

Student Services, Resources, and Information



Academic Advising

Academic advisors help students attain their educational goals by providing information, encouragement, and 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 educational plan and/or a transfer guide to empower students to become self-directed learners through their educational journey.

Academic Advisors help students:

- 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 educational plan as a tool to select courses
- Interpret the KCC catalog and explain college policies and procedures as outlined in the student handbook
- Identify and access career resources
- 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.

Academic Advising Contact Information

Phone: 269-965-4124

FAX: 269-965-8850

E-mail: advising@kellogg.edu

Website: www.kellogg.edu/advising

Admissions

Kellogg Community College believes that “Education is for all who can profit.” This is consistent with the policy of admitting any individual who has the motivation, potential, and ability to benefit from the education and training offered at the College.

Admission is open to anyone who fits into one of the following categories:

- High School graduate
- Earned high school equivalency certificate
- Completion of a home school program
- Age 18 or older
- A student desiring to participate in the Dual Enrollment Program

A lack of English language proficiency does not prevent admission to Kellogg Community College; however, most college courses require basic proficiency in English. If English is not your first language and you need to improve your English skills to be successful, then the course English as a Second Language (ENGL 96) provides you with the opportunity to improve those skills. The COMPASS writing test can help you determine if improvement is needed. Please see an academic advisor for assistance.

The Admission office performs a variety of functions in orienting new and transfer students to Kellogg Community College. The office is responsible for admitting students, conducting new student orientations, overseeing admission and continued enrollment of international students, processing allied health and nursing selective admissions, guest students, and working with dual-enrolled high school students.

Admissions is located in the Student Center on the main campus in Battle Creek. If you need information about Kellogg Community College, you may inquire online at www.kellogg.edu, make a personal visit, or contact the Admissions office by calling (269)965-4153 or e-mailing to adm@kellogg.edu.

Dual-Enrolled Students

Students requesting dual enrollment status may attend with written permission of the high school counselor and/or principal. Information regarding the dual enrollment process is available at any KCC campus or at your high school.

Guest Students

Students who are currently enrolled at another college or university and wish to take a class at Kellogg Community College can apply by filling out the Michigan Uniform Guest Application. This form can be found at www.macrao.org/Publications/MichiganUniformGuestApplication.pdf.

International Students

Kellogg Community College is authorized under Federal Law to enroll nonimmigrant students. The Director of Admissions serves as the advisor to all international students at the College. International students are the students attending Kellogg Community College under an F-1 visa and were issued an I-20 from KCC through the SEVIS system. All international students are required to meet with the Director at the beginning of each semester to verify enrollment compliance and make sure all documents relating to SEVIS, immigration and naturalization are in proper order.

Authorized non-US citizens under visas other than F-1 may attend KCC; final admissions decisions rest with the College.

Admission to Allied Health and Nursing Programs

Dental Hygiene, Medical Laboratory Technology, Nursing, Physical Therapist Assistant, and Radiography applicants are admitted based on specific criteria that can be found in the annual College Catalog under Admissions. Because of space limitations, enrollment limitations imposed by accrediting agencies, or program

prerequisites, students can only apply to one program at a time, and only during certain times of the year. Please refer to the Admission section of the catalog to determine what the admission prerequisites and criteria are for each program. Acceptance into the College does not guarantee admission to a selective admission program.

Admission to any Allied Health or Nursing program will NOT be based on race, religion, sexual orientation, color, national origin, gender, marital status, age, or disability.

Admissions Contact Information

Phone: 269-965-4153

FAX: 269-966-4089

E-mail: adm@kellogg.edu

Website: www.kellogg.edu/admissions

Athletics

Intercollegiate Sports

Kellogg Community College provides a quality athletic program for men and women. KCC participates in the Michigan Community College Athletic Association (MCCAA), Western Conference, and is a member of the National Junior College Athletic Association (NJCAA).

The Athletics Department is proud of its strong heritage and winning traditions. Many Kellogg Community College student-athletes have gone on to play at four-year institutions. Numerous student-athletes have been honored at the conference, regional, and national levels.

Intercollegiate programs include:

- Men's Basketball
- Women's Basketball
- Baseball
- Softball
- Women's Soccer
- Women's Volleyball

Athletic grants and aid are available to those who qualify under the appropriate academic guidelines. Athletic eligibility regulations are used as prescribed by the NJCAA and the MCCAA.

Facilities:

- Miller Gymnasium - Volleyball, Men's and Women's Basketball
- Sportsplex (located on KCC's Battle Creek campus)
 - Soccer Field/Tennis Courts
- Bailey Park Complex - Baseball and Softball

Recreational Facilities

The recreational facilities are available at the Battle Creek campus, Monday through Saturday. General activity hours for use of the different facilities will be posted on schedule boards outside each area.

Recreational facilities include the following

- two basketball courts - one full length basketball court/two side courts
- one racquetball/handball/paddleball/walleyball courts
- one wellness center (weights, stationary bikes, Stairmaster, treadmills, and exercise equipment)
- two volleyball courts
- nine tennis courts
- one aerobic training area (Auxiliary Gym)
- one mile jogging/walking/running trail around Spring Lake

Recreational Equipment

Any equipment needed for recreational activities may be checked out from the Issue Room on the first floor of the Miller Gymnasium. To check out equipment students, faculty, or staff members need only to leave their validated KCC identification card. If any equipment is lost, damaged, or destroyed, the individual will be expected to replace the item(s).

Miller Gym

Open Recreation Schedule

All registered students with a current, validated KCC identification card are encouraged to make use of the Miller Building Gymnasium facilities for open recreation. The facilities include a wellness center, racquetball courts, and auxiliary gymnasium. The open recreation schedule is subject to change whenever it conflicts with scheduled classes, athletic events, or special event usage. Direct all questions to the Athletic Director, extension 2548, Monday through Friday, 8:00 a.m.-5:00 p.m. A schedule board is located inside the main entrance of the Miller Gym. Weekly schedules are also posted outside each facility area.

Miller Building Contact Information

Phone: 269-965-4151

FAX: 269-962-2215

Miller Building website: <http://www.kellogg.edu/athletics/facilities.html>

Athletic website: <http://www.kellogg.edu/athletics/index.html>

Financial Aid

Kellogg Community College has established an effective financial aid program of scholarships and grants, campus employment, and loans. Students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) used by the Financial Aid office to determine eligibility for most aid sources. Through our programs, the College attempts to make education financially possible for all eligible and qualified applicants.

Students must be enrolled in a program of study leading toward a degree or one-year certificate to qualify for financial aid programs. In addition, most programs require enrollment of at least half-time status. The College catalog contains complete information on the range of programs available to students. All required forms can be obtained at www.kellogg.edu/financial/forms.html.

Scholarships and Grants

Childcare Grant, if you are a Kellogg Community College student who needs help paying for your child care costs, limited assistance is available.

You must:

- Be enrolled in a minimum of six credit hours of course work at KCC during the semester you are applying for assistance
- Have a completed current FAFSA on file with KCC, www.fafsa.gov
- Have licensed child care for your child(ren)
- Complete the application for assistance available at www.kellogg.edu/studserv/childcare.html

Contact Support Services for additional information.

Federal Pell Grants are federally-funded grants based on need; students must file the FAFSA.

Federal Supplemental Educational Opportunity Grants are federal grants awarded to Pell Grant recipients with the greatest financial need.

KCC Scholarships and Scholarship Endowments provide gifts for students who meet eligibility requirements. Funding from these programs is limited. Contact the KCC Foundation at 269-965-3931, ext. 2239, or download an application at www.kellogg.edu/foundation/students.

Michigan Competitive Scholarships are awards made by the state of Michigan based on ACT score and financial need. Applicants must file the FAFSA each year.

Work Opportunities

Federal Work Study is a federally-funded work program. Students are awarded work if they prove need by filing the FAFSA and indicate a desire to work. On-campus and off-campus jobs are limited to 20 hours per week. Students must be at least 18 years old to be eligible for Federal Work Study.

Loans

Federal Direct Ford Loans are federal loans that are low interest and have various repayment plans. Students apply directly to the College by filing the FAFSA and completing the loan section on the Certification and Loan Application form. Loan information will be submitted to the National Student Loan Data System (NSLDS) and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

KCC short-term book loans are available to purchase books. Students with a satisfactory status, no holds on their account, and not in default on a student loan, must complete a promissory note. Repayment is due at mid-term unless financial aid is available.

Information regarding these financial aid programs is available upon request in the Financial Aid Office.

Student Eligibility

Federal regulations require that a student be making satisfactory academic progress in order to be eligible for financial aid. The minimum standards of satisfactory academic progress at Kellogg Community College include the following:

- Maintain a **cumulative** grade point average of at least a 2.0 (may be different than records GPA)
- Complete a minimum of 67% of **cumulative** credit hours attempted (including all transfer hours)
- Total cumulative credits completed is less than 93

Review of Satisfactory Academic Progress

Once each year following the posting of spring grades to the official transcript, the Financial Aid office will review the students academic history and notify students who are being placed on financial aid probation or suspension. All students placed on probation or suspension will receive an e-mail with information about the appeal process.

Students not meeting the minimum standards the first time will be placed on financial aid probation. Students on probation are eligible to receive all aid with the exception of William D. Ford Federal Direct Loans. Students not meeting the minimum standards the second year will be placed on financial aid suspension. Students on suspension are not eligible to receive any federal or state financial aid. Students may appeal using the Satisfactory Academic Progress Appeal form.

Cumulative Credit Hours Attempted

Cumulative credit hours attempted are defined as all credit hours attempted at Kellogg Community College, and **all credit hours transferred in from other institutions**. Attempted credits include courses with grades of “A” through “F,” “W,” “I,” “P,” “G,” “N,” and “NR.” Repeated courses will be counted as hours attempted, and also toward the 93 maximum credits allowable for financial aid.

Cumulative Credit Hours Successfully Completed

Credit hours successfully completed are defined as grades “A” through “D,” “P,” and “G.” Credit hours **not** successfully completed are defined as “F,” “W,” “I,” “NR” and “N.”

Audit Grades

Credit hours taken for a grade of “audit” do not apply toward an associate degree or certificate program. Therefore, credit hours with this designation are not included

in determining enrollment status for financial aid disbursements or satisfactory academic progress.

Students with changes in grade type to an “audit” after the disbursement of financial aid will be reviewed for an enrollment status change. This change may result in a reduction of financial aid eligibility and a balance owed to the College.

Incomplete Grades

Courses with grades of “I” (Incomplete) will be considered as credit hours attempted and not completed. Students who have made arrangements with the instructor to complete required course work are not required to re-register for the same class during a subsequent semester to complete the work. Any course carried forward to the next semester for completion will not be counted as part of the new semester enrollment status. If the “incomplete” grade was instrumental in placing a student on financial aid probation or suspension, once completed, the student may appeal for a re-evaluation of satisfactory academic progress by submitting the Satisfactory Academic Progress Appeal form to the Financial Aid office.

Satisfactory Academic Progress Appeal Process

Students may appeal their Satisfactory Academic Progress Appeal status by filing the Satisfactory Academic Progress Appeal form. Reinstatement of aid is subject to professional judgement, submission of proper documentation of the student’s circumstances, and availability of funds.

The following special circumstances will be considered when processing an appeal:

1. A significant medical illness or injury that directly affected the student’s ability to meet the academic standards
2. The death of a close relative during the time period that directly affected the student’s ability to meet the academic standards
3. The student attended school more than two years previous and experienced difficulties at that time that directly affected the student’s ability to meet the academic standards
4. The student received a change of grade from a previous semester and is requesting that satisfactory academic progress be re-evaluated
5. The student completed the maximum 93 credits allowable for financial aid at Kellogg Community College, including transfer credit hours, and the current program of study requires additional credits for completion
6. The student has completed six credit hours and paid out of pocket and is requesting that satisfactory academic progress be re-evaluated
7. The student experienced a significant personal tragedy or event that affected the student’s ability to meet the academic standards
8. The student experienced another significant situation that affected the student’s ability to meet academic standards

Open Entry Courses, Industrial Trades Courses

Open entry courses and industrial trades courses will be treated like any other course for satisfactory academic progress. If the course is not completed by the end of the

spring semester when Satisfactory Academic Progress is evaluated, students may appeal using the Satisfactory Academic Progress Appeal form to have their status re-evaluated once a grade is assigned.

Return of Title IV Funds for Complete Withdrawal

Schools are required to determine the amount of Title IV aid (Federal Pell Grant, Federal SEOG, Federal Ford Direct Loan) earned if a student completely withdraws or receives any combination of “F,” “W,” “I,” and “N” grades in all classes at the end of each semester. For example, if 30% of the payment period was completed, then 30% of the aid was earned. Once 60% of the payment period is completed, all the aid is considered earned.

If a student received funds that must be returned, the school has the first responsibility to return a portion of those funds. If the school is not required to return ALL the funds, then the student must return some of that amount. Students who are Title IV recipients should contact the Financial Aid office before completely withdrawing to determine if they will have a responsibility to repay funds. In addition, all future federal, state, and institutional awards are cancelled.

Complete information can be found in The Student Guide, published by the U.S. Department of Education, and in examples available in the Financial Aid office.

Department of Veterans Affairs (DVA) Benefit Services

Application forms are available at www.gibill.va.gov. Additional forms to complete a Veteran file are available from the Financial Aid office, located in the upper level of the Student Center in Battle Creek. Scheduled VA orientations are available to assist with the certification process requirements and guidelines.

Academic Progress Standards

Recipients of DVA benefits must achieve satisfactory academic progress toward their educational goal. The College will evaluate the academic progress of each recipient at the end of each academic session.

Satisfactory Progress Policy

A DVA benefits recipient will be considered to be making satisfactory progress if a minimum cumulative grade point average (CGPA) of 2.00 is maintained. Class absence must not interfere with the successful pursuit or completion of the course objectives. Recipients are expected to make consistent and incremental progress toward completion of an academic program. Recipients enrolled in industrial trades course work must complete the scheduled/enrolled clock hours by the end of the enrollment period for which they have been certified.

Probationary Benefit Status

A DVA benefits recipient who is not making satisfactory progress will be placed on probationary benefit status. This probationary status may continue for up to two

subsequent semesters. During the probationary period the recipient is eligible for certification. To regain satisfactory progress status, a probationary semester must be completed with all progress standards being met.

First-time Recipients

First-time DVA benefits recipients who have an established academic record at KCC must meet the satisfactory progress policy. Students not meeting the policy requirements will begin their benefits on probationary benefit status as outlined above.

Suspended Benefit Status

If at the end of the probationary status the recipient has not achieved satisfactory progress, the College may no longer certify enrollment for benefits. To become eligible for recertification, the DVA benefits recipient must complete a subsequent six credit hours with a 2.0 GPA within a semester without their enrollment being certified to the DVA and meet all standards of satisfactory progress at the conclusion of that semester.

Appeal of Benefit Status

A DVA benefits recipient who has been placed on probationary or suspended status may appeal the status in writing to the VA Certifying Official, located in the Financial Aid office.

Financial Aid Contact Information

Phone: 269-965-4123

Secure FAX: 269-966-4089

E-mail: finaid@kellogg.edu

Website: www.kellogg.edu/financial

Financial Aid reference Guide:

www.kellogg.edu/financial/pdf/FinancialAidReference.pdf

Financial Aid policies may be different than other institutional policies regarding the same subject.

Office of the Registrar

The office of the Registrar is located in the Ohm Information Technology Center. The Registrar is responsible for the management, storage, and general supervision of course, student, and academic information. The office of the Registrar also provides a number of services to students and staff.

Services provided to students include maintaining student and academic records, qualifying students for graduation, distribution of grade reports, enrollment certifications and loan deferments, and transcript evaluation and the transfer evaluation process.

Customer Service Center

Services provided to students include application for admission, registration for classes, payments, enrollment certifications, transcript requests, updating academic

records, orders for participation in the commencement ceremony, and diploma orders. These services are also available at the Eastern Academic Center, Fehsenfeld Center, Grahl Center, and RMTC.

Customer Service Center Direct Line

Battle Creek campus: 269-965-5522
Eastern Academic Center: 517-630-8169
Grahl Center: 517-278-3300
Fehsenfeld Center: 269-948-9500
RMTC: 269-965-4137

Registration

Students can register for classes in a variety of manners:

In-Person registrations are received at the Customer Service Center in Battle Creek and at the Eastern Academic, Fehsenfeld, Grahl Centers, and RMTC.

Kellogg Registration Information System (KRIS) is available by online at www.kellogg.edu. The system is available from 1:00 a.m. to midnight during the week, and 24 hours during Saturday and Sunday.

Mail or Fax registrations are subject to delay due to special handling (details are included on the registration form located in the schedule of classes). Fax your registrations to 269-565-2048; mail them to the Registrar's Office, Kellogg Community College, 450 North Avenue, Battle Creek, MI, 49017-3397.

The College reserves the right to deny registration to those persons who have a financial hold on their account or who have previously disrupted instructional and/or campus activities.

Transcripts

Requesting a Transcript

You may request a transcript of your academic record via the Internet at www.kellogg.edu by accessing the Kellogg Registration Information System (KRIS); or with a completed and signed transcript request form, or other written and signed request, submitted to the Customer Service Center at the Battle Creek campus or at the Grahl, Fehsenfeld, and Eastern Academic Centers. There is a minimal charge per copy for each transcript. The College reserves the right to withhold transcripts of students who have outstanding financial accounts.

An unofficial transcript, known as a course history, is also available online through KRIS or in-person by showing a picture ID at the Customer Service Center at the Battle Creek campus or at the Grahl, Fehsenfeld, and Eastern Academic Centers.

Graduation

Application for Graduation

To graduate from Kellogg Community College with a degree or certificate, you begin the process by completing an Application for Graduation. The form is available from, and should be returned to, the Registrar's Office; Customer Service Center; the main desk at the Grahl, Fehsenfeld, and Eastern Academic Centers; or the RMTC office. The graduation application can also be found at www.kellogg.edu under the "Office of the Registrar" link.

Applications for graduation are accepted during the following dates:

- Fall Semester Graduation — April 1-November 1
- Spring Semester Graduation — September 1-March 1
- Summer Semester Graduation — January 1-July 1*

**If you are applying for graduation in the summer and want to participate in the May commencement ceremony, your deadline to apply for graduation is March 1.*

Graduation applications received after the application period closes will be accepted as late applications and assessed a non-refundable late application fee. If you submit a late graduation application, the processing of your application will be delayed and you will be notified by the Registrar's Office as soon as possible regarding your eligibility for graduation.

Graduation Audit

All coursework must be completed by the end of the semester, including completion of "I" (Incomplete) grades and transfer credits from other institutions. Final grades and any program-related forms must be submitted for you to graduate. Your application for graduation is considered incomplete if this does not occur. Incomplete applications will be moved to the next semester. If at the end of the next semester your application is still incomplete, you will need to reapply for graduation in a future semester.

When your application for graduation is complete, a review of your academic record will be conducted by the Registrar's office to determine if graduation requirements have been met. You will be notified in writing of the results.

The graduation requirements of the catalog from which you started taking courses, for a time limit of ten years, will be applied during the graduation audit.

Students are encouraged to work closely with a KCC academic advisor to ensure that course selections fulfill program and curriculum requirements.

Course Exemptions and Substitutions

A course exemption is a waiver of a course requirement in a degree or certificate based on an equivalent course, a course transferred to KCC, occupational skills, or personal experience.

A course substitution is the substituting of a required course in a degree or certificate with an alternative course. Course exemptions and substitutions do not reduce the total number of credit hours required in a degree or certificate or in general graduation requirements. Course exemptions and substitutions are granted for a specific degree or certificate and a specific catalog year. The granted exemption/substitution will not automatically apply to other degrees or certificates you are pursuing. Substitutions for courses in the general education core are limited to those courses which are part of the general education core group.

Course exemptions and substitutions are requested as part of the graduation audit, and are designed to assist the graduating student and not to circumvent the established program of study. You may request course exemption and substitution by contacting the chairperson, director, or coordinator of the degree or certificate program to discuss your exemption and substitution options.

Reverse Transfer Policy

Students who have completed a baccalaureate degree from an accredited institution may be considered for reverse transfer to meet the general education requirements for an Associate in Applied Science degree at KCC. The determination of which courses are to be considered in reverse transfer is at the discretion of the program director or coordinator for the student's program of study. This policy does not release the student from meeting program specific requirements or graduation requirements, and does not apply to the following KCC transfer degrees: Associate in Arts, Associate in Science, Associate in General Studies, Associate in Criminal Justice, Associate in International Studies.

Graduation with Honors

Students who have fulfilled the requirements for an associate degree and have earned a cumulative grade point average of 3.00 or higher will be graduated with honors as follows:

- 3.90-4.00 Highest Honors—Summa Cum Laude
- 3.50-3.89 High Honors—Magna Cum Laude
- 3.00-3.49 Honors—Cum Laude

The appropriate honors designation will be included on the student's academic record and diploma.

Academic Forgiveness

A student who desires to have inapplicable course work and related grades from a previous curriculum excluded for the purpose of meeting graduation requirements may submit a written appeal to the Registrar. Such a request should be submitted with an application for graduation after 75% of the course work in the present curriculum has been completed.

If approved, this action will generate a statement on the student's academic record indicating the excluded courses and the revised cumulative grade point average.

Original entries for courses excluded under the terms of this policy and the actual cumulative grade point average will remain on the student's record. When transferring to another college or university, a student may be held accountable for all attempts and grades associated with a course taken at Kellogg Community College.

Diplomas and Certificates

An opportunity for graduates to order a printed diploma or certificate is provided during the graduation audit. A fee is charged for each diploma or certificate ordered, and orders are to be received prior to the end of the semester. There is an additional charge for diplomas and certificates ordered after the end of the semester.

Graduation Ceremony

Commencement is held in May. You will receive information on graduation activities, ordering a cap and gown, and purchasing announcements.

Note: Certificate programs of less than 16 credit hours are not eligible for participation in the Commencement Ceremony.

Office of the Registrar Contact Information

Phone: 269-965-5522

FAX: 269-565-2048

Email: regoffice@kellogg.edu

Website: www.kellogg.edu/registrar

Student Employment Services

Student Employment Services provides assistance, either in person or on the web, to students and alumni with their job search planning. The office is open year-round, housed on our Battle Creek campus in the lower level of the Student Center. Individuals have access to the staff, resource room including computers, and the job posting books available on a walk-in basis.

On the web individuals can register online, review current job openings, and select employers to whom they would like to forward their résumés. Specific services through Student Employment Services include the following:

Job Listings for On-Campus Employment

To be eligible to work on campus during the academic year, students must:

1. Currently be enrolled for six or more credit hours of courses
2. Maintain enrollment for the fall and spring semesters
3. Maintain the standards of academic progress toward a certificate, diploma, or degree

In addition, proper financial aid forms must be completed. *Note: A student may work a maximum of 20 hours per week. To be eligible during the summer semester, you must be enrolled for at least three credit hours (six if they are Federal Work Study).*

Networks to Off-Campus Employment Opportunities

Students and graduates may obtain job referrals to part-time, full-time, temporary, co-op, summer, and permanent positions through a variety of resources including direct openings placed with Student Employment Services, Internet sites, and various job banks.

Customized Job Search Training

Individuals may obtain personalized assistance with résumé writing, interviewing skills, and job search planning. Private consultations and scheduled, videotaped mock interviewing is available.

Student Employment Services Resource Room

Student Employment Services maintains a resource room complete with résumé/letter writing word processing stations, a reference library of job search materials (books, videos, newsletters, periodicals, and handouts), self-directed employability skills training, career exploration software, Internet access, and company profiles.

Student Employment Services Contact Information

Phone: 269-565-2637

FAX: 269-962-1099

E-mail: jobhelp@kellogg.edu

Website: www.kellogg.edu/ses

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 coordinates a wide range of opportunities for students to gain experience including campus activities, student organizations and clubs, Honors Program, honors societies, *The Bruin* 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, handles visitor requests, issues KCC ID cards, and lost and found.

Campus Activities

The Student Life office facilitates an array of programs throughout year; all students are invited and encouraged to participate in these events. Programs range from musical performances to workshops to informational fairs. Students who have ideas for upcoming events and/or would like to help plan events should consider getting involved with the Kampus Activities Board, a student-based organization whose focus is campus activities.

Campus Postings

The Student Life office maintains nine bulletin boards on the Battle Creek campus. The Student Life office is available to deliver postings to campus departments; however, the Student Life office is not responsible for a department's decision to post information.

Students, faculty, and staff of KCC can submit requests for postings. Priority is granted to College related postings. A request to post non-College related information can be submitted and will be posted if space permits. Bulletin boards are updated at least once each week during the academic year.

Postings will remain posted for a maximum of 30 calendar days; once removed from the bulletin boards, postings are recycled. Unauthorized postings will be removed and discarded without notification.

Co-Curricular Programs

Students interested in music will find a variety of participatory experiences available in the Concert Band, Jazz Ensemble, Choral Union, or Kellogg Singers. The College's theater production schedule includes musical, drama, and children's theater as forms of expression.

There are two student publications for those interested in publications and communication. *The Bruin* is the College's student newspaper and is published nine times annually. It contains campus and community news, opinion pieces, and campus event information. Mosaic (an art and literary publication) is published each winter as a project of the Crude Arts Club; the publication features student poems, short stories, photography, and artwork.

Lost & Found Policy

As a service to the College community, the Student Life office maintains lost and found items. Items turned in to the Student Life office are held for 30 days; after the holding period, items containing confidential information are permanently disposed and all other items are donated to local charity. When claiming a lost item, individuals must show ID and sign for the item.

Student Locker Use Policy

Coin-operated lockers are available to registered KCC students for temporary daily storage purposes. For \$0.25 per use, students may store personal items in any of the lockers located outside of the KCC Bookstore in the Student Center. Students may use the lockers when the campus is open, and all contents must be removed daily by the user.

Contents remaining in the locker after 10:00 p.m. will be removed by KCC security personnel and taken to lost and found in the Student Life office. The items will be placed in a bag and labeled as to the locker number. Any perishable food items (including containers) will be disposed of immediately. To retrieve items, the student will need to appear in Student Life, return the locker key, show picture ID, and sign

for their items. Student Life will follow established policy to identify that the locker contents belong to the student claiming the items. If the items are not claimed within 30 days, the items will be donated to charity.

There is a \$15 fee for a lost locker key, and the fee increases to \$50 for each additional incident. The fee is assessed when a student requests a locker to be opened due to the fact that the key was misplaced. Lost key fees are paid at the KCC Customer Service Center.

A student wanting to retrieve their belongings from a locker for which the key has been misplaced will contact KCC security personnel for assistance. After paying the \$15 fee and showing picture ID, the student will need to identify the items in the locker and provide proof that the contents of the locker are their belongings.

The College is not responsible for items stored in lockers. Students should not store money, credit/debit cards, or personal items of high value in lockers.

No items which are banned from the campus (i.e. weapons of any kind, illegal or illicit items or substances) or other items deemed by the College to be harmful, offensive or inappropriate are to be stored in a locker. The College works with the local police authorities and maintains the right to carry out a search of locker contents when it is suspected that banned, harmful, offensive, or inappropriate items are stored in a locker.

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.

Each spring semester, SLI plans a Leadership Summit Conference open to all KCC students. As a means of providing an additional level of leadership development to students, the Student Life office organizes a planning committee of students. This committee will determine the conference theme and handle the entire planning process from start to finish. Interested students should contact Student Life by mid fall semester to be considered as a committee member.

Visitor Request Policy

The Student Life office handles all visitor requests. To make a request, visitors must complete a Visitor Request Form. Requests are granted on a first come first serve basis and are approved dependent on availability of space. Visitors must adhere to the College's fundraising and solution policy located in the Policies section.

Registered Student Organizations and Clubs

The Student Life office houses registered student organizations and clubs. Student organizations that have registered through the Student Life office have access to

additional campus resources and are eligible for an array of benefits such as official recognition by the College. Current information about student organizations and clubs is housed in the Student Life office. For more information about student organizations, contact either the listed advisor next to the organization's name or the Student Life office.

American Dental Hygiene Association – Student Members — Bridget Korpela, Advisor, extension 2325; Laura Saye, Advisor, extension 2302: This group is open to dental hygiene students who are attending KCC or any other accredited school of dental/oral hygiene. Their purpose is to promote the art of the dental hygiene science.

Anime Club — Jim Middleton, Advisor, extension 2554: The purpose of the club is to allow members to preview anime not readily available on American television, to hold discussions about anime, to provide opportunities for group trips to conventions, and to end misconceptions about anime.

Art League — Ryan Flathau, Advisor, extension 2559: This organization is open to all students interested in expanding their knowledge of art. A variety of activities outside the classroom will be offered to encourage greater art appreciation by the members.

Bruin Christian Fellowship — Chris Jakway, Advisor, extension 2559: This student-run organization is non-denominational and open to all students. Bible studies, speakers, and other various activities are used to enhance the student's spiritual development.

Campus Republicans — Jonathan Williams, Advisor, extension 2229: The purpose of this organization is to bring together students interested in the political process and in the Republican Party, in particular. Students will develop a greater understanding and appreciation of our society and the political process through discussion, forums, and other activities and competitions.

Chess Club — Student Life, Advisor, extension 2634: The Chess Club meets every Wednesday at 1:00 pm in the Student Center to engage in competitive chess play.

College Democrats — Susan McCabe, Advisor, extension 2520; Peg Stapleton, Advisor, extension 2224: This organization's purpose is to endorse involvement with the community, encourage citizens to vote, uphold core democratic values, and promote awareness of current events.

Crude Arts Club — Elizabeth Kerlikowske, Advisor, extension 2292: The Crude Arts Club is an informal group of KCC students who are devoted to writing. They are, in essence, a group of writers, thinkers, and talkers. The club meets once a week for an hour in the LRC (the day and time vary each semester) to share poems, stories, ideas, and opinions. In addition to providing support for young writers at KCC, the Crude Arts Club hosts campus poetry readings and organizes fundraising activities.

Encore Theatre Company — Student Life, Advisor, extension 2634: This company is open to all students interested in further developing theatrical experiences on and off the campus. The goal is to entertain and educate audiences, explore theatre, and

expose drama to all age groups. Students are encouraged to offer their support and talents to the community.

Film Club — Lin Marklin, Advisor, extension 2281; Matt Samra, extension 2285: This club views films based on certain themes. The films will serve as enrichment functions by exposure to film medium and discussion of social context.

Healthy Choices Leadership — TJ Mohl, Advisor, extension 2647; The purpose of Healthy Choices Leadership Organization is to inform and educate the students of Kellogg Community College concerning issues of healthy lifestyle choices with a special emphasis on alcohol, tobacco and other drugs

History Club – Ray DeBruler, Advisor, extension 2381: The purpose of this club is to serve as a forum of knowledge for all students interested in history.

Human Services Club — Sheila Matthews, Advisor, extension 2215: The club promotes the awareness of professional growth of the human service worker and the delivery of human services care.

International Studies Club (ISC) — Michelle Wright, Advisor, extension 2217: ISC is founded to enhance the experiences of its members in the field of cultural understanding and global awareness. Through contact with each other and the community the ISC will act as a forum of thought, and will help facilitate understanding between cultures.

Kampus Activities Board — Rose Dulaney, Advisor, extension 2626; Thomas Shaw, Advisor, extension 2548: KAB is a group of students interested in planning activities on campus and being actively involved on campus. The board also provides representation for the student body and acts as a liaison between the student body and Staff and Administration.

Paralegal Student Association — Susan McCabe, Advisor, extension 2520: This organization provides students who are interested in law and the legal profession the opportunity to expand their knowledge, explore career opportunities and options, and promote personal and professional growth and achievement.

Phi Theta Kappa — Jane Westra, Advisor, extension 2608; Kim Madsen, Advisor, 565-7918: This organization is an international honor society in which membership is by invitation only. Students in this organization must have completed 12 or more semester hours with a 3.5 or better grade point average. New KCC students may be invited to provisional membership based on their high school academic achievement and leadership activities.

Physical Therapist Assistant Club — B.J. Simmons, Advisor, extension 2329: This organization is interested in education, community service, and promoting awareness of physical therapy. The purpose is to enrich and broaden the views and knowledge of students in the field of physical therapy while participating in community service opportunities.

Psi Beta — Donn Montgomery, Advisor, extension 2227: The mission of the Psi Beta honor society is professional development of psychology students through promotion and recognition of excellence in scholarship, leadership, research, and community service.

Spectrum — Gerald Blanchard, Advisor, extension 2566; Terah Zaremba, Advisor, extension 2603: The mission of Spectrum is to promote acceptance and understanding of all genders in our community through education. Spectrum is an open and affirming group.

Student Nurses Association — Kimberly Barnes-Kalkowski, Advisor, extension 2331; Temple Stovall, Advisor, extension 2310: This organization is open to nursing students attending KCC. The objectives are to cultivate, promote, and sustain the art and science of nursing; to represent and safeguard the common interest of the members of the nursing profession; and to contribute toward the improvement of public health.

Tech Club (Societus Technica) — Doug Mann, Advisor, extension 2268: This is the oldest club on campus. It is open to any KCC student with an interest in the science and technology professions. The club also strives to increase student awareness by highlighting the need for the technician to stay abreast of advancements in technology.

Student Participation

KCC registered student organizations and clubs are open to all KCC students who are currently enrolled, in good standing, and adhere to the student code of conduct. (Refer to the Policies section.)

Students are encouraged to form new student organizations; the Student Life staff is available to help guide students through this process. To form a new student organization, a constitution must be approved by the Manager of Student Life and a charter listing of officers, members, and advisor(s) must be submitted in order to be officially registered with the Student Life office. More detailed information about the registration process is available from the Student Life office, including sample documents. New student organizations are encouraged to participate in recruitment opportunities on campus such as the fall and spring Bruin Boost.

Fundraising for Registered Student Organizations

Any registered student organization on campus wishing to raise funds must obtain approval by the Student Life office prior to beginning any fundraising activities. All fundraising activities must adhere to the student code of conduct. (Refer to the Policies section.) Registered Student Organizations that engage in fundraising activities without prior approval may be in jeopardy of being placed on probation or losing official registration status.

An advisor or student may initiate the fundraising approval process by completing a Fundraising Request form not less than fourteen (14) days prior to the date of the fundraiser.

KCC Honors Program

The KCC 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, community service, and fellowship activities. The Honors Program promotes leadership and fosters partnerships and mentoring between students, faculty, and staff.

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.

To be eligible for membership in 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
- KCC GPA of 3.5 or higher (minimum 12 credit hours completed)
- Recommendation of faculty
- Transfer GPA of 3.0 or higher

Benefits of the Honors Program

Benefits of membership in the Honors Program include:

- Academic motivation
- Advanced scholastic opportunities
- Contribute to community through scholarship
- Develop enhanced leadership skills
- Improve critical and collaborative thinking skills
- Increase global awareness

Graduates of the KCC Honors Program articulate directly into the Lee Honors College at Western Michigan University. Students should contact the institution they plan to transfer to for more information on the transferability of KCC honors courses.

Honors Program Requirements

To graduate from the Honors Program and earn recognition as such during the KCC commencement ceremony, members must complete the following requirements:

- Carry a minimum of 3.2 cumulative GPA (one semester of probation is granted to recover GPA)
- Four honors courses and/or contracts for a minimum of 11 credit hours
- Submission of an Honors Program Graduation Form

Honors Program Courses and Contracts

The Honors Program regularly offers courses specifically designed for honors students; course offerings can be found in semester 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. To receive honors designation, students must fulfill the contract requirements and earn at least a B+ overall grade in the course. Students interested in developing an honors contract should contact individual instructors at the start of the semester to discuss options.

Honors Societies

Phi Theta Kappa

Phi Theta Kappa is an international academic honor society. 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 two-year college with Psi Beta chapter
- Rank in the top 35% or have an overall GPA of 3.0, whichever is higher, and have at least a 3.0 average in psychology
- Completed at least two quarters or one semester of a psychology or psychology-based course and 12 semester hours or the equivalent quarter hours total college credit

Awards Banquet

Each spring, the Student Life office facilitates an Awards Banquet, where awards are presented to students as recognition for outstanding achievement in a variety of areas. Each award carries its own set of criteria determined by the division in which the award is housed. Students selected as an award recipient are presented with their award(s) during the Awards Banquet. For more information, contact Student Life at 269/965-3931, ext. 2634.

Criteria for Career and Occupational Education Division Awards

The Breaking Traditions Award

The Breaking Traditions Award recognizes students who successfully pursue the career path of their choice even when it is a non-traditional choice for their gender. The following criteria must be met:

1. Be graduating from a Career and Technical Education program that is nontraditional for his or her gender
2. Have a GPA of 3.0 or better at the time of nomination (students in programs grading on a pass or no-pass system are exempt from this requirement)
3. Be nominated by a faculty member or administrator
4. Have made a contribution to awareness of nontraditional careers through successful participation in one or more of the following activities:
 - GPA of 3.5 or better at the time of nomination
 - Successful competition in a program-related event or contest
 - Demonstration of potential for contribution in the field by involvement in community projects, leadership roles, or professional organizations
 - Participation in a his or her program's student organization
 - Active recruitment of other students into programs nontraditional for their gender
 - Mentoring other students in Career and Technical Education programs nontraditional for their gender
 - Significant contributions to the student's specific Career and Technical Education program

Should the award recipient elect to be nominated for the Michigan Breaking Traditions Award, the College will assist the student in meeting the Michigan requirements of providing:

1. Two letters of support
2. A brief narrative explaining his or her choice of career, the obstacles they may have faced, and key accomplishments
3. An essay about the significance of their nontraditional training program

Outstanding Associate Degree Nursing Graduate

Associate Degree Nursing faculty nominates and selects based on the following criteria:

1. High academic achievement: 3.5 or higher GPA
2. Outstanding clinical achievement based on evaluations submitted by clinical instructors which reflect excellence in meeting clinical objectives including technical skills, nurse/client relationship, and the fulfillment of professional role and responsibilities
3. Potential for contribution to the profession based on such evidence as involvement in the student and/or national professional organization, high ethical values/behaviors, and leadership skills

Outstanding Business Management Graduate

The Business faculty selects based on the following criteria:

1. Major in either accounting or business management
2. GPA of 3.5 or higher
3. Serious commitment to a career in business

Outstanding Computer-Aided Drafting and Design Technology Graduate

The following criteria must be met:

1. Be completing an Associate in Applied Science with an overall GPA of 3.5 or higher
2. Demonstrate the behaviors of a responsible learner in all core classes
3. Show a commitment to the community through community service, volunteer work, or extracurricular activities
4. Act as a positive role model for others

Outstanding Computer Engineering Technology Graduate

The following criteria must be met:

1. Minimum GPA of 3.0
2. Participation in extracurricular activities including, but not limited to the following:
 - Student Organizations (such as Tech Club)
 - Kampus Activities Board
 - College Committees
 - Athletics
 - Community Activities

Outstanding Dental Hygiene Graduate

Dental Hygiene faculty selects based on the following criteria:

1. Superior academic achievement based on overall grade point average and academic performance in the Dental Hygiene academic courses (GPA of 3.5 or better)
2. Outstanding clinical achievement based on performance in the clinical Dental Hygiene courses and faculty evaluations of the student's professional conduct in those courses
3. Potential for contribution to the profession, as evidenced by involvement in community projects, leadership roles assumed, and interest and involvement in the professional organization
4. Demonstrates the following qualities:
 - Consistency – performs at a steady level of excellence
 - Maturity – accepts responsibility in class and extracurricular activities
 - Creativity – demonstrates talent and proficiency in completing course requirements
 - Leadership – motivates other students by positive example

Outstanding EMS Student

The EMS faculty nominates and selects based on the following criteria:

1. Student must be taking EMS course work within a professional level (MFR, BEMT, Paramedic, EMS I/C) of the program.
2. Student must demonstrate performance above the role as a student in the EMS Program.

Outstanding Graphic Design Graduate

The Graphic Design faculty selects based on the following criteria:

1. Overall GPA of a minimum of 3.0
2. Must demonstrate outstanding creativity as evidenced through student's portfolio

Outstanding Medical Laboratory Technology Graduate

The following criteria must be met:

1. High academic achievement
 - Minimum of 3.5 GPA overall
 - Minimum of 3.75 GPA in medical lab technology course work
2. Outstanding clinical achievement based on evaluations submitted from the clinical affiliate
 - Overall grade of “A” in MELA 260 or 265, Clinical Practicum
 - Excellent professional behavior, as indicated by a score of no lower than 93% on all of the Student Attitude Assessment evaluation forms in each of the clinical rotations
 - Positive comments by clinical instructors added to evaluation forms
3. Potential for contribution to the profession based on participation in at least two of the following:
 - Membership in one or both of the professional organizations for MLTs: the American Society for Clinical Laboratory Science (ASCLS), and/or the American Society for Clinical Pathology Associate Member section (ASCP)
 - Attendance at non-mandatory continuing education seminars offered through the professional organizations or the clinical affiliates
 - Volunteer activities in the community and/or for professional organizations
 - Helping/teamwork behaviors with other students
 - Highly ethical behavior and values

Outstanding Office Information Technology Graduate

The following criteria must be met:

1. Academic achievement: 3.5 or higher GPA
2. Pursuing a two-year associate degree (administrative assistant, word processing, medical secretarial, legal secretarial)
3. Attitude: Positive attitude, good sense of humor, sees humor in self, carries self well in workplace
4. Goal Oriented: Has specific plans; pursuing particular career or academic achievement

Outstanding Physical Therapist Assistant Graduate

The following criteria must be met:

1. High academic achievement based on an overall GPA of 3.5 or better, academic performance in Physical Therapist Assistant course work of 3.3 or better, and general consistency of academic performance
2. Outstanding clinical achievement based on evaluations submitted from each of four clinical affiliations which address competency in technical skills; observation skills; concern for patient care, comfort, and safety; oral and written communication; organization of time; attitude and interpersonal relationships; fulfillment of professional role and responsibilities

Outstanding student will earn at least:

- “Acceptable” ratings for 80% or above of all rated categories on the clinical assessment tool for PTA 221 clinical experience
- “90-100%” grading on at least 80% of all rated categories on each of the two clinical assessment tools for PTA 224 and 225 clinical experiences
- an outstanding narrative assessment for PTA 226 clinical experience

- Potential for contribution to the profession based on such evidence as interest in and willingness to pursue special fields of study related to physical therapy, involvement in the student and/or national professional organization, leadership skills, helping/teamwork behaviors, highly ethical values/ behavior, and community/volunteer involvement. The outstanding PTA student will demonstrate outstanding performance in at least three of the above listed areas.

Outstanding Radiography Graduate

Radiography faculty selects based on the following criteria:

- Superior academic achievement based on overall grade point average and academic performance in the RADI courses (GPA of 3.5 or better)
- Outstanding clinical achievement based on performance in the clinical education sites as indicated on clinical staff evaluations
- Potential for contribution to the profession, as evidenced by an involvement in community projects, leadership roles assumed, interest and involvement in professional organizations, and a desire for continuing education
- Demonstration of the following qualities:
 - Consistency—performs at a steady level of excellence
 - Maturity—accepts responsibility in class and in the clinical setting
 - Creativity—demonstrates talent and proficiency in completing course requirements
 - Leadership—motivates other students by positive example

Criteria for Arts and Science Division Awards

Arts and Communication Department

For all Arts and Communication awards, the following criteria must be met:

- Major or exhibited interest in the award area
- Grade point average of 3.5 or higher in the award area
- Evidence of significant creative growth
- High degree of participation in and/or contributions to the department activities in one or more capacities

The following additional criteria applies to particular awards:

Outstanding Achievement in Art

- Leadership activities in the Art League
- At least six hours of art credits
- Submission in the student art exhibit

Outstanding Achievement in Communication

- Forensics leadership activities OR
- Participation in communication experiences within the community OR
- Participation in the KCC-sponsored speech tournament

Outstanding Achievement in Creative Writing

- Editing, promoting, or writing for *Mosaic*
- A body of creative, written work that reflects talent and rich inner experience

- Serious commitment to creative writing
- Participation in campus readings

Outstanding Achievement in English

- At least twelve hours of English at KCC; may include 151, 152, and 153

Outstanding Achievement in Foreign Language

- At least one year of foreign language study at KCC
- Written and oral fluency
- Knowledge of culture

Outstanding Achievement in Music

- Participation in one ensemble per semester
- At least six hours of music credits

Outstanding Achievement in Theatre

- On or behind stage exceptional contribution to theatre
- Participation in Encore
- At least six hours of theatre credits

Elizabeth and Guido Binda Excellence in Visual and Performing Arts Awards

The Binda Awards are performance-based and will be awarded to students who exhibit exceptional talent in and dedication to one of the four visual and performing arts areas.

- Excellence in Art—Binda Award
- Excellence in Communication—Binda Award
- Excellence in Music—Binda Award
- Excellence in Theatre—Binda Award

Students who receive Binda Awards will have:

1. Participated in visual or performing arts activities
2. Shown consistent growth in their art
3. Displayed concern for the place of art in education and the community

Criminal Justice and Physical Education Department

Outstanding Criminal Justice Graduate

The following criteria must be met:

1. Minimum of 3.5 GPA and/or top 20% academically of criminal justice graduates
2. Demonstrated proficiency in all skills-based training
3. Commitment to community service (i.e. volunteer work)
4. Acts as a positive role model for other students

Outstanding Paralegal Graduate

The following criteria must be met:

1. Be in the process of completing the associate degree or certificate with an overall GPA of 3.5 or higher
2. Demonstrates a commitment to the legal profession and the community through service learning, community service, volunteer work, internship/cooperative education placements, or extracurricular activities

3. Exemplifies the following qualities:
 - Competency – performs at a consistent level of excellence in class and related activities
 - Maturity – demonstrates the behaviors of a responsible learner and accepts responsibility in class and related activities
 - Leadership – acts as a positive role model for other students and motivates other students by example
 - Creativity and Problem Solving Ability – demonstrates talent and proficiency in completing course requirements in a proactive manner
4. Promotes the paralegal profession and demonstrates the potential for contribution to the profession

Early Childhood Education and Education Department ***Outstanding Early Childhood Education Program Graduate***

The following criteria must be met:

1. Be in the process of completing the associate degree in Early Childhood with a program code of 215, and have an overall GPA of 3.5 or higher
2. Have an Individual Educational Plan (IEP) on file in the Early Childhood Program office
3. Demonstrate a commitment to the Early Childhood Education field
4. Show a commitment to the community through service learning, community service, volunteer work, or extracurricular activities
5. Demonstrate the following qualities:
 - Consistency – performs at a steady level of excellence
 - Maturity – accepts responsibility in class and extracurricular activities
 - Creativity – demonstrates talent and proficiency in completing course requirements
 - Leadership – motivates other students by positive example
 - Critical Thinking – demonstrates skills in gathering, analyzing, interpreting facts, and problem solving.

Outstanding Education Major Graduate

1. Must have completed a minimum of nine credit hours earned at Kellogg Community College in education courses from the following list: ART 141; BIOL 140; EDUC 200, 201, 202, 203, 204, 220, 240, 250, 251, or 299; HIST 104; HUMA 241; LITE 213; MATH 111, or 112; MUSI 141; PEP 290; or THEA 251.
2. Have a GPA of 3.5 or higher
3. Show a commitment to the community through service learning, community service, volunteer work, or extracurricular activities
4. Demonstrate the following qualities:
 - Consistency—performs at a steady level of excellence
 - Maturity—accepts responsibility in class and extracurricular activities
 - Creativity—demonstrates talent and proficiency in completing course requirements
 - Leadership—motivates other students by positive example
 - Critical thinking—demonstrates skills in gathering, analyzing, interpreting facts, and problem solving.

Math and Science Department Awards

Outstanding Achievement in Mathematics

The following criteria must be met:

1. Enrolled in MATH 141, 142, 241, or 242
2. Earned a GPA of at least 3.5 in calculus courses taken at KCC
3. Demonstrated the following qualities:
 - Consistency—performs at a steady level of excellence
 - Maturity—accepts responsibility in class and in extracurricular activities
 - Creativity—demonstrates talent and proficiency in completing course requirements
 - Leadership—motivates other students by positive example

Nominations are to be submitted by full-time and adjunct faculty from the mathematics area to the department secretary. The full-time mathematics faculty will meet to discuss the qualifications of each candidate and designate a recipient.

Outstanding Biology Student

The following criteria must be met:

1. Minimum of 3.5 GPA in biology courses
2. Enthusiasm and interest in the biological sciences beyond required course work
3. Contribution to class that would be of value to other students
4. Intention to pursue some vocation in the sciences which may include medical sciences

Outstanding Chemistry Student

The following criteria must be met:

1. Achievement of academic excellence in chemistry
2. Grade point average of 3.5 or higher
3. Interest in chemistry as evidenced by future curricular and career choices
4. Performance of chemistry laboratory skills as evidenced by consistent, excellent results in laboratory work

Outstanding Physics Student

The following criteria must be met:

1. Grade point average of 3.5 or higher in physics
2. Mathematics record should be compatible with the physics grades

Social Science Department Awards

Outstanding Human Services Program Graduate

The following criteria must be met:

1. Be completing the associate degree or certificate with an overall GPA of 3.5 or higher
2. Demonstrate the behaviors of a responsible student in all of the courses required in the human services curriculum
3. Exhibit the behaviors of a responsible and mature human services worker during field experiences and while working in the field
4. Adhere to the ethics of the Professional Human Service Worker according to the National Association of Human Service Education

Service Learning Commitment Award

The following criteria must be met:

1. Completed 36 credit hours
2. GPA of 3.0 or better
3. Completed one academic service learning course
4. Completed an additional 15 hours of service, either in another academic service learning course or independently
5. Completed reflection activity, as required for this award

Students apply for this award, and all requirements must be completed prior to application.

Outstanding Student in Social Sciences

The following criteria must be met:

1. At least 12 credit hours in social sciences
2. GPA in social science of 3.5 or higher
3. Demonstrate an interest in the field over and above classroom activities
4. Be active on the College campus

Criteria for Student Services Division Awards***All-Michigan Academic Team***

A maximum of two KCC students are chosen to represent KCC on the All-Michigan Academic Team. The Honors Program coordinator and Phi Theta Kappa advisors select based on the following criteria:

1. Member of Alpha Nu Eta chapter of Phi Theta Kappa
2. GPA of 3.5 or higher
3. Assumes leadership responsibilities within Phi Theta Kappa, KCC, or the community

Student-Athlete of the Year

These awards are presented to the ‘best of the best’ male and female student-athlete that KCC has in one of our six sports.

Outstanding Female Student-Athlete of the Year

- The Female Student-Athlete of the Year comes from the following sports that KCC offers; Volleyball, Basketball, Softball, and Soccer.
- This student-athlete represents outstanding academic achievement in the classroom (minimum, cumulative GPA of 3.0) and excellent athletic achievement in her specific sport.

Outstanding Male Student-Athlete of the Year

- The Male Student-Athlete of the Year comes from the following sports that KCC offers; Basketball and Baseball.
- This student-athlete represents outstanding academic achievement in the classroom (minimum, cumulative GPA of 3.0) and excellent athletic achievement in his specific sport.

Outstanding Student Employee

KCC student employees, both on and off campus, are eligible to be nominated by supervisors each year. Nominations are submitted to a standing committee whereby up to two students are selected based on the following criteria:

1. Extensive involvement with students, staff, and/or community
2. Demonstrated work ethic beyond expectations
3. Student employees must have worked within the academic year of nomination
4. GPA of 2.5 or better

Outstanding Graduate Awards***Outstanding Graduate Award—Arts and Sciences Division******Outstanding Graduate Award—Career and Occupational Division*****Criteria*****Full-time Student Category***

1. Associate degree candidate
2. GPA of 3.5 or better
3. Completed a twelve-hour credit load or more for at least three semesters while at KCC
4. Contributed to campus activities in addition to classroom participation (possibilities include student organizations and clubs, publications, athletics, Kampus Activities Board, teaching assistantships)
5. Demonstrated the following qualities:
 - Consistency—performs at a steady high level of excellence
 - Maturity—accepts responsibility in class and extracurricular activities
 - Creativity—demonstrates talent and proficiency in completing course requirements
 - Leadership—motivates other students by positive example

Part-time Student Category

1. Associate degree candidate
2. GPA of 3.5 or better
3. Completed less than a twelve-hour credit load for at least three semesters
4. Completed at least forty hours of course work with Kellogg Community College; successfully managed multiple responsibilities such as working, managing a household, raising a family, or volunteering in the community concurrent with attending classes at Kellogg Community College

Student Life Contact Information

Phone: 269-565-2634

FAX: 269-965-8850

E-mail: studentlife@kellogg.edu

Website: www.kellogg.edu/studentlife

Support Services

The Support Services department exists to address the needs of students attending Kellogg Community College. The primary goal of Support Services is to increase retention rates, facilitate academic successes, and enhance graduation rates among program participants. The Support Services personnel implement intensive and comprehensive college-wide services. Students have access to program services from the time they enter Kellogg Community College, through graduation, and placement into four-year post-secondary schools or employment. The following services are provided: tutoring services, disability services, Special Populations Program (Carl D. Perkin's Vocational and Technology Act), Student Support Services Program (TRIO federally funded), institutional Childcare Grant, and counseling.

Tutoring Services

Students who are having trouble understanding the material in a class, and have already met with the instructor and worked with fellow students, should seek out Tutoring Services. Applications are online at www.kellogg.edu/kccpages/acadservices/tutoring.html. Tutoring can provide students with individual and small group assistance. Students who have successfully completed college-level course work provide the tutoring.

Disability Services

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. Disability services are provided to students who self-disclose a disability to Support Services and provide appropriate documentation. Appropriate documentation includes specific diagnosis, assessment, recommended academic accommodations, and signature of a licensed professional. Disability Services offer accommodations for the disabled, academic assistance, and disability information, as well as coordination with campus departments, personnel, and area professional and health services agencies.

Special Populations Program

Carl D. Perkins Vocational and Technology Act

Students pursuing eligible occupational programs are provided advising, academic support, and academic assistance (professional tutoring). Limited funding for child care, transportation, tuition, and books may be available to qualified occupational students. If you would like additional information about eligibility and participation, contact the Support Services department.

Student Support Services

TRIO Federally Funded

Students pursuing transfer programs are provided advising, academic support, and academic assistance (professional tutoring). Limited funding for tuition and books may be available to qualified transfer students. Academic assistance is provided for students who demonstrate an academic need. After talking with your instructor about

the difficult course material and applying any strategies for success, you may contact the Support Services department for additional academic support.

Counseling

Professional counseling and referral is offered to registered KCC students. Counselors are available to assist in the areas of personal, academic and career counseling. Students may schedule appointments by contacting Support Services.

Support Services Contact Information

Phone: 269-965-4150

FAX: 269-965-8850

Email: supportservices@kellogg.edu

Website: www.kellogg.edu/student-services/support-services

Testing and Assessment Center

The Testing and Assessment Center provides students with a central location for testing. The office coordinates and administers placement assessments, make-up tests, online course tests, and national credit-by-exam tests. The center partners with the Nursing Department as a regional site for the Michigan Nurse Aide Competency Evaluation Program. The Eastern Academic, Fehsenfeld, and Grahl Centers provide limited testing and assessment services. Call the appropriate Center for more information.

Skills Assessment (COMPASS)

All applicants to KCC programs will need to take all or part of the COMPASS assessment. COMPASS is a computer-adaptive placement that measures your skills in reading, writing, and mathematics, and determines your placement into general education courses at KCC. The assessment is untimed, and you should allow two hours for the complete assessment. Choose a time to take the assessment when you can give your best effort. Repeating the assessment is allowed only in certain circumstances; contact an academic advisor if you believe your circumstances warrant repeating the COMPASS test.

You may use an ACT-approved calculator for the COMPASS math assessment; calculator guidelines for COMPASS testing are found at www.act.org/compass/student/calculator.html. You may also use the Windows calculator which can be accessed within any COMPASS mathematics test.

If you have taken the ACT assessment and have sent your scores to the College, you may choose to use the English and reading scores in place of the COMPASS. You will need to take the COMPASS math assessment for math placement. For the COMPASS assessment schedule and additional information on COMPASS, go to www.kellogg.edu/testing/compass.html.

Retesting Information

Generally, you take the placement test only once, and since you choose your time of testing, you should test at a time when you are feeling well and can give your best effort. Retesting may be appropriate in certain circumstances. If you believe that some other factors influenced your test results, you are encouraged to discuss this with an advisor. If you are a returning student, you may use previous test results, but if you believe your abilities have changed since your earlier testing, discuss this with an academic advisor.

Credit by Exam (CLEP, DANTES)

Two different credit by exam programs are offered for individuals who have had training that may be equivalent to college classes, or for individuals who can learn a subject without formal classes. These exams may save you time and money in completing your studies. Kellogg Community College applies this credit as transfer credit. There is a test fee and an administration fee for each exam. Call 269-565-7949 to schedule testing.

CLEP is a national credit by exam program that is widely accepted by colleges and universities. The tests are computer-based and you receive your results the same day (with the exception of essay exams). The CLEP exam equivalency courses and minimum score requirements for KCC are found at www.kellogg.edu/testing/cleptest.html.

DANTES Subject Standardized Tests (DSSTs) are computer-based exams and you receive your results the same day. The DANTES exam equivalency courses and minimum score requirements for KCC are found at www.kellogg.edu/testing/dantes.html.

KCC Instructional Testing

The Testing and Assessment Center administers make-up tests and tests for online classes taken at KCC. For more information and a schedule of testing days and times go to www.kellogg.edu/testing/makeup.html

Guest Testing Services

The Testing and Assessment Center offers a test proctoring service for individuals who are taking classes at other Michigan colleges and universities. There is a fee for testing, with the exception of students enrolled in the Michigan Community College Virtual Learning Collaborative. Call 269-565-7949 for information on guest testing and to schedule a test.

Student Guidelines for Using the Testing Center

The following guidelines apply to all types of testing, and refusal to follow these guidelines will require you to make other arrangements to test:

- **Sign-in:** All students must sign-in at the main desk in the Testing and Assessment Center prior to taking any test. After completing a test, all test materials, including used and unused scratch paper must be returned to the testing proctor.

- **Identification:** Official photo identification, such as a driver’s license, state ID, or student ID, is required for testing at the Testing and Assessment Center. Certain specialized testing programs have additional ID requirements. The Testing Center staff may refuse to administer a test if the ID presented is questionable or expired.
- **Personal Belongings:** Only materials specified by your instructor are allowed in the testing room. All personal belongings (i.e. cell phones, iPods, purses, backpacks, books, laptops) brought to the Testing Center must be stored in a locker. Items may not be stored in the Testing Center office. No food or drinks are allowed in the testing rooms.
- **Test Scheduling:** Exams for classes taken at KCC are administered on a walk-in basis during the Testing Center’s posted hours. All other forms of testing must be scheduled in advance. You are responsible for taking your test before the testing deadline. Tests will not be administered after the deadline has passed. The Testing Center fills up at peak times such as midterms and final examination periods, and you may need to wait or return at another time. You must complete tests in one sitting, unless your instructor has provided other instructions, and you must finish your test 15 minutes prior to the posted closing time for the Center. It is your responsibility to allow sufficient time for testing.
- **Visitors and Children:** Visitors and children are not allowed inside the testing rooms. College policy prohibits leaving children unattended in any campus building.
- **Cheating:** The Testing Center staff closely monitor testing rooms. Students caught with materials not specifically permitted for the test will have these materials confiscated, and the incident will be reported to the instructor. For national testing and third-party testing programs, irregularities will be reported, and the student dismissed, if this is a provision of the exam.
- **Disruptions:** It is important for the testing atmosphere to remain calm and quiet. Be considerate of others and refrain from making noise, be quiet when entering and leaving testing rooms, and do not talk to other students in the testing rooms.
- **Conflict of Interest:** The Testing Center staff may refuse to administer a test if it appears to be a conflict of interest such as student workers employed at the Center, employees of the Center, and relatives of Testing Center employees.

Testing and Assessment Center Contact Information

Phone: 269-565-2651

FAX: 269-965-2207

Email: testing@kellogg.edu

Website: www.kellogg.edu/testing

Testing hours vary by type of test. Please check the website for specific information on testing days and times..

Transfer Resources

Located in the Financial Aid area, the transfer office is your resource to explore the following:

- Transfer Events
- College Applications
- Transfer Scholarships

- Transfer Guides & Articulations
- MACRAO: maximizing college credits
- ePortfolio

Services designed to provide you with the needed resources for a seamless transition from KCC to your transfer college or university.

Upward Bound

The Upward Bound Program is one of five TRIO programs funded by the U.S. Department of Education. Upward Bound is an academic pre-college initiative designed to prepare low-income/first generation high school students for success in higher education. The program serves 75 students in grades 9 through 12 from the Battle Creek Public Schools.

The following services are provided during the academic year, summer academy, and bridge components:

Academic Year Component

- Academic tutoring in college preparatory courses
- Academic, personal, and career assessment advising
- College visitation/cultural events

Summer Academy

- Academic instruction in college preparatory courses
- Study skills, college planning, and career exploration courses
- College tours, social and cultural events

Bridge Component

- Tuition at no cost for up to six credit hours at Kellogg Community College for eligible recent graduates of Upward Bound
- Free textbooks for courses taken during the bridge component
- Academic assessment and support services provided at no cost by the KCC Division of Student Services

Upward Bound Contact Information

Phone: 269-565-7885

FAX: 269-565-2079

Email: upwardbound@kellogg.edu

Website: www.kellogg.edu/student-services/upward