
Becoming a KCC Student

Admission to KCC

Kellogg Community College is an equal opportunity, equal access college with an open-door admission policy. Admission is open to anyone who fits into one of the following categories:

- High school graduate
- Earned high school equivalency certificate
- Completion of a home school program
- Age of 18 years or older
- A student desiring to participate in the Early Entry Program

Students still in high school may attend with the written permission of a school principal or counselor. High school students under age 14 need further permission from a parent and the appropriate KCC department. Students under the age of 18 cannot work on campus.

Authorized non-US citizens under student visas and other visas may attend KCC; final admissions decisions rest with the College.

Admission to KCC is open to anyone who demonstrates the motivation and maturity to benefit from courses and programs offered; however, admission to specific programs is not necessarily guaranteed.

Beginning Steps to Success

Apply

Your first step is to complete an application for admission to Kellogg Community College. The application, which is free, gives the College the opportunity to contact you with enrollment and registration information. We'll also start your file so that your academic advisor will have better information to guide you. Call the Enrollment Services office at 269-965-4153 or check www.kellogg.edu/admissions to request

an application packet and a financial aid application. Applications are also available at many of the surrounding high school guidance offices or at any one of the KCC centers. Also, we encourage you to apply online on the website, www.kellogg.edu/admissions.

You are encouraged to apply as early as possible to ensure time for academic advising and any financial aid processing, but you may also complete the application at the time of enrollment.

Kellogg Community College reserves the right to deny admission and/or the enrollment of any individual who disrupts the educational process or environment, or threatens the peace and safety of any individual therein.

If you have any questions concerning this policy, or requests for admission information or materials, please contact the office of Enrollment Services.

Attend Orientation

Participating in orientation is a key factor in being a successful college student. Many students ask “what is college like?” “What is expected of me and what can I expect from my college experience?” And “what resources are available to me to help me succeed?” Orientation answers these types of questions, prepares students for the college classroom, and helps you understand how to navigate campus resources. You have two orientation styles to select from: a face-to-face, small group session, or an online orientation. There is no charge for either orientation style. Registration for a small group orientation session is available online at www.kellogg.edu/admissions/orientation.html or by calling 269-965-4153. Online orientation is available at www.kellogg.edu/admissions/onlineorientation.

Send Transcripts

Kellogg Community College will accept credits earned at other accredited colleges and universities, and through the military.

If you wish to transfer credit to KCC, request an official transcript from each college or university you've attended. Have the transcripts sent to the Registrar's office at KCC. Courses completed with a passing grade of "C" or above may be considered for transfer if a comparable course exists at KCC.

After your transcripts have been evaluated, you will receive a Transfer Equivalency Report in the mail from the Registrar's office. This report will show classes that have been accepted in transfer to KCC and the number of credit hours received in transfer. Not all credit accepted in transfer will apply toward a degree or certificate at KCC. A maximum of 60% of a KCC degree or certificate may be completed using transfer credits. Grades from other institutions are not calculated in your cumulative grade point average at KCC.

Take the Placement Test (COMPASS)

Kellogg Community College does not require testing as a condition of admission, but first-time students will need to complete the COMPASS placement test.

You may use the ACT scores instead of COMPASS for placement in English and reading to satisfy any prerequisite, but you need the COMPASS math assessment for placement in math courses. Testing is free and offered in the Testing Center or at any of the other KCC centers. For questions about entry assessment, contact the Testing Center at 269-965-4136.

See an Academic Advisor

Your academic advisor will discuss your educational goals, explore your career

interests, and assist you in the development of an educational plan. If you are a first-time student, or if you want career testing, you may call ahead for an appointment with an academic advisor. Plan ahead when possible and make an appointment in advance of the semester beginning. Students are seen on a walk-in basis on designated days at the centers. If you have questions, you may communicate with academic advisors via e-mail by going to the website www.kellogg.edu/advising; by phone at 269-965-4124; or 1-800-955-4522 in Barry, Branch, and Calhoun counties.

Register

Registration completes the formal process of enrolling at KCC. Registration opens in April for summer and fall semester classes, and in November for spring semester classes.

You may register for classes on the Kellogg Registration Information System (KRIS) through the web at www.kellogg.edu, or you may register in person at any KCC site.

If you have to revise your schedule after you register, you have a limited period of time to drop and add classes. For more information about dropping a course with a refund, see Tuition Refund Policy on page 29.

E-mail Access

Kellogg Community College faculty and administration may use e-mail to communicate with you. Usually within a day after processing your online admissions application and/or registration, a KCC student e-mail account will be available to you. To access your e-mail account, follow the e-mail link from the KCC homepage, www.kellogg.edu. Your login ID will be your seven-digit KCC student ID preceded by a lower case "k." Your password will be your date of birth (six digits). It's recommended that you check your e-mail several times a week.

Textbooks

Kellogg Community College Bookstore, located on the upper level of the Student Center, offers textbooks, supplies, and materials required for classes. Students at the Fehsenfeld and Grahl Centers may buy their books online at <http://bookstore.kellogg.edu/home.aspx>, or at the Battle Creek Campus Bookstore. Eastern Academic Center students may buy online at <http://bookstore.kellogg.edu/home.aspx>, or at the Eastern Academic Center Bookstore. The average cost of a new textbook is estimated at \$85; used books may also be available. Please be aware that some classes require more than one textbook. A detailed refund policy is given with every purchase and is also posted in the store. The bookstore will also ship textbooks within the continental United States for an additional shipping and handling fee.

If you have been approved for financial aid, you may purchase books on account according to the dates posted in the store. A picture ID and KCC class schedule are required for purchases made on financial aid. Students found abusing the right to charge purchases at the bookstore against pending financial aid may be placed on financial aid suspension.

During the last week of the semester, the Bookstore offers a textbook “buyback” service conducted by an independent used book company. Times and dates are posted in the Bookstore.

Determine Costs

The cost of attending KCC includes tuition and fees, books, and supplies. Transportation and housing may be additional expenses. KCC tuition and fee rates are found in the current schedule of classes along with payment options for that semester.

Academic Support Services

Our goal is to help you achieve your academic goals. In addition to excellent instruction in the classroom, we offer the following *free* academic support services: academic advising, peer mentoring, tutoring, disability services, and limited funding options. Also, you may learn basic skills that you will need to be successful in future course work in The Learning Place. If you would like more information, call Support Services at 269-965-4150; e-mail us at supportservices@kellogg.edu; or visit the College website www.kellogg.edu under Current Students. Another option is to call the Academic Advising Center at 269-965-4124, or e-mail by going through the website www.kellogg.edu/advising.

Academic Advising

Academic advising is available to all students as a resource to support your academic success. Advisors will discuss your educational goals, give instructions in the use of career exploration resources, and assist you in the development of an educational plan. Advisors can answer questions on scheduling of classes, transfer and occupational programs, and academic processes.

If you are a first-time student, you will need to meet with an academic advisor before you register for classes. On the Battle Creek campus, academic appointments are available Monday through Thursday from 9:00 am to 4:00 pm. To make an appointment, call 269-965-4124. The advisors are available on a walk-in basis on select days at the Centers, and Monday through Friday on the Battle Creek campus.

Tools for Student Success

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. Our dedicated paraprofessionals assist students in becoming competent, motivated, and self-directed learners.

Located in the upper level of the Ohm Information Technology Center, our facility offers computer stations and software programs devoted to building academic skills. Some of the services we offer are available at other locations on campus and at the regional centers.

You can drop-in to The Learning Place to receive help in any subject matter or program area. Specialized help is available in the following areas:

Reading, Writing and Study Skills

You can receive help with a specific assignment or upgrade your grammar, vocabulary, and composition skills. Computer programs and paraprofessionals are available to help you read faster and comprehend more, study better in less time, take great lecture notes, and generally build upon skills you already possess to make college writing, reading, and learning easier. Enroll in English 97 or 99, Study Skills 98 or 99, or just stop in during open hours.

Mathematics and Science Skills

Tutoring assistance with all levels of math is available at The Learning Place. Individual and small group tutoring is available for Biology 101, 201, 202, and Chemistry 100. A variety of software programs are available for independent study, and paraprofessionals are available to help at various times throughout the week. A new parapro schedule is posted each semester. Stop by The Learning Place, or call 269-965-3931, ext. 2296, for more information.

College Success Course

You may be interested in taking a one-credit hour online orientation course entitled College Success (STSK 111). This course covers what you need to know about college knowledge, time management, career counseling, study skills, and orientation to college life. You register and pay for this course in the same way that you enroll for regular credit courses.

Support Services

Peer Mentoring

Peer mentors are fellow KCC students who serve as a resource and can share general campus information with you.

Tutoring

As a KCC student who is currently enrolled and attending class, you can receive tutoring assistance. Tutoring may be individual, group, or drop in. We encourage you to visit our website at www.kellogg.edu/kccpages/acadservices/tutoring.html to locate the tutor request form.

Academic Assistance

This service is provided only to students who have been accepted into either the Special Populations or Student Support Services Grant Program. Academic assistance is provided by professionals in the field of study, paraprofessionals, or by the instructor.

Disability Services

If you have a disability, academic accommodations may be available. The first step is for you to provide documentation of your disability to Support Services. After reviewing your documents, we will determine what kind of accommodations are available to you. You may also qualify for other services. E-mail supportservices@kellogg.edu for additional information.

Developmental Education

Studies show that students who successfully complete Kellogg Community College's developmental education courses generally continue to succeed in college-level course work. Developmental courses are offered in study skills, reading, writing, and mathematics, as well as biology and chemistry. You may select or be placed into developmental courses based on your ACT or COMPASS test scores. You register and pay for developmental education courses in the same way that you enroll for regular college-level courses.

Financial Aid Qs & As

Don't let the lack of funds keep you from taking college courses. The Financial Aid office is ready to help you. Contact the office staff to determine if you qualify for federal or state financial aid programs at 269-965-4123. Below are some of the most frequently asked questions concerning financial aid.

Does KCC offer financial aid? Yes!

KCC participates in many federal and state financial aid programs, as well as private and college-funded programs. Many KCC students receive some type of financial aid. KCC offers a variety of financial aid programs including grants, scholarships, work-study employment, and loans. In addition, KCC has a no-interest tuition payment plan that you can use for a fee.

Am I eligible to apply? Yes!

As a general rule, all students, both full- and part-time, should apply for financial aid. Although many financial aid awards are based on need or on academic achievement, there are awards that are based on neither of these criteria. That means you may be eligible for financial aid even if you don't meet specific guidelines of financial need or scholastic achievement.

To be eligible for all federal and most state financial aid programs, you should be seeking a degree or certificate and have a high school diploma or GED. Home-schooled students from Michigan who are 16 years of age or older and who can certify completion of an equivalent high school education are also eligible for federal and state financial aid programs. College-funded awards may be made to either degree or non-degree seeking students.

How do I apply for financial aid? Easily!

First, apply for a federal PIN number at www.pin.ed.gov. For the student's aid at least one parent (for dependent students) must have a PIN. This is your electronic signature. Second, complete an electronic Free Application for Federal Student Aid (FAFSA) on the web at www.fafsa.ed.gov. The earlier you submit these applications, the better. The Financial Aid office will then contact you through your KCC student e-mail to let you know what financial aid you qualify for or if more information is needed to determine your eligibility.

Can I apply for more than one year of financial aid? Yes!

You re-apply for financial aid each academic year. In addition, you must maintain satisfactory academic progress and not be in default status with a Federal Stafford Loan or a Federal Direct Loan, or owe a refund on any Title IV HEA Grant (Federal Pell, Federal SEOG or SSIG) received at any institution you have attended. For more detailed information, contact the Financial Aid office.

Financial Aid Return of Title IV Funds

For information concerning refund procedures for financial aid recipients who completely withdraw from courses, allocation of refunds, and repayment to sources of aid, contact the Financial Aid office.

Four Types of Financial Assistance

Financial aid at KCC falls into four main categories: grants, scholarships, work-study programs, and student loans. Grants and scholarships are funds that you do not have to pay back. Work-study programs fund your salary for working on campus or at approved community service agencies while you are taking classes. You have to pay back student loans at a relatively low interest rate.