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# Student Services

## Academic Advising

Academic advisors assist students in attaining their educational goals by providing information, encouragement, and giving them 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 Development Plan (EDP) and/or a transfer guide to empower students to become self-directed learners through their educational journey.

Academic Advisors assist students to:

- 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 by providing a transfer guide whenever possible
- Understand MACRAO Agreement requirements
- Understand how to read and interpret an Educational Development Plan (EDP) as a tool to select courses
- Interpret the KCC catalog and explain College policies and procedures as outlined in the student handbook
- 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](http://www.kellogg.edu/advising).

## Athletics

Kellogg Community College is a member of the Michigan Community College Athletic Association (MCCAA) and the National Junior College Athletic Association (NJCAA). The College competes in intercollegiate men's baseball and basketball, and women's basketball, softball, soccer, and volleyball. The MCCAA and NJCAA regulate athletic competition and set eligibility standards for all member colleges. Athletic grant-in-aid scholarships are available for outstanding male and female athletes. Contact the Athletic department for any further details at 269-965-4151.

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

Each spring, the Student Life office facilitates the annual Awards Banquet, where awards are presented to students as recognition for outstanding achievement in a

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variety of areas. Each award, along with specific award criteria, is outlined in the student handbook.

The Student Life office is located on the lower level of the Student Center. For more information about Student Life programs, contact Student Life at 269-965-3931, ext. 2634, e-mail [studentlife@kellogg.edu](mailto:studentlife@kellogg.edu), or visit [www.kellogg.edu/studentlife](http://www.kellogg.edu/studentlife).

### **The Bruin Newspaper**

*The Bruin* newspaper is the College's student newspaper. It contains campus and community news, opinion pieces, and campus event information. *The Bruin* is published nine times each calendar year.

### **Honors Program**

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

Honors Program 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 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
- Minimum of 12 credit hours completed at KCC, with a GPA of 3.5 or higher
- Recommendation of faculty
- Transfer GPA of 3.0 or higher

The Honors Program regularly offers courses specifically designed for honors students; course offerings can be found in the academic 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 course work and receive honors designation. Student interested in developing an honors contract should contact individual instructors at the start of a semester to discuss options.

### **Phi Theta Kappa**

Phi Theta Kappa is an international academic honor society for community college students working toward an occupational or transfer program. 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

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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 a Psi Beta chapter
- Rank in the top 35% or have an overall grade point average (GPA) of 3.0, whichever is higher, and have at least a 3.0 GPA average in psychology
- Completed at least two quarters or one semester of a psychology or psychology-based course and 12 credit hours or the equivalent quarter hours total college credit

### **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.

### **Student Organizations**

Student organizations offer social, service, and professional opportunities for their members within the College. Involvement can broaden acquaintances, develop leadership potential, build decision-making and problem-solving skills, and complement classroom instruction.

Student Life houses more than 25 registered student organizations. Students are also encouraged to form new organizations; Student Life staff is available to assist students through the new student organization registration process.

Students can learn more about how to get involved by contacting the Student Life office.

### **Customer Service Center**

This one-stop location at the Battle Creek campus allows you to apply to the College, register for courses, make payments, submit schedule adjustments, request transcripts, and process course withdrawals. These services are also provided at the Grahl, Fehsenfeld, and Eastern Academic Centers.

### **Housing**

The wide selection of degree and certificate programs of study and an established reputation make Kellogg Community College attractive to many students outside the Battle Creek area. The College does not have approved housing on or off campus. Housing is available near the campus in private homes and apartments. It is your responsibility to visit available housing and reach agreement with the property owner concerning rental, house policies, privileges, and responsibilities. Housing information is available by visiting [www.kellogg.edu/studserv/housing.html](http://www.kellogg.edu/studserv/housing.html).

The College is not able to officially approve or supervise off-campus housing. It cannot assume responsibility for housing conditions, location, or rental conditions.

### **Insurance**

A sickness and injury insurance plan is available to you if you are enrolled full- or part-time. The plan is underwritten by Sentry Student Security Plan and is not subsidized by the College. Applications are available from Student Services, Academic Advising, and the administrative offices at the centers.

### **Students with Disabilities**

Kellogg Community College offers assistance to students who have a documented

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disability that limits a major life activity. The College is committed in its compliance with the Americans With Disabilities Act and Section 504 of the Rehabilitation Act.

The Support Services Department is responsible for the coordination of services for students with disabilities. Students must voluntarily identify themselves during the advising process as having a disability and make arrangements to supply the Department with appropriate documentation. Students may contact the office at 269-965-4150 or e-mail [supportservices@kellogg.edu](mailto:supportservices@kellogg.edu). For additional information regarding disability assistance visit [www.kellogg.edu/studserv/supportserv.html](http://www.kellogg.edu/studserv/supportserv.html).

Qualified students who have a documented disability that limits a major life activity must provide documentation of their disability to receive any academic modification and/or reasonable accommodation. Requests will be based upon the specific documentation. The student is responsible for contacting Support Services to review personal concerns and develop a plan for accommodation or modification.

The intent of providing special considerations for students with disabilities is to accommodate students' learning differences, not to change collegiate requirements. The same standards for mastery of skills or information are applied to students with disabilities as to all other students.

### *Americans With Disabilities Act*

Kellogg Community College does not discriminate in the admission or treatment of students on the basis of disability. The College is committed to compliance with the Americans With Disabilities Act and Section 504 of the Rehabilitation Act:

1. Section 202 of the 1990 Americans With Disabilities Act: "No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in or be denied the benefits of the services, programs, or activities of any public entity, or be subject to discrimination by any such entity."
2. Section 504 of the 1973 Rehabilitation Act: "No otherwise qualified individual, with a disability as defined (herein) shall solely, by reason of his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

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.

## **Student Employment Services**

Kellogg Community College students and alumni are eligible for free job search assistance through the Student Employment Services office, which is located in the Student Center on the Battle Creek campus. You can also register for job search assistance online at [www.kellogg.edu/ses/ccn](http://www.kellogg.edu/ses/ccn).

The Student Employment Services office provides a full range of employment services including one-on-one assistance with writing résumés, building interview skills, and developing job leads. The Student Employment Services office also schedules on-campus recruiters and plans job fairs. On-campus recruiting opportunities and job fairs will be advertised in *The Bruin* and on the KCC website.

Job developers in Barry, Branch, and Calhoun County work with faculty, co-op coordinators, and community job placement

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personnel to help you develop permanent job leads and work experience opportunities. All permanent job leads and work experience opportunities developed by the Student Employment Services office will be posted on College Central Network at [www.kellogg.edu/ses/ccn](http://www.kellogg.edu/ses/ccn).

For more information on employment services available for KCC students, call the Student Employment Services office at 269-965-3931, ext. 2637.

## **Student Handbook –Regulations**

A student handbook is published each year. Copies are available without charge at all College sites upon request. The handbook contains information on services available to students, co-curricular activities and events, and necessary regulations. The current regulations on student vehicles, campus parking, smoking regulations, restrictions against drinking and gambling, cheating, confidentiality of student records, Student Code of Conduct, initiating a complaint, and the right of due process in disagreements are among the topics covered.

The regulations contained in the Student Handbook are based upon the official statements from the Policies and Procedures Manual of Kellogg Community College. It is your responsibility to become familiar with the rules and regulations of KCC and the various policies outlined in the Student Handbook.

## **Support Services**

Support programs are designed to help you if you experience academic difficulty; have limited English language skills; are low-income or a first-generation college student; seek a nontraditional career; or are a single parent, displaced homemaker, re-entry, or disabled student. Support Services may be reached by

e-mail at [supportservices@kellogg.edu](mailto:supportservices@kellogg.edu), by phone at 269-965-4150, or [www.kellogg.edu/studentsservices/supportservices](http://www.kellogg.edu/studentsservices/supportservices).

### *Peer Mentoring*

Peer mentors are fellow KCC students who serve as a resource and can share general campus information with you.

### *Tutoring*

As a KCC student who is currently enrolled and attending class, you can receive tutoring assistance. Tutoring may be individual, group, or drop in. We encourage you to visit our website at [www.kellogg.edu/kccpages/acadservices/tutoring.html](http://www.kellogg.edu/kccpages/acadservices/tutoring.html) to locate the tutor request form.

### *Academic Assistance*

This service is provided only to students who have been accepted into either the Special Populations or Student Support Services Grant Program. Academic assistance is provided by professionals in the field of study, paraprofessionals, or by the instructor.

### *Disability Services*

If you have a disability, academic accommodations may be available. The first step is for you to provide documentation of your disability to Support Services. After reviewing your documents, reasonable accommodations will be provided. You may also qualify for other services. E-mail [supportservices@kellogg.edu](mailto:supportservices@kellogg.edu) for additional information.

### *Counseling Services*

Professional counseling and referral is offered to registered KCC students. Counselors are available to assist students in the areas of personal, academic, and career counseling. Students may schedule appointments by contacting Support Services at 269-965-4150, or extension 2624.

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## Tools for Student Success

### Academic Support Department

The goal of Academic Support is to provide you with opportunities to develop or enhance the skills you need to be successful in college. Our dedicated paraprofessionals assist students in becoming competent, motivated, and self-directed learners.

Located in the upper level of the Ohm Information Technology Center, our facility offers computer stations and software programs devoted to building academic skills. Some of the services we offer are available at other locations on campus and at the regional centers.

You can drop-in to Academic Support to receive help in any subject matter or program area. Specialized help is available in the following areas:

#### *Academic Support Courses*

The Academic Support Department offers a variety of courses designed to prepare students for college-level courses. Many of the general education courses require that students demonstrate an ability to be successful, either by placement test scores or by completing a transitional course. For some students, based on placement test scores, these courses will be required prior to enrolling in other courses (see course prerequisites for a listing). All students are eligible to enroll in Academic Support courses if they feel a review of the course material would be appropriate. An academic advisor can help you determine which courses would help ensure your success.

#### *Reading, Writing and Study Skills*

You can receive help with a specific assignment or upgrade your grammar, vocabulary, and composition skills. Computer programs and paraprofessionals are available to help you read faster and comprehend more, study

better in less time, take great lecture notes, and generally build upon skills you already possess to make college writing, reading, and learning easier.

#### *Mathematics and Science Skills*

Tutoring assistance with all levels of math is available in Academic Support. Individual and small group tutoring is available for Biology 101, 201, 202, and Chemistry 100. A variety of software programs are available for independent study, and paraprofessionals are available to help at various times throughout the week. A new parapro schedule is posted each semester. Stop by Academic Support, or call 269-965-3931, ext. 2296, for more information.

### Testing and Assessment Center

The Testing and Assessment Center provides testing support for courses offered by the College and assessment testing for course placement. Services are offered to the community, as well as to Kellogg Community College students. Testing support includes make-up tests, distance learning, and tests for placement. The COMPASS assessment is offered for placement into certain classes. In addition, the center offers national credit by exam tests, such as DANTES Subject Standardized Tests (DSSTs) and CLEP examinations. Other testing services, such as test proctoring for students attending other Michigan colleges, are offered.

### Student Assessment and Course Placement (COMPASS)

If you are enrolling for the first time at Kellogg Community College, you may need to take one or more of the COMPASS assessments for writing, reading, or math. COMPASS is a computer adaptive placement tool. The purpose of these assessments is to help place you in classes for which you are adequately prepared, and therefore have the most opportunity to succeed. COMPASS is

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offered at the Testing and Assessment Center in the Ohm Information Technology Center and at the Eastern Academic, Fehsenfeld, and Grahl Centers. There is no fee for initial assessments. Assessment is required before you meet with an academic advisor to plan your initial class schedule.

### *Alternatives to the COMPASS test*

If you took the ACT assessment, you may choose to use your ACT writing and reading scores instead of taking those sections in COMPASS. If you want to use ACT scores, you will need to provide a copy of your ACT scores to the College before you plan to register for classes.

### **National Standardized Credit by Examination Tests**

The Testing and Assessment Center offers two college-level equivalency examination programs, CLEP and DANTES Subject Standardized Tests. If you have had prior learning that may be equivalent to college course work, or if you can study a subject on your own, these programs may save some time and money in earning your degree. Both testing programs are available to Kellogg Community College students and to members of the community. You may apply the credit to your degree here or at any institution that participates in these programs.

### *College Level Examination Program (CLEP)*

CLEP examinations are computer-based examinations through the College Board. There are 33 different examinations in introductory-level subjects. These tests are timed. You will receive your score immediately after testing. Official score reports are mailed directly to the score recipient institutions.

### *DANTES Subject Standardized Tests (DSST)*

DSST examinations are computer-based examinations. There are 38 test titles available covering a wide range of subjects. These tests are timed. You will receive your score immediately after testing. Official score reports are mailed directly to the score recipient institutions.