
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 intercollegiate 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.

Bruin Newspaper

The *Bruin* is the College's student newspaper. It contains information about current events and happenings around Kellogg Community College. You may access the newspaper through the College website at <www.kellogg.edu/bruin>.

College Life Office

Leadership opportunities, social development, and cooperative planning are all important aspects of the college experience. The College Life office coordinates a broad range of activities designed to enhance the overall experience of KCC's diversified student population. By becoming involved in student activities, you can interact socially, develop interpersonal communication skills, and foster leadership potential. It is hoped that these experiences will lead to a well-rounded student, who is better prepared to successfully approach the unpredictability of day-to-day life.

The areas of responsibility under College Life jurisdiction are: student activities, student newspaper, student clubs and organizations, campus bulletin boards, lost and found, and the Honors Program. If you are interested in learning more about College Life programs, contact College Life at 269-965-3931, ext. 2634, or e-mail <collegelife@kellogg.edu>.

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 with disabilities. 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 with disabilities must provide documentation of their disability to receive any necessary 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. Even though the methods of evaluation may be different, 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.

Support Services is responsible for the coordination of services to students with disabilities as defined by Section 504 of the Rehabilitation Act. This office is part of the Division of Student Services and is located in the Student Center. Please call 269-965-4150 or e-mail <supportservices@kellogg.edu> for more information or questions pertaining to your need for assistance.

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 Kellogg Community College 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.

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 colleges, are offered.

**Battle Creek site only*

Student Assessment and Course Placement Test (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 test. The purpose of these tests is to help place you in classes for which you are adequately prepared, and therefore have the most opportunity to succeed. Testing 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 testing is offered year-round and should be completed before you meet with an academic advisor to discuss your program of study.

You will need to complete the appropriate placement test if:

- You are taking your first college credit course in English or math
- You are enrolling in any class that lists a COMPASS score as a prerequisite
- You do not have a high school diploma or GED, and you are applying for financial aid
- You are taking any general education core course

You may be exempt from placement assessments if:

- You have earned an associate or higher degree
- You have official guest student status
- You have earned college credits in English or math with a grade of “C” or higher
- You have previously taken the COMPASS or ASSET test

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.

Retesting

Generally, you may take the placement test one time, but there may be circumstances when retesting is appropriate. If you have previously taken the assessment test, you are encouraged to speak to an academic advisor before attempting to retest. Students may retest, without seeing an advisor, by paying a retest fee at the test site. You must wait at least one day before retesting. If you retest, your retest score will be the one used for placement.

National Standardized Credit by Examination Tests

The Testing and Assessment Center offers two college-level equivalency examination programs, CLEP and DANTES Subject Standardized Tests. These are described below. 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.

Kellogg Community College generally grants credit for scores that meet the recommendations determined by the American Council on Education (ACE). A listing of examinations and minimum acceptable scores is available at the Testing and Assessment Center and at the Grahl, Fehsenfeld and Eastern Academic Centers. The Registrar's office determines credit awarded upon receipt of successful exam scores. Credit is considered transfer credit, which is subject to a maximum of 60% of a degree or certificate.

If you are planning to transfer to another institution, be aware that acceptance of credit by Kellogg Community College toward a degree does not guarantee that credit will be accepted by your transfer institution. Check with your anticipated transfer institution if this is a consideration.

These college-level equivalency programs are administered at the Testing and Assessment Center, Battle Creek site, by appointment. There is a test fee and a non-refundable administration fee charged per test.

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.