



ACADEMIC SUCCESS

Student-Athlete Advising Manual

Sports

- Women's Volleyball
- Women's Soccer
- Women's Basketball
- Men's Basketball
- Softball
- Baseball

Kellogg Community College
450 North Avenue
Battle Creek, MI 49017

Main Switchboard: 269.965.3931
Athletic Department direct: 269.965.4151
Athletic FAX: 269.962.2215

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KCC Contact Numbers (269) 965-3931 – Switchboard

President	ext. 2203	Athletic Secretary	ext. 2530
Vice President for Student Services	ext. 2627	Issue Room.....	ext.2569
Athletic Director.....	ext. 2548	Miller Building Coordinator.....	ext. 2408
Director for Institutional Facilities	ext. 2571		
		Softball Coach	ext. 2529
Campus Security.....	(269) 965-4147	Soccer Coach.....	ext. 2218
Athletic Department – direct	(269) 965-4151	Women’s Basketball Coach.....	ext. 2524
Athletic FAX	(269) 962-2215	Men’s Basketball Coach.....	ext. 2541
KCC Admissions Office.....	ext. 2620	Volleyball Coach.....	ext. 2535
KCC Financial Aid Office.....	ext. 2617		

Purpose of this Guide

The purpose of this Advising Manual is to help you along towards academic success here at Kellogg Community College. Please use this guide to navigate your academic career here. As you use this manual you should be able to prepare for your first semester classes at KCC, as well as preparing for your entire educational career. Utilize the links for academic support and for other needs as you get closer to graduation. It is recommended to print off the pages necessary for you to use and prepare as you see your academic advisor so they can help you along the way. Good luck in your academic and athletic career at KCC. Welcome to Kellogg Community College.

Kellogg Community College
Mission Statement

“We are dedicated to providing accessible, high-quality education to enrich our community and the lives of individual learners.”

Student Services
Mission Statement

The mission of the Student Services Division is to provide a climate of support, which encourages student success through activities and services designed to assist students to define and achieve their educational goals. The division is responsible for the development and enhancement of a positive campus environment which complements the educational experience of each student.

KCC Athletics
Statement of Purpose

The department of athletics at Kellogg Community College provides our student-athletes a competitive arena for intercollegiate play in an atmosphere of equality and fairness to support their physical, social, and academic development. These opportunities are provided with an academic progress component sharing equal status.

Athletic Department
Safe Environment Policy

“Kellogg Community College is committed to provide a safe environment for all student-athletes. In doing so, KCC will adopt a policy that would create a comfort level appropriate with cross gender coaching and student-athlete situations.

It is KCC policy to ensure that all individual one-on-one cross gender coaching and student-athlete meetings will be supervised by providing an open meeting space, a third party chaperon, or an expected comfort level that is established by the student-athlete.

As a student-athlete, it is your right to control this environment and KCC is committed to provide this service. Please contact the athletic department for any support and concerns regarding this policy at 269.965.4151.”

KCC Athletic Affiliations

Kellogg Community College (KCC) is a member of the National Junior College Athletic Association (NJCAA) Region XII and the Michigan Community College Athletic Association (MCCAA).

General Athletic Eligibility Rules

Kellogg Community College student-athletes must maintain athletic eligibility as established by the NJCAA. Below are general athletic eligibility rules. You may contact the KCC athletic department for specific eligibility rules at 269-965-4151 or reference the NJCAA eligibility rules in their entirety by finding them on www.njcaa.org.

Requirements for entering student-athletes

Students must be a high school graduate, or have received a high school equivalency diploma, or have been certified as having passed a national test such as the General Education Development Test (GED).

Non-high school graduates can establish eligibility for athletic participation by completing one term of college work passing twelve credits with a 2.0 GPA or higher. This term can be completed before the student's high school class has graduated.

Requirements for Athletic Eligibility

Student-Athlete must be making satisfactory progress within an approved college program and course as listed in the college catalog.

Students must be in regular attendance within fifteen (15) calendar days from the beginning of classes of the term in which the student chooses to participate.

Students must maintain enrollment in twelve (12) or more credit hours of college work as listed in the college catalog during each term of athletic participation.

Semester Student-Athlete Eligibility

Prior to the last official date to register for the second full-time semester, as published in the college catalog, a student-must have twelve (12) semester hours with a 2.0 GPA or higher.

Prior to the last official date to register for the second full-time semester, and all subsequent semesters thereafter, (as published in the college catalog), a student must satisfy one of the following requirements to be eligible for the upcoming term:

- A student must pass a minimum of twelve (12) semester hours with a 2.0 GPA or higher during the previous semester of full-time enrollment.

OR

- A student must pass an accumulation of semester hours equal to twelve (12) multiplied by the number of semesters in which the student was previously enrolled full-time with a GPA of 2.0 or higher.

OR

- Prior to the second season of participation in the NJCAA certified sport, a student must pass a minimum accumulation of twenty-four (24) semester hours with a 2.00 GPA or higher.

NOTE: The athletic eligibility of this student-athlete manual has been included for your general understanding of the NJCAA eligibility rules. This section is not a conclusive reproduction of the entire NJCAA Article V eligibility rules. The student eligibility will be determined by the Kellogg Community College director of athletics and the Registrar.



6 Steps for Success

The 6 steps for success at KCC are the steps it takes to enroll as a student. The following steps are recommended in order but all of them are necessary to become a KCC student:

1. *Apply to KCC* – You need to apply and be accepted to KCC to become a student. You may apply with a paper application or apply on-line at www.kellogg.edu
2. *Apply for Financial Aid* – Go to KCC website at www.kellogg.edu/financial for eligibility requirements and information on grants, scholarships, student loans, work-study, and veteran benefits.
 - ✓ Submit the Free Application for Federal Student Aid (FAFSA) on-line at least three months prior to the semester you plan on attending KCC. Go to the FAFSA website at www.fafsa.ed.gov to apply.
3. *Complete the New-Student Orientation* – All first-time students pursuing a degree or certificate are required to attend an orientation session for new students. You may complete an on-line orientation or attend an in-person orientation session on the Battle Creek campus. The on-line orientation is available at www.kellogg.edu/admissions/onlineorientation.
4. *Take the Assessment Test (COMPASS)* – COMPASS is a computer adaptive placement test that measures skills in reading, writing, and mathematics. In order to take the assessment test you must have previously applied for admission to KCC. You should allow at least two hours for three basic skills assessment. Bring a photo ID with you to the test.
5. *Meet with an Academic Advisor* – After you have applied for admission and completed both the orientation and the COMPASS test you will meet with an academic advisor to discuss the degree or certificate you are pursuing at KCC. At this advising appointment you will select your first semester classes and will then be ready to move to the final step which is registration and payment for classes.
6. *Register and Pay for Classes* – Now that the first 5 steps as a new student, you may register for classes and complete the payment process. Registration is available on-line through the KRIS (Kellogg Registration Information System) web portal at www.kellogg.edu. You need your KCC student ID number to register on-line.

Payment – Students have two payment options:

1. Payment in full when registering for classes.
2. Enrollment in an interest-free Nelnet/FACTS payment plan.

After registering for classes you have 24 hours to pay in full or enroll in the Nelnet/FACTS Payment Plan. Failure to do one of the above will result in your classes being dropped. Find additional information at www.kellogg.edu and click on “FACTS”.

Entrance Questionnaire

KELLOGG COMMUNITY COLLEGE ATHLETIC DEPARTMENT STUDENT ATHLETE ENTRANCE QUESTIONNAIRE

Background Information

Name: _____

Team: _____

Gender: _____ Male _____ Female

High School: _____ High School GPA: _____

Your NCAA Clearinghouse status: _____ Qualifier or _____ Non-Qualifier

Why do you want to participate in intercollegiate athletics at Kellogg Community College?

Goals and Expectations

What role does intercollegiate athletics play in your academic plan?

List your expectations of Kellogg Community College's athletic program?

1. _____

2. _____

3. _____

Have you selected your academic major? ___ Yes ___ No What is it? _____

Are you planning on transferring to a four-year school? ___ Yes ___ No

STUDENT ATHLETE ENTRANCE SURVEY

Goals and Expectations (continued)

If yes, which schools do you have in mind?

- 1. _____
- 2. _____
- 3. _____

What goals do you want to accomplish athletically while at Kellogg Community College?

What goals do you want to accomplish academically while at Kellogg Community College?

_____ Associate's Degree _____ Transfer Credits _____ Certificate Program _____ Other _____

Which academic skills would you like to further develop while you are at KCC? (check all that apply)

_____ Study skills _____ College Transfer Eligibility _____ Testing _____ Research

Which career skills would you like to further develop while you are at KCC? (check all that apply)

_____ Time Management _____ Goal Setting _____ Career Planning _____ Resume Building

As a student-athlete at Kellogg Community College you are required to participate in the mandatory study tables set up by your coach. You will also be monitored academically with progress report forms sent throughout each semester you are at KCC.

Please take advantage of the many forms of academic support we have at Kellogg Community College. Please visit the following website for the services available to KCC students: www.kellogg.edu/studserv/supportserv.

- Peer Mentoring
- Tutoring
- Academic Assistance
- The Learning Place – Located in the upper level of the Ohm Information Technology Center

I have read this form and understand the many support services available for me at KCC to be as successful as I can be as both a student and as an athlete.

Signed: _____ Date: _____

Advising

Educational Planning

Use the following link to start your Educational Planning:

www.kellogg.edu/advising/edplanning.html. This is an excellent place to help you along the way. The Programming Planning Sheet will help you map out your classes while at KCC. See the Educational Planning website on page 10 to see what is available for you to utilize.

Curriculum Codes / Program Codes

Curriculum Codes are numbers that pertain to specific areas of interest that each KCC student must provide on their application for entrance. Your curriculum of choice can be changed during your academic career at KCC, however, when you get closer to graduation, your graduation audit will be evaluated on the curriculum that you have chosen and is in the system under your name.

The following link is to the KCC Application for Admission. This link also has the list of Certificate Programs, Occupational Associate Degree Programs, Transfer Associate Degree Programs and Non-Certificate/Degree Occupational Program Curriculum Codes to choose from.

If you are not sure or undecided on a specific curriculum, it is recommended that you list the Curriculum Code of 313 (Associate in General Studies) on your application. As you enter your second year at KCC you can change your curriculum code to reflect your desired or chosen field. <http://www.kellogg.edu/pdf/kccapp.pdf>

Transferring Credit from other colleges to KCC

If you have attended other colleges you will want your official transcripts submitted to the KCC Registrar's Office for evaluation and transfer of credits. Transfer evaluations are generally processed within two to four weeks, and you will receive a Transfer Equivalency Report in your KCC e-mail account.

KRIS (Kellogg Registration Information System)

KCC Web Portal

The KCC Web Portal provides a gateway to a suite of commonly-used services for students.

From the Portal you can access:

- KCC e-mail account
- KRIS (Kellogg Registration Information System)
- Blackboard
- Portal Password Management

Your login to the portal will be provided in your KCC admissions letter. Your KCC e-mail account will be established after you register for classes or file the FAFSA for financial aid.


Access to the Portal, instructions on use, and answers to frequently asked questions (FAQs) can be found at www.kellogg.edu, click on KCC Web Portal.

Online Schedules

KCC no longer prints a semester schedule. You can utilize the KCC main website at

www.kellogg.edu to search for classes and sections that will fit your athletic schedule. Click on the "Schedules" link at the bottom right hand corner of the main web site to search for classes.

Educational Planning Website Page



450 North Avenue • Battle Creek, MI, 49017 • 269.965.3931

Academic Advising Home

Online Advising

Academic Advising ▾

Transfer Resources ▾

Career Resources ▾

Information & Online ▾

Contact Us

EDUCATIONAL PLANNING

Academic Advisors will assist you in forming career and education plans which fit your aptitude, interests, personality and lifestyle. An educational plan consists of a list of required and suggested courses which lead to the completion of a degree or certification.


EDUCATIONAL PLANNING RESOURCES

OCCUPATIONAL PROGRAMS

Occupational degrees, or Associate in Science Degrees, prepare students to go from college to a work environment after completing 62 to 78 credits. This does not include prerequisite coursework.

CERTIFICATE PROGRAMS

A grouping of classes in a specific area between 15 and 44 credits. Certificates require a GPA of 2.0 in the required coursework. Certificates can be a great way to document completion of coursework while working towards an associate's degree. Additionally, a certificate may be a way to expand skills and abilities in an area of study related to a degree.



TRANSFER GUIDES

Kellogg Community College has articulation agreements with many of the Colleges and Universities in Michigan. The articulation agreements are used to develop the transfer guides for students who choose to begin their college experience at the community college.

MACRAO TRANSFER AGREEMENT

The MACRAO is an agreement between two and four year colleges. The agreement states that if you complete the outlined classes in the 5 outlined groups at a 2 year school, when you transfer to a 4 year school, they will accept the credits.

SCHEDULING OPTIONS

KCC offers several course delivery options to help you customize your learning experience.

PREREQUISITES

Course prerequisites prepare students to have the skills necessary for academic success. To obtain clearance of a prerequisite, students must complete one of the following:

1. To take the required coursework.
2. Submit a college transcript of previously taken coursework.
3. Complete a placement assessment by:
 - a. High School transcript with ACT scores.
 - b. Complete COMPASS or ASSET testing at KCC.
 - c. You may bring unofficial transcripts to the Academic Advising office for advising and prerequisite completion.

PROGRAMMING PLANNING SHEET

Semester by semester plan of courses to keep students on track with occupational, certificate or transfer programs.

**Educational Planning is the first step on a journey to a great career.
Visit Academic Advising for Career Exploration information
to help bring the future into focus.**

[home](#) [contact us](#) [staff directory](#) [sitemap](#) [bookmark page](#) [schedules](#)

FAFSA & Automatic Payment Plan

FAFSA (Free Application For Student Aid)

This link will help you with everything FAFSA: www.kellogg.edu/financial. It is VERY important to start and secure any and all financial aid early. Please utilize this link to access all your financial aid questions. Deadlines for submitting your FAFSA to KCC: Fall semester – August 1, Spring semester – December 1, Summer semester – April 1.

Automatic Payment Plan (FACTS)

Once you register for classes you need to do one of two things:

Payment – Students have two payment options:

1. Payment in full when registering for classes.
2. Enrollment in an interest-free Nelnet/FACTS payment plan.

After registering for classes you have 24 hours to pay in full or enroll in the Nelnet/FACTS Payment Plan. Failure to do one of the above will result in your classes being dropped. Find additional information at www.kellogg.edu and click on “FACTS”.

The FACTS direct link is below:

<http://www.kellogg.edu/registrar/facts.html>

2nd Semester Registration and beyond

As you enter KCC as a new student (1st year or Transfer), you will **NOT** be able to register for classes on your own. You need to see an Academic Advisor or the KCC Athletic Director to register. For your second semester and beyond, you do not need to see an advisor to register for your classes. It is suggested to prepare the classes you want to take using the on-line schedule off the main web site, before entering the web portal to register for your classes. Please make sure you are aware of the registration dates for each semester. As an athlete, it is imperative to sign up for your classes early so you don't get stuck interfering with games and practices.

REMINDER: You need to register each semester with FACTS (The automatic payment plan).

Important Support

Here is the link to the learning support that KCC offers:

www.kellogg.edu/advising/learnsupport.html. Below is some detail of the support that is on the link, as well as some other helpful hints. See the Learning Support website on page 13 to see what is available for you to utilize.

Academic Advising

An academic advisor will assist you in forming career and educational plans which fit your interests and lifestyle. All first-time students are asked to meet with an academic advisor before scheduling courses. You may communicate with the advisors by going to the website

www.kellogg.edu/advising.

The Learning Place

The goal of The Learning Place is to provide you with opportunities to develop or enhance the skills you need to be successful in college. These services are provided at no charge to current students. Located in the upper level of the Ohm Information Technology Center, you can drop-in to The Learning Place to receive help in any subject matter or program area.

Testing and Assessment Center

The Testing and Assessment Center provides testing support for courses offered by the college and assessment testing for course placement. Testing support includes make-up tests, distance learning, and tests for placement. The COMPASS assessment is offered for placement into certain classes.

COMPASS Test

If you are enrolling for the first time at KCC, you will need to take one or more of the COMPASS assessments for writing, reading, or math. COMPASS is a computer adaptive placement tool. The purpose of these assessments is to help place you in classes for which you are adequately prepared. Assessment is required before you meet with an academic advisor to plan your initial class schedule.

Textbooks

The KCC Bookstore is located on the upper level of the Student Center and offers textbooks, supplies, and materials required for classes. You may buy your books on-line at <http://bookstore.kellogg.edu>.

Changing your Curriculum Code / Program Codes

When you have decided on your program of study at KCC, you need to fill out a Curriculum Code / Program Code Change Form. This is absolutely necessary before you plan on graduating from KCC. Please stop by the Academic Advising office to request the form and have an Academic Advisor sign and process this form.

Applying for Graduation

To graduate from Kellogg Community College with a degree or certificate, you begin the process by completing an [Application for Graduation](#). The form is available from, and should be returned to the Registrar's office.

Below is the link to the Applying for Graduation website:

<http://www.kellogg.edu/registrar/gradapp.html>

Blackboard Use

Blackboard is a web-based course management system that allows faculty to post course material on the web, provide feedback to students, as well as facilitate interaction with and between students. Kellogg Community College faculty utilize Blackboard to either enhance their traditional classroom-based instruction or deliver a course completely online.

Below is the link to tutorials on how to utilize and use Blackboard:

<http://www.kellogg.edu/is/helpdesk/blackboard/student/index.html>

Learning Support Website Page



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COMMUNITY COLLEGE

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Academic Advising Home
Online Advising
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LEARNING SUPPORT

Kellogg Community College provides students with learning resources, instructional tools, and supportive services to help and enhance the college learning experience. These services are available to support all students in reaching their academic goals.

LEARNING SUPPORT RESOURCES

LEARNING RESOURCE CENTER

Your information destination for books, periodicals, media, electronics and research support.

SUPPORT SERVICES

Assistance provided to students through a variety of services and programs including tutoring, disability support, special populations, academic support and child care grant opportunities.

STUDENT EMPLOYMENT SERVICES

All Kellogg Community College students and alumni are eligible for free job search assistance. The Student Employment Service office provides a full range of employment services for students and employers.

THE LEARNING PLACE

Free tutoring assistance for reading, writing, chemistry, biology, mathematics, and study skills is provided in The Learning Place.



TUTORING SERVICES

Offers individual and small group academic assistance to students for subjects not offered in the Learning Place.

COMPUTER LABS

Kellogg Community College's Learning Resource Center Computer Commons is a general-purpose area for use by KCC students in pursuit of their academic studies.

WORKSHOPS

Free informational meetings available to all students on a variety of subjects throughout the semester.

LITERACY COUNCIL

Please see an Academic Advisor for more information on literacy programs provided by the community.

[home](#) [contact us](#) [staff directory](#) [sitemap](#) [bookmark page](#) [schedules](#)

Tutoring Services

Free tutoring is available for all KCC students. Fill out the [Request a Tutor](#) form (available on line) or contact Support Services at 269-965-4150 or e-mail tutoring@kellogg.edu.

Program Planning Sheet

KELLOGG COMMUNITY COLLEGE PROGRAM PLANNING

Curriculum:

Program Code:

Semester: _____

Semester: _____

Semester: _____

Total Credits _____

Total Credits _____

Total Credits _____

Semester: _____

Semester: _____

Semester: _____

Total Credits _____

Total Credits _____

Total Credits _____

Semester: _____

Semester: _____

Semester: _____

Total Credits _____

Total Credits _____

Total Credits _____

Semester: _____

Semester: _____

Semester: _____

Total Credits _____

Total Credits _____

Total Credits _____

Student:

Student Number:

Advisor:

Date:

*This document is for planning purposes only.
It in no way guarantees the program can be completed as indicated above.*

