

Bluegrass Community and Technical College: Dual Credit Enrollment Instructions

YOU WILL NEED YOUR SOCIAL SECURITY NUMBER TO ENROLL

To enroll in a Dual Credit course through BCTC either online or at Henry Clay, please complete the following:

1. Fill out the online application that can be found at: <http://www.bluegrass.kctcs.edu>
2. Click on “More Ways to Get Started” and “Start Your Application”.
 - Enter an email address to receive a verification code. Use an email that you check regularly.
 - **College** – In the dropdown box click on “Bluegrass Community and Technical College”.
 - **Applicant Information**
 - Enter your personal information. **Do not use nicknames** (such as “Maddye” for “Madeline”)
 - If you aren’t sure of your social security number, leave it blank (**do not guess**).
 - **Create Account**
 - Make sure you use a valid email address that is not your school email address if possible.
 - Come up with a password following the guidelines and enter a hint question/answer.
 - Click on “**Create Account**”
 - Confirm your entered information and click on “**Next Step**” in green box on bottom right hand side of page
 - Continue to complete all additional information. A military ID card or dependent ID is related to the military. You would know if you had a military dependent ID.
 - Answer “**When do you plan to start taking classes**” question as “**Fall 2023**”. This is the term that you plan to begin Dual Credit classes – not when you plan to enter college after high school graduation.
 - Click on “**Next Step**” and complete high school information and click “**Add This School**”.
 - Click on “**Next Step**” and complete residency questions and click “**Next Step**”.
 - Review the completed document and click “**Confirm and Submit**”.
 - Write your nine digit **KCTCS ID Number** here: 002 _____. Also write your eight digit **Application Reference Number** here: _____. Take a screenshot of this confirmation page and send it to your Counselor. Keep track of your KCTCS ID number because you will need it to set up your BCTC Student Accounts (which include email, PeopleSoft and Blackboard).
3. Your registration will be complete once you have done the following:
 - Emailed a screenshot showing your **KCTCS ID Number** and **Application Reference Number** to your Counselor or returned this form to your Counselor.
 - Completed the Dual Credit Enrollment Form and returned it to your Counselor.
4. In addition to a cumulative unweighted GPA of 2.5 or higher, the following ACT scores or unweighted GPA’s are required for enrollment into Henry Clay Dual Credit courses. Other Dual Credit courses taken online will have different requirements, but a GPA of 3.0 should get you in most classes.

COURSE	MINIMUM ACT		MINIMUM UNWEIGHTED GPA
ENG 101 (must meet qualification for English and Reading)	English 18	OR	3.0
	Reading 20		3.0
MA 111	Math 19		3.0
MA 150	Math 22		3.2

5. If any of these scores or GPA’s are not met, you may take a placement test at BCTC later in the spring to qualify for Dual Credit courses after the BCTC application has been submitted (must have **KCTCS ID Number** and valid photo ID). To schedule, go to: <https://bluegrass.kctcs.edu/current-students/academic-resources/testing-center.aspx> and click “Schedule an Exam”.