Non-Credential Seeking Student Checklist

Admissions

1. ____ Complete the Gateway admission application and the Non-credential Student form that is attached below. Mail or deliver both documents to the Admissions Office located at 790 Thomas More Parkway, Edgewood, KY 41017. *(Non-Credential Seeking students are students who are not taking courses toward earning a college credential; thus they are exempt from providing transcripts and assessment scores. If there is a prerequisite for the course(s) to be taken official documentation must be provided to satisfy the enrollment request. Students who wish to earn a credential cannot declare "non-credential" and must meet regular admissions requirements).*

2. ____ Make financial arrangements to pay for your classes *(Non-Credential Seeking students are not eligible for federal financial aid)*.

All admission requirements outlined above must be completed no later than seven (7) calendar days prior to the start of the session to which they are applying.

After completion of the Admissions process

3. ____ You will be enrolled in the class (es) that are listed on the Non-Credential Student form (*attached below*). If the class is closed, you will be contacted by Gateway to choose another option.

4. ____ After you are registered for your classes, activate your student e-mail account by logging on to Gateway's website. Instructions can be found at: http://www.gateway.kctcs.edu/new/ways.htm

5. ____ All tuition payments are due seven days before the semester begins or at the time of registration if the semester has already begun.

6. ____ Provide a printed copy of your class schedule to purchase textbooks at the Gateway Bookstore, located on the Covington Campus or purchase textbooks online at http://www.whywaitforbooks.com

7. ____ 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.

Cut Here----------Cut Here----------Cut Here

This form must be completed in its entirety. The form will be mailed back to the student if any information is missing. NOTE: Go to http://www.gateway.kctcs.edu/new/become.htm for class schedules.

Student's Name:_____
First Middle Last

Student ID: _____ Phone: _____

Mailing Address: _____

Term Planning to Attend GCTC: ☐ Summer ☐ Fall ☐ Spring Year: 20 ___

Class #	Catalog #	Class Description	Credits	Start Date	End Date
Example: 802574	**ENG 101**	**Writing**	**3**	**1/14/09**	**5/13/09**

Student Signature: _____ Date: _____