



Dual Credit Advisor:
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Steps to Becoming a Dual Credit Student

1. Upon the recommendation of your high school counselor you will need to apply to the college.

- Go to www.maysville.kctcs.edu. Click the Start Application button.
 - Select Maysville Community and Technical College as your home college.
 - Select your campus as related to your high school or ATC below.
 - **MYC Licking Valley Campus:** Bourbon, Harrison, Harrison ATC, Nicholas, Paris
 - **Maysville CTC Rowan Campus:** Elliott, Lakeside, Morgan, Morgan ATC, Rowan, Wolfe
 - **Maysville Comm & Tech College:** Augusta, Bracken, Fleming, Lewis, Mason, Mason Career Magnet, Robertson, St. Pat
 - **Maysville CTC Montgomery Campus:** Bath, Menifee, Montgomery, Montgomery ATC, Powell
- Enter your personal data in the Applicant Information section
 - **Social Security Numbers are required for scholarship purposes.**
- *** **Make sure your select Next Step at the bottom of each page to continue**
- Create Account (This account is only used for the access to the application)
 - Use a Valid email address
 - For the Password we suggest using something like Fall2020! (This is case sensitive)
- Confirm your Personal Information and click Next
- Enter Additional Information, Citizenship, and Ethnicity.
- When do you plan to take class? **Fall 2020**
- Are you currently enrolled in high school or home school? **YES**
 - When will you graduate from high school? **May 20__** (The year you graduate)
- High School Information: **VERY IMPORTANT THAT YOU FOLLOW THE DIRECTIONS BELOW**
 - High School State: KY (click on the full state name when it loads)
 - High School Name: Begin typing your high school name, **wait for the full high school name to load** and then **click** on it (*Only click on your high school name not ATC, etc.*)
 - Click: **Add This School**
- Complete the Residency Determination
- Confirm your information is correct and SUBMIT

The last page displays your KCTCS ID Number. Be sure to keep this information; write it here 00_____, print the page, take a picture or put it in your phone's note app. You must have a valid KCTCS student ID number for to enroll in class and will need it in the steps below.

2. Now you are ready to register for classes.

- Submit your Dual Credit Registration Form. The paper form will be giving to you by your counselor, teacher or dual credit advisor. You may be directed to complete the online form that can be found on our dual credit website. www.maysville.kctcs.edu > Admissions > Admissions Information > High School Dual Credit Students > **Step 4 : Submit your Dual Credit Enrollment Agreement**
 - For MCTC's approved dual credit General Education Courses refer to the 2 page list of courses given to you by your counselor, teacher or dual credit advisor. **(Note that some high schools only approve certain dual credit courses. Please see your counselor to seek advice if needed)**
 - Career Tech Courses will be provided to you by your teacher, principal, or counselor
- An orientation flyer will be provided to you to assist you with your student account set up and direct you to My Path where you will access your MCTC email, student self-service account and Blackboard.
 - **Please be sure to check your MCTC email regularly for important information from your dual credit advisory, instructors and the college.**

****Classes are never guaranteed so always have a backup classes should you not get the class or classes you registered for.**