



*The Counseling Office location:
E.C.T.C.'s Academic/Technical Building*

To make an appointment, please call:
(270) 706-8472 or
Toll-free at 1-877-2GO-2ECC, Ext. 68472

The Counseling Office is located in the
Academic/Technical Building, Room 102.

Accreditation Statement

Elizabethtown Community and Technical College is accredited by the Commission on Colleges of the Southern Association of College and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award Associate Degrees.

Statement of Non-Discrimination

Elizabethtown Community and Technical College does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, disability in employment, educational programs, or activities in Title IX, Title VI, and Section 504, ADA.

KCTCS is an equal opportunity employer and education institution.

*Elizabethtown Community and Technical College
Counseling Office
600 College Street Road
Elizabethtown, KY 42701
(270) 706-8472
Toll-Free: 1-877-246-2322, Ext. 68472*



***Counseling
Services***

- * Academic Advising
- * ADA Services
- * Career Planning/
Discover Program
- * International Students
- * Job Interview Skills
- * NAFTA/WIA
- * New Student Orientation
- * Academic & Career Counseling
- * Resumé Design
- * Transfer Services



Academic Advising

All currently enrolled ECTC students are assigned an academic advisor to assist them in the selection of classes and to discuss development of individualized schedules. To find your advisor, go to <https://students.kctcs.edu>. Select *LOGIN* (located under the KCTCS logo in the upper left corner). Enter your User ID and Password. Go to [Self Service](#), [Student Center](#), [Advisor](#). Students are encouraged to visit with their academic advisor frequently through the semester.

An on-line advising manual is available at the website listed below. Program plans for all Associate Degrees and Diploma Programs offered at ECTC can be accessed. In addition, transfer information to specific in-state colleges and universities is available. The Associate in Arts and Associate in Science degrees are designed for transfer to baccalaureate programs.

If you need to change your degree plan and be reassigned an advisor, you will need to complete a *Change of Personal Data* form in the Counseling Office, Room 102, Academic/Technical Building.

<http://www.elizabethtown.kctcs.edu/advisors/resource>

ADA Services

The Office of Disability Services provides and coordinates disability-related resources and support services to students, all departments, and programs of the College. The Office of Disability Services is available to help students in all phases of their college experience from the college search process to preparing for a career after obtaining a degree.

<http://www.elizabethtown.kctcs.edu/disabcor/disabcor.htm>

Career Planning/Discover Program

Discover is a web-linked computer system used to assist students in [self-analysis](#). *Discover* also contains a [database of thousands of careers](#), with income predictions and [job descriptions](#). The *Discover* also includes college catalogs and resume' writing tips.

International Students

The I-20 application process for international students and coordination with Immigration officials is handled by this office.

Job Interview Skills

Learn to tackle tough questions by using computer assisted formats to sharpen your technique!

Job Placement

Part-Time Job Bulletin Board

Find a part-time job to help pay school bills. The Bulletin Board is located across the hall from the Counseling Office, Room 102, Academic Technical Building.

~AND~

Full-time Job Seekers

You may place your resume' on file and talk to a career counselor on designing a [Job Search Strategy](#).

NAFTA/WIA

These National and State supported programs assist with retraining of workers who have lost their jobs due to company relocations overseas or reductions in the job force.

New Student Orientation

New students can learn about aspects of campus life during orientations held throughout the year.

<http://www.elizabethtown.kctcs.edu/solo/>

Academic & Career Counseling

Four counselors are available to meet with students needing academic and career counseling. Counselors are also available to meet with students needing personal and situational counseling. If on-going counseling is necessary, referrals are made to certified professional counselors in the community.

Resumé Design

Books, seminars and handouts are available on the *art* of resumé design. Counselors provide tips to update and improve existing student resúms created in ECTC classes.

Transfer

Transfer information is available for a number of in state colleges. College representatives visit campus each month. Contact our office for a schedule of college visits.

Kentucky's General Education Transfer Policy guarantees that if you complete an associate in arts or an associate in science degree at a KCTCS college, any Kentucky public university will accept your general education credits as meeting lower-division general education requirements if your KCTCS transcript is certified. However, the general education requirements covered in this policy **are not intended to meet requirements for specific majors**. This means that while these credits will be accepted, they may not meet all the general education requirements of your specific program. Ask your advisor at your transfer school what general education requirements are required for your bachelor's degree.

Your transfer college will review your transcript for general education certifications, which certifies your completion of the general education core (shown below) at one of three levels:

Category certified-completed at least one, but not all of the categories of the general education core requirements.

Core certified (33 hours)-completed all of the categories of the general education core requirements.

Full general education certified (48 hours)-completed all categories of the general education core requirements plus any additional general education requirements of your current school.

If you qualify for one of these certifications and it is not indicated on your transcript, **contact the Registrar's Office (Room 104 ATB) and ask that this be added.**

Applied Associate Transfer Agreement

Kentucky's Applied Associate Transfer Agreement guarantees that the general education courses you take as part of an applied associate in science (AAS) degree program will transfer and count toward the lower-division general education requirements of your transfer school. You will need to take additional courses (not included in your AAS program) to complete these requirements. For more information, visit:

www.cpe.ky.gov/policies/academicpolicies/transfer