
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.

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

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, lost and found, and issues KCC identification cards.

Each spring, the College Life office facilitates the annual Awards Banquet, where awards are presented to students as recognition for outstanding achievement in a variety of areas. Each award, along with specific award criteria, 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, or visit www.kellogg.edu/collegelife.

The 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, service learning, 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 for community college students working toward an occupational or transfer program. 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

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- two-year college with a Psi Beta chapter
 - 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

Student organizations offer social, service, and professional opportunities for their members within the College. Involvement can broaden acquaintances, develop leadership potential, build decision-making and problem-solving skills, and complement classroom instruction.

College Life houses more than 25 registered student organizations. Students are also encouraged to form new organizations; College Life staff is available to assist students through the new student organization registration process.

Students can learn more about how to get involved by contacting the College Life office.

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.

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 who have a documented disability that limits a major life activity. 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. For additional information regarding disability assistance visit www.kellogg.edu/studserv/supportserv.html.

Qualified students who have a documented disability that limits a major life activity 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 opportunities for individuals with verified disabilities.

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.

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.

For more information on employment services available for KCC students, call the

Student Employment Services office at 269-965-3931, ext. 2637.

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. Support Services may be reached by e-mail at supportservices@kellogg.edu, by phone at 269-965-4150, or our website at www.kellogg.edu/studserv/supportserv.

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.

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.

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 Michigan colleges, are offered.

Student Assessment and Course Placement (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 tool. The purpose of these assessments is to help place you in classes for which you are adequately prepared, and therefore have the most opportunity to succeed. COMPASS 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 is required before you meet with an academic advisor to plan your initial class schedule.

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.

National Standardized Credit by Examination Tests

The Testing and Assessment Center offers two college-level equivalency examination

programs, CLEP and DANTES Subject Standardized Tests. 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.

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.