

Kellogg Community College
Late Add Processes Summary Chart

Task Force Chair: Dawn Larsen, Chair of Social Science & Education (Updated: 01/23/2017)

| Department | Program/Discipline | Procedure |
|---|--|---|
| Allied Health (269) 965-4125 | (DEHY) Dental Hygiene (MRI) Magnetic Resonance Imaging (PTA) Physical Therapist Assistant (RADI) Radiography | This is a Selective Admissions program. If a seat becomes available, the Department will contact qualified candidates. |
| Arts & Communication (269) 965-4126 | (ANIM) Animation (ART) Art (COMM) Communication (ENGL) English (FREN) French (HUMA) Humanities (JOUR) Journalism (LITE) Literature (MUSI) Music (SPAN) Spanish (THEA) Theatre (TSEN) Transitional Studies English (TSL) Transitional Studies Learning Strategies (TSRE) Transitional Studies Reading | Students interested in registering late for Arts and Communication courses (after the course has met once), need to receive instructor permission by contacting the assigned course instructor. |
| Aviation Science (269) 965-3931 Ext. 2378 | (AVIA) Aviation | The Aviation Coordinator, in collaboration with faculty, reviews each request individually to allow a student into a course after the first class session has met. |
| Business and I.T. (269) 965-4121 | (ACCO) Accounting (BUAD) Business Administration (BUEN) Business Entrepreneurship (CET) Computer Engineering Technology (CP) Computer Programming (DBA) Database Administrator (DRAF) Computer-Aided Drafting (ECON) Economics (GRDE) Graphic Design (IT) Information Technology (OIT) Office Information Technology | Students interested in registering late for Business courses (after the course has met once), need to receive instructor permission by contacting the assigned course instructor. |
| Criminal Justice (269) 660-7703 | (CRJU) Criminal Justice | The Criminal Justice Department reviews each request individually to allow a student into a course after the first class session has met. Please contact the Department. |

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| Early Childhood Education & Teacher Education (269) 565-2109 | (ECE) Early Childhood Education (EDUC) Education | The Early Childhood Education Department reviews each request individually to allow a student into a course after the first class session has met. Please contact the Department |
| EMS (269) 565-2650 | (EMT) Emergency Medical Technician | This is a Selective Admissions program. If a seat becomes available, the Department will contact qualified candidates. |
| Human Services Program (269) 565-7925 Dr. Sheila Matthews Matthewss@kellogg.edu <i>Social Science Department</i> (269) 565-7705 | (HUSE) Human Services | The Human Services Faculty Coordinator Dr. Sheila Matthews reviews each request individually to allow a student into a course after the first class session has met. Dr. Sheila Matthews can be contact via the Social Science Department as an alternative. |
| Math & Science (269) 660-2337 | (ASTR) Astronomy (BIOL) Biology (CHEM) Chemistry (GEOG) Geography (MATH) Mathematics (PHYS) Physics (SCIE) Science (TSMA) Transitional Studies Mathematics | Students interested in registering late for Math & Science courses (after the course has met once), need to receive instructor permission by contacting the assigned course instructor. |
| Nursing (269) 565-2007 | (NURS) Nursing | This is a Selective Admissions program. If a seat becomes available, the Department will contact qualified candidates. |
| Physical Education (269) 965-4151 | (PE) Physical Education Activity (PE) (PEHL) Physical Education Healthy Lifestyle | Students interested in registering late for Physical Education courses (after the course has met once), need to receive instructor permission by contacting the assigned course instructor. |

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| <p style="text-align: center;">RMTC (269) 965-4137</p> | <p>(ENTE) Engineering Technology</p> | <p>The Regional Manufacturing Technology Center (RMTC) have open enrollment throughout the year for industrial trade students. If you have any questions or concerns please contact the department.</p> |
| <p style="text-align: center;">Social Science (Includes Service Learning & International Studies) (269) 660-7705</p> | <p>(ANTH) Anthropology (HIST) History (INTL) International Studies (PHIL) Philosophy (POSC) Political Science (PSYC) Psychology (SERV) Service Learning (SOCI) Sociology</p> | <p>Students interested in registering late for Social Science courses (after the course has met once), need to receive instructor permission by contacting the assigned course instructor. Students may also contact the Social Science Department for information concerning the late add process.</p> |