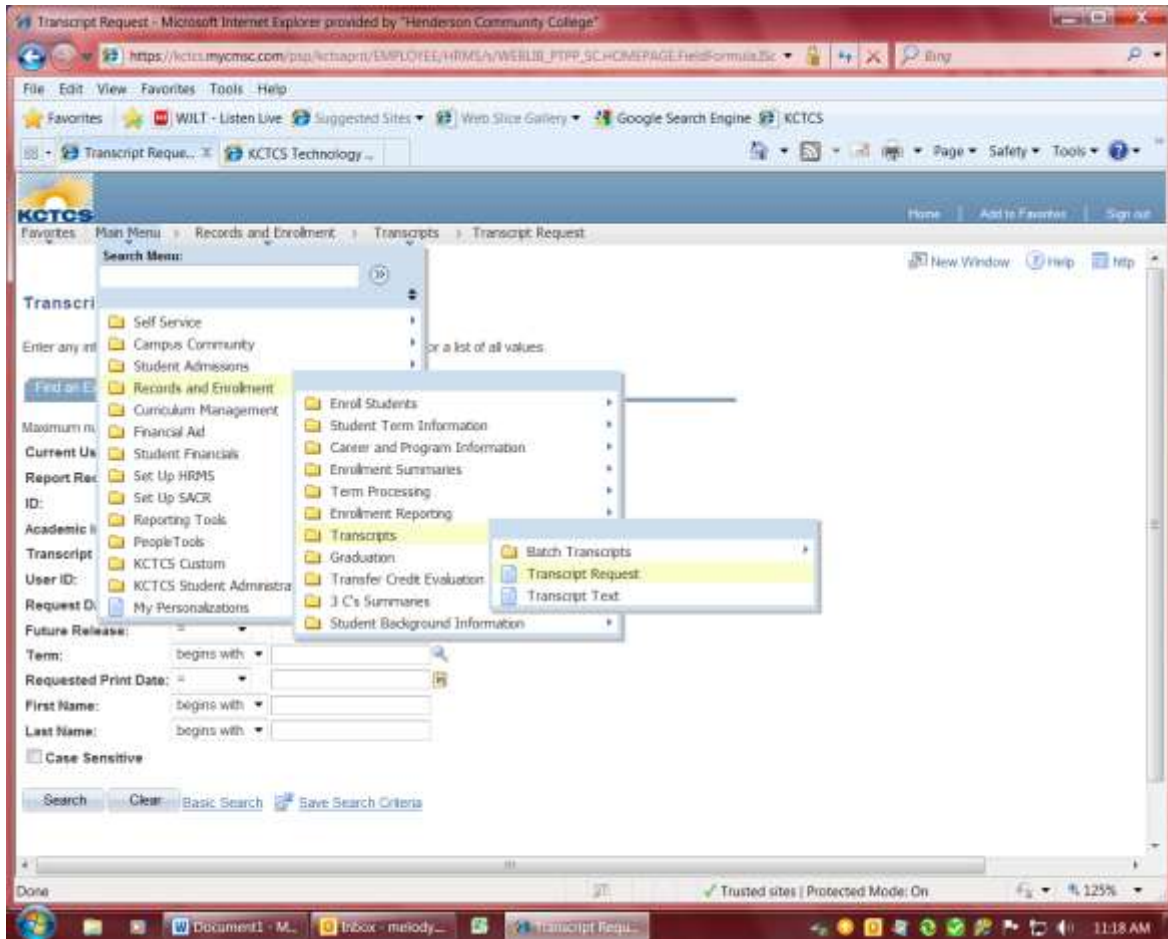


To view a student's transcript:

Main Menu Records & Enrollment Transcripts Transcripts



The screen shot below will appear:

Click on the tab "Add a New Value"

Transcript Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Maximum number of rows to return (up to 300):

Current User ID: =

Report Request Nbr: begins with

ID: begins with

Academic Institution: begins with

Transcript Type: begins with

User ID: begins with

Request Date: =

Future Release: =

Term: begins with

Requested Print Date: =

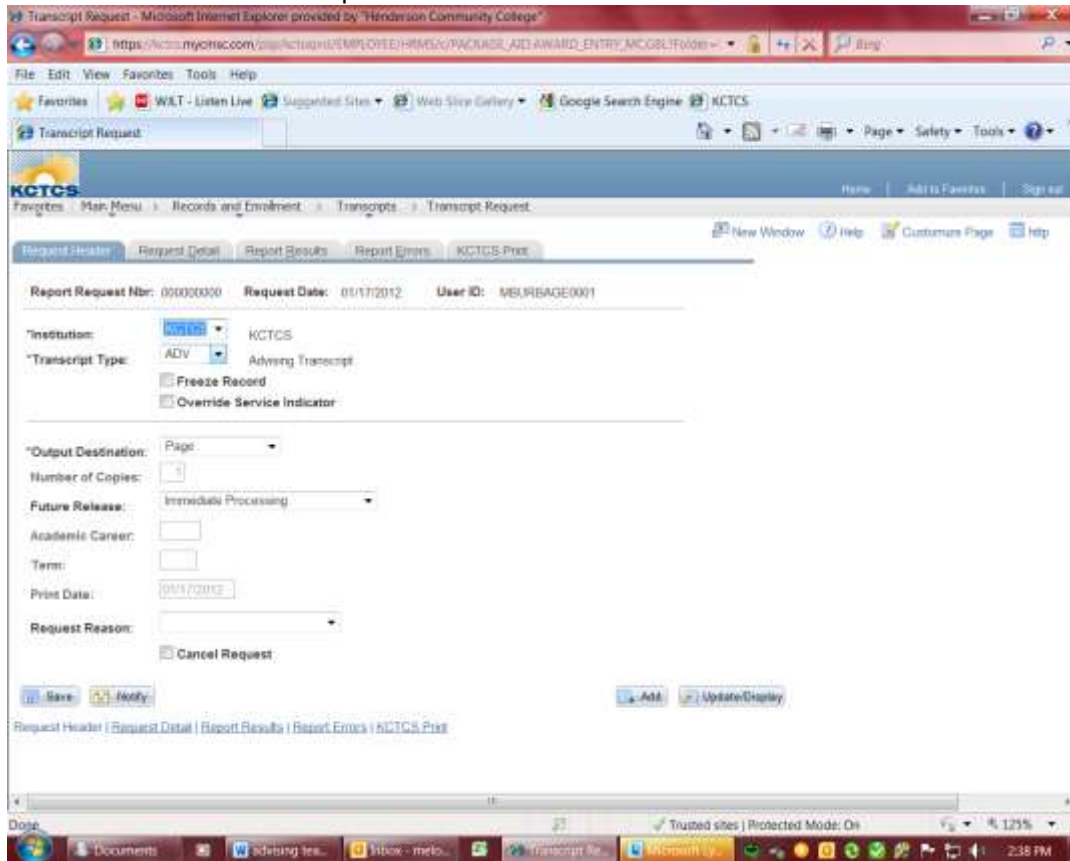
First Name: begins with

Last Name: begins with

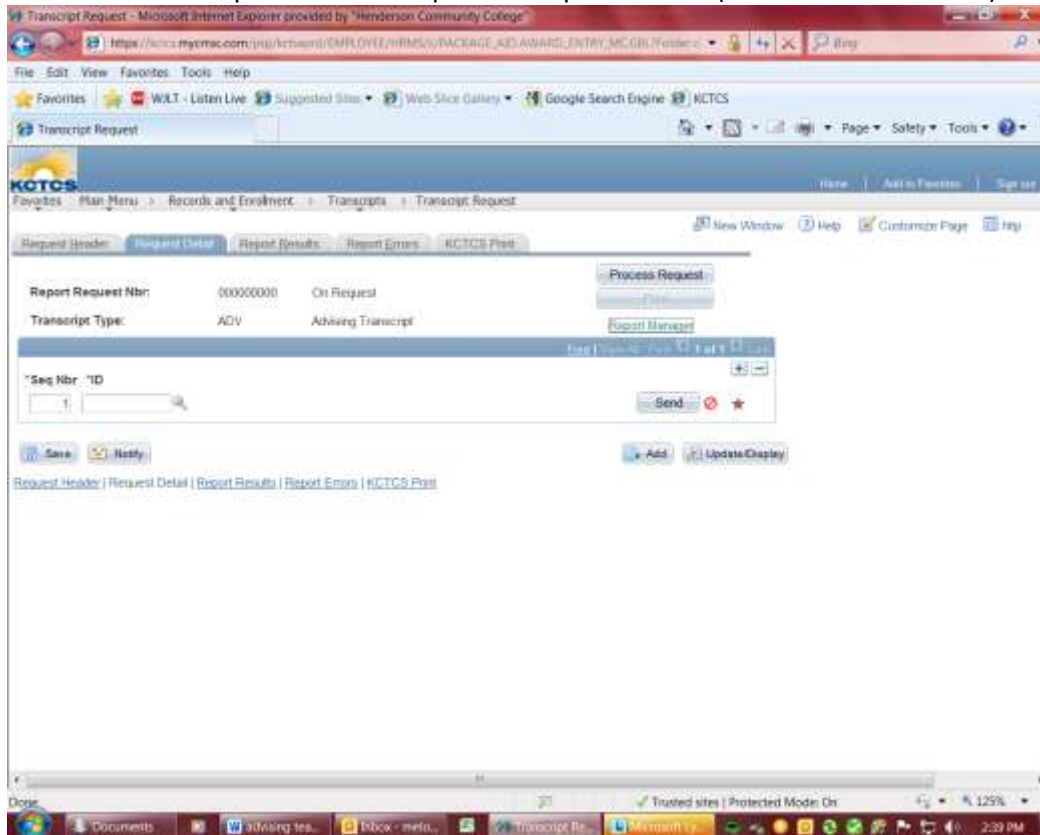
Case Sensitive

Search Clear Basic Search Save Search Criteria

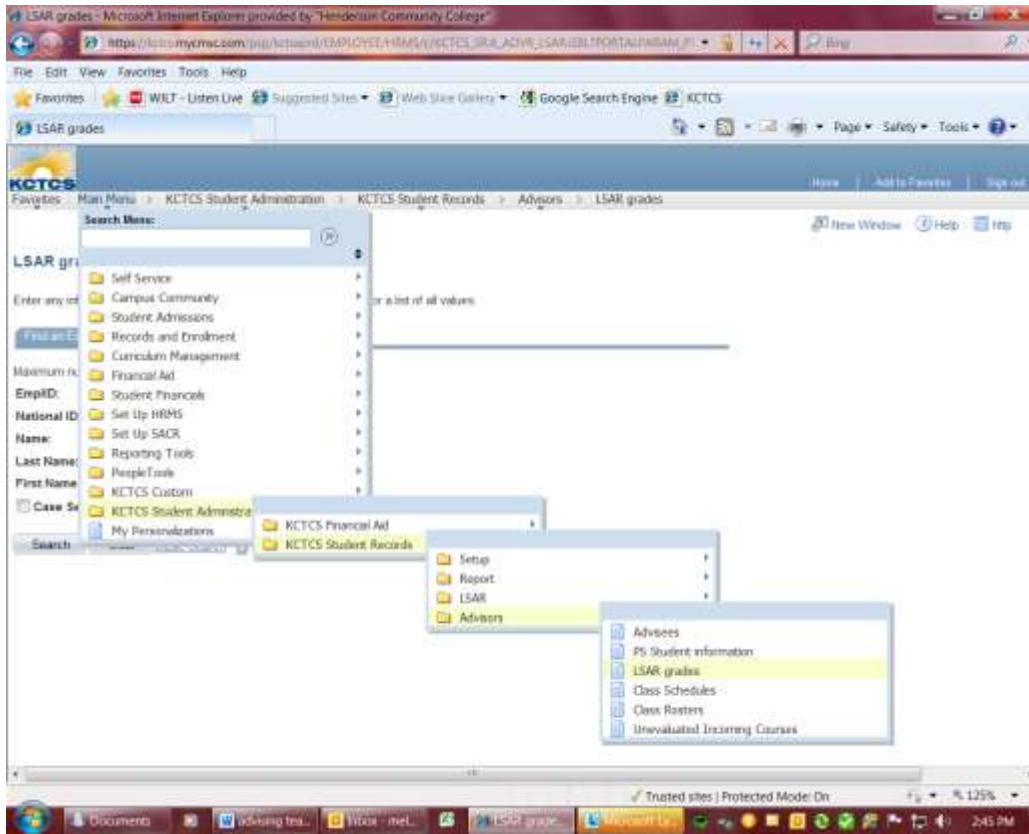
Click on the second tab "Request Detail":



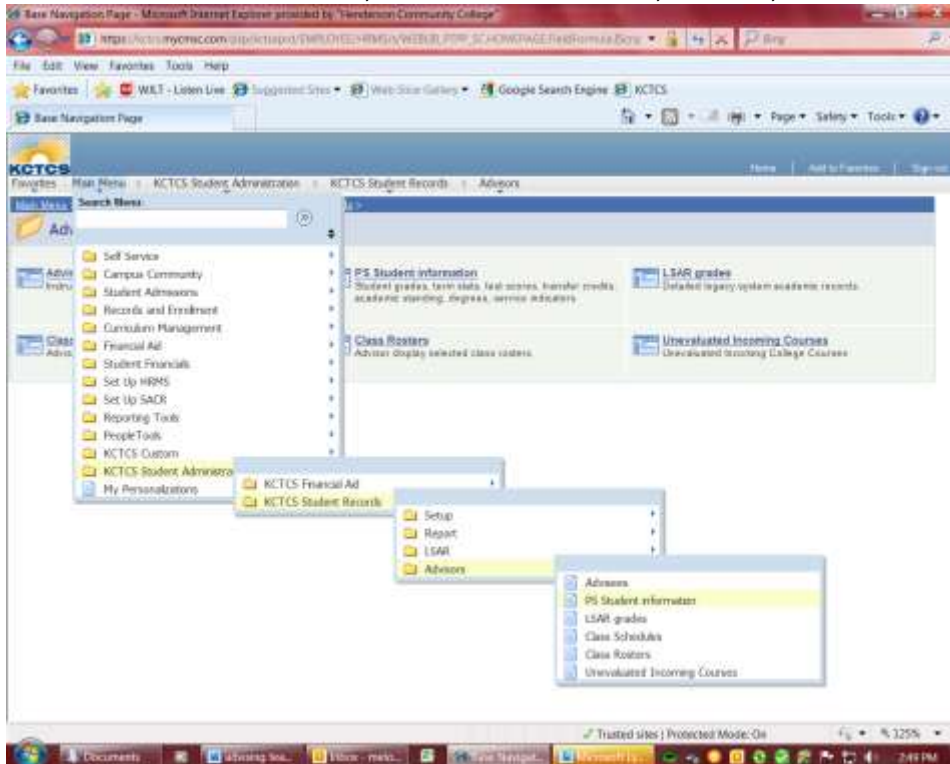
Enter student's emplid and click on process request button (see screen shot below)



To view and retrieve a student's previous coursework (prior 2000), follow the instructions below:
KCTCS Student Administration, KCTCS Student Records, Advisors, LSAR Grades



To View a Student's Test Scores: (see screen shot below)
KCTCS Student Administration, KCTCS Student Records, Advisors, PS Student Information



Enter student's emplid and click on search.

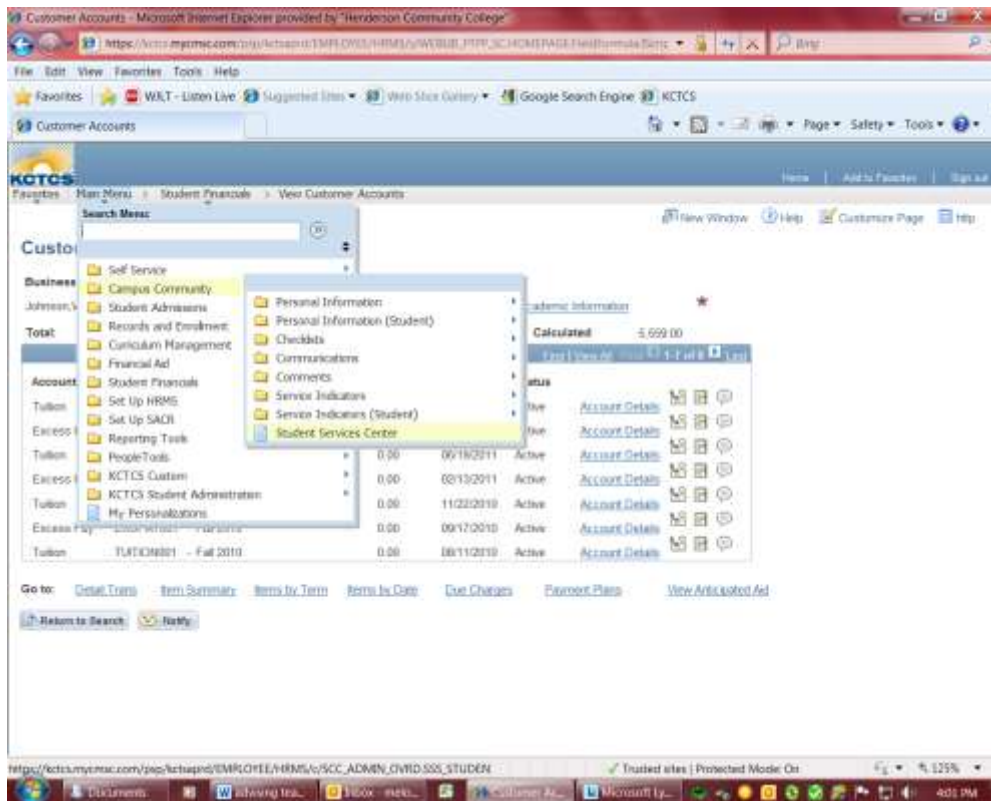
Understanding Positive and Negative Service Indicators

These indicators provide information regarding a student's current and past status on several different areas. Clicking on the icon will show you exactly which service indicator has been applied and why.

- Positive service indicators are for allowable actions, i.e., the indicator "FAR" allows students with financial aid to charge books at the school bookstore.
- Negative indicators stop student activity, i.e., "FAP" means the student has a prior balance due and is not eligible to register for classes.
- The majority of indicators are applied by the three main administrative offices; the Business Office, the Admissions/Records office, or the Financial Aid office.

Helping Students understand self-service pages

Follow this trail: Campus Community, Student Services Center (see screen shot below)



Enter the student's emplid and click on search, the screen shot below will appear.

Student Services Center - Microsoft Internet Explorer provided by "Henderson Community College"

https://kctcs.mycmac.com/pro/kctcsaprd/EMPLOYEE/HRMSA/WEBLIB_P1PP_SC_HOMEPAGE.Field?emula5crip

File Edit View Favorites Tools Help

WILT - Listen Live Suggested Sites Web Slice Gallery Google Search Engine KCTCS

Student Services Center Page Safety Tools

KCTCS Home Add to Favorites Sign out

Favorites Main Menu Campus Community Student Services Center

Student's Name will appear ID: ID # will appear

student center admissions transfer credit academics finances financial aid general info

Melody's Student Center

Academics

[My Class Schedule](#)
[My Planner](#)

You are not enrolled in classes.

other academic... 30

Finances

My Account
[Account Inquiry](#)
Financial Aid
[View Financial Aid](#)
Financial Aid / Bookstore Release (FAR)

You have no outstanding charges at this time.

other financial... 30

Personal Information

[Demographic Data](#) [Contact Information](#)

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
No To Do's.

Messages
No Messages.

Advisor
Program Advisor
Sharon K. Caudill
270/831-9692 Ext 19692
[details](#)

KCTCS
[Need PeopleSoft Help? Click Here](#)
[KCTCS Course Catalog](#)
[Student e-Mail](#)

Done Trusted sites | Protected Mode: On 125%

Documents advising tea... Inbox - melo... Student Servi... Microsoft Ly... 4:03 PM