
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 Admissions office in the Student 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 Criteria

- Adults 18 years of age or older,
- High school graduates (or high school equivalency certificate [GED]), 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).

Once your Application for Admission has been processed, 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)
- Online learning tools
- Portal Password Management

Your login to the Portal will be provided in your KCC admissions letter. 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.

Admissions Contact Information

Phone – 269-965-4153

E-mail – adm@kellogg.edu

Web – www.kellogg.edu/admissions

Step 2

Apply for Financial Aid and Scholarships

Go to the KCC website at www.kellogg.edu/financial for eligibility requirements and information on grants, scholarships, student loans, work-study, and veteran's benefits.

Submit the Free Application for Federal Student Aid (FAFSA) online 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, you will receive a letter in the U.S. mail from KCC. The letter will give you directions on how to access a KCC e-mail account that has been set up for you.
- An e-mail will be sent to your KCC e-mail account requesting documentation with links to the documents provided.
- Once you have turned in all the documents we have requested, your file will be pulled and reviewed for awarding purposes.

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.

Financial Aid & Scholarships Contact Information

Phone – 269-965-4123

E-mail – finaid@kellogg.edu

Web – www.kellogg.edu/financial

Step 3

Complete Orientation

All first-time students pursuing a degree or certificate are required to complete an orientation. You may complete an online orientation or attend a One-Stop Orientation session on the Battle Creek campus. The online orientation is available at www.kellogg.edu/admissions/onlineorientation.

The One-Stop Orientation includes COMPASS testing, academic advising, registration for classes, and payment processing. Register for a One-Stop Orientation session at www.kellogg.edu/admissions/orientation.html, or by calling 269-965-4153.

For orientation at a KCC regional center, complete the online orientation at the Eastern Academic, Fehsenfeld, or Grahl Center. Contact the staff at the Center's main office for available times.

KCC Academic Centers

Eastern Academic Center – 517-630-8169
Fehsenfeld Center – 269-948-9500
Grahl center – 517-278-3300
RMTc – 269-965-4137

Step 4

Take the Skills Assessment (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.

- Students pursuing a degree or certificate are required to complete assessment testing prior to meeting with an academic advisor to schedule classes.
- You must have applied for admission to KCC in order to take the assessment test. Bring a photo ID with you to test.
- You should allow at least two hours for three basic skills assessments.

- No personal items, such as purses or cell phones, will be allowed in the testing area. Lockers are available on campus.

If you already have a degree (associate's degree or above) from an accredited college or university, you may be exempted from some COMPASS prerequisites. COMPASS reading scores, COMPASS writing scores or COMPASS Pre-Algebra scores may be exempted. In order to receive this exemption, you must ensure the College is provided with an official college transcript indicating the degree earned. Note that a degree from another college does not exempt you from any other prerequisites. However, certain courses accepted for transfer may meet additional prerequisite requirements.

Testing and Assessment Contact Information

Phone – 269-965-4136

E-mail – testing@kellogg.edu

Web – www.kellogg.edu/testing

COMPASS testing at the Battle Creek campus is done on a walk-in basis. You may begin the test at any time during these hours:

Monday, 10:00 am-6:30 pm

Tuesday and Wednesday,

10:00 am-4:00 pm

Step 5

Academic Advising

- Academic Advisors help students attain their educational goals by providing information, encouragement, and the necessary tools to navigate the registration process. Students are expected to play an active role in their educational journey; advisors will rely on Academic Evaluations and/or Transfer Guides to empower students to become self-directed learners.

Academic Advisors help students:

- Interpret COMPASS assessment scores
- Obtain information about academic

- programs at KCC
- Select appropriate courses
- Understand graduation requirements
- Navigate the transfer process
- Understand how to read and interpret an Academic Evaluation as a tool to select courses
- Identify and access career resources
- Seek appropriate college resources
- Students are encouraged to schedule an appointment to meet with an academic advisor; walk-in advising is available on a limited basis. Advising services are offered on the Battle Creek campus and on designated days at the Eastern Academic, Fehsenfeld, and Grahl Center.
- Remember to disclose to your advisor any disability that may affect your performance. If you have not already supplied Support Services with documentation of the disability, do so at this time. You will be mailed a copy of the Instructor Notification each semester which is provided to your instructor(s) outlining the appropriate accommodations.
- Additional advising resources, including transfer guides are available on the advising website.

Academic Advising Contact Information

Phone – 269-965-4124

E-mail – advising@kellogg.edu

Web – www.kellogg.edu/advising

Come prepared for your advising appointment with high school and/or college transcripts, ACT and/or COMPASS scores, and picture ID.

Step 6

Register and Pay for Classes

Now that you have completed the first 5 steps as a new student, you may register for classes and complete the payment process.

- Establish Residency
 - Acceptable documentation for establishing and proving your residency

can be found in the KCC college catalog under residency.

- Registration is available through the KCC Web Portal at www.kellogg.edu
- You may register in person (photo ID required) at the Battle Creek campus; Eastern Academic, Fehsenfeld, or Grahl 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:

- Payment in full when registering for classes
- Enrollment in the 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 pay in full or enroll in Nelnet/FACTS will result in your classes being dropped. Find additional information at www.kellogg.edu and click on “FACTS.”

Records and Registration Contact Information

Phone – 269-965-5522

E-mail – regoffice@kellogg.edu

Web – www.kellogg.edu/registrar

Business Office Contact Information

Phone – 269-965-4140

E-mail – busoffice@kellogg.edu

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:

- KRIS (Kellogg Registration Information System), including registration, financial, and grade information
- KCC e-mail account
- Notices of KCC news and events
- Links to other KCC online resources, including course management systems, library, and alert notification system

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 KCC Web Portal is achieved by clicking the Web Portal Login button on the College homepage, www.kellogg.edu. Instructions on the use of the KCC Web Portal are available either from the Web at www.kellogg.edu/is/helpdesk/student/ or within the KCC Web Portal.

Textbooks

Kellogg Community College Bookstore/ Bruin Bookstore is located on the first floor of the Lane Thomas Building. The Bruin Bookstore offers new and used textbooks, supplies, insignia items, clothing, software, and snacks for students to purchase. Students at the Fehsenfeld, Grahl, and Eastern Academic Centers may purchase their books online at bookstore.kellogg.edu or at the Battle Creek Bruin Bookstore. The average cost of a new textbook is estimated at approximately \$110.00. Please be aware some classes require more than one textbook. A detailed refund policy is given with every purchase and is also posted in the store. The

Bruin Bookstore will 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 Bruin Bookstore against pending financial aid may be placed on financial aid suspension.

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

Bruin Bookstore Contact Information

Phone – 269-965-4128

E-mail – kccbookstore@kellogg.edu

Web – bookstore.kellogg.edu