ATHLETICS - Student-Athlete Manual

Women’s Sports
Cross Country
Volleyball
Soccer
Basketball
Bowling

Men’s Sports
Cross Country
Basketball
Bowling
Baseball

Kellogg Community College
450 North Avenue
Battle Creek, MI 49017

Main Switchboard: 269.965.3931
Athletic Department direct: 269.965.4151
Athletic FAX: 269.962.2215

Consumer Reports:
The Equity in Athletics Disclosure Act (EADA) requires that an annual report be submitted to the Department of Education on athletic participation, staffing, and revenues and expenses, by men’s and women’s teams at KCC to be used in reporting to the Congress on gender equity in intercollegiate athletics. KCC files their report in October annually. The report can be found at: HTTP://ope.ed.gov/athletics/

The Higher Education Authority (HEA) requires an annual report for completion and graduation rates on required cohort students receiving athletic scholarships. The report can be found at:
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## KCC Contact Numbers

(269) 965-3931 – Switchboard

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<thead>
<tr>
<th>Role</th>
<th>Phone Number</th>
<th>Extension</th>
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<tbody>
<tr>
<td>President</td>
<td>(269) 965-4147</td>
<td>ext. 2251</td>
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<tr>
<td>Vice President for Student Services</td>
<td>(269) 965-4151</td>
<td>ext. 2611</td>
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<tr>
<td>Athletic Director</td>
<td>(269) 962-2215</td>
<td>ext. 2548</td>
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<tr>
<td>Director for Institutional Facilities</td>
<td></td>
<td>ext. 2737</td>
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<tr>
<td>Campus Security</td>
<td>(269) 965-4147</td>
<td>ext. 2133</td>
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<tr>
<td>Athletic Department – direct</td>
<td>(269) 965-4151</td>
<td>ext. 2541</td>
</tr>
<tr>
<td>Athletic FAX</td>
<td>(269) 962-2215</td>
<td>ext. 2524</td>
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<tr>
<td>KCC Admissions Office</td>
<td>ext. 4916</td>
<td>ext. 4151</td>
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<tr>
<td>KCC Financial Aid Office</td>
<td>ext. 4123</td>
<td>ext. 2035</td>
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<tr>
<td>Athletic Secretary</td>
<td></td>
<td>ext. 2569</td>
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<td>Issue Room</td>
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<tr>
<td>Assistant Athletic Director</td>
<td></td>
<td>ext. 2408</td>
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<tr>
<td>Cross Country Coach</td>
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<td>ext. 2133</td>
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<tr>
<td>Soccer Coach</td>
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<td>ext. 4151</td>
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<td>Women’s Basketball Coach</td>
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<tr>
<td>Men’s Basketball Coach</td>
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<td>ext. 2541</td>
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<tr>
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<td>ext. 2535</td>
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<td>Bowling Coach</td>
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<td>ext. 2035</td>
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<tr>
<td>Baseball Coach</td>
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Kellogg Community College
Mission Statement

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

Student Services
Mission Statement

The mission of the Student Services Division is to provide a climate of support, which encourages student success through activities and services designed to assist students to define and achieve their educational goals. The division is responsible for the development and enhancement of a positive campus environment which complements the educational experience of each student.

KCC Athletics
Statement of Purpose

The department of athletics at Kellogg Community College provides our student-athletes a competitive arena for intercollegiate play in an atmosphere of equality and fairness to support their physical, social, and academic development. These opportunities are provided with an academic progress component sharing equal status.

Athletic Department
Safe Environment Policy

Kellogg Community College is committed to provide a safe environment for all student-athletes. In doing so, KCC will adopt a policy that would create a comfort level appropriate with cross gender coaching and student-athlete situations.

It is KCC policy to ensure that all individual one-on-one cross gender coaching and student-athlete meetings will be supervised by providing an open meeting space, a third party chaperon, or an expected comfort level that is established by the student-athlete.

As a student-athlete, it is your right to control this environment and KCC is committed to provide this service. Please contact the athletic department for any support and concerns regarding this policy at 269.965.4151.

KCC Athletic Affiliations

Kellogg Community College (KCC) is a member of the National Junior College Athletic Association (NJCAA) Region XII and the Michigan Community College Athletic Association (MCCAA).
Kellogg Community College  
Athletic Requirements

- **Code of Conduct**  
  All student-athletes are expected to adhere to and sign the Athletic Code of Conduct.

- **Athletic Academic Progress Report Forms (AAP)**  
  All student-athletes will participate in the athletic departments academic progress reports that will be sent to each student-athlete’s class instructors to monitor their educational success.

- **Study Tables**  
  All student-athletes are required to attend study tables during both semesters. Study tables are organized by the coaches and monitored by college proctors that are hired to help the student-athlete reach their educational goals.

- **Community Service**  
  All athletic programs and their student-athletes are expected to participate in program driven community service initiatives. Community service is important to establish a well-rounded citizen and many times can be used as service learning credit for class and graduation requirements.

- **College Equipment**  
  All student-athletes are required to return all college owned equipment. Failure to return will result in a freeze on the student-athlete’s college account that will not release college records and transcripts until repayment.

- **Eligibility & Athletic Scholarship**  
  In regards to athletic scholarships, each student-athlete must maintain their athletic eligibility throughout the entire academic semester to maintain their athletic scholarship. If a student-athlete loses their eligibility for any reason, they will forfeit their athletic scholarship and will be required to repay their athletic scholarship in its entirety.

- **Class Schedule Changes**  
  All class schedule changes after the drop & add date need to be approved by the director of athletics. Changes may affect your athletic eligibility and athletic scholarship.
Scholarships
Under NJCAA rules and primarily being a NJCAA Division II athletic institution, KCC is allowed to offer Athletic Scholarships consisting of tuition, fees and books only. Athletic Scholarships for room and board are not allowed. NJCAA Division III sports at KCC do not allow athletic scholarships in any form or fashion.

Letter of Intent (LoI)
A Letter of Intent is a contract between Kellogg Community College and the Student-Athlete for a dollar amount for in-district costs towards tuition and fees. Books are allowed, per NJCAA rules, but are not part of KCC’s Letter of Intent. Book money is offered at the coach’s discretion to the athlete under the specific sport budget. Book money is limited.

Once a Letter of Intent is offered to an athlete, the athlete signs the LoI within 14 days and returns it to the Athletic Department. Once returned it may take up to 2 weeks for KCC to process the LoI and post a Grant Authorization to the Financial Aid Office so that the student-athlete can register for their classes when registration starts (check the college catalog for open registration dates).

Grant Authorizations
A Grant Authorization is a notification from the Athletic Department to the Financial Aid Office to release the funds of an Athletic Scholarship.

All Grant Authorizations from a completed Letter of Intent will not be posted to a Student-Athlete account until the Student-Athlete has completed the enrollment process of Kellogg Community College (application – acceptance – FAFSA – payment).

Residency
All Athletic Scholarships are posted in a dollar amount that is intended to be most beneficial to the Student-Athlete. In-District rates for tuition and fees are significantly less than non-resident rates. All Student-Athletes need to prove their residency BEFORE the start of KCC classes. There are not exceptions to this institutional rule. Student-athletes need to identify their resident in-district address at the Customer Service Office and have their address officially changed.

Scholarship Cancelations
Athletic Scholarships are at the discretion of the college and reserves the right to cancel an Athletic Scholarship under the following conditions:

- The Student-Athlete **does not** maintain regular class attendance and/or academic progress.
- The Student-Athlete **does not** have the continuing recommendation of both the head coach and the athletic director.
- The Student-Athlete is **not** eligible to compete under the NJCAA and MCCAA rules and regulations.

Student-Athletes may be responsible for the repayment of all money associated with an Athletic Scholarship that has been cancelled.
Athletic Eligibility Rules

Kellogg Community College student-athletes must maintain athletic eligibility as established by the NJCAA. Below are general athletic eligibility rules. You may contact the KCC athletic department for specific eligibility rules at 269-965-4151 or reference the NJCAA eligibility rules in their entirety by finding them on www.njcaa.org.

Requirements for entering student-athletes
Students must be a high school graduate, or have received a high school equivalency diploma, or have been certified as having passed a national test such as the General Education Development Test (GED).

Requirements for Athletic Eligibility
Student-Athlete must be making satisfactory progress within an approved college program and course as listed in the college catalog.

Students must be in regular attendance within fifteen (15) calendar days from the beginning of classes of the term in which the student chooses to participate.

Students must maintain enrollment in twelve (12) or more credit hours of college work as listed in the college catalog during each term of athletic participation.

Semester Student-Athlete Eligibility
Prior to the last official date to register for the second full-time semester, as published in the college catalog, a student-must have twelve (12) semester hours with a 2.0 GPA or higher.

Prior to the last official date to register for the second full-time semester, and all subsequent semesters thereafter, (as published in the college catalog), a student must satisfy one of the following requirements to be eligible for the upcoming term:

- A student must pass a minimum of twelve (12) semester hours with a 2.0 GPA or higher during the previous semester of full-time enrollment.

  OR

- A student must pass an accumulation of semester hours equal to twelve (12) multiplied by the number of semesters in which the student was previously enrolled full-time with a GPA of 2.0 or higher.

  OR

- Prior to the second season of participation in the NJCAA certified sport, a student must pass a minimum accumulation of twenty-four (24) semester hours with a 2.00 GPA or higher.

NOTE: The athletic eligibility of this student-athlete manual has been included for your general understanding of the NJCAA eligibility rules. This section is not a conclusive reproduction of the entire NJCAA Article V eligibility rules. The student eligibility will be determined by the Kellogg Community College director of athletics and the Registrar.
Academic Advising
An academic advisor will assist you in forming career and educational plans which fit your interests and lifestyle. All first-time students need to meet with an academic advisor before scheduling courses. You may communicate with the advisors by going to the website www.kellogg.edu/services/academic-advising/.

The Center for Student Success
The Center for Student Success provides FREE educational services to all KCC students, including computer stations and software programs devoted to building academic skills. Students can use the Center for Student Success to complete homework assignments, research papers, and other class projects. Professional staff are available to assist students with core coursework, such as reading, writing, math, science, and learning strategies.

The Center for Student Success staff members are devoted to promoting, supporting, and enhancing student success, persistence and retention. For more information on The Center for Student Success, visit www.kellogg.edu/services/center-for-student-success

Testing and Assessment Center
The Testing and Assessment Center provides testing support for courses offered by the college and assessment testing for course placement. Testing support includes make-up tests, distance learning, and tests for placement. The Accuplacer assessment is offered for placement into certain classes.

Accuplacer assessment Test
If you are enrolling for the first time at KCC, you will need to take one or more of the Accuplacer assessments for writing, reading, or math. The Accuplacer assessment test is a computer adaptive placement test that measures skills in reading, writing, and mathematics. In order to take the assessment test you must have previously applied for admission to KCC. You should allow at least two hours for three basic skills assessment. Bring a photo ID with you to the test.

6 Steps for Success
The 6 steps for success at KCC are the steps it takes to enroll as a student. The following steps are recommended in order but all of them are necessary to become a KCC student:

1. **Apply to KCC** – You need to apply and be accepted to KCC to become a student. You may apply with a paper application or apply on-line at www.kellogg.edu. If you need assistance at any point, contact the KCC Admissions Office at 269-965-4153 or adm@kellogg.edu

2. **Apply for Financial Aid & Scholarships** – Once you’ve submitted an admissions application, you may wish to apply for financial aid to help pay for classes at KCC. First, fill out the [Free Application for Federal Student Aid (FAFSA)](https://www.fafsa.gov). When prompted, use KCC’s federal school code: 002276.

3. **Take the Assessment Test** – The Accuplacer assessment is a computer adaptive placement test that measures skills in reading, writing, and mathematics. In order to take the assessment test you must have previously applied for admission to KCC. You should allow at least two hours for three basic skills assessment. Bring a photo ID with you to the test.
4. **Meet with an Academic Advisor** – After you have applied for admission and completed the Accuplacer assessment test you will meet with an academic advisor to map out a pathway to a degree or determine which classes will transfer to a 4-year school.

5. **Register and Pay for Classes** – Now that the first 4 steps as a new student are complete, you may register for classes and complete the payment process.
   - First, we need to know where you live so we know which tuition rate applies to you
     - This verification, known as establishing residency, can be done in person in the HUB or by contacting the Registrar’s office at 269-965-5522 or regoffice@kellogg.edu.
   - Next, sign up (register) for classes by logging into the **Bruin Portal** or visiting one of our campuses in Battle Creek, Albion, Coldwater or Hastings.
   - All students, including those paying with financial aid and scholarships, have two payment options:
     - Pay in full within 24 hours of registering
     - Enroll in a payment plan within 24 hours of registering

Failure to complete one of these payment steps within 24 hours will automatically drop you from your classes. For more information about signing up for a payment plan, contact the Business Office at 269-965-4140.

6. **Complete the New-Student Orientation** – All first-time students pursuing a degree or certificate are required to attend an orientation session for new students. If you need assistance at any point, contact the KCC Admissions Office at 269-965-4153 or adm@kellogg.edu

**Transferring Credit from other colleges to KCC**
If you have attended other colleges you will want your official transcripts submitted to the KCC Registrar’s Office for evaluation and transfer of credits. Transfer evaluations are generally processed within two to four weeks, and you will receive a Transfer Equivalency Report in your KCC e-mail account.

**KCC Web Portal (Bruin Portal)**
The KCC Web Portal provides a gateway to a suite of commonly-used services for students. From the Bruin Portal you can access:
- KCC e-mail account, Moodle and Self-Service. You will also be able to reset your own password.

**Textbooks**
The KCC Bookstore is located on the first floor of the Lane-Thomas Building on KCC’s main campus at 450 North Avenue in Battle Creek. Call the bookstore at 269-965-4128 for any questions about your textbooks, school supplies, reference books, study guides, and special orders or academically priced computer software.
STUDENT - ATHLETES

Absolutely – DO NOT

Make any changes to your class schedule
after the first day of the semester
without the approval of
the Athletic Director
Bruin Pride

Find us Online @

Facebook: Facebook.com/KelloggBruins
Instagram: @KelloggBruins
Twitter: @KelloggBruins