
Student Services

Academic Advising

Academic advisors assist students in attaining their educational goals by providing information, encouragement, and giving them the necessary tools to navigate the registration process. Students are expected to play an active role in their educational journey. To assist students through this process, academic advisors will rely on an Academic Evaluation and/or a Transfer Guide to empower students to become self-directed learners through their educational journey.

Academic Advisors assist students to:

- Interpret COMPASS assessment scores
- Obtain information about academic programs at KCC
- Understand the registration process including drop/add/withdraw
- Select appropriate courses
- Understand graduation requirements
- Navigate the transfer process
- Understand MACRAO Agreement requirements
- Understand how to read and interpret an Academic Evaluation as a tool to select courses
- Interpret the KCC Catalog and explain College policies and procedures as outlined in the Student Handbook
- Seek the 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 Centers.

Additional advising resources including transfer guides are available on the website at 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 intercollegiate men's baseball and basketball, and women's basketball, softball, soccer, 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.

Student Life

The Student 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 Student Life office aims to promote a positive college experience by providing programs rooted in diversity, education, leadership, community service, and social interaction. The Student 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 Student Life office maintains campus postings, visitor requests, lost and found, and issues KCC identification cards.

The Student Life office is located on the lower level of the Student Center. For more information about Student Life programs, contact Student Life at 269-965-3931,

ext. 2634, e-mail studentlife@kellogg.edu, or visit www.kellogg.edu/studentlife.

Awards Banquet

Each spring, the Student 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 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 coursework and fellowship activities. The Honors Program promotes leadership and fosters partnerships and mentoring between students and faculty.

Honors 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.

Benefits of joining the Honors Program:

- Attract transfer institutions and increase scholarship opportunities
- Conference and field trip opportunities
- Direct transfer into the Lee Honors College at Western Michigan University
- Honors designation on transcripts

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

High School Students —

- High school GPA of 3.5 or higher and ACT composite of 24 or higher; or,
- Be a recipient of a Gold Key or Board of Trustees scholarship

Current KCC Students —

- Minimum, cumulative GPA of 3.5 and 12 completed credits

Transfer Students —

- Combined transfer GPA of 3.5 or higher and 12 completed credits

To fulfill the Honors Program requirements, students have the option of fulfilling an honors contract in most KCC 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. Students interested in developing an honors contract should contact individual instructors at the start of the semester to discuss options. Some KCC courses are also offered as an honors course; course offering can be found in the course schedule online.

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:

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- 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
- 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, 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.

Student Life houses more than 25 registered student organizations. Students are also encouraged to form new organizations; Student 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 Student Life office.

Records and Registration

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/student-services/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, Academic Advising, 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 supportservices@kellogg.edu. For additional information regarding disability assistance visit www.kellogg.edu/student-services/support-services/disability.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.

Career and Employment Services

Kellogg Community College students and alumni are welcome to utilize a host of employment services available to them in the Career and Employment Services (CES) office located in the Student Center on the

Battle Creek campus. Students and alumni have access to all employment opportunities; including on-campus, off-campus, work study, internships, co-ops, volunteer opportunities, part-time, and full-time. Registration with CES is required and can be achieved online by visiting the KCC job board: www.collegecentral.com/kellogg

If students/alumni require personalized service, employment or career professionals are available to discuss job search strategies and options which include but are not limited to: networking with area employers, personalized assistance with resume writing, interviewing, job search planning, videotaped mock interviews, cover letter and prospecting letter writing assistance, and instructions on leveraging technology. Appointments are required and can be completed by contacting the Career and Employment Services office.

Students/alumni have access to the CES Resource Room which includes computer stations, printers, copiers, scanners, fax machines, and phones. Students and alumni may access the reference library which includes books, videos, newsletters, periodicals, handouts, and company profiles. The Resource Room is available for walk-in guests and is self-directed. Additional materials are available on-line at the Career and Employment Services website at www.kellogg.edu/ces including resume, cover letter, and interviewing guides, job search links, and networking sites including manuals.

For more information, contact the Career and Employment Services office at:

Phone — 269-565-2637

E-mail — jobhelp@kellogg.edu

Website — www.kellogg.edu/ces

Job Board —

www.collegecentral.com/kellogg

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 www.kellogg.edu/student-services/supportservices.

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/acadservices/tutoring 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, reasonable accommodations will be provided. You may also qualify for other services. E-mail supportservices@kellogg.edu for additional information.

Counseling Services

Professional counseling and referral is offered to registered KCC students. Counselors are available to assist students in the areas of personal, academic, and career counseling. Students may schedule appointments by contacting Support Services at 269-965-4150, or extension 2624.

Childcare Grant

Limited assistance is available to qualified applicants in order to assist with licensed child care for dependent children. Application materials are available at: <http://www.kellogg.edu/student-services/childcare.html>

Tools for Student Success

Academic Support Department

The goal of Academic Support is to provide you with opportunities to develop or enhance the skills you need to be successful in college. Our dedicated staff assists students in

becoming competent, motivated, and self-directed learners.

The Learning Place

You can drop-in to The Learning Place to receive help in any subject matter or program area. Specialized help is available in English, Mathematics, Reading, Science, and Learning Strategies. Located on the upper level of the Ohm Information Technology Center, our facility offers computer stations and software programs devoted to building academic skills. Students can receive help from experienced paraprofessionals with homework assignments, research papers, and other projects.

Transitional Studies

Students who need to develop their academic skills in order to be successful in college can enroll in Transitional Studies courses. These courses are designed to help bridge the gap between a student's current skill level and being college-ready.

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.

Mathematics and Science Skills

Tutoring assistance with all levels of math is available in Academic Support. 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

Academic Support, or call 269-965-3931, ext. 2296, for more information.

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, online, and placement tests. 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. 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 Ohm Information Technology Center 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 33 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 examinations are computer-based examinations. There are 38 test titles available covering a wide range of subjects. These tests are timed. You will receive your score immediately after testing. Official score reports are mailed directly to the score recipient institutions.