

New Student Checklist

Admission Process

- Complete the Admission application:
 - Online at <http://www.gateway.kctcs.edu/Admissions/HowtoApply.aspx>
 - By mail or delivering to any Gateway campus listed below

If you are working toward earning your GED, complete the Non High School Graduate/GED Acknowledgement Form located at <http://www.gateway.kctcs.edu/Admissions/AdmissionsForms.aspx> or at any campus
- Complete the Free Application for Federal Student Aid (FAFSA) on-line at www.fafsa.ed.gov. Gateway's School Code is 013753
- Make an appointment to take the COMPASS Test by calling 859-442-4115 or submit required ACT scores of English 18, Math 19, Reading 20 (transfer students may be exempt based upon transcript evaluation)
- Submit official copies of high school transcripts (showing graduation date) OR GED test scores to the Admission Office located at 790 Thomas More Parkway, Edgewood, KY 41017
- Submit official copies of college transcripts to the Registrar's Office located at 790 Thomas More Parkway, Edgewood, KY 41017

All requirements outlined above must be completed seven (7) calendar days prior to the start of the academic session

When you complete the Admission Process

- Contact the Advising Center, 859-442-1630, to make an appointment to attend a Student Orientation and Registration session (SOAR)
Students that prefer to attend an orientation session at the Urban Center can call 859-442-1601; these students will receive one-on-one advising/registration appointments after attending the orientation session
- If you are a student with a disability, contact Disability Services, 859-442-4120, to schedule an appointment to discuss academic adjustments and auxiliary aids for your classes

After you have registered for classes and completed the financial aid process

- Accept or decline your awards by logging on to Student Self Service at <https://students.kctcs.edu/>
- To receive a bookstore voucher, complete a Financial Aid Release Form:
 - Online at <http://www.gateway.kctcs.edu/FinancialAid/FinancialAidForms.aspx>
 - In person at any Gateway campus

Buying Books

- To use your financial aid at the bookstore, you must have accepted your financial aid award and completed your financial aid release form. You will need to provide a bookstore staff member with a printed copy of your class schedule to purchase textbooks. Bookstores are located on the Covington and the Boone campuses, or you can purchase online at <http://www.whywaitforbooks.com>

Tuition Payments

- All tuition payments are due seven (7) calendar days before the semester begins or at the time of registration if the semester has already begun unless your financial aid has been awarded

Student Services Locations

Boone Campus
500 Technology Way
Florence, KY 41042

Covington Campus
1025 Amsterdam Road
Covington, KY 41011

Edgewood Campus
790 Thomas More Parkway
Edgewood, KY 41017

Urban center
525 Scott Boulevard
Covington, KY 41014

www.gateway.kctcs.edu
(859) 441-4500



Community & Technical College