

College Services



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Bookstore

Located on the upper level of the Student Center, the KCC Bookstore offers new and used textbooks, supplies, clothing, imprinted items, greeting cards, and software for students to purchase. You must have picture ID and verification of your class schedule to purchase books with Financial Aid.

For students taking classes at the Fehsenfeld or Grahl Center the KCC Bookstore offers the opportunity for students to purchase their books online through the website <http://bookstore.kellogg.edu>, or come to the Battle Creek campus for their purchases. Eastern Academic Center students are able to purchase online, at the EAC, or at the Battle Creek campus bookstore.

During the last week of the semester, the Bookstore offers a textbook “buyback” service at all KCC locations, conducted by an independent used book company. Dates and times will be posted by the Bookstore.

Bookstore Hours

8:00 a.m.-7:00 p.m., Monday

8:00 a.m.-6:00 p.m., Tuesday-Thursday

8:00 a.m.-4:30 p.m., Friday (Hours vary during the summer)

The Bookstore is closed on weekends.

Book Refund Conditions

You must present the appropriate cash register receipt with the correct dollar amount of the merchandise. Books must be in the exact same condition that they were purchased, including wrapped, no highlighting, marks, or opened CDs/disks.

Refunds are issued in the same form as payment was made. The exception to this would be cash; it may be in the form of a check mailed to you. Purchases by check require a 5-business day waiting period to receive a cash refund.

Book Refund Time Limits

A full refund will be given two weeks after the class has begun when all refund conditions have been met. Books purchased for classes less than 14 weeks have one day from the class start date to be returned. Books purchased after the 2nd week of the class, have a one-day return period. No returns on textbooks purchased during the last 10 days of classes. Summer Semester there is a one-week return period from the start class date.

Please attend class before writing in or opening your textbooks.

All other unopened/unused Bookstore merchandise is refundable within 3 days of purchase; this excludes candy/food, bar charts, and syllabi. A refund policy statement is given with each book purchase and students are reminded to read this policy thoroughly before requesting a refund.

Bookstore Contact Information

Phone: 269-965-4128

Fax: 269-962-0995

E-mail: kccbookstore@kellogg.edu

Website: <http://bookstore.kellogg.edu>

Business Office

The Business Office prepares invoices, monitors NELNET payment plans, monitors cash receipts postings and deposits, and reconciles all receivable balances. The Office also maintains a check and balance system of all financial aid disbursements; and approves all student refunds.

Business Office Contact Information

Phone: 269-965-4140

E-mail: busoffice@kellogg.edu

Tax Incentives for Higher Education

By paying KCC registration fees, you may be eligible for either the Hope Scholarship or the Lifetime Learning tax credit provided by the Taxpayer Relief Act of 1997. To assist you in determining your eligibility, KCC issues a Tuition Payments Statement (IRS Form 1098-T) using the Social Security Number (SSN) and permanent address on file for you at the Office of the Registrar. You may retrieve your form after January 31 online through a secure website by logging in to the Kellogg Reporting Information System (KRIS) at www.kellogg.edu and selecting the View My 1098-T Forms from the Student Menu. To request that a paper copy of this form be mailed to your home address, either e-mail the Business Office at busoffice@kellogg.edu or call 269-965-3931, ext. 3005.

Food Services

Bruin Café

The Bruin Café is located in the Student Center

Mini Café

The KCC Mini Café, which proudly brews Starbucks® Coffee, is located in the lobby between the Whitmore Administration Building and the Severin Building.

Cruzin' Bruin Café

The KCC Cruzin' Bruin Café is located in the student lounge on the second floor of the Classroom C Building.

Types of Service

Cafeteria services, Mini Café services and catering to order are provided by Laura's Gourmet Catering, 269-965-3931, ext. 2575.

Vending is provided by Compass Group USA Int., and the Pepsi Bottling Group. Vending refunds may be obtained at the Bookstore with a picture ID. If you have questions involving your planned event, please call the College Food Service provider at 269-965-3931, ext. 2575.

Identification Cards

All students are to acquire a college identification card. A College identification card (student ID) will be provided to all students free of charge upon presentation of proof of registration for the current semester and picture ID. A replacement card will be made for a fee of \$3.00, made payable at the Customer Service Center or Administrative office at the Grahl, Fehsenfeld, and Eastern Academic Centers. Photo IDs are made in the Student Life office on the Battle Creek campus. IDs are also made at the Eastern Academic, Fehsenfeld, and Grahl Centers on a limited basis; please check with the Center staff for days and times of service. Currently validated student IDs are required for the following activities:

- Material check-out at libraries serving students
- Receive free printing in the Learning Resource Center (LRC) computer lab
- Use of the Testing and Assessment Center
- Miller Building facility use and equipment check-out
- Receive financial information from various departments
- Bookstore purchases
- Discounted attendance at College events (ex. performances, athletic events)
- Allied Health students use for clinical ID
- Must be produced when requested by a College official

Misuse of the student ID to obtain privileges may result in disciplinary action by the College. Student IDs are validated at the beginning of each semester with proof of registration. IDs can be validated at the regional centers and at the following locations on the Battle Creek campus: in the Student Life office or at the Learning Resource Center circulation desk. For more information, contact Student Life by email at studentlife@kellogg.edu or by phone at 269-965-3931, extension 2634.

I.S. Help Desk

The Information Services (I.S.) department is available to support, encourage and enhance the use of technology by students at Kellogg Community College. The I.S. Help Desk, located in the Learning Resource Center, provides students with assistance in the following areas: log-in and password problems, KRIS, Web Portal, e-mail, course management systems, and wireless network access. You can contact the I.S. Help Desk by e-mail at helpdesk@kellogg.edu, by phone at 269-965-4148, or by visiting us in the Learning Resource Center 8 a.m.-5 p.m., Monday-Friday.

Lost and Found

All items found on campus should be taken to the Student Life office in the Student Center, or the Administrative offices at the Grahl, Fehsenfeld, and Eastern Academic Centers, and RMTC. Students should also check with the appropriate office for items lost.

Student 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 in both private homes and apartments near the campus. A current list of available housing is maintained in the Admissions office. It is the student's responsibility to visit available housing and reach agreement with the property owner concerning rental, house policies, privileges, and responsibilities.

The College is not able to officially approve or supervise off-campus housing. It cannot assume responsibility for housing conditions, location, or rental condition.

Student Insurance

A sickness and injury insurance plan is available to students 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 the Academic Advising Center and Administrative offices at the regional centers.