).
  - If the student has applied for the current term and it is after these dates, the student will be allowed to submit a new application.

### Dual Credit Students Online Application Notes

- It is recommended that only one application be on file for the length of the academic career as a High School student. It is not required to have a high school student complete an application each term.
- A high school student should not apply to be a first-time college student (**FSH - freshman**) *PRIOR* to applying as a (**HS – high school**) Dual Credit student. The system will not allow the student to complete a new application if they have applied to be a first-time college student before they apply to be a high school Dual Credit student, and while this does not occur often, it can be corrected by the college without having the student complete another application. This is also mentioned in the [Dual Credit](#) guide and can be corrected by the college so that the student does not have to complete another application by using the [Correcting High School Dual Credit Students Who Applied as a First Time College Student \(FSH\) Prior to Applying as a High School \(HS\) Student](#) document.
- High School students applying as a HS Dual Credit student will not have the option to enter a preferred first name.

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- High School students applying to be a first-time college student FSH for a future term will have the option to enter a preferred first name. This preferred first name will be visible on the student's record.
- If a Dual Credit student applies to be a first time college student before applying to be a dual credit student, the preferred first name they enter will be visible on their record even after rolling back the application.

## Online Application

### Application Landing Page

The application for admission page displays helpful browser information at the top of the page followed by what the applicant needs to get started with their application, including a valid email address. An email address is required to start the application. If at any time the applicant needs help, there is a live chat or a call number that the applicant can call located at the bottom of the screen.



If you experience any issues when filling out the admission application, please try a different web browser such as Firefox or Microsoft Edge. If you are using a mobile device, please be sure the device's operating system is the latest version.

To get started you'll need:

- An email address we can use to contact you. Don't have one? Get one now [here](#)
  - The **personal** email address you provide is **extremely** important. It will be used to verify your identity, access your application, and **setup and/or reset your password**. **Do not** use an email account that you are unable to access, an email account that belongs to another person or a **KCTCS.edu** address.
  - You will need to retrieve and enter the verification code that will be sent to this email address prior to starting the application.
- Your Social Security number
- Name and address of the high school you attended
- Name and address of any colleges you attended

All active duty military using Federal Tuition Assistance must follow policies and procedures through the military education portals for their service branch when applying for admission to KCTCS colleges.

A **verification code** will be sent to the email address entered below.

- You will need to enter the verification code to start the application. You may request a code to be sent at any time - the code is valid for 24 hours.
- Enter the verification code that was sent to your email address and click confirm to start your application.
- If you need to retrieve a saved application, please click the **Need to Finish a Saved Application** below.
- If you are unable to enter the verification code, please utilize the Live Chat feature at the bottom of this page.

Email Address

Enter the verification code that was sent to your email address and click confirm to start your application.

Verification Code

▶ [Need to Finish a Saved Application?](#)

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#### Live Chat

Do you have questions about the online application? Chat now with a Student Specialist that can help or call (855)485-2827.

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**Note:** If an application is started, but not completed, the applicant can select the **Need to Finish a Saved Application?** Link to finish the application.

Verification Code

[▶ Need to Finish a Saved Application?](#) 

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## To complete an application:

1. Enter a valid email address in the **Email Address** field and select **Send Verification Code**. The verification code is emailed to the email address entered.

A **verification code** will be sent to the email address entered below.

- You will need to enter the verification code to start the application. You may request a code to be sent at any time - the code is valid for 24 hours.
- Enter the verification code that was sent to your email address and click confirm to start your application.
- If you need to retrieve a saved application, please click the **Need to Finish a Saved Application** below.
- If you are unable to enter the verification code, please utilize the Live Chat feature at the bottom of this page.

Email Address   

Enter the verification code that was sent to your email address and click confirm to start your application.

Verification Code

2. A pop-up box confirms that the email was sent. Select **OK**.

hat was sent to your email address and click confirm to start your application.

An email has been sent to this address with the verification code.  
Please enter the verification code contained in the email in the field below.



3. The applicant retrieves the code from their email, enters the code into the **Verification Code** field, and selects **Confirm**. This code is valid for 24 hours.

A **verification code** will be sent to the email address entered below.

- You will need to enter the verification code to start the application. You may request a code to be sent at any time - the code is valid for 24 hours.
- Enter the verification code that was sent to your email address and click confirm to start your application.
- If you need to retrieve a saved application, please click the **Need to Finish a Saved Application** below.
- If you are unable to enter the verification code, please utilize the Live Chat feature at the bottom of this page.

Email Address

Enter the verification code that was sent to your email address and click confirm to start your application.

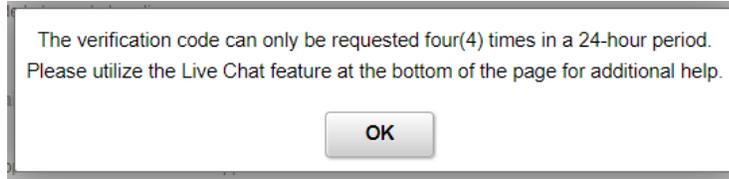
Verification Code   

[▶ Need to Finish a Saved Application?](#)

# Kentucky Community and Technical College System (KCTCS)

**Note:** A verification code can be requested up to four times in a 24-hour period. The same code will be emailed to the email address entered in the field.

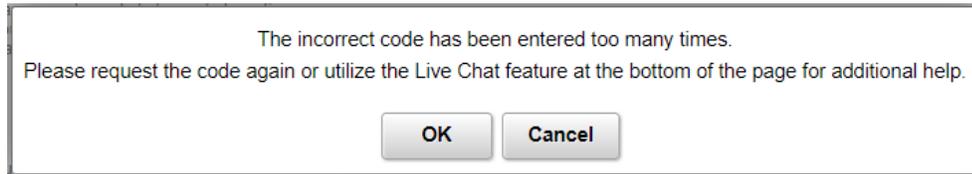
- On the fifth attempt, users will receive the error message below:



- If the code is entered incorrectly, the applicant will receive a warning message.



- If the code is entered incorrectly three times, it will gray out the verification code field. If this was done by mistake, the user can refresh the page and enter the correct verification code.



- Users will not be able to change their email address after they have entered a correct verification code. The email address that is verified is the email address that will be used to create their account.

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## Application for Admission

Once the verification code has been confirmed, the application for admission account creation page displays.



The following OFFICIAL documents are required for admission:  
1. Official high school transcript with graduation dates or GED test scores and all college transcripts. Transcripts may be shared with all KCTCS colleges.  
2. Results from placement testing, such as ACT, SAT or other placement tests.  
3. For visiting or transient students only, documentation of good academic standing from your current college will be required.  
There may be additional requirements for international applicants. After submission of the application, you will receive communications from the college regarding any additional requirements and next steps.

Asterisk (\*) denotes required field

### Which college and campus do you want to attend?

\*College   
\*Campus

### Personal Information

\*First Name   
Middle Name   
\* Last Name   
Other (Former) First Name   
Other (Former) Last Name

- USA Social Security number is required if you are eligible to claim a Federal Education tax credit. If the college is required to file an information tax statement on your behalf, such as Form 1098-T, failure to furnish a social security number may result in individual penalties by the IRS.
- USA Social Security number is required if you are applying for federal financial aid or if you expect to receive KEES (Kentucky Education Excellence Scholarship) funds. Failure to provide number may result in a delay in the distribution of your aid.

I am foreign born and do not have a US Social Security number

No

USA Social Security #

\*Date of Birth   
Gender

### Home or Present Address

\*Country  United States  
\*Street Address/PO Box   
\*Zip Code

### Create Account

Email Address

Passwords should be a minimum of 8 characters and contain at least one uppercase letter, one lowercase letter, one number (0-9) and one symbol such as !@#%&\*()\_~!? Spaces and the pipe symbol cannot be used.

Create a password   
Confirm your password

Hint Question   
Hint Response

Cancel

Create Account

Please be patient. Creating your account may take up to a minute.

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#### Live Chat

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# Kentucky Community and Technical College System (KCTCS)

1. The applicant enters the required information on the page including college/campus to attend, personal information, home or present address, and account password/security questions. Based upon the college selected, the logos at the top of the page will display the chosen college.

The following OFFICIAL documents are required for admission:

1. Official high school transcript with graduation dates or GED test scores and all college transcripts. Transcripts may be shared with all KCTCS colleges.
2. Results from placement testing, such as ACT, SAT or other placement tests.
3. For visiting or transient students only, documentation of good academic standing from your current college will be required.

There may be additional requirements for international applicants. After submission of the application, you will receive communications from the college regarding any additional requirements and next steps.

Asterisk (\*) denotes required field

**Which college and campus do you want to attend?**

\*College: Ashland Community and Technical College

\*Campus: Ashland Comm & Tech College

2. After entering the password/security questions, the applicant then selects **Create Account**. The password can be used to retrieve and finish a saved application.

least one uppercase letter, one lowercase letter, one number (0-9) and one symbol such as !@#%&\*( )\_+}{? Sp:

ord: [password field]

ord: [password field] ✓

ion: What was the name of your first pet? [dropdown menu]

use: PLUTO

Cancel [button] Create Account [button]

Please be patient. Creating your account may take up to a minute.

**Note:** If the applicant chooses not to enter an SSN, the following will display upon selecting the **Create Account** button. They can select **OK** to return to the application page to enter their SSN and select **Create Account** or if they choose not to enter an SSN, they will select **Create Account** again.

**Please provide your SSN**

You did not provide your Social Security Number (SSN). The SSN is required to claim a Federal Education tax credit, if applying for federal financial aid, or to utilize a KEES scholarship. Failure to furnish a SSN may result in individual penalties by the IRS and a delay in distribution of your aid. Please consider providing your SSN.

- Press "OK" to return to the Application page - you may then enter your SSN or press "Create Account" again to continue

OK [button]

**Note:** If the applicant checks the box indicating they are foreign born and do not have a US Social Security number, this box will not display when creating an account.

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## Personal Information

After creating an account, the applicant lands on the **Personal Information** page.

1. The left-hand navigation pane displays the sections that need to be completed by the applicant. After a section is complete, it can be selected and visited again from the navigation pane. Throughout the application process, additional sections may appear in the left-hand navigation pane to collect additional data based upon information entered by the applicant.

You may jump directly to any previously visited section

- Personal Information
- Additional Information
- Citizenship
- Ethnicity
- Application Term
- Residency
- Submit



### Application for Admission

Asterisk (\*) denotes required field

**Confirm Personal Information**

\*College

\*Campus

\*First Name

Middle Name

\*Last Name

Other (Former) First Name

Other (Former) Last Name

2. The applicant verifies/edits the information on this page and selects **Next Step**.

\*Date of Birth

Gender

---

Email Address

Country  United States

Street Address/PO Box

\*Zip Code

\*City

\*State

County

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**Note:** If at any time the applicant would like to save and return to the application later, they may select the **Save for Later** button located in the lower right-hand corner of the screen.



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**Live Chat**  
Do you have questions about the online application? Chat now with a Student Specialist that can help or call (855)465-2827.

## Additional Information

The Additional Information page displays and the applicant can enter the information that choose including phone, military status, and emergency contact information. When complete, they select **Next Step** to proceed.

You may jump directly to any previously visited section

- Personal Information
- Additional Information**
- Citizenship
- Ethnicity
- Application Term
- Residency
- Submit

### Additional Information

Phone Type:

Country:  Country Code

Phone #:

---

USA Military Status:

---

Emergency Contact Name:

Relationship:

Phone Type:

Country:  Country Code

Phone #:

Is their address the same as yours?  Yes

Cancel Previous Step Save for Later Next Step

# Kentucky Community and Technical College System (KCTCS)

## Citizenship

As questions are answered in certain sections of the application, additional questions may appear. The **Citizenship** section is an area that will display questions based upon answers selected by the applicant. This is a required field and must be answered to proceed. When finished the applicant will select **Next Step**.

### Citizenship Section – Prior to answering required citizenship question:

**Citizenship**

Asterisk (\*) denotes required field

**Citizenship**

\*Are you a U.S. Citizen?  Yes  No

Cancel Previous Step Save for Later Next Step

### Citizenship Section - Additional questions displayed based upon applicant answers:

**Citizenship**

\*Are you a U.S. Citizen?  Yes  No

\*Are you a permanent resident, VAWA self-petitioner, special immigrant juvenile, refugee, asylee, parolee or DACA recipient?  Yes  No

\*Do you plan to study in the U.S.?  Yes  No

\*Country of Birth

\*Do you currently hold a USA Visa?  Yes  No

Cancel Previous Step Save for Later Next Step

**Note:** The blue information icon  provides additional information on searching for country of birth in this example.

## Ethnicity

The Ethnicity page displays. Answers to this section are optional. The applicant will select **Next Step** when finished viewing/completing this page.

**Ethnicity**

**Ethnicity Questions**

1) Are you Hispanic or Latino?

Yes

No

2) What is your race? Select all that apply.

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Cancel Previous Step Save for Later Next Step

# Kentucky Community and Technical College System (KCTCS)

## Application Term

1. The Application Term page displays. The first question asks, Are you applying to enroll in college classes that will begin before you graduate from high school? If “Yes”, we will classify you as a non-credential high school student, making you eligible to enroll now.

### Applicant Designates No

The screenshot shows the 'Application Term' page. On the left is a navigation menu with 'Application Term' highlighted. The main content area has a header 'Application for Admission' and a sub-header 'Tell us about yourself'. The first question is: '\*Are you applying to enroll in college classes that will begin before you graduate from high school?' with radio buttons for 'Yes' and 'No', where 'No' is selected. Below it is a question: '\*When do you plan to start taking classes at Bluegrass Community And Technical College?' with a dropdown menu. At the bottom, there is a 'Live Chat' button and a footer with KCTCS information.

They will then be asked when they plan to start taking classes at their desired college.

### Applicant designates Yes

The screenshot shows the 'Application Term' page. On the left is a navigation menu with 'Application Term' highlighted. The main content area has a header 'Application for Admission' and a sub-header 'Tell us about yourself'. The first question is: '\*Are you applying to enroll in college classes that will begin before you graduate from high school?' with radio buttons for 'Yes' and 'No', where 'Yes' is selected. Below it is a question: '\*Are you currently enrolled in high school or home school?' with radio buttons for 'Yes' and 'No', where 'Yes' is selected. Below that is a question: '\*When will you graduate from high school or home school?' with two dropdown menus. At the bottom, there is a 'Live Chat' button and a footer with KCTCS information.

The radio button will be selected for Yes, they are currently enrolled in high school or home school.

**Note:** For students taking classes as a high school student, it will term activate them for the current term and upcoming term(s). Thereafter, they will be term activated up through their graduation date.

**Example:** High school student applies during Spring – they will be term activated for the current term, summer, and fall terms. Thereafter, they will be term activated by the term activation process up through their graduation date.

# Kentucky Community and Technical College System (KCTCS)

2. If the applicant designates yes to the first question they will then be asked when they will graduate from high school or home school.

## Application for Admission

Asterisk (\*) denotes required field

**Tell us about yourself**

\*Are you applying to enroll in college classes that will begin before you graduate from high school?  Yes  No  
• If "Yes", we will classify you as a non-credential high school student, making you eligible to enroll now.

\*Are you currently enrolled in high school or home school?  Yes  No

\*When will you graduate from high school or home school? 05 - May 2024

Cancel Previous Step Save for Later Next Step

3. If the applicant selects no to the first question, they will select from the drop-down box when they plan to start taking classes.

## Application for Admission

Asterisk (\*) denotes required field

**Tell us about yourself**

\*Are you applying to enroll in college classes that will begin before you graduate from high school?  Yes  No  
• If "Yes", we will classify you as a non-credential high school student, making you eligible to enroll now.

\*When do you plan to start taking classes at Community And Technical College? ▼

Summer 2023 (May-August)

Fall 2023 (August - December)

Spring 2024 (January - May)

Summer 2024 (May-August)

Cancel Previous Step Next Step

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Do you have questions about the online application? Chat now with a Student Specialist that can help or call (855)465-2827.

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4. The applicant selects if they are enrolled in high school or home school. Depending on how the applicant answers these questions will determine additional fields that may appear. The applicant will complete the information regarding high school/home school information and if they are or have taken college classes.

## Application for Admission

Asterisk (\*) denotes required field

**Tell us about yourself**

\*Are you applying to enroll in college classes that will begin before you graduate from high school?  Yes  No  
• If "Yes", we will classify you as a non-credential high school student, making you eligible to enroll now.

\*When do you plan to start taking classes at Bluegrass Community And Technical College?

\*Are you currently enrolled in high school or home school?  Yes  No

What type of high school diploma have you earned?

High school diploma

Home school diploma (educated at home)

GED or other high school equivalency

I did not graduate from high school or earn a GED/diploma

\*When did you graduate?

\*Are you currently taking college classes?  Yes  No

\*Have you ever taken college classes?  Yes  No

**Note:** If the applicant indicates high school experience, if they are currently taking college classes, or have taken college classes, new sections will appear in the navigation pane to enter high school and college information. If the applicant is a current high school student applying to be a high school dual credit student, they will not have the option to enter a preferred first name. If the applicant is applying to be a first time college student, they will have the option to enter a preferred first name on the application.

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## High School

The High School Experience section appears if the student selected that they are attending or have attended a high school.

1. Change the high school country if needed, then enter the high school state, and begin typing the high school name.

The screenshot shows a sidebar on the left with navigation options: Citizenship, Ethnicity, Application Term, High School (highlighted in green), and College. To the right, there are instructions: "Select your school from the resulting list", "Press the Add this School button.", and "If the school is not found, type the full name of the school, press the Add this School button, and enter the additional information to add the school." Below the instructions are three search fields: "\*High School Country" with "USA" and "United States", "\*High School State" with "2-Letter State Abbreviat", and "\*High School Name" with a magnifying glass icon. There is an "Add This School" button next to the name field. At the bottom, there are buttons for "Cancel", "Previous Step", "Save for Later", and "Next Step".

**Note:** Only a portion of the school name should be entered in the **High School Name** field. A list of high schools matching the portion entered for the high school name will begin to populate. The applicant can select the school from the list or select the magnifying glass icon to view the list of options. Once found, select the school, and click **Add This School**.

If the applicant cannot find the school, they can enter the high school name and choose **Add This School**. They will be prompted to enter the city.

The screenshot shows the "High School Experience" section with a search results table. The table has two columns: "School Name" and "City". The search criteria are: "\*High School Country" (Lincoln), "\*High School State" (Kentucky), and "\*High School Name" (Lincoln). The search results are:

School Name	City
Lincoln Christian Academy	Waynesburg
Lincoln County ATC	Stanford
Lincoln County High School	Stanford
Lincoln Village Juvenile Dente	Elizabethtown

Below the table, there are buttons for "Cancel", "Previous Step", "Save for Later", and "Next Step".

**NOTE for Out of Country Schools:** Once a non-USA country is entered, the applicant should enter the city manually and then click **OK**. It will default to the out-of-country org code for that country instead of allowing the person to search for it.

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- The school displays at the bottom of the page under **Your High School**. If they need to remove the school, they can place a checkmark next to the school and click the **Delete Selected** link.

\*High School Name

**Your High School** [Delete Selected](#)

Lincoln County High School

- When finished adding the high school, the applicant selects **Next Step**.

## College

If the applicant indicated they are taking or have taken any college classes, the College section will appear as a section in the application.

You may jump directly to any previously visited section

- Personal Information
- Additional Information
- Citizenship
- Ethnicity
- Application Term
- High School
- College**

Asterisk (\*) denotes required field

**College Experience including Dual Credit**

You must identify all colleges attended and submit official college transcripts. Students transferring from one KCTCS college to another KCTCS college do not need to submit an official KCTCS transcript.

To search for your college:

- Enter the country, state and begin typing in the college name. Do not use abbreviations such as WKU.
- Select your school from the resulting list
- Press the **Add this School** button.
- If the school is not found, type the full name of the school, press the **Add this School** button, and enter the additional information to add the school.

\*College Country   United States

\*College State

\*College Name

- The applicant can change the college country if needed, then enter the college state abbreviation, and begin entering college name.

Asterisk (\*) denotes required field

**College Experience including Dual Credit**

You must identify all colleges attended and submit official college transcripts. Students transferring from one KCTCS college to another KCTCS college do not need to submit an official KCTCS transcript.

To search for your college:

- Enter the country, state and begin typing in the college name. Do not use abbreviations such as WKU.
- Select your school from the resulting list
- Press the **Add this School** button.
- If the school is not found, type the full name of the school, press the **Add this School** button, and enter the additional information to add the school.

School Name
West Kentucky Beauty College
West Kentucky Community & Tech
West Kentucky Tech
Western Hills School of Beauty

\*College Country  States

\*College State  y

\*College Name

# Kentucky Community and Technical College System (KCTCS)

**NOTE:** Only a portion of the school name should be entered in the **College Name** field. A list of schools matching the portion entered will begin to populate. The school can be selected from this list or the applicant can click the magnifying glass icon to see a complete list. If there are additional schools to enter, this process can be done again to add another school.

2. When a college is selected, a box will appear asking for dates of attendance and if the applicant was suspended from the college due to poor academic performance.

### College Information

\*School Name

#### Dates of Attendance

\*From Date

\*To Date

Were you suspended from this college due to poor academic performance?

Yes

No

3. The school displays at the bottom of the page under **Your Colleges**. If they need to remove the school, they can place a checkmark next to the school and click the **Delete Selected** link.

\*College Name

#### Your Colleges

[Delete Selected](#)

<input type="checkbox"/>	Western Kentucky University	From Date 08/2018
		To Date 12/2018

4. If there are additional schools to enter, complete this process again. When the applicant has entered all college information, they can proceed by selecting **Next Step**.

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## Program

The Program section allows the applicant to specify what their academic plans are and to select a program of study they are wanting to pursue.

1. The applicant will first select whether they plan to pursue a bachelor degree at a four-year college or university.

**Application for Admission**

Asterisk (\*) denotes required field

**Program of Study**

\*Are you planning, in the future, to pursue a bachelor degree at a four-year college or university?  Yes  No

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Do you have questions about the online application? Chat now with a Student Specialist that can help or call (855)465-2827.

2. After completing the first question another question will populate asking the student if they prefer to take their classes primarily online, primarily in-person, or no preference.

You may jump directly to any previously visited section

**Application for Admission**

Asterisk (\*) denotes required field

**Program of Study**

\*Are you planning, in the future, to pursue a bachelor degree at a four-year college or university?  Yes  No

\*Do you prefer to take your classes:  Primarily Online  Primarily In-Person  No Preference

**Select a Program of Study**

3D Printing Technician

Advanced Integrated Technology

Air Conditionina Technoloav

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3. The applicant then selects a program of study that is available at the chosen college.

**Select a Program of Study**

Criminal Justice
Culinary Arts
Diesel Technology

4. The applicant then selects an Academic Plan.

To change your selection, click on the hyperlink for the Program of Study, Academic Plan, or Area of Interest.

Program of Study [Criminal Justice](#)

**Select an Academic Plan**

Criminal Justice	Associate in Applied Science	Corrections Track
Criminal Justice	Associate in Applied Science	Criminal Justice Track
Criminal Justice	Associate in Applied Science	Law Enforcement Track
Criminal Justice	Associate in Applied Science	Security & Loss Prev Track

5. The applicant may have to select an area of interest depending on their selections. If a change is needed, they can select the blue hyperlink to change the information. They can then proceed to the next section.

ASTERISK ( \* ) DENOTES REQUIRED FIELD

**Program of Study**

\*Are you planning, in the future, to pursue a bachelor degree at a four-year college or university?  Yes  No

\*Do you prefer to take your classes:  Primarily Online  Primarily In-Person  No Preference

To change your selection, click on the hyperlink for the Program of Study, Academic Plan, or Area of Interest.

Program of Study [Criminal Justice](#)

Academic Plan [Criminal Justice](#)

Degree Associate in Applied Science

Subplan Criminal Justice Track

# Kentucky Community and Technical College System (KCTCS)

**Note:** If a student chooses a selective admissions plan, a pop-up box containing information about additional admission processes and which program they will be placed in while the await admission to the program appears. If they select a certificate or diploma option, they will also receive a pop-up message regarding eligibility for financial aid.

- **Selective Admissions Example:**

This program requires an additional admission process because it is a selective admissions program.

You have selected a program that requires an additional admission process because it is a selective admissions program. You will be placed in the Health Science Technology program while you complete any prerequisite classes and/or await admission to the program. Once you are fully admitted to Respiratory Therapist program, your record will be updated. If you prefer to select a different program instead, please go back and choose another one now.

OK

- **Diploma/Certificate Example:**

This is informational only:

As a certificate or diploma seeking student, you may not be eligible for financial aid.

OK

- **Undecided Example:**

As an undecided applicant, you will be placed into an Associate in Arts program.

As an undecided applicant, you will be placed into an Associate in Arts program. If you prefer an Associate in Science or another program, please go back and choose another one now. Please remember that you can change or update your program later after communicating with your advisor.

OK

## Residency

The Residency section consists of questions to determine residency for Kentucky. Applicants are notified at the top of the page that answers to these questions will determine this for tuition purposes. After completing the required questions, the applicant can proceed to the next section.

You may jump directly to any previously visited section

- Personal Information
- Additional Information
- Citizenship
- Ethnicity
- Application Term
- Program
- Residency**

### Application for Admission

Asterisk (\*) denotes required field

**You are about to answer questions to determine your residency for tuition purposes. Please take your time and answer each question to the best of your ability.**

#### Residency Determination

\*Have you lived in Kentucky for the past 12 Months?  Yes  No

\*Does a living parent or legal guardian live in Kentucky?  Yes  No

\*Are you a family member with a valid dependent ID of an active duty United States military member?  Yes  No

\*Do you consider yourself a Kentucky resident?  Yes  No

Cancel Previous Step Save for Later Next Step

Kentucky Community and Technical College System [Live Chat](#)

# Kentucky Community and Technical College System (KCTCS)

## Preferred First Name

If the applicant is not currently a high school student applying to be a dual credit student, the applicant will be asked if they would like to enter an optional Preferred First Name. Current High School students who are applying in the future to be a first-time student (FSH) will have the option to enter a preferred first name.

## Application for Admissions

Asterisk (\*) denotes required field

### Optional Preferred First Name

**Optional Preferred First Name** (only enter if you are entering a preferred first name that is different than your legal first name)

Preferred First Name

Middle Name Henry

Last Name Test

Cancel

Previous Step

Save for Later

Next Step

# Kentucky Community and Technical College System (KCTCS)

## Submit

The last section of the application provides a summary of all the areas visited. If the applicant needs to update or change any information, they can click on the section in the left navigation pane. If they are ready to submit the application, they will select the **Confirm and Submit button** or if they prefer to save the application, they can select the **Save for Later** button.

### Confirm Your Information

College Ashland Community and Technical College  
 Campus Ashland Comm & Tech College  
 Name (First Middle Last) Jelly Belly  
 Other Name (First Last)  
 SSN, DOB, Gender  
 01/01/2000  
 Female  
 Email Address TSTConfirm@email1.com  
 Country USA  
 United States  
 Address 1 1 Test Lane  
 Address 2  
 City, State, Zip, County Lexington, KY 40504 Fayette  
 Mobile/Home Phones  
 Military Status  
 Emergency Contact  
 US Citizen Y  
 Country USA  
 Ethnicity  
 Application Term Fall 2024 (August-December)  
 Program of Study Computer and Information Technologies  
 Academic Plan Computer and Information Tech, Associate in Applied Science, General Track  
 Area of Interest  
 Education

### Additional Application Questions

When did you earn the GED(Month)?	05
When did you earn the GED(Year)?	2020
Are you a U.S. Citizen?	Y
Are you currently enrolled in high school or home school?	N
Have you earned a GED?	Y
Are you currently taking college classes?	N
Have you ever taken college classes?	N
Are you planning, in the future, to pursue a bachelor degree at a four-year college or university?	N
Do you prefer to take your classes:	X - No Preference
Have you lived in Kentucky for the past 12 Months?	Y
Does either living parent or legal guardian live in Kentucky?	Y
Are you a family member with a valid dependent ID of an active duty United States military member?	Y
Do you consider yourself a Kentucky resident?	Y
What type of high school diploma do you have?	G

# Kentucky Community and Technical College System (KCTCS)

Phone Country Code

USA

Emergency Phone Country Code

USA

Are you applying to enroll in college classes that will begin before you graduate from high school?

N

Please review the data you have entered prior to submitting your application. If any data needs to be corrected, select **Previous Step** and you will be returned to the data entry pages to make corrections. If all of the data is correct, select **Confirm & Submit** to finalize your application.

Unless otherwise indicated, all information should be complete and accurate. Withholding or providing false information may make you ineligible for admission or enrollment. You will be officially admitted to the college of your choice once we receive all required documentation. If you decide not to enroll, your application materials will be retained on file for one year. Although there is not an application fee, by submitting this form you acknowledge responsibility for all financial obligations you incur if you enroll as a student at a KCTCS college, including any costs associated with the collection of your account.

Confirm & Submit

Cancel

Previous Step

Save for Later

# Kentucky Community and Technical College System (KCTCS)

## Confirmation

The confirmation page displays a congratulatory message and confetti. If the application posts, the KCTCS ID number is provided. If the application is suspended for any reason, they will only see the application reference number in the message.

**COMMUNITY & TECHNICAL COLLEGE**

### Application for Admission

Asterisk (\*) denotes required field

**Congratulations Ice Breaker!**

You've taken the first step toward becoming a [redacted] Community and Technical College student! You will receive an e-mail with important information about your next steps.

To activate your student account so you can register for classes, you'll need the following information. These numbers are very important so keep them handy.

Your KCTCS ID Number: 00 [redacted]  
Your Application Reference Number: 02215520

*Some professions require employees to be licensed in the state before beginning work. To learn more about KCTCS programs that require licensure, review the KCTCS Licensure Disclosure.*

Thanks for your application. We look forward to seeing you on campus soon!

Kentucky Community and Technical College System  
KCTCS is an equal educational and employment opportunity institution

**Live Chat**  
Do you have questions about the online application? Chat now with a Student Specialist that can help or call (855)465-2827.

# User Account Creation and Access to Self-Service

The process for an applicant to access self-service depends on when the application was submitted. Below is a guide of the process:

1. Application completed by student.
2. The process runs to create their user account (every 30 minutes).
3. The New Student creates their profile in User Account Center (UAC) to receive their username, email, and set password (can only do this after Step 2 is done which is an automated process).
4. Another automated process submits the new username to active directory for licensing and the student is placed in the MyPath unenrolled student group. (this gives a limited view of MyPath). The process takes around 2 hours to complete.
5. The student can access MyPath and Student Self-Service (PeopleSoft Campus Solutions) after the process completes in step 4.
6. If the night process has not run at this point and they log in, they will not have their checklist items or holds yet. They do see all tiles in Self-Service.
7. They do not have email until after they are enrolled.

\*You may also view the [User Account Center](#) guide for more details on the process.