

### Directions for Submission of Application

- 1) First visit this link <http://www.pdfcreator.org/pdfcreator> to download the free PDF creator software. Then, complete the application and assure all areas are answered thoroughly.
- 2) After completing the online form, print two copies, one for yourself and one to submit to the nursing program. You will not be able to save the completed form on your computer.  
***Handwritten applications will not be accepted.***
- 3) We are experiencing problems with the electronic signature function on the bottom of the last page. Please sign the form at the bottom in blue ink.
- 4) You may submit ***copies*** of your test scores and transcripts to the nursing office. However, official transcripts from institutions outside of the Kentucky Community and Technical College will need to be submitted to the Admissions Office of Madisonville Community College. ***It is your responsibility to print and submit your transcript and your ACT or Compass results even if they are in the KCTCS PeopleSoft system to submit with your nursing application.*** Please refer to the instructions on printing this information.
- 5) Applications must be postmarked no later than Thursday, October 1, 2009.
- 6) Remember, that you will not receive information about the status of your application over the phone. You should visit the nursing blog to learn when letters are mailed via postal mail regarding admission status. Verification of candidate's attendance to a required preadmission conference will be verified by the sign in sheet from the conference.

***Official transcripts:***

Admissions Office  
Madisonville Community College  
2000 College Dr.  
Madisonville, KY 42431

***Nursing application and supporting documents:***

Nursing Office  
Madisonville Community College  
750 N. Laffoon St.  
Madisonville, KY 42431

## **Instruction for Printing Academic Records Within the KCTCS System**

Go to [www.madisonville.kctcs.edu](http://www.madisonville.kctcs.edu)

Click on Online Services under the Current Students Tab.

Login using your User ID and Password

Click on Self-Service

Click on Academic Records

From this area you can view/print your unofficial transcript, view/print test scores, and view/print your Legacy Grades (Grades before 2000).

### **View/Print Unofficial Transcript (Classes taken at any KCTCS)**

- ❖ Click on view unofficial transcript
- ❖ Verify that KCTCS is in the Academic Institution Box
- ❖ Report type box: Click on the arrow on the right of the box and select “Student Self Service”
- ❖ Click go and your report will appear
- ❖ Click print on the web browser bar to print the document.

### **View/Print Test Scores**

- ❖ Click on view my test scores
- ❖ Click print on the web browser bar to print the document.

### **View/Print Legacy Grades (These are grades before the year 2000)**

- ❖ Click on view My Legacy Grades
- ❖ Click print on the web browser bar to print the document.

### **View/Print Transfer Credit**

- ❖ Click on Self-service
- ❖ Click on Transfer Credit
- ❖ Click print on web browser bar to print the document

With any of these documents you may need to change the page layout or customize the report to get all the information on the pages.