
General Admissions

Kellogg Community college is an equal opportunity, equal access college with an open-door admission policy. 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.

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 18 or older
- A student desiring to participate in the Early Entry/Dual Enrollment Program

A lack of English language proficiency does not prevent admission to KCC; however, most college courses require basic proficiency in English. If English is not your first language and you need to improve your English skills to be successful, then the course English as a Second Language (ENGL 96) provides you with the opportunity to improve those skills. The COMPASS writing test can help you determine if improvement is needed. Please see an academic advisor for assistance.

Early Entry/ Dual Enrollment Program

Students requesting early entry/dual enroll status may attend with written permission of the high school counselor and/or principal. Your high school counselor should have packets for you to complete and return to Enrollment Services, or you can request that a packet be sent to you by calling 269-965-4153 or e-mail adm@kellogg.edu.

The packet consists of the following documents that should be completed and returned

to the Enrollment Services office:

- Dual Enroll/Early Entry Admission form (to be signed by the student and the high school counselor).
- A registration form that should be completed and signed by the student.
- A Post-Secondary Tuition and Fee Approval Form that needs to be completed, signed by the student, the parent/guardian of the student, the high school counselor, and the high school principal (if the high school is authorizing payment of the tuition and fees).

The student will return the above documents along with a picture ID to the Enrollment Services office for processing.

Students are required to meet all prerequisites of the courses requested by either submitting ACT scores, or by taking the COMPASS assessments.

Students who are in high school but are under the age of 14 need further permission from a parent/guardian, and the appropriate KCC department. Please call the Enrollment Services Director at 269-965-4153 for more information.

Guest Student Application Process

Students who are currently enrolled at another college or university and wish to take a class at Kellogg Community College can apply by filling out the Michigan Uniform Guest Application. This form can be found at www.macrao.org/Publications/MichiganUniformGuestApplication.pdf.

This form can be submitted, along with a picture ID to the Enrollment Services office located in the Student Center of the main campus in Battle Creek.

Guest students are required to show that they meet all necessary prerequisites for the courses in which they would like to enroll.

Admission of International Students

Kellogg Community College is authorized under Federal Law to enroll nonimmigrant students.

If you desire F-1 VISA student status, you must:

1. Complete and sign the international student application for admission.
2. Provide official copies of your academic records, both high school and college, translated to English by an accredited service.
3. Provide evidence of adequate proficiency in the English language if English is not your official native language. English proficiency means that you can speak, write, and read English fluently. Applicants from non-English speaking countries must provide proof of written and oral English competency by submitting official copies of scores from either the TOEFL (Test of English as a Foreign Language), or the MELAB (Michigan Test of English Proficiency). Kellogg Community College requires a score of 500 on the written TOEFL (computer-based = 173; internet-based = 61) or a minimum score of 75 on the Michigan test.
4. Provide evidence that sufficient financial resources are available to meet all expenses. You must submit proof of support in the form of a letter from a parent, guardian, relative, or sponsoring agency (government or private).
5. A bank statement certifying you have adequate funds for the cost of tuition, fees, and living expenses must also be submitted. The names on the letter of support and the bank statement must match. The statement must be official from the

bank in a sealed envelope, must be converted into U.S. dollars, and less than 90 days old.

Upon acceptance to the College, an I-20 (Certificate of Eligibility) form will be issued to you. Requests for international student applications should be made through the Enrollment Services office.

Note: Authorized non-US citizens under visas other than F-1 may attend KCC; final admissions decisions rest with the College.

Admission to Allied Health Programs:

Dental Hygiene, Medical Laboratory Technology, Physical Therapist Assistant, Radiography (Radiologic Technologist)

Because of space limitations, enrollment limitations imposed by accrediting agencies, or program prerequisites, admission to these programs is selective. Please refer to program pages of the individual Allied Health programs for descriptions of the programs, and specific graduation requirements. The admission process includes the following steps:

1. Individuals may apply for only one Allied Health or Nursing program at a time. Initiating an application to a second Allied Health or Nursing program will nullify any previous application to a different Allied Health or Nursing program for that admission period. New applications will not be accepted until after August 1 of the year preceding the year in which the admission decision is made. For example, applications for classes entering Fall 2011 (or later that academic year) will not be accepted until August 1, 2010.
2. At the time of application, applicants must supply all necessary documentation described in step three. Incomplete

- applications will not be accepted. Applicants are responsible for notifying the Enrollment Services office of any and all changes in name, address, or phone number. If mail is returned more than once in an application cycle, the potential applicant will not be sent any additional correspondence during that year.
3. Completed application packets contain all of the following information, and should be turned in to the Enrollments Services office as a packet:
 - a. Selective Admission application form indicating the specific Allied Health program desired and previous colleges attended.
 - b. Evidence of high school performance and graduation.
 - i. For high school graduates: high school transcript(s) showing entire high school record, including graduation.
 - ii. For high school students anticipating graduation during the current year: prior to the closing date, applicants who are currently in high school need to submit an updated transcript from their completed first semester of their senior year. If admitted to an Allied Health program, an additional high school transcript showing graduation must be submitted prior to beginning the program.
 - iii. For GED recipients: successful GED results and high school transcript(s) (to document courses completed at high schools, if applicable).
 - c. ACT or SAT score (waived for applicants who provide official documentation of a degree from an accredited college).
 - d. Official transcripts from other colleges attended. Applicants are responsible for sending updated copies of official transcripts from other colleges as they become available during the admission process.
 4. The application packet must be complete by the application closing date. Unless an insufficient number of applications are received, the application closing date for:
 - a. Radiography is February 1.
 - b. Physical Therapist Assistant is March 1.
 - c. Dental Hygiene is April 1.
 - d. Medical Laboratory Technology is May 15.
 5. Admission decisions will be made based on the specific criteria as stated for each program as described later in this section. Program prerequisites and criteria for admission in this catalog apply to classes admitted for the 2010-2011 academic year.
 6. Each individual whose application was completed will be informed of the admission decision.
- The admission to any Allied Health programs will not be based on race, religion, sexual orientation, color, national origin, gender, marital status, age, or disability. ACT and SAT scores and grade in both high school and college (if applicable) will be considered in the selection process. Other factors may also be considered and may be prioritized and weighted differently by individual programs. You may obtain more specific information about the selection process from the Enrollment Services office, or an academic advisor.
- Selective Admission applications should only be submitted or re-submitted once the admission requirements are met. Applications and supporting documents will be returned to potential students if the admission requirements are not met.

Admission Prerequisites

Radiography Program

The following courses are program prerequisites for the Radiography program. Prerequisites must be completed with a “C”

(2.0) or better prior to application to the program:

- Mathematics 121
- Office Information Technology 227

Dental Hygiene Program

In order to register for Chemistry 100, which must be completed in the fall semester of the first year, the students must achieve one of the following prior to application to the program:

- COMPASS algebra assessment with score of at least 40

OR

- Grade of “C” or better in Chemistry 10, Mathematics 101, or other college-level mathematics course.

Medical Laboratory Technology Program

Students must achieve one of the following prior to beginning the program:

- COMPASS algebra assessment with score of at least 40

OR

- Grade of “C” or better in Mathematics 101, or other college-level mathematics course

OR

- Grade of “C” or better in Chemistry 10, AND a grade of “C” or better in Mathematics 100.

Common Factors Weighed for Admission

Admission to these Allied Health programs is competitive based on points being awarded for grades or scores on various courses or tests. The following factors are considered in determining which candidates will be admitted to all the Allied Health programs:

1. High school grade point average or GED scores
2. College grade point average
3. ACT or SAT score
4. Specific college courses with a “C” (2.0) or better:
 - a. Biology 201

- b. Biology 202
- c. English 151
- d. Psychology 201
- e. Sociology 201

Dental Hygiene Program

These additional factors will be weighed in determining which applicants will be admitted to the Dental Hygiene Program:

- Specific college courses with “C” (2.0) or better:
 - Chemistry 100 or 110
 - Communication 101
 - Biology 205

Medical Laboratory Technology Program

These additional factors will be weighed in determining which applicants will be admitted to the Medical Laboratory Technology Program:

- Specific college courses with “C” (2.0) or better:
 - Chemistry 100 or 110
 - Chemistry 210 or 111
 - Communication 101 or 111

Physical Therapist Assistant Program

These additional factors will be weighed in determining which applicants will be admitted to the Physical Therapist Assistant Program:

- Specific college courses with “C” (2.0) or better:
 - Communication 101
 - Emergency Medical Technician 110
 - Psychology 220

Radiography Program

These additional factors will be weighed in determining which applicants will be admitted to the Radiography Program:

- Specific college courses with “C” (2.0) or better:
 - Emergency Medical Technician 110 or 120
 - Communication 101
 - Mathematics 121
 - Office Information Technology 227

Admission to Nursing Programs

Admission to the nursing programs is selective due to space limitations, enrollment limitations imposed by regulatory bodies, and program prerequisites. Please refer to Nursing Program section, for descriptions of the nursing programs and graduation requirements. The admission process includes the following steps:

1. Individuals may apply for only one Nursing or Allied Health program at a time. Initiating an application to a second Allied Health or Nursing program will nullify any previous application to a different Allied Health or Nursing program for that admission period. New applications are not accepted for an entering class year until the admission criteria and prerequisites for that year are published in the College catalog. The catalog is published roughly a year before admission decisions to which it applies are made. For example, applications for classes entering Fall 2011 (or later that academic year) will not be accepted until after April 1, 2010.
2. At the time of application, applicants must supply all necessary documentation described in step three below. Incomplete applications will not be accepted. Applicants are responsible for notifying the Enrollment Services office of any and all changes in name, address, or phone number. If mail is returned more than once in an application cycle, the potential applicant will not be sent any additional correspondence until the student has corrected their information with Kellogg Community College.
3. Completed application packets contain all of the following information:
 - a. Selective Admission application form indicating the specific nursing program desired and previous colleges attended.
 - b. High school transcript for courses for which the student requests evaluation

by the College for equivalency to required courses.

- c. Documentation of a composite ACT score of 19 or higher or the equivalent SAT score, or COMPASS reading score of 78 or higher, (waived for applicants who provide official documentation of a degree from an accredited college).
 - d. Official college transcript(s) showing a grade point average of 2.5 or higher at each college attended (unofficial transcripts are not acceptable).
 - e. Official transcripts showing accomplishment of required courses.
4. Only complete packets will be accepted. Applicants with ALL admission prerequisite courses completed and documented in the packet are admitted by date of packet completion and submission until all spaces are filled. Remaining applicants with all admission prerequisites satisfied are placed on an alternate list.
 5. Individuals on the alternate list when classes begin will remain on the list. A letter notifying the applicant of his or her alternate status will be mailed to the student by the College. The alternate letter must be returned to the Enrollment Services office by the deadline on the letter indicating the semester for which the applicant desires to be next considered. If the applicant fails to return the letter, the applicant will be removed from the alternate list.

A tentative expansion of the Nursing Program is being planned for Fall of 2010. Should this expansion occur, admission to the positions resulting from the expansion will be competitive. All other positions in the Nursing Program will continue to be admitted based on date of qualification.

Admission to a nursing program will not be based on race, religion, color, national origin, gender, marital status, sexual orientation, age, or disability. Admission to the Nursing

Program is based on a completed application file. Program prerequisites and criteria for admission in this catalog apply to the 2010-2011 class.

Selective Admission applications should only be submitted or re-submitted once the admission requirements are met. Applications will be returned to potential students if the admission requirements are not complete.

Laddered Nursing Program

Admission Requirements

Applications will be accepted from candidates who provide a complete packet of documentation. Admission prerequisite courses must also be completed before a student can apply to the Nursing Program.

2010-2011 admission requirements for both the full- and part-time options of the Nursing Laddered program are as follows:

1. Documentation of a composite ACT score of 19 or higher or the equivalent SAT score, or COMPASS reading score of 78 or higher, (waived for applicants who provide official documentation of a degree from an accredited college).
2. Grade point average of 2.5 or higher at each institution.^o
3. Prerequisite courses with grade of "B-" (2.67) or higher:
 - Chemistry 100 or equivalent, or higher level chemistry course
 - Mathematics 101 or equivalent, or higher, or COMPASS algebra score of 40 or higher
4. Prerequisite college courses with grades of "B-" (2.67) or higher:
 - Biology 201 or equivalent, and completed within six years prior to admittance to the program
 - Biology 202 or equivalent, and completed within six years prior to admittance to the program

^oStudents with a grade point average of less than 2.5 in any college may request an exemption from the Director of Nursing.

Advanced Placement Option

Admission Requirements

Selective Admission applications will be accepted for the Advanced Placement option on April 1 for the following academic year (for example, April 1, 2010 a student can apply for the Fall 2011 and Spring 2012 classes).

Applications will be accepted from candidates who provide a complete packet of documentation showing the following:

1. Official college transcripts from all colleges or universities attended, showing a GPA of 2.0 or higher at each institution.
2. Successful completion of the following courses with a "C" (2.0) or higher:
 - Communication 101 or 111, or equivalent
 - English 151, or equivalent
 - Psychology 201, or equivalent
 - Psychology 220, or equivalent
3. Successful completion of the following courses with a "B-" (2.67) or higher:
 - Chemistry 100, or equivalent, or higher level chemistry course
 - Mathematics 101, or higher, or equivalent, or COMPASS algebra score of 40 or higher
 - Biology 201, or equivalent
 - Biology 202, or equivalent
4. Submission of current Michigan licensure as an LPN

Applicants who have a complete packet and documentation of the above requirements will be admitted to the program by their date of packet completion.

Nursing and Allied Health Admission Appeals

Questions concerning Nursing and Allied Health selective admission decisions should

be directed to the Enrollment Services office.
If a satisfactory solution to the questions
cannot be reached, you may submit a written
appeal to:

Selective Admissions Appeal Committee
c/o Enrollment Services Director
Kellogg Community College
450 North Avenue
Battle Creek, MI 49017-3397

The appeal committee will convene and a
decision regarding the status of your appeal
will be sent to you via U.S. Postal Service.