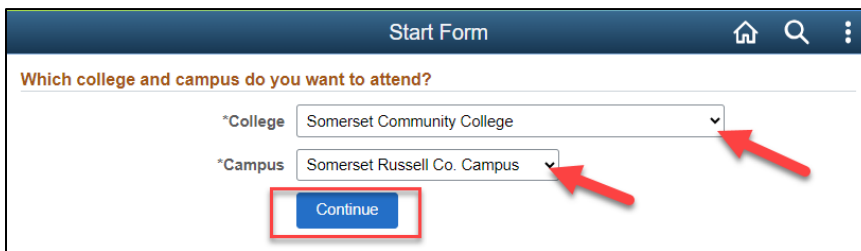


Instructions to complete the High School to Freshman form:

1. In Student Self-Service, select the **High School to Freshman Form** tile.

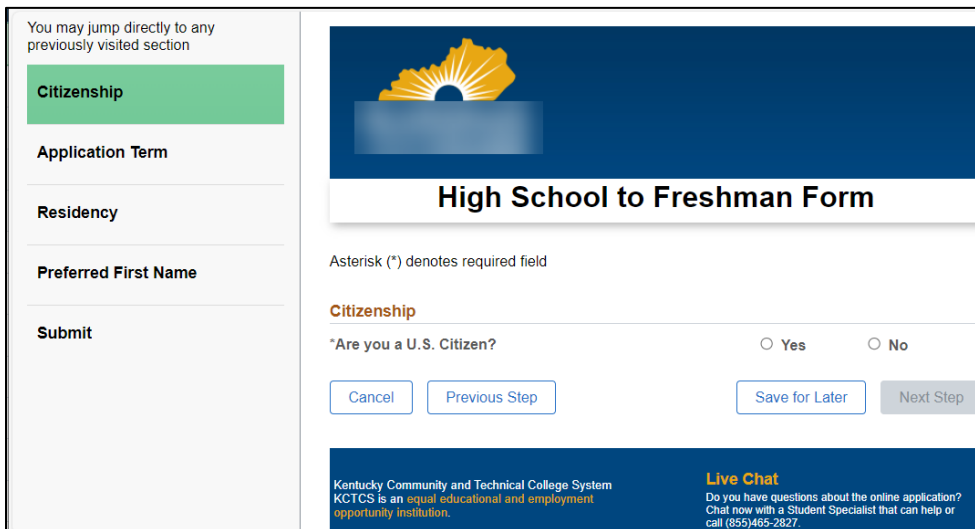


2. The first page of the form appears and asks which college/campus you would like to attend. The fields default with your current home college/campus, but if you prefer to change this, you may select your new college/campus from the drop-down boxes. Select **Continue** to proceed.

A screenshot of the "Start Form" page. The title "Start Form" is at the top. Below it, the question "Which college and campus do you want to attend?" is displayed. There are two dropdown menus: "*College" with "Somerset Community College" selected, and "*Campus" with "Somerset Russell Co. Campus" selected. A red box highlights the "Continue" button at the bottom. Red arrows point to the dropdown arrows and the "Continue" button.

3. The **Application Term** page appears (If you do not have citizenship data entered on your current record, a Citizenship page will appear first – answer Yes or No to proceed).

Citizenship page:

A screenshot of the "High School to Freshman Form" Citizenship page. On the left is a sidebar with links: "Citizenship" (highlighted in green), "Application Term", "Residency", "Preferred First Name", and "Submit". The main content area has a header with a sun icon and the title "High School to Freshman Form". Below the header, it says "Asterisk (*) denotes required field". The "Citizenship" section asks "*Are you a U.S. Citizen?" with radio buttons for "Yes" and "No". At the bottom are buttons for "Cancel", "Previous Step", "Save for Later", and "Next Step". A footer contains the Kentucky Community and Technical College System logo and a "Live Chat" link.

On the **Application Term** page, select when you plan to start taking classes after your graduation at your chosen college from the drop-down box (your graduation date from high school determines which terms you can select).

You may jump directly to any previously visited section

Application Term

Residency

Preferred First Name

Submit

High School to Freshman Form

Asterisk (*) denotes required field

Tell us about yourself

*When do you plan to start taking classes at after high school graduation? Spring 2024 (January - May) ▼

*Are you currently taking college classes (outside of the Kentucky Community and Technical College System)? ☒ Yes ☐ No

[Cancel](#) [Previous Step](#) [Save for Later](#) [Next Step](#)

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KCTCS is an equal educational and employment opportunity institution.

Live Chat
Do you have questions about the online application? Chat now with a Student Specialist that can help or call (855)465-2827.

- Select **Yes** or **No** for if you are currently taking college classes outside of KCTCS. If you answer **Yes**, an additional page populates to provide college information. Note: If you have college classes that are not through KCTCS, you may need to provide an official college transcript.

You may jump directly to any previously visited section

Application Term

College

Program

Residency

Preferred First Name

Submit

High School to Freshman Form

Asterisk (*) denotes required field

Tell us about yourself

*When do you plan to start taking classes at Community College after high school graduation? Spring 2024 (January - May) ▼

*Are you currently taking college classes (outside of the Kentucky Community and Technical College System)? ☒ Yes ☐ No

[Cancel](#) [Previous Step](#) [Save for Later](#) [Next Step](#)

If you answer **No**, you will be asked if you have ever attended college classes outside of KCTCS. If you answer **Yes** to this question and answer **No** to the previous question, the **College** page populates also. Select **Next Step**.

You may jump directly to any previously visited section

- Application Term
- College**
- Program
- Residency
- Preferred First Name
- Submit

High School to Freshman Form

Asterisk (*) denotes required field

Tell us about yourself

*When do you plan to start taking classes at Community College after high school graduation? Spring 2024 (January - May) ▼

*Are you currently taking college classes (outside of the Kentucky Community and Technical College System)? ☐ Yes ☒ No

*Have you ever taken college classes (outside of the Kentucky Community and Technical College System)? ☒ Yes ☐ No

[Cancel](#) [Previous Step](#) [Save for Later](#) [Next Step](#)

If you answer **No** to both questions, you will not be required to enter any college information on the form. Select **Next Step**.

You may jump directly to any previously visited section

- Application Term
- Program
- Residency
- Preferred First Name
- Submit

High School to Freshman Form

Asterisk (*) denotes required field

Tell us about yourself

*When do you plan to start taking classes at Community College after high school graduation? Spring 2024 (January - May) ▼

*Are you currently taking college classes (outside of the Kentucky Community and Technical College System)? ☐ Yes ☒ No

*Have you ever taken college classes (outside of the Kentucky Community and Technical College System)? ☐ Yes ☒ No

[Cancel](#) [Previous Step](#) [Save for Later](#) [Next Step](#)

- If entering college information for classes taken outside of KCTCS, enter the 2-letter state abbreviation in the **College State** field. Next, begin typing the first few letters of the college name. If a list populates, select the college from the list, otherwise select the magnifying glass lookup icon.

High School to Freshman Form

Asterisk (*) denotes required field

College Experience including Dual Credit

You must identify all colleges attended and submit official college transcripts. Students transferring from one KCTCS college to another KCTCS college do not need to submit an official KCTCS transcript.

To search for your college:

- Enter the country, state and begin typing in the college name. Do not use abbreviations such as WKU.
- Select your school from the resulting list
- Press the **Add this School** button.
- If the school is not found, type the full name of the school, press the **Add this School** button, and enter the additional information to add the school.

*College Country USA United States

*College State KY Kentucky

*College Name Eas Add This School

[Cancel](#) [Previous Step](#) [Save for Later](#) [Next Step](#)

From the resulting list, select the college, then select **Add This School**.

The 'Lookup' dialog box is open, showing search results for colleges. The search criteria are set to 'College Name'. The search results list includes:

- East Kentucky Beauty School
- Eastern Kentucky University
- Eastern School of Cosmetology
- Eastern School of Hair Design

There are 4 rows in total. The 'Add This School' button is visible at the bottom right of the dialog.

The 'College Experience including Dual Credit' section is shown. It includes instructions for identifying colleges and a list of search criteria. The 'Add This School' button is highlighted with a red arrow.

Asterisk (*) denotes required field

College Experience including Dual Credit

You must identify all colleges attended and submit official college transcripts. Students transferring from one KCTCS college to another KCTCS college do not need to submit an official KCTCS transcript.

To search for your college:

- Enter the country, state and begin typing in the college name. Do not use abbreviations such as WKU.
- Select your school from the resulting list
- Press the **Add this School** button.
- If the school is not found, type the full name of the school, press the **Add this School** button, and enter the additional information to add the school.

*College Country: USA United States

*College State: KY Kentucky

*College Name: Eastern Kentucky University

Add This School

Buttons: Cancel, Previous Step, Save for Later, Next Step

Note: If the college is not listed on the resulting list, select **Cancel** and type the entire college name and click **Add This School**.

6. A box appears asking for dates of attendance (if you are still taking classes at this college, select through the present month/year on the To Date). Select **Yes** or **No** for if you were suspended from the college due to poor academic performance. When finish answering these questions, select **OK**.

The 'College Information' dialog box is shown. It includes fields for school name, dates of attendance, and a question about suspension.

College Information

*School Name: Eastern Kentucky University

Dates of Attendance

*From Date: [Month] [Year]

*To Date: [Month] [Year]

Were you suspended from this college due to poor academic performance?

☐ Yes

☐ No

Buttons: Cancel, OK

7. Add additional colleges if necessary. Select **Next Step**.

You may jump directly to any previously visited section

Application Term

College

Program

Residency

Preferred First Name

Submit

Asterisk (*) denotes required field

College Experience including Dual Credit

You must identify all colleges attended and submit official college transcripts. Students transferring from one KCTCS college to another KCTCS college do not need to submit an official KCTCS transcript.

To search for your college:

- Enter the country, state and begin typing in the college name. Do not use abbreviations such as WKU.
- Select your school from the resulting list
- Press the **Add this School** button.
- If the school is not found, type the full name of the school, press the **Add this School** button, and enter the additional information to add the school.

*College Country

*College State

*College Name

Your Colleges

	From Date	To Date
☐ Eastern Kentucky University	01/2022	12/2022

8. Are you planning, in the future, to pursue a bachelor's degree at a four-year college or university? Answer **Yes** or **No**. After answering **Yes** or **No**, you will be asked if you prefer to take your classes Primarily Online, Primarily in Person, or No Preference.

previously visited section

Application Term

College

Program

Residency

Preferred First Name

Submit

Asterisk (*) denotes required field

Program of Study

*Are you planning, in the future, to pursue a bachelor degree at a four-year college or university?

*Do you prefer to take your classes:

☐ Yes ☒ No

☐ Primarily Online ☐ Primarily in-Person ☐ No Preference

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9. After selecting your preference, the **Program of Study** options appear. Select a program of study available at the chosen college.

Select a Program of Study

Criminal Justice

Culinary Arts

Diesel Technology

10. Next, select the **Academic Plan**.

To change your selection, click on the hyperlink for the Program of Study, Academic Plan, or Area of Interest.

Program of Study [Criminal Justice](#)

Select an Academic Plan

Select an Academic Plan		
Criminal Justice	Associate in Applied Science	Corrections Track
Criminal Justice	Associate in Applied Science	Criminal Justice Track
Criminal Justice	Associate in Applied Science	Law Enforcement Track
Criminal Justice	Associate in Applied Science	Security & Loss Prev Track

You may have to select an area of interest depending on your selections. If a change is needed, select the blue hyperlink to change the information. Click **Next Step**.

High School to Freshman Form

Asterisk (*) denotes required field

Program of Study

*Are you planning, in the future, to pursue a bachelor degree at a four-year college or university? ☐ Yes ☒ No

*Do you prefer to take your classes: ☐ Primarily Online ☐ Primarily In-Person ☒ No Preference

To change your selection, click on the hyperlink for the Program of Study, Academic Plan, or Area of Interest.

Program of Study [Criminal Justice](#)

Academic Plan [Criminal Justice](#)

Degree [Associate in Applied Science](#)

Subplan [Corrections Track](#)

[Cancel](#) [Previous Step](#) [Save for Later](#) [Next Step](#)

Note: If you choose a selective admissions program/plan, a pop-up box containing information about additional admission processes and which program you will be placed in while you await admission to the program appears. If you select a certificate or diploma option, you will receive a pop-up message regarding eligibility for financial aid. If you select **Undecided**, you will be placed into an Associate of Arts program.

- Selective Admissions Example:**

This program requires an additional admission process because it is a selective admissions program.

You have selected a program that requires an additional admission process because it is a selective admissions program. You will be placed in the Health Science Technology program while you complete any prerequisite classes and/or await admission to the program. Once you are fully admitted to Respiratory Therapist program, your record will be updated. If you prefer to select a different program instead, please go back and choose another one now.

[OK](#)

- Diploma/Certificate Example:**

This is informational only:

As a certificate or diploma seeking student, you may not be eligible for financial aid.

[OK](#)

- Undecided Example:**

As an undecided applicant, you will be placed into an Associate in Arts program.

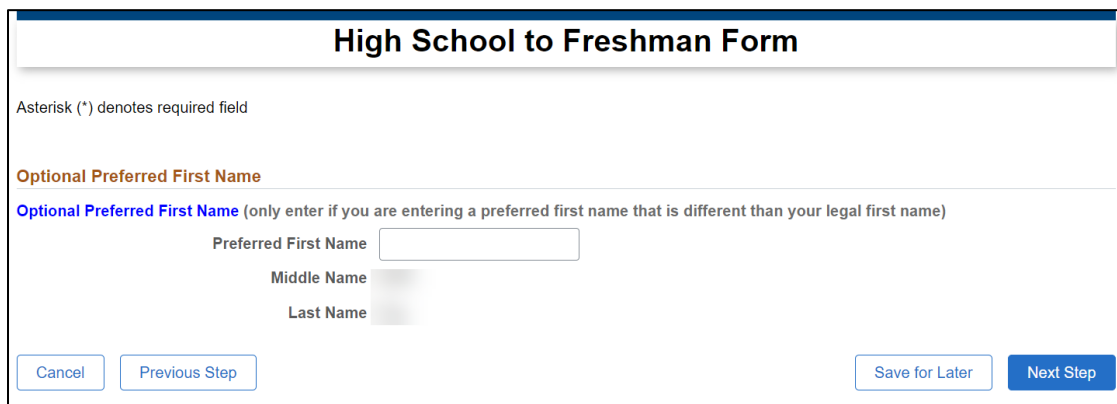
As an undecided applicant, you will be placed into an Associate in Arts program. If you prefer an Associate in Science or another program, please go back and choose another one now. Please remember that you can change or update your program later after communicating with your advisor.

[OK](#)

11. The Residency section consists of questions to determine residency for Kentucky for tuition purposes. After completing the required questions, click **Next Step**.

Program	High School to Freshman Form												
Residency	Asterisk (*) denotes required field You are about to answer questions to determine your residency for tuition purposes. Please take your time and answer each question to the best of your ability. Residency Determination <table><tr><td>*Have you lived in Kentucky for the past 12 Months?</td><td>☐ Yes</td><td>☐ No</td></tr><tr><td>*Does a living parent or legal guardian live in Kentucky?</td><td>☐ Yes</td><td>☐ No</td></tr><tr><td>*Are you a family member with a valid dependent ID of an active duty United States military member?</td><td>☐ Yes</td><td>☐ No</td></tr><tr><td>*Do you consider yourself a Kentucky resident?</td><td>☐ Yes</td><td>☐ No</td></tr></table>	*Have you lived in Kentucky for the past 12 Months?	☐ Yes	☐ No	*Does a living parent or legal guardian live in Kentucky?	☐ Yes	☐ No	*Are you a family member with a valid dependent ID of an active duty United States military member?	☐ Yes	☐ No	*Do you consider yourself a Kentucky resident?	☐ Yes	☐ No
*Have you lived in Kentucky for the past 12 Months?	☐ Yes	☐ No											
*Does a living parent or legal guardian live in Kentucky?	☐ Yes	☐ No											
*Are you a family member with a valid dependent ID of an active duty United States military member?	☐ Yes	☐ No											
*Do you consider yourself a Kentucky resident?	☐ Yes	☐ No											
Preferred First Name													
Submit	Cancel Previous Step Save for Later Next Step												

12. You have the option of entering a preferred first name. Only enter a preferred first name in this field if it is different than your legal first name. Your legal middle name and last name default on the page. Click **Next Step**.



High School to Freshman Form

Asterisk (*) denotes required field

Optional Preferred First Name

Optional Preferred First Name (only enter if you are entering a preferred first name that is different than your legal first name)

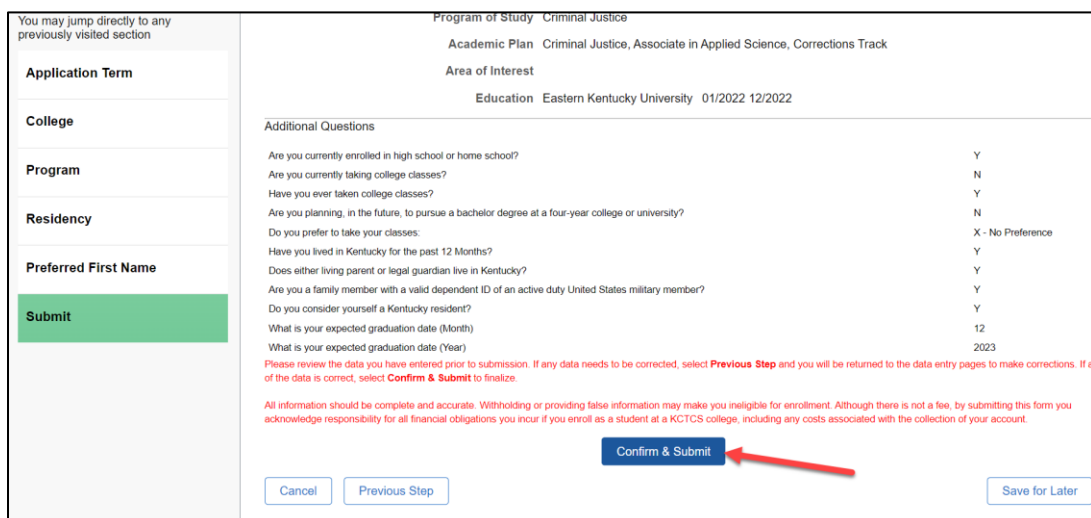
Preferred First Name

Middle Name

Last Name

[Cancel](#) [Previous Step](#) [Save for Later](#) [Next Step](#)

13. The last page is the **Submit** page. Review your information and correct any data if needed. When ready, select the **Confirm & Submit** button.



You may jump directly to any previously visited section

Application Term

College

Program

Residency

Preferred First Name

Submit

Program of Study Criminal Justice

Academic Plan Criminal Justice, Associate in Applied Science, Corrections Track

Area of Interest

Education Eastern Kentucky University 01/2022 12/2022

Additional Questions

Are you currently enrolled in high school or home school?	Y
Are you currently taking college classes?	N
Have you ever taken college classes?	Y
Are you planning, in the future, to pursue a bachelor degree at a four-year college or university?	N
Do you prefer to take your classes:	X - No Preference
Have you lived in Kentucky for the past 12 Months?	Y
Does either living parent or legal guardian live in Kentucky?	Y
Are you a family member with a valid dependent ID of an active duty United States military member?	Y
Do you consider yourself a Kentucky resident?	Y
What is your expected graduation date (Month)	12
What is your expected graduation date (Year)	2023

Please review the data you have entered prior to submission. If any data needs to be corrected, select **Previous Step** and you will be returned to the data entry pages to make corrections. If all of the data is correct, select **Confirm & Submit** to finalize.

All information should be complete and accurate. Withholding or providing false information may make you ineligible for enrollment. Although there is not a fee, by submitting this form you acknowledge responsibility for all financial obligations you incur if you enroll as a student at a KCTCS college, including any costs associated with the collection of your account.

[Cancel](#) [Previous Step](#) [Confirm & Submit](#) [Save for Later](#)

14. The confirmation page displays, and you will receive a welcome email from your college. If there is any missing information, you will be contacted.



High School to Freshman Form

Asterisk (*) denotes required field

Congratulations [redacted] !

You've taken the first step toward becoming a [redacted] College student! You will receive an e-mail with important information about your next steps.

To activate your student account so you can register for classes, you'll need the following information. These numbers are very important so keep them handy.

Your KCTCS ID Number: [redacted]

Your Application Reference Number: [redacted]

Some professions require employees to be licensed in the state before beginning work. To learn more about KCTCS programs that require licensure, review the [KCTCS Licensure Disclosure page](#).

Thanks for your application. We look forward to seeing you on campus soon!