Returning, Transfer, and Visiting Student Advising & Registration

	Summer 2016	Fall 2016
Priority Financial Aid Deadline	May 1st	July 1st
Admission Application Deadline for Returning & Transfer Students	May 1st	August 1st
Admission Application Deadline for Visiting & Non-Degree Seeking Students	Last day of registration	August 1st
Payment Deadline	Friday before the first day of class ***Refer to your schedule for this date***	Friday, August 12th
Enrollment Deadline	Friday before the first day of class	Friday, August 12th
Classes begin	See academic calendar	Week of August 15th
Drop/Add** ***Drop/Add is only available for students that had a schedule prior to enrollment deadline***	See academic calendar	Monday, August 15th – Sunday, August 21st *(see academic calendar for details of deadlines)*

ONLINE REGISTRATION

Students will be given self-service access after their Admission file is complete. Students with a completed Admission file but do not have self-service access should contact the Go KCTCS! Student Service Center at 855-246-5282.

REGISTRATION by EMAIL

Having issues registering?

- Email JF-Records-Office@kctcs.edu from an account that ends in *.edu*. Include the following:
  - Student ID#
  - Course Information
  - Proof of meeting pre-requisites, such as unofficial college transcripts and/or ACT/SAT scores *(if necessary)*

IN-PERSON REGISTRATION

All Records Office locations can register students who need a pre-requisite override OR have instructor consent during normal hours of operation. *(See website for summer and fall hours)*

- Provide the following:
  - Completed registration form with course information & student ID#
  - Photo ID
  - Proof of meeting pre-requisites, such as unofficial college transcripts and/or ACT/SAT scores *(if necessary)*

Records Staff are not advisors; if you need advising assistance, schedule an appointment with an advisor by emailing JF-Advising-Center@kctcs.edu.

IN-PERSON OPEN ADVISING DATES, ALL CAMPUSES

SEE ADVISING CENTER'S WEBPAGE FOR LOCATIONS

All students must have a photo ID. If you have ACT/SAT scores or transfer credit, bring that information for advisors to view.

Walk-in advising and appointments are available on most days. For more dates or to schedule an appointment, send an email to JF-Advising-Center@kctcs.edu.

College-Wide Open Advising Dates

March 2016	April 2016	May 2016	June 2016	July 2016	August 2016
3rd 8am-4:30pm	1st 8am-4:30pm 25th 8am-6pm	18th 8am-4:30pm	6th 8am-6pm 29th 8am-4:30pm	5th 8am-4:30pm 16th 9am-1pm (Saturday) 21st 8am-6pm 26th 8am-6pm	4th 8am-6pm