

Student Online Registration Instructions—Spring 2018

If you have not set up your Student Self-Service account:

- From the HCC homepage, click on [User Account Center](#) at the top of the page.
 - If you are a new student, click on **Setup User Profile**. Enter your birth month, birth day, and student ID number, then click **Next**. A [Verify My Identity](#) screen will then appear: you will have a choice to send a security code to your personal email address or to your phone by text. Enter the security code. You will then be asked to select and answer three security questions. Instructions for setting your password will appear once you have completed your security questions. Note: if you do not have a personal email or phone, please contact the Admissions & Records office to update your account.
 - If you are a returning student or need to reset your password, click on **Reset Password**. Enter your KCTCS Username or email address then click **Next** to set up your password, then follow the instructions above.
- Remember to make note of your password, along with your username, on a secure document.

To enroll in classes and print your schedule:

- From the HCC homepage, click on **Student Self-Service**. Log on using your username and password.
- Click on the [Student Center](#) tile
- Click on the link [Enroll](#).
- Click on the [Add](#) tab at the top of the page. Choose the term you are enrolling in and click on the [Continue](#) button
- Enter your 4- or 5-digit class number and click the Enter button.
- Verify that you have chosen the correct class then click the [Next](#) button.
- Once you have chosen and verified your classes you will then click on the [Proceed to Step Two of Three](#) button.
- When your schedule is complete you will then click on the [Finish Enrolling](#) button.
- If a red X appears (error) you will need to consult a staff member in the computer lab or if you are off campus, you will need to return to the Admissions and Records office with your pink registration form for assistance.
- To print your schedule, click on the drop-down box near the top center of the page and click on **Student Center**, then click the circle to the right of the drop down box.
- Click on the link [KCTCS Schedule](#), then click on **File** then **Print Preview**. **You will then click on the landscape button at the top of the page. Make sure the print size is 90%.** Now you may print your schedule.
- **To select and print a course schedule for a different semester:** from the course schedule, click on **New Window** in the upper right corner. Click the magnifying glass icon next to **Term: Begins With** to select the appropriate class term. Click **Search** to bring up new schedule.

To drop a class:

- From the HCC homepage, click on **Student Self-Service**. Log on using your username and password.
- Click on the [Student Center](#) tile
- From your Student Center main page click on [Enroll](#). Click the [Drop](#) tab at the top of the page and then choose the appropriate semester. Click the [Continue](#) button.
- Select the class you would like to drop and then click on the [Drop Selected Class](#) button.
- Confirm your selection and click the Finish Dropping button
- Follow the instructions above to print an updated schedule.

Spring 2018 TUITION DUE 1/5/18 by 4:30 PM, CST, or online by 1/7/18 by 11 PM, CST.

Once you ENROLL, you become FINANCIALLY OBLIGATED - even if you never attend.

YOU MUST OFFICIALLY WITHDRAW BY THE 100% REFUND DATE LISTED FOR EACH SESSION IN THE ACADEMIC CALENDAR TO RECEIVE A FULL REFUND.

YOU MAY BE CANCELLED FOR NON-PAYMENT IF YOU HAVE NOT:

1. Completed requirements for Financial Aid and/or accepted your Student Loan (if applicable) by the FINANCIAL AID PRIORITY DEADLINE DATE each semester

-OR-

2. Registered for the NELNET payment plan via Student Self-Service (use Internet Explorer)

-OR-

3. Paid your bill in full

To pay your bill:

- **ONLINE:** Log onto Student Self-Service and click on the Account Balance tile. Click Make a Payment then choose from the Select a Payment drop-down box. Follow the instructions to make a payment using a credit/debit card (Visa, MasterCard, American Express or Discover) or e-check or set up a payment plan by selecting Set-up Official Payment Plan (Nelnet).
- **IN PERSON:** Business Office located in the Administration Building, room 111.
- **BY PHONE:** Visa, MasterCard, American Express or Discover (270) 831-9622
- **BY MAIL:** HCC Business Office, 2660 South Green Street, Henderson, KY 42420. Mailed payments must be received on or before the deadline date to pay.

To access your Financial Aid, Student Loans, Grants and Scholarships:

- Log onto Student Self-Service and click on the Financial Aid tile, then click on Financial Aid Year 2017.
- Choose your award summary for the Spring 2018 semester
- **NOTE:** Student loans must now be requested. Entrance counseling and a Master Promissory Note are also required at www.studentloans.gov. Click on the FA Loan Request link on the left side and follow the instructions.
- The amounts listed are **ANTICIPATED** and are subject to change if enrolled in less than full-time status.
- **Contact the 24/7 Go KCTCS! Student Services Center at (855) 464-2244 if you have financial aid questions.**