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## STUDENT STEP-BY-STEP FOR ENROLLING IN COLLEGE READINESS MODULES

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1. If you are a current Learn on Demand student, please skip to step 3. New students must apply to KCTCS and choose the completely online (KCTCS Online: Learn on Demand) option. Once the application is submitted, you'll receive instant confirmation of your status as a new Learn on Demand student on the application screen.
2. When you receive this confirmation of your status, write down your Application Reference Number and store it in a safe place. You will also receive a confirmation email explaining the next steps as a new student. About 2 hours after applying, you'll be able to create your user profile in the KCTCS User Account Center. That user profile provides access to all your user accounts:
  - Student Self Service (registration, payments, financial aid, grades, etc.)
  - KCTCS Webmail
  - Blackboard
3. Students who have not taken the ACT, SAT, ASSET, or **COMPASS**, will need to complete the COMPASS test. Depending on your location, you can go to one of the 16 KCTCS colleges or a [remote testing site](#). Once you have determined the closest test site, please contact your [home college's COMPASS testing center](#) for assistance in completing the testing registration (There may be a \$5-\$50 charge to take the COMPASS at a remote testing site). You should receive your scores immediately upon completion of the test at the COMPASS testing site. These results are available to your Learn on Demand advisor as well.
4. Based on your COMPASS scores, you will either be able to take college level courses or you will need College Readiness modules. If your COMPASS placement scores indicate that you need College Readiness modules, a KCTCS Online Learn on Demand Virtual College Readiness Advisor will contact you. If COMPASS placement results indicate that you can register for college level courses, you are permitted to [enroll in modules or courses](#). If you need further assistance, please contact the [KCTCS Online 24/7 Student Services Help Desk](#) (1-866-321-7406).
5. KCTCS wants to ensure that all our students are successful and only take the modules they need. Many of our students only need a refresher or a brush-up in a skill. The College Readiness Test identifies only the section(s) in which you need to focus. Your Learn on Demand Virtual College Readiness Advisor will assist you in practicing and completing skill testing through the College Readiness Test(s).
6. For sections in the College Readiness Test(s) where you demonstrate skill mastery, test credit for those corresponding modules is posted to your transcript. Shortly after completing the College Readiness Test(s), your Learn on Demand Virtual College Readiness Coach will contact you to assist with enrolling in only the modules you need.