

View Grades and Transcripts

View My Grades

1. Click **Self Service>Student Center>Grades**.
2. Select the term to view , if necessary.
3. Click on the 'green' **change** button to see another term.
4. Click the **Printer Friendly Version** button to print a copy.

Unofficial Grade Transcript - View & Print

1. Click **Self Service>Student Center**.
2. Click **Unofficial Transcript** in the **other academic...** dropdown box.
3. Click the **go** button.
4. Select **KCTCS** as **Academic Institution**.
5. In the **Report Type** dropdown box select **Student Self-Service View**.
6. Click the 'green' **go** button.
7. Print a copy using the print icon on the browser toolbar.

View and Print Transfer Credit Report

1. Click **Self Service>Student Center**.
2. Click **Transfer Credit Report** in the **other academic...** dropdown box.
3. Click the **go** button.
4. Print a copy using the print icon on the browser toolbar.

Official Transcript

All official transcripts are issued by the Registrar's Office. Requests must be submitted in writing and may be dropped off at any Campus Front Office. There is a \$5.00 service charge for each official transcript and a three-business-day waiting period from the day the request is received. .

Degree Progress Report - View & Print

1. Click **Self Service>Student Center>Degree Progress**.
2. Select **Academic Institution - KCTCS**.
3. Select **Report Type- Degree Progress Report..**
4. Click the 'green' **go** button.
5. NOTE: If the "Academic Advisement Report" notes indicate there are 'No Requirements' for the Career or Plan, the DPROG report is not available for this program at this time.
6. Requirements not satisfied are displayed in red print and the statement "Requirements Not Satisfied" displayed in 'red.'
7. Requirements that have been satisfied are displayed in normal type face.
8. Print this transcript when planning your class schedule for next semester to ensure you take correct courses to meet graduation requirements in your program.
9. NOTE: There is a Degree Progress **What If** report that you can run to see how your coursework may apply to a different plan.

Updating Your Addresses & Phone Number

To Correct My HOME Mailing Address

1. Click **Self Service>Student Center**. Under **Personal Information >other personal** click **Addresses** and then click the **Go** button. Your current address information appears. **HOME** is your official address.
2. Click **edit** next to Home address type.
3. Enter the correct **Address, City, State, and Postal** information.
4. Click **OK**.
5. Enter the date you wish the new address to take effect.
6. Click **Save**.
7. Confirm the Save by clicking **OK**.

To Update My Telephone Number

1. Click **Self Service>Student Center**. Under **Personal Information >other personal** click **Phone Numbers** and then click the **Go** button. A list of your current phone numbers appears.
2. To **change** an existing **Phone Number**, click in the box of the current Phone Number, highlight and delete it, and enter the correct **Phone Number** in the box. Click **Save**. Click **OK** to confirm.
3. To **remove** an existing **Phone Number**, click the **delete** button located to the right of the Phone Number. Click **Save**. Click **OK to Confirm**.
4. To **add** a new **Phone Number**, click **Add a Phone Number**. Enter the new Phone Number in the new row of boxes. Each **Phone Number** must have a unique type. You may indicate your **main contact Phone Number** by clicking the **Preferred** checkbox next to the phone number.
5. Click **Save**.
6. Click **OK** to confirm.

Sign out

Always click **Sign out** to logout of the system and protect your information.

Gateway Community and Technical College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources, 1025 Amsterdam Road, Covington, KY 41011, 859-441-4500, TTY 859-442-4190.



Student E-Mail

Online Enrollment

Student Information System - PeopleSoft 8.9

PeopleSoft.
Instruction Guide

Accessing Student Center

Activate Your KCTCS E-mail Account

1. **Find your student ID/Empl ID/ User ID** - It is a nine digit number that begins with "001" and may be found on either your schedule or tuition bill. Your student ID may also be referred to as your userID, or EmplID.
2. Go to **www.gateway.kctcs.edu**
3. Select "**GCTC W.A.Y.S.**" link
4. Select "**Activate your GCTC User Name & Password**" link
5. Select "**New Account Activation**"
6. Enter your last name and your nine digit student ID/ UserID/EmplID
7. Select "**Sign In**" - Your name should now appear on the screen. Select "yes" if it is correct.
8. Print the page with your student e-mail account information so you will have it for future reference.
9. **Set your password** - The password must be at least 8 characters long. It must include uppercase (A-Z) and lowercase (a-z) characters and number (0-9) or symbols and **cannot** include your name.
10. You can now log on to your e-mail account directly at: <https://webmail.kctcs.edu/exchange>.

Access Your Student Information Account

You must activate your Student E-mail Account before using the instructions below to access your student information account.

1. In your Internet browser, in the **Address** field, key **http://www.gateway.kctcs.edu** or **https://students.kctcs.edu**
2. Select "**GCTC W.A.Y.S.**" link
3. Select "**Student Self-Service**" link
4. Select "**Log-on here to ...**" link
5. Click **LOGIN HERE**
6. Enter your **User ID** and **Password**.
Your User ID is the same as your KCTCS e-mail username (example: jsmith0004). Password is the same as your KCTCS email password (example: 1357ABcd).
7. Your **Student Center** will appear.
8. From this screen you can navigate to your information and enrollment activities.

User ID _____ Password _____

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GENERAL INFORMATION

Setting User Preferences

When you are changing or reviewing your academic or personal information, you must select certain values to tell PeopleSoft 8.9 which information to fetch.

For example, when you want to review your class schedule you must indicate the institution and the term.



Fields that require specific values have a drop down arrow ▼ to the field data entry box. To select from a list of values for the field, click the drop-down arrow. The magnifying glass allows you to Look Up needed information.

User preferences allow you to set values that automatically appear in certain fields. Selecting default values for institution, academic career, term, and financial aid year will save you time in using online functions.

1. In the **Main Menu** Click **Self Service>Student Center>Personal Information>User Preferences**. Review the current preferences. If they are OK, click **Save**. To make changes continue to step 2.
2. Click the **Institution** drop-down arrow and select **KCTCS**.
3. Click the **Academic Career** drop-down arrow. Select **Undergraduate**.
4. Click in the **Term** box. If you know the value for the term, enter it or **click the magnifying glass button**, and select the term.
5. Click in the **Aid Year** box. Enter your preferred **Financial Aid Year** or **click the magnifying glass lookup button** and select the default Financial Aid Year that you prefer. For the 2007-2008 academic year select Financial Aid Year of 2008.
6. Review selections and click **Save** when finished.

View My Financial Aid Awards

1. Click **Self Service>Student Center>View Financial Aid**.
2. Click the desired **Aid Year**. For 2007-2008 academic year the aid Year is 2008. You will see accepted aid which assumes that you are enrolled full-time (12 credits). If you are enrolled less than full time, the disbursed aid will be adjusted to reflect the actual number of credit hours for which you are enrolled. If the amount disbursed is not enough to pay all tuition, you must work with the Business Office to pay any remainder immediately.

View My Class Schedule

1. Click **Self Service>Student Center>My Class Schedule>select term if necessary**.
2. Your current class schedule will appear. You may print this page by clicking on the Print Icon in the Toolbar of your browser.

Search for a Class

1. Click **Self Service>Student Center>My Class Schedule>class search tab**.
2. If you have not set your **User Preferences**, you will be asked to choose your **college name and term**.
3. Click **Go**.
4. Enter **Course Prefix into the Course Subject box** (i.e. ENG) and the **Course Number into the Catalog Nbr box** (i.e. 101)
5. Add **Additional Search Criteria of Campus**. To find all classes taught you must individually search all four Gateway Campus codes using the drop-down list.
6. Click **Search**.

Add Classes Online

(Available through one to three calendar days each term depending on term length.)

1. Click on **Self Service>Student Center>Add >select term**.
2. **Enter Class Nbr** (example 22079) and click **Enter**, or **Search for Class** to view the **Schedule of Classes**.
3. After entering all Class Numbers, click **Finish Enrolling**.
4. **View Results** of all classes added; a 'green' check indicates you successfully enrolled, a 'red' 'X' indicates you are unable to add this class.
5. Click **My Class Schedule** to view your class schedule
6. Print a copy by clicking the Print Icon in the toolbar of your browser.

Drop Classes Online

(Available through one to three calendar days each term depending on term length.)

1. Click **Self Service>Student Center>Drop** tab.
2. If the desired term of classes is not listed, select another term and click **Change**.
3. Your enrolled classes will be listed.
4. Select the classes or classes you wish to drop.
5. Click the **Drop Selected Classes** button.
6. Confirm your selection and then click **Finish Dropping**.
7. **View** your results.
8. Click **My Class Schedule** to view and print revised class schedule.
9. If you drop a class after the last date to withdraw, the instructor must sign approval to give you a grade of 'W', or your grade automatically becomes an "E" grade.
10. If you drop after the last date to add but before the last date to withdraw, you will receive a grade of "W."
11. Be sure to verify whether your grade is "W" or "E" and refer questions to the Registrar's Office immediately.

Make a Check or Credit Card Payment

1. Click **Self Service>Student Center>Campus Finances>Account Inquiry**.
2. Click the **Activity** tab to view your account activity.
3. Click the **Charges Due** tab to view total charges due.
4. Click the **Payment** tab to view **posted and pending** payments applied to your account
5. Click the **Pending Financial Aid** tab to view financial aid you have been offered but not yet applied to your account. If you are enrolled less than full-time (12 credits) your offered financial aid may be prorated at a later date based on your level of enrollment. You may not receive the full amount of offered aid.
6. Click **Make a Payment** to pay with Echeck, MasterCard, or Visa credit or debit card.
7. Select Payment Method.
8. Specify payment details (everything on this panel must be completed).
9. Enter payment and account information. Do not use dashes in the credit card or checking account number.
10. Click **Next**.
11. Click **Pay Charges** to pay the full amount due.
12. You have the option of making selective payments for a specific class(es). Use the **Calculate Grand Total** button to total your selective payments.
13. Click **Next**.
14. View the **Payment Summary** to confirm payment.
15. Click **Submit**.
16. Click **View Confirmed Payment** button to view and print payment confirmation to retain as documentation.

Check your Email Account

Your GCTC student email account is automatically accessed through GCTC W.A.Y.S. Check your student email account frequently to ensure you are promptly notified of events that affect your Campus Finances account or enrollment in classes. The GCTC student email system will be used to notify you if you have been added to class from the waiting list. It will also be used to inform you of other debts owed to GCTC and actions that you must take to ensure any refunds due to you are made as scheduled. .

Academic Advisor, Holds, To Do Lists

Click **Self Service>Student Center** and see the name of your **Academic Advisor** and email your advisor; see details on **Holds** (Negative Service Indicators) that may interrupt services; see **To Do Lists** describing action you must take to receive financial aid or other services.

If your Program Advisor is 'Gateway CTC Advising' you are currently receiving academic advising services from the Advising Center in room A116 of the Covington campus.

Online Enrollment Limited Access

Students with a negative service indicator or enrolled in developmental courses do not have online access to change their class schedule (Add/Drop). They must see an advisor to make any schedule changes.