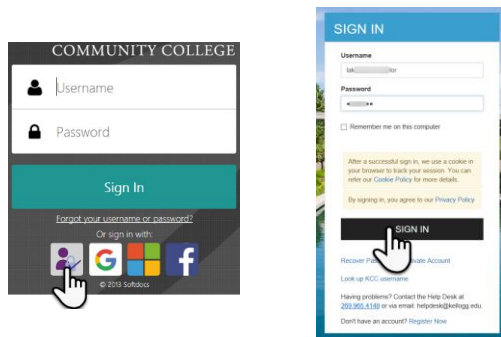


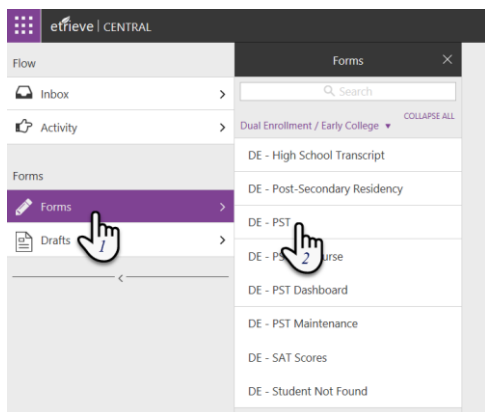
DE-PST Post-Secondary Tuition – Approval

This form is to authorize individual students to enroll in KCC courses. Information included is appropriate semester, student name, authorized course(s), and payment information.

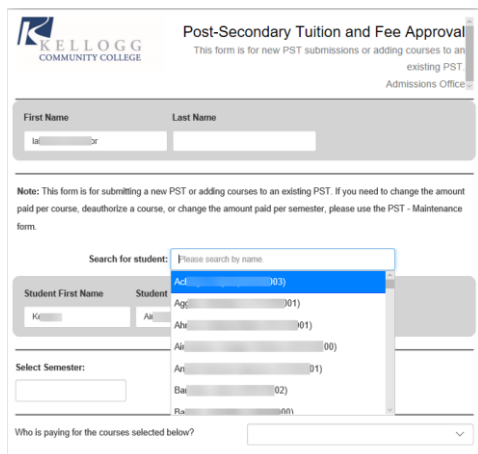
- Go to <https://etcentral.kellogg.edu>, click on the Purple Icon at the bottom of the page to bring up the Ethos login page.
 - Enter the username and password you were given. Click **Sign In** at the bottom of the page.



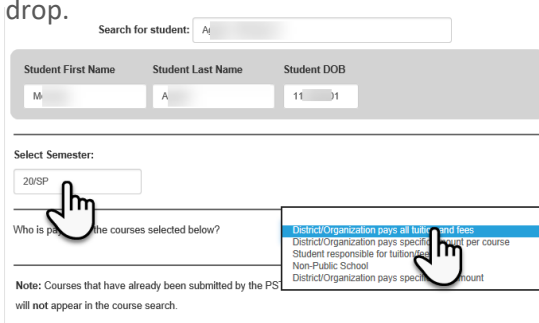
- Once logged in, click on the **Forms** and select **DE-PST..**



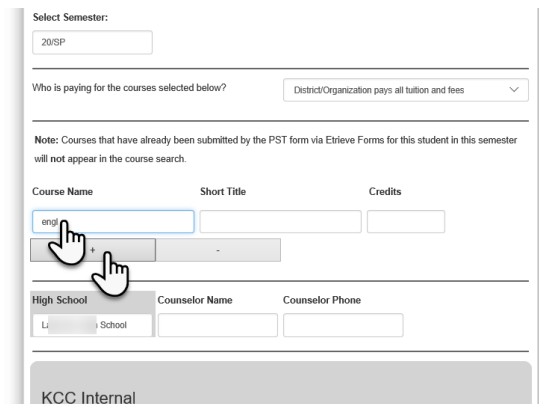
- In the **Search for student** drop down menu, you can either scroll down or start typing the student's name.



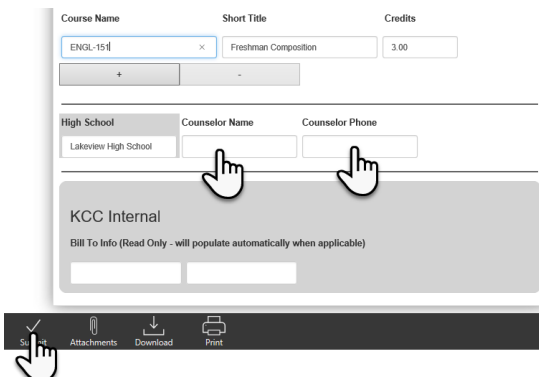
- Using the mouse, click on **Select Semester**, this will list the available semesters. Then choose **Who is paying for the course selected below** from the drop.



- Select the **Course Name** by typing in the box provided or by scrolling down the menu. Click the **+** sign to add another course for the selected student.



- Enter **Counselor Name** and **Counselor Phone** number. At the bottom of the page there are options to **Submit**, **Download**, and/or **Print**.



Still need help, Contact:

Dual Enrollment (269) 565-2042 or dualenrollment@kellogg.edu
 Help Desk (269) 965-4148 or helpdesk@kellogg.edu