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# Student Services

## Academic Advising

An academic advisor will assist you in forming career and educational plans which fit your interests and lifestyle. An educational plan consists of a list of required and suggested courses which leads to a certificate, a degree, or transfer. All first-time students are asked to meet with an academic advisor before scheduling courses. Advising is available on a walk-in basis at the Battle Creek campus. Additionally, advisors will encourage you to use career decision-making software such as Discover and MOIS to identify career interest, work values, and preferences.

Academic advising is available as a resource for you to seek information and guidance. Advisors answer questions on scheduling, occupational program requirements, and academic processing that lead to the completion of goals.

Advising services are offered during the day and evening hours on the Battle Creek campus and on designated days at the Eastern Academic, Fehsenfeld, and Grahl Centers. You may communicate with the advisors via e-mail by going to the website [www.kellogg.edu/advising](http://www.kellogg.edu/advising).

## Athletics

Kellogg Community College is a member of the Michigan Community College Athletic Association (MCCAA) and the National Junior College Athletic Association (NJCAA). The College competes in inter-collegiate men's baseball, basketball, and soccer, and women's basketball, softball, and volleyball. The MCCAA and NJCAA regulate athletic competition and set eligibility standards for all member colleges. Athletic grant-in-aid scholarships are

available for outstanding male and female athletes. Contact the Athletic department for any further details at 269-965-4151.

## College Life Office

The College Life office supports the academic goals of Kellogg Community College by engaging students in programs designed to enhance the college experience. Through campus partnerships and cooperative planning, the College Life office aims to promote a positive college experience by providing programs rooted in diversity, education, leadership, community service, and social interaction. The College Life office offers a wide range of opportunities for students to gain experience including campus activities, student organizations and clubs, Honors Program, honors societies, *The Bruin* student newspaper, and Student Leadership Institute. Students are encouraged to participate in co-curricular activities in an effort to seek a well-rounded education which will prepare them to be successful in new challenges. Additionally, the College Life office maintains campus postings, visitor requests, and lost and found.

Each spring the College Life office plans the Honors Banquet, where outstanding achievement awards are given by academic departments based on specific criteria, such as program involvement and academic achievement. Specific details and criteria for each award is outlined in the Student Handbook.

The College Life office is located on the lower level of the Student Center. For more information about College Life programs, contact College Life at 269-965-3931, ext. 2634, e-mail [collegelife@kellogg.edu](mailto:collegelife@kellogg.edu), or visit [www.kellogg.edu/collegelife](http://www.kellogg.edu/collegelife).

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## Bruin Newspaper

The *Bruin* newspaper is the College's student newspaper. It contains campus and community news, opinion pieces, and campus event information. *The Bruin* is published nine times each calendar year.

## Honors Program

The Honors Program offers academically-talented students an alternative way to complete general education requirements. Honors Program students have unique opportunities for academic challenge as well as interaction with other motivated students and Honors faculty through courses, community service, and fellowship activities. The Honors Program promotes leadership and fosters partnerships and mentoring between students, faculty, and staff

Honors Program students are as unique and varied as the scholarly, artistic, humanitarian and societal passions that spark their intellect. What unites them is the excitement of working and studying with outstanding instructors and other talented students.

To be eligible for the Honors Program, students must meet one of the following requirements:

- ACT score of 20 or higher
- High school GPA of 3.3 or higher
- Minimum of 12 credit hours completed at KCC, with a GPA of 3.5 or higher
- Recommendation of faculty
- Transfer GPA of 3.0 or higher

The Honors Program regularly offers courses specifically designed for honors students; course offerings can be found in the academic schedules. Students also have the option of fulfilling an honors contract in all other College courses. An honors contract is a mechanism for adding an "honors dimension" to any regular KCC course by

contracting with the instructor to complete additional coursework and receive honors designation. Student interested in developing an honors contract should contact individual instructors at the start of a semester to discuss options.

## Phi Theta Kappa

Phi Theta Kappa is an international academic honor society. Membership in Phi Theta Kappa is by invitation to students in all associate degree programs who have accumulated 12 or more credit hours and carry a minimum cumulative 3.5 grade point average. Students who accept membership are granted opportunities to develop leadership potential, engage in scholarly activities, and/or participate in community service. Membership benefits include:

- The privilege of wearing Phi Theta Kappa regalia at commencement
- Notation of membership on your diploma and transcripts
- Membership certificate, identification card, and pin
- Exclusive access to transfer scholarships, available only to Phi Theta Kappans
- Press release announcing your induction to the society

## Psi Beta

Psi Beta is the national honor society in psychology for community and junior colleges. It is the first two-year college honor society approved for membership in the Association of College Honor Societies. The mission of Psi Beta is professional development of psychology students through promotion and recognition of excellence in scholarship, leadership, research, and community service.

Students who meet the following requirements are eligible for membership:

- Actively enrolled at an accredited two-year college with a Psi Beta chapter

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- Rank in the top 35% or have an overall grade point average (GPA) of 3.0, whichever is higher, and have at least a 3.0 GPA average in psychology
  - Completed at least two quarters or one semester of a psychology or psychology-based course and 12 credit hours or the equivalent quarter hours total college credit

## **Student Leadership Institute**

The Student Leadership Institute (SLI) functions under the philosophy that all students possess leadership potential and that leadership can be enhanced when given the opportunity to develop them. SLI focuses on providing those critical components in order to develop and enhance leadership talent within KCC students. Leadership opportunities are offered through a variety of means such as workshops, speakers, service learning, and conferences.

## **Student Organizations and Clubs**

The College Life office houses more than 25 registered student organizations and clubs. A current list can be found in the College Life office. Information is also available to students interested in forming a new organization or club.

## **Customer Service Center**

This one-stop location at the Battle Creek campus allows you to apply to the College, register for courses, make payments, submit schedule adjustments, request transcripts, and process course withdrawals. These services are also provided at the Grahl, Fehsenfeld, and Eastern Academic Centers.

## **Housing**

The wide selection of degree and certificate programs of study and an established reputation make Kellogg Community College attractive to many students outside

the Battle Creek area. The College does not have approved housing on or off campus. Housing is available near the campus in private homes and apartments. It is your responsibility to visit available housing and reach agreement with the property owner concerning rental, house policies, privileges, and responsibilities. Housing information is available by visiting [www.kellogg.edu/studserv/housing.html](http://www.kellogg.edu/studserv/housing.html).

The College is not able to officially approve or supervise off-campus housing. It cannot assume responsibility for housing conditions, location, or rental conditions.

## **Insurance**

A sickness and injury insurance plan is available to you if you are enrolled full- or part-time. The plan is underwritten by Sentry Student Security Plan and is not subsidized by the College. Applications are available from Student Services, the Academic Advising Center, and the administrative offices at the centers.

## **Students with Disabilities**

Kellogg Community College offers assistance to students with disabilities. The College is committed in its compliance with the Americans With Disabilities Act and Section 504 of the Rehabilitation Act.

The Support Services department is responsible for the coordination of services for students with disabilities. Students must voluntarily identify themselves during the advising process as having a disability and make arrangements to supply the department with appropriate documentation. Students may contact the office at 269-965-4150 or e-mail us at [supportservices@kellogg.edu](mailto:supportservices@kellogg.edu). For additional information regarding disability assistance visit [www.kellogg.edu/studserv/supportserv.html](http://www.kellogg.edu/studserv/supportserv.html).

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Qualified students with disabilities must provide documentation of their disability to receive any academic modification and/or reasonable accommodation. Requests will be based upon the specific documentation. The student is responsible for contacting Support Services to review personal concerns and develop a plan for accommodation or modification.

The intent of providing special considerations for students with disabilities is to accommodate students' learning differences, not to change collegiate requirements. The same standards for mastery of skills or information are applied to students with disabilities as to all other students.

### *Americans With Disabilities Act*

Kellogg Community College does not discriminate in the admission or treatment of students on the basis of disability. The College is committed to compliance with the Americans With Disabilities Act and Section 504 of the Rehabilitation Act:

1. Section 202 of the 1990 Americans With Disabilities Act: "No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in or be denied the benefits of the services, programs, or activities of any public entity, or be subject to discrimination by any such entity."
2. Section 504 of the 1973 Rehabilitation Act: "No otherwise qualified individual, with a disability as defined (herein) shall solely, by reason of his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

While ensuring the academic integrity of its programs, the College is dedicated to providing the reasonable accommodations needed to ensure equal access to educational opportuni-

ties for individuals with verified disabilities.

Support Services is responsible for the coordination of services to students with disabilities as defined by Section 504 of the Rehabilitation Act. This office is part of the Division of Student Services and is located in the Student Center. Please call 269-965-4150 or e-mail [supportservices@kellogg.edu](mailto:supportservices@kellogg.edu) for more information or questions pertaining to your need for assistance.

## **Student Employment Services**

Kellogg Community College students and alumni are eligible for free job search assistance through the Student Employment Services office, which is located in the Student Center on the Battle Creek campus. You can also register for job search assistance online at [www.kellogg.edu/ses/ccn](http://www.kellogg.edu/ses/ccn).

The Student Employment Services office provides a full range of employment services including one-on-one assistance with writing résumés, building interview skills, and developing job leads. The Student Employment Services office also schedules on-campus recruiters and plans job fairs. On-campus recruiting opportunities and job fairs will be advertised in *The Bruin* and on the KCC website.

Job developers in Barry, Branch, and Calhoun County work with faculty, co-op coordinators, and community job placement personnel to help you develop permanent job leads and work experience opportunities. All permanent job leads and work experience opportunities developed by the Student Employment Services office will be posted on College Central Network at [www.kellogg.edu/ses/ccn](http://www.kellogg.edu/ses/ccn).

For more information on employment services available for KCC students, call the Student Employment Services office at 269-965-3931, ext. 2637.

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## Student Handbook –Regulations

A Student Handbook is published each year. Copies are available without charge at all College sites upon request. The handbook contains information on services available to students, co-curricular activities and events, and necessary regulations. The current regulations on student vehicles, campus parking, smoking regulations, restrictions against drinking and gambling, cheating, confidentiality of student records, Student Code of Conduct, initiating a complaint, and the right of due process in disagreements are among the topics covered.

The regulations contained in the Student Handbook are based upon the official statements from the Policies and Procedures Manual of Kellogg Community College. It is your responsibility to become familiar with the rules and regulations of KCC and the various policies outlined in the Student Handbook.

### Support Services

Support programs are designed to help you if you experience academic difficulty; have limited English language skills; are low-income or a first-generation college student; seek a nontraditional career; or are a single parent, displaced homemaker, re-entry, or disabled student.

### Testing and Assessment Center

The Testing and Assessment Center provides testing support for courses offered by the College and assessment testing for course placement. Services are offered to the community, as well as to Kellogg Community College students. Testing support includes make-up tests, distance learning, and tests for placement. The COMPASS assessment is offered for placement into certain classes. In addition, the center offers national credit by exam tests, such as DANTES Subject

Standardized Tests (DSSTs)\* and CLEP examinations\*. The ACT Assessment\* is offered on the five national test dates. Other testing services, such as test proctoring for students attending other colleges, are offered.

*\*Battle Creek site only*

### Student Assessment and Course Placement Test (COMPASS)

If you are enrolling for the first time at Kellogg Community College, you may need to take one or more of the COMPASS assessments for writing, reading, or math. COMPASS is a computer adaptive placement test. The purpose of these tests is to help place you in classes for which you are adequately prepared, and therefore have the most opportunity to succeed. Testing is offered at the Testing and Assessment Center in the Lane-Thomas building and at the Eastern Academic, Fehsenfeld, and Grahl Centers. There is no fee for initial assessments. Assessment testing is offered year-round and should be completed before you meet with an academic advisor to discuss your program of study.

You will need to complete the appropriate placement test if:

- You are taking your first college credit course in English or math
- You are enrolling in any class that lists a COMPASS score as a prerequisite
- You do not have a high school diploma or GED, and you are applying for financial aid
- You are taking any general education core course

You may be exempt from placement assessments if:

- You have earned an associate or higher degree
- You have official guest student status
- You have earned college credits in English or math with a grade of “C” or higher

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- You have previously taken the COMPASS or ASSET test

### *Alternatives to the COMPASS test*

If you took the ACT assessment, you may choose to use your ACT writing and reading scores instead of taking those sections in COMPASS. If you want to use ACT scores, you will need to provide a copy of your ACT scores to the College before you plan to register for classes.

### *Retesting*

Generally, you may take the placement test one time, but there may be circumstances when retesting is appropriate. If you have previously taken the assessment test, you are encouraged to speak to an academic advisor before attempting to retest. Students may retest, without seeing an advisor, by paying a retest fee at the test site. You must wait at least one day before retesting. If you retest, your retest score will be the one used for placement.

### **National Standardized Credit by Examination Tests**

The Testing and Assessment Center offers two college-level equivalency examination programs, CLEP and DANTES Subject Standardized Tests. These are described below. If you have had prior learning that may be equivalent to college course work, or if you can study a subject on your own, these programs may save some time and money in earning your degree. Both testing programs are available to Kellogg Community College students and to members of the community. You may apply the credit to your degree here or at any institution that participates in these programs.

KCC generally grants credit for scores that meet the recommendations determined by the American Council on Education (ACE). A listing of examinations and minimum acceptable scores is available at the Testing and Assessment Center and at the Grahl,

Fehsenfeld and Eastern Academic Centers. The Registrar's office determines credit awarded upon receipt of successful exam scores. Credit is considered transfer credit, which is subject to a maximum of 60% of a degree or certificate.

If you are planning to transfer to another institution, be aware that acceptance of credit by KCC toward a degree does not guarantee that credit will be accepted by your transfer institution. Check with your anticipated transfer institution if this is a consideration.

These college-level equivalency programs are administered at the Testing and Assessment Center, Battle Creek campus, by appointment. There is a test fee and a non-refundable administration fee charged per test.

### *College Level Examination Program (CLEP)*

CLEP examinations are computer-based examinations through the College Board. There are 34 different examinations in introductory-level subjects. These tests are timed. You will receive your score immediately after testing. Official score reports are mailed directly to the score recipient institutions.

### *DANTES Subject Standardized Tests (DSST)*

DSST are untimed paper and pencil examinations. There are 30 test titles available covering a wide range of subjects. Examinations are mailed to Thomson Prometric for scoring, and official score reports are mailed directly to you and the score recipient institution.