LIBRARY

Bring your current schedule to have your Student ID made. Get assistance with new KCTCS Student Email Account activation. See your campus for hours of operation.

ACADEMIC SUPPORT CENTER

We offer free tutoring services. Don't wait until you're struggling, behind, or the day before your paper is due to take advantage of this service. See your campus for hours of operation.

IF YOU HAVE A QUESTION ABOUT ANYTHING, PLEASE ASK A MEMBER OF THE SKCTC FACULTY & STAFF!

SKCTC SNOW SCHEDULE

Regular Scheduled Class Time	1-Hour Delay 65-minute classes with 10-minute breaks	2-Hour Delay 60-minute classes with 5-minute breaks
8:00 - 9:15	9:00-10:05	10:00-11:00
9:25 - 10:40	10:15-11:20	11:05-12:05
10:50 - 12:05	11:30-12:35	12:10-1:10
12:15 - 1:30	12:45-1:50	1:15-2:15
1:40 - 2:55	2:00-3:05	2:20-3:20
3:05 - 4:20	3:15-4:20	3:25-4:25

During extremely bad weather, listen to the local radio/TV station, check the SKCTC website, or dial the switchboard and choose selection "8". Any announcement of cancellation or delay will be made by 6:00 am for day classes and 3:00 pm for evening classes.

Let's face it. Sometimes stuff happens. That's why you need to sign-up for SNAP, the Safety Notification Alert Process. Opt-in now to receive text messages for campus emergencies via your mobile phone or email.

SNAP!
Safety Notification Alert Process

SIGN UP TODAY AS A FIRST TIME USER. GO

www.kctcs.edu/snap

NEW STUDENT SURVIVAL GUIDE

Starting college isn't easy, so we put our heads together and came up with valuable information that current students say,

"I wish I had learned about that sooner!"

Southeast Kentucky
Community & Technical College

KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

SET YOURSELF UP FOR SUCCESS IN COLLEGE

Take personal responsibility for your CHOICES, your ACTIONS, and your EDUCATION.

STUDY AND GO TO CLASS PREPARED: Read the assignments before class and turn in homework on time. Study with a friend, classmate, or a study group.

NEVER MISS CLASS: Unless you are truly ill or have a valid emergency, attend every class. Schedule everything else around college.

ALWAYS E-MAIL OR CALL YOUR INSTRUCTOR: If you MUST miss class, explain and ask for the materials you will miss or have already missed and attend the next class.

SUCCESSFUL STUDENTS NEVER SKIP CLASS: Good students realize that there is no substitute for being in the classroom because each class session builds on the previous one. Missing class would mean feeling and falling behind.

READ & RE-READ THE SYLLABUS: Know exactly what your instructors expect from you and deliver that to them.

PRIORITIZE YOUR EDUCATION: Think of "being a college student" as your job or current career. Be dedicated!

PLAN EVERYTHING ELSE AROUND YOUR CLASS SCHEDULE AND STUDY TIME: Tell yourself and others that your "new job" is going to college. Reading textbooks, writing papers, and doing homework are your priorities now.

MEET WITH YOUR ADVISOR AND DEVELOP AN ACADEMIC PLAN: Know what classes to take and when to take them. Determine when you will graduate and plan your next steps after that. Always being thinking about your next move.

DON'T FALL THROUGH THE CRACKS: If you have a question about anything, please just ask a member of the Southeast faculty or staff.

EXPECT AND DEMAND EXCELLENCE FROM YOURSELF!

Almost EVERYTHING is available on the SKCTC HOMEPAGE so CHECK IT OUT!

www.southeast.kctcs.edu

ACADEMIC PROGRAMS & CLASSES

Find Programs of Study, Class Schedules, Academic Calendar with important dates & deadlines, as well as Library Services. View the KCTCS Catalog at http://legacy.kctcs.edu/catalog/.

COLLEGE LIFE

Learn about your medical coverage through the Student Health Plan partnership with ARH. Learn about activities, housing & dining information, and job & career placement services.

STUDENT SELF SERVICES

Access your schedule, account balance, grades, and financial aid information online.

To FIND ANSWERS TO YOUR QUESTIONS visit one of the following departments at your preferred campus or simply call... 1-888-274-7322

ADMISSIONS OFFICE

Learn when and how to apply for college. Programs offered. Update your contact information. Testing and Orientation Information.

FINANCIAL AID

Receive assistance with your FAFSA. Get a PIN to check your financial aid status and student information. KHEAA (KY Higher Education Assistance Authority)administers several financial aid programs and disseminates information about higher education opportunities.
Visit their website: www.kheaa.com

REGISTRAR/RECORDS OFFICE

Apply to graduate. Submit your signed schedule to enroll. Pick up Drop/Add & Withdrawal Forms. Request transcripts, copies of your schedule. Change advisor.

BUSINESS OFFICE

Make tuition payments. Pay parking and other fees. Set up payment plan.