



Welcome Checklist for Hopkinsville Campus

CHECKLIST

- If you haven't already, please complete the online application at www.hopkinsville.kctcs.edu.
- Visit with the Financial Aid Office to discuss possible financial aid opportunities and the processes involved.
- Create and access your PeopleSoft self-service account (instructions on the 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, and PO Box 2100, Hopkinsville, KY 42241-2100.
- Call 270-707-3828 or 270-707-3820 to register to take the COMPASS assessment.
- COMPASS assessment prior to registering for classes. Date: _____ Time: _____
- Call 270-707-3820 to schedule an Enable advising orientation. The Enable session is very important because you will get valuable information, be advised, and register for classes – even get your student ID!
- Attend Enable advising orientation. Date: _____ Time: _____
- Enroll in FYE 105 student success course (highly recommended for all; required for some)
- If necessary, make payment or arrangements with the Business Office on the first floor of the Administration Building to secure your schedule of classes or call 270-707-3720. Date: _____ Time: _____
- Visit the Bookstore (Academic Building) to obtain your books or visit 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 in your self-service to set up an appointment to obtain your M.A.P. (My Academic Plan).
- Attend your first day of class or log onto your Blackboard account for distance learning courses. _____

STUDENT SERVICES

PHONE NO.

- Financial Aid questions 855-224-6422
- Disability Services Coordinator for special need accommodation
Jason Warren, Dean of Student Affairs 270-707-3801
- Short-term training opportunities for K-TAP recipients
Terrance Crump, Coordinator of Ready-to-Work Program 270-707-3839
- Admissions Advisors for academic or program questions 270-707-3820
- CLEP, DSST, proctored exams, KYOTE and TABE assessments
Martha Metcalfe, Coordinator of Assessment/Testing 270-707-3826
- Career and Transfer Center
Kanya Allen, Coordinator of Career Services 270-707-3827
- Veterans Counselor for possible Veterans Benefits 270-707-3952
- Tutorial and transfer assistance (Student Support Services): 270-707-3913

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. 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) 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 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
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.