

## Welcome Checklist for Fort Campbell Campus

### CHECKLIST

- If you haven't already, please complete the online application at [www.hopkinsville.kctcs.edu](http://www.hopkinsville.kctcs.edu). **Campus: HPCFC.**
- Visit with the Financial Aid Office to discuss possible financial aid opportunities and the processes involved. Apply at <http://www.fafsa.ed.gov/>. FAFSA School Code for Hopkinsville Community College: 001994.
- Create and access your PeopleSoft Self-service account (instructions on other side). **Monitor your To Do List for any missing information and any holds on your student account. Please note: These items are subject to change at any time.**
- Have high school and/or other official college transcripts sent directly to the Admissions office: **Attn Admissions, Hopkinsville Community College, P.O. Box 2100, Hopkinsville, KY 42241-2100.**
- Take the COMPASS assessment (Room 1218) prior to registering. Email [smendiola0001@kctcs.edu](mailto:smendiola0001@kctcs.edu) for more information.  
**COMPASS Assessment walk-ins available on Tuesdays and Thursdays  
8:30am, 10:30am or 1:30pm-please arrive 10 minutes early.**
- Visit the Education Center to discuss programs and sign up for an Enable advising session.
- Attend Enable advising orientation.
- Make payment with the Business Office as needed to secure your schedule of classes the same day you register for classes.
- Visit the Bookstore (Room 157) to obtain your books or visit [www.bnctextbookrental.com](http://www.bnctextbookrental.com) to purchase your books online. You may call 270-707-3920 if you have any questions.
- Access your student email and continue to monitor your PeopleSoft Self-service account. You can view your faculty advisor contact information to set up an appointment to obtain your M.A.P. (My Academic Plan).
- Attend first day of class or log onto your Blackboard account for distance learning courses.

### STUDENT SERVICES

### PHONE NO.

- |  |   |
|--|---|
| ➤ General admissions or program questions:   | 270-707-3810  |
| ➤ Financial Aid questions:   | 855-224-6422  |
| ➤ Disability Services Coordinator for special needs accommodation:<br><i>Dr. Jason Warren, Dean of Student Affairs</i>   | 270-707-3801  |
| ➤ National Testing Center:<br><i>CLEP, DSST, Proctored Exams, KYOTE and TABE Assessments<br/>Sherlene Mendiola, <a href="mailto:smendiola0001@kctcs.edu">smendiola0001@kctcs.edu</a></i> | 270-707-3970  |
| ➤ Career and Transfer Center:<br><i>Kanya Allen, Coordinator of Career Services</i>  | 270-707-3827  |
| ➤ Veterans Counselor for possible Veterans Benefits (Room 231C):<br><i>Angie Goode, Coordinator of Veteran Service</i>   | Fort Campbell Campus 270-707-3952<br>Hopkinsville Campus 270.707.3807 |

TO VIEW THE CURRENT TENTATIVE CLASS SCHEDULE, PLEASE VISIT

<http://www.hopkinsville.kctcs.edu/>

Select Current Students Tab at the top of the page, and then choose Class Schedule Search (HCC Classes)

You may filter further under View Classes by choosing Fort Campbell and corresponding sessions.

April 2017

# HCC User Account Creation Instructions

Please Note: You CANNOT access your email account until 24 hours after you have enrolled in classes.

## Creating Your KCTCS Student Account and Email Account Via the Internet

1. Have your KCTCS ID number, Social Security Number, or Application Reference Number available.
2. Use web browser to visit [www.hopkinsville.kctcs.edu](http://www.hopkinsville.kctcs.edu). Click on “User Account Center” at the top right corner.
3. Select the “KCTCS User Account Center” link.
4. Enter your account information as requested in the appropriate fields.
5. Click “Create/Update My User Profile”.
6. Print the page with your account information or write down your username (example: jdoe0001) and your email address (example: [jdoe0001@kctcs.edu](mailto:jdoe0001@kctcs.edu)) so you will have it for future reference.
7. Create verification question and appropriate answer in the text boxes and click on “Set Your Password”.
8. Enter your Last Name and KCTCS ID number to set your password.

The password must be 8 characters long. It must include uppercase (A-Z) and lowercase (a-z) characters AND numbers (0-9) or symbols. It cannot include your name and must be different from your previous student passwords.

## Accessing Your Student Records Via Student Self-Service

1. Click on “Self-Service” link or go to [www.hopkinsville.kctcs.edu](http://www.hopkinsville.kctcs.edu) and choose “Self-Service”.
2. Enter your User ID (your username not your KCTCS ID, example: jdoe0001) and Password.

Most commonly used items:

- **Academics**  
*View schedules, grades, unofficial transcript and access to online registration*
- **To Do List**  
*View a summary list of items you need to address. Click the details arrow and you can view actions required for handling each item by clicking on the item. You may reply to the email address listed on the detail page.*
- **Finances**  
*View account summary, anticipated financial aid, and make credit card payments.*
- **Personal Items**  
*View addresses, phone numbers, and other personal information. You may change your **home** address and phone number(s) or you may contact the Admissions/Records Office to make changes.*
- **Search for Classes**  
*View a list of open classes by clicking on the green button on the right side of the Student Center.*
  - From the Student Center, click on “Search”
  - Select desired Term from the drop-down box
  - Choose Hopkinsville Community College under KCTCS College
  - Choose appropriate selection under Campus
  - In Mode of Instruction, choose from list: On Campus Classroom, Online w/ Possible Campus Visit (HPCFC Online)
  - Type in the course subject you are looking for, some examples are: ENG, MAT or ART
  - Type in the course number you are looking for, some examples: 101, 55, 100
  - Click on “Search”
  - Click on the “Section” to view the location of the course, prerequisites and class description

## Accessing Your Online Course Via Blackboard

1. Navigate to [www.hopkinsville.kctcs.edu](http://www.hopkinsville.kctcs.edu)
2. Select the “Blackboard” link on the top right corner
3. Enter your KCTCS Username (example: jdoe0001)
4. Enter your Password
5. You should be able to click on the link to your appropriate course.

For assistance, please contact the IT Helpdesk @ 270-707-3770. We cannot give your KCTCS ID number to you over the phone.