
Becoming a KCC Student

Step 1

Apply to KCC

At Kellogg Community College your first step as a new student is to submit an admissions application. All students registering for credit course work must complete an application for admission and return it to the Customer Service Center in the Ohm Information Technology Center or to the main office at the Grahl, Fehsenfeld, or Eastern Academic Center. You may also apply online at www.kellogg.edu. Admission to the College does not ensure entry into a specific curriculum or course section. Admission is open to anyone who fits into one of the following categories:

Admission Criteria

- Adults 18 years of age or older,
- High school graduates (or high school equivalency certificate), or
- Completion of a home school program.

Currently enrolled high school students, or currently enrolled home school students ages 14 and older may apply through our Dual Enrolled Program (additional approvals and/or materials may be required).

The admissions process includes documenting your home address which determines your residency status and tuition rate at KCC. You will submit one of the following documents to establish your residency status:

- Valid driver's license
- State ID card
- Voter registration card
- Lease agreement showing your name as an occupant
- Business mail received in your name at the address listed on your KCC application for admission

Step 2

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 online orientation or attend an in-person orientation session on the Battle Creek campus.

The online orientation is available at www.kellogg.edu/admissions/onlineorientation.

Register for an in-person orientation session at www.kellogg.edu/admissions/orientation.html, or by calling 269-965-4153, or by e-mail at adm@kellogg.edu.

You may also attend a one-stop new student orientation session which includes COMPASS testing, academic advising, applying for financial aid, as well as registration for classes and payment processing. One-stop sessions will take three to four hours to complete.

Orientation at a KCC Center

To complete the online new student orientation at the Grahl, Fehsenfeld, or Eastern Academic Center, contact staff at the Center's main office for available times.

Step 3

Apply for Financial Aid and Scholarships

- Go to the Kellogg Community College website at www.kellogg.edu/financial for eligibility requirements and information on grants, scholarships, student loans, work-study, and veterans benefits.
- Submit the Free Application for Federal Student Aid (FAFSA) on-line at least three months prior to the semester you plan to begin attending KCC. This should

provide sufficient processing time for financial aid awarding. Go to the FAFSA website at www.fafsa.ed.gov to apply.

- Once your FAFSA information is received from the Federal Processing Center, you will be mailed a letter explaining the KCC Web Portal and e-mail system. E-mails are sent to your KCC e-mail address requesting documentation to complete your financial aid file. You will receive an award notification e-mail, provided you submit all required documents to our office in a timely manner.
- Your KCC e-mail is how you will receive communications from the financial aid office. It is your responsibility to periodically review financial aid information through the KCC Web Portal and watch for e-mails providing information that is important to you.

Step 4

Take the Assessment Test (COMPASS)

COMPASS is a computer adaptive placement test that measures skills in reading, writing, and mathematics. COMPASS scores are a prerequisite for many KCC courses. ACT English and reading scores may be used for placement instead of the COMPASS writing skills and reading components.

If you are pursuing a degree or certificate, you are required to complete assessment testing prior to meeting with an academic advisor to schedule classes. 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.

Step 5

Meet with an Academic Advisor

After you have applied for admission and completed both orientation and the COMPASS test you will meet with an academic advisor to discuss the degree or cer-

tificate you are pursuing at KCC. If you plan to transfer to a four-year institution, the advisor will help you identify which transfer curriculum to follow.

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.

Step 6

Register and Pay for Classes

Now that you have completed the first five steps as a new student, you may register for classes and complete the payment process.

Registration is available online through the KCC Web Portal at www.kellogg.edu.

KRIS Registration Hours

Monday-Sunday, 1:00 am-12:00 am

You may register in person (photo ID required) at the Battle Creek campus; Grahl, Fehsenfeld, or Eastern Academic Center; or at the RMTC. Contact the individual Center for in-person registration hours.

Payment Information

Students (including those with awarded financial aid) 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."

Additional Information

Transferring Credit from Other Colleges to KCC

If you have attended other colleges you will want to have your official transcripts

submitted to the Kellogg Community College Registrar's office for evaluation and transfer of credits. Transcript evaluations are generally processed within two to four weeks, and you will receive a Transfer Equivalency Report in your KCC e-mail account. For more information on transferring credits to KCC see the Transfer Evaluation Process section.

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.

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>, or at the Battle Creek Campus Bookstore. Eastern Academic Center students may buy online at <http://bookstore.kellogg.edu>, 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.