

Student Name _____

Date _____

West Kentucky Community and Technical College

P.O. Box 7380, Paducah, Ky. 42002 · Phone: 270-554-9200 · www.westkentucky.kctcs.edu

(Print this form)

New Student Checklist

_____ Complete the Admission Application online at <http://www.westkentucky.kctcs.edu/admissions/apply.aspx> or mail to: WKCTC Admissions, P.O. Box 7380, Paducah, KY 42002-7380.

_____ Submit official copy of high school transcript or GED scores and request that transcripts from any previously attended institutions be mailed to WKCTC, P.O. Box 7380, Paducah, KY 42002-7380.

_____ Submit or take the COMPASS placement test after submitting an application.

- If you have not taken the COMPASS placement test, please go to http://www.westkentucky.kctcs.edu/Admissions/Assessment_and_Advising.aspx to take a practice test or request a practice test from the front desk of Anderson Technical Building. You can also go to <http://www.act.org/compass/sample/index.html> for sample questions.
- COMPASS test scores are valid for three years. All students who have not taken the COMPASS in the past three years or have not yet completed college level math and English will need to retest.
- ACT scores do not have an expiration date.

_____ Complete the Free Application for Federal Student Aid (FAFSA) online at <http://www.fafsa.gov>. *Federal School Code: 001979.*

_____ Sign and return any Financial Aid paperwork that you have received in the mail or picked up in the Financial Aid department. Please follow this link for more info about Financial Aid at WKCTC: http://www.westkentucky.kctcs.edu/costs_and_financial_aid.aspx.

_____ If you are a student with cognitive, mental and/or physical impairment(s), contact Latasha Williamson: Disability Services, (270) 534-3406, to schedule an appointment to discuss accommodations and modifications for your classes.

_____ Register for classes in the Advising Center, (270) 534-3408, located in the Anderson Technical Building, Master Advising Center, Room 106. Retain schedule printed at time of registration.

_____ All tuition must be paid by the dates announced on this Web page: <http://www.westkentucky.kctcs.edu/academics/calendars.aspx>.

_____ Set up your WKCTC student e-mail account. Instructions to activate your student e-mail account are found here: <https://webmail.kctcs.edu>.

_____ Purchase textbooks at the WKCTC Bookstore, (270) 534-3330, located in the Anderson Technical Building on campus.

