

Welcome to KCC

I wish to welcome you to KCC! Thank you for choosing Kellogg Community College to assist you with your educational goals. I trust your college experience will be beneficial and enjoyable.

The Student Handbook outlines the services and activities available to you as a KCC student. The book contains official policies, procedures, and regulations that are designed to assist you in successfully completing your educational goals.

Please take advantage of the many opportunities and activities available to you during your time here. Many of these co-curricular and service learning activities can significantly enhance your learning while you are at KCC. May your time at Kellogg Community College be a meaningful experience.

Have a fantastic year!

A handwritten signature in black ink, appearing to read 'Dennis Bona'. The signature is fluid and cursive, with a large initial 'D' and 'B'.

Dr. Dennis Bona
President

Board of Trustees

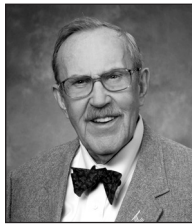
The Board of Trustees welcomes you to Kellogg Community College. We are excited that you have chosen KCC as your education destination. The mission of the College is to serve its students. KCC strives to provide a positive and comprehensive educational experience to all who attend. We, the Board, hope your time at KCC is rewarding and will prepare you to meet the challenges of the future.



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Mission

We are dedicated to providing accessible, high-quality education to enrich our community and the lives of individual learners.

Goals

We engage students in learning experiences that lead to enhanced employability and successful transfer to other educational institutions.

We develop students who can think critically, communicate effectively, and demonstrate global awareness.

We partner with the communities we serve to support economic vitality and stability through the development of a skilled local workforce.

We provide the educational resources and student services that promote, support, and enhance student success.

We advocate lifelong learning for all members of the community, providing local residents with educational and cultural opportunities that result in personal growth and development.

Mission for Diversity Initiative

KCC values a stable learning environment in all of its forms: classroom instruction, independent learning, co-curricular learning, and the improvement of our own administrative and academic processes. Learning involves developing an appreciation for people of different backgrounds that exhibit diverse types of thinking.

KCC proactively engages staff, students, and community members to explore and experience various cultures and diverse life experiences that are available on the campus and in the community. We challenge and support each other to gain an understanding of how various ethnic and cultural backgrounds, life experiences, and orientations affect how we see the world. These interactions afford us the opportunity to broaden our world-view as well as enhance our sensitivities and appreciation of diversity.

In order to create a campus community that affirms the dignity, value and uniqueness of each person, we intend to actively pursue the recruitment and retention of a more diverse group of employees and students. We will insure that the campus environment is welcoming and affirming for all persons.

The educational environment of our campus is enriched by the diversity of all who come together in a spirit of learning. It is our goal to graduate individuals who understand and appreciate the things that we have in common, as well as those that make us unique. We strive to instill skills, attitudes, and sensitivities that are essential for leaders in a diverse world.

Where to Find It

All named buildings refer to the Battle Creek campus unless otherwise noted.

Academic Advising

located in the lower level of the Student Center
269-965-4124

Academic Support

located in the Ohm Information Technology Center, room 207
269-965-3931, ext. 2296

Admissions

located in the upper level of the Student Center
269-965-4153

Allied Health

located in the Roll Building, room 103 D
269-965-4125

Arts and Communication Department

Chair's Office

located in the Davidson Visual and Performing Arts Center, room 228
269-965-4126 or ext. 2554

Arts and Communication

located in the Davidson Visual and Performing Arts Center

English

located in the C Classroom Building, room 401
269-965-3931, ext. 2282

Arts, Sciences and Regional Education

Dean's Office

located in the Roll Building, room 301 J
269-965-3931, ext. 2250

Athletics

located in the Miller Physical Education Building
269-965-4151

Bookstore

located in the upper level of the Student Center
269-965-4128 or ext. 2574

Business & Information Technology Department

Director's Office

located in the Ohm Information Technology Center, room 201
269-965-3931, ext. 2269

Business Management

located in the C Classroom Building, room 401
269-965-3931, ext. 2501

Information Technology

located in the Ohm Information Technology Center, room 201
269-965-3931, ext. 2274

Business Office

located behind Customer Service desk in the Ohm Information Technology Center walkway
269-965-4140

Career and Occupational Education

Dean's Office

located in the Roll Building, room 301 I
269-965-3931, ext. 2364/2390

Computer Commons

located in the Learning Resource Center on the Battle Creek campus
269-965-3931, ext. 2393

Counseling

located in the lower level of the Student Center
269-965-4150

Criminal Justice Department

located in the Lane Thomas Building, room 306
269-965-3931, ext. 2216

Customer Service Center

located in the walkway of the Ohm Information Technology Center
269-965-5522

Dental Hygiene Clinic

located in the Roll Building, room 103
269-565-2008

Disability Services

located in Support Services
269-965-3931, extension 2624

Early Childhood Education/Education Department

located in the Severin Building, room 141-A
269-965-3931, ext. 2399

Emergency Medical Services

located in the Lane-Thomas Building, room 206
269-965-3931, ext. 2650

Financial Aid

located in the upper level of the Student Center, room 103
269-965-4123

Food Services

located in lower level of the Student Center
269-965-3931, ext. 2575

Honors Program

located in the Student Life office, lower level of the Student Center
269-965-3931, ext. 2634

Human Resources

located in the Whitmore Administration Building, room 101
269-965-3931, ext. 2369

I.S. Help Desk

located in the Emory Morris Learning Resource Center
269-965-4148

Kellogg Community College Foundation

located in the Roll Building, room 301
269-965-4161

Library

located in the Emory Morris Learning Resource Center
269-965-4122

Lifelong Learning

located in the RMTTC, 405 Hill Brady Road, Battle Creek, MI 49037
269-965-4134, ext. 2803/2244

Lost and Found

located in the Student Life office, lower level of the Student Center
269-565-2634

Math and Sciences Department

Chair's Office

located in the Schwarz Science Building, room 401
269-965-3931, ext. 2337

Math Instructor Offices

located in the C Classroom Building, room 401

Science Instructor Offices

located in the Schwarz Science Building, room 105

Nursing Department

located in the Roll Building, room 209
269-565-2007

Paralegal

located in the Ohm Technology Center, room 202
269-965-3931, ext. 2520

Registrar

located in the walkway of the Ohm Information Technology Center
269-965-4129 or 269-965-3931, ext. 2612

Security Office

located in the walkway of the Ohm Information Technology Center
ext. 4444 from any campus phone, or off campus at 269-965-4147

Social Science Department

located in the Severin Building, room 133
269-965-3931, ext. 2230

Student Employment Services

located in the lower level of the Student Center
269-565-2637

Student Life

located in the lower level of the Student Center
269-565-2634

Support Services

located in the lower level of the Student Center
269-965-4150 or 269-965-3931, ext. 2624

Testing and Assessment

located in the Ohm Technology Center, room 207
269-965-4136 or 269-965-3931, ext. 4136

Tutoring

located in the Support Services office, lower level of the Student Center, and The Learning Place
269-965-3931, ext. 2392

Upward Bound

located in the C Classroom Building, room 105
269-565-7885
Battle Creek Central High School Office
269-213-3548

College Campuses

KCC – Battle Creek

450 North Avenue, Battle Creek, MI 49017
269-965-3931

KCC – Eastern Academic Center

14055 26 Mile Road, Albion, MI 49224
517-630-8169, or ext. 4450

KCC – Fehsenfeld Center

2950 West M-179 Highway, Hastings, MI 49058
269-948-9500, or ext. 4549

KCC – Grahl Center

125 Seeley Street, Coldwater, MI 49036
517-278-3300, or ext. 4570

KCC – Regional Manufacturing Technology Center

405 Hill Brady Road, Battle Creek, MI 49037
269-965-4137, or ext. 2801