



NEW STUDENT

ORIENTATION

SOME IMPORTANT STUFF YOU SHOULD KNOW



KELLOGG
COMMUNITY COLLEGE

WELCOME TO BRUIN COUNTRY.

Bruin is another word for bear. At KCC, the Bruin is also our official mascot.

WHY? A Bruin is powerful and determined. A Bruin is curious and imaginative. A Bruin makes noble decisions and shows empathy to others. A Bruin is a fearless explorer who laughs at adversity. A Bruin is a warrior who never stops challenging. A Bruin protects others from harm. A Bruin is trustworthy and intelligent. A Bruin has a playful sense of humor. Not everyone is born Bruin. But anyone can call forth their inner Bruin, adopt the Bruin approach and resolve to be more Bruin every day.

Being Bruin is more than a state of mind.
It's a way of life.

KCC BRUIN

New Student Orientation

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Notes: If you are having trouble viewing this online, please try using a different browser!

The Academic Catalog is available online at kellogg.edu/catalog

SUCCESS TIP

Get to know your instructors!



ACADEMIC ADVISING

Welcome, Bruins! Academic advisors and success coaches 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.

Appointments can be scheduled by contacting advising@kellogg.edu or calling 269-965-4124. Current students can schedule an appointment by accessing [Starfish](#), via the [Bruin Portal](#).

ACADEMIC ADVISORS ARE HERE TO HELP YOU! Get help with:

- navigating the college experience
- interpreting assessment scores
- information about academic programs
- understanding the registration process including drop/add/withdraw
- selecting appropriate courses
- understanding graduation requirements
- navigating the transfer process
- accessing career and job resources



Contact one of our Academic Advisors today!

Follow us on Facebook!

STARFISH FOR STUDENTS

Starfish is a proactive tool used to facilitate communication with your success network on campus. You can use Starfish to electronically do things like “Raise your hand”, schedule an appointment with your Academic Advisor, as well as schedule an appointment to take a Test and/or meet with a tutor in the Center for Student Success. The goal is to keep you connected to a team of faculty and staff dedicated to your success here at Kellogg Community College!



How to access Starfish:

1. Navigate to the [KCC homepage](#), click the Bruin Portal button at the top of the screen, and login using your K-ID and password that you have created.
2. Once you are logged in, scroll down the list of services and find the **Starfish service button**.
3. After clicking the Starfish service button, it will automatically take you to your Starfish **“My Success Network”**.

From this screen you can schedule an appointment with your assigned Academic Advisor or a Counselor. You can also schedule appointments for various services, such as the Center for Student Success, under the “Your Services” category. In the upper left corner of the page, click the three bars to access the Starfish menu in order to navigate to the “Raise Your Hand” tool. Here you can raise a flag for reasons like, “I have an academic advising question”, “I Need a Tutor”, or just a general “HELP!!!” flag, where you can explain exactly what it is you need help with!

Visit [Starfish FAQs at kellogg.edu/starfish](http://kellogg.edu/starfish) to learn more!



SUCCESS TIP

Know and use your campus resources!

REGISTERING FOR CLASSES

Ready to register and Experience KCC? Students can [sign up for classes online](#) via the Bruin Portal or in person at any of the College's five campus locations. Students can pay for classes online by [setting up a payment plan](#). It is required you sign up for a payment plan to secure your classes even if you have financial aid or a scholarship. For more detailed information about enrolling, visit the [registration page](#) or contact the Registrar's Office at records@kellogg.edu.

Still need to apply to KCC? Fill out an [Application for Admission](#) online! [Click here](#) to view our degree and certificate programs! [Click here](#) to learn about our online classes and online degree programs! [Click here](#) to view academic offerings by Areas of Study! [Click here](#) for information about high school dual-enrollment!

For more information, or help registering, contact the **Registrar's office at 269-965-5522.**

CAREER & EMPLOYMENT SERVICES

Career & Employment Services (CES) provides employment services for students, alumni and employers. All jobs (on-campus, internships, part-time, full-time) are posted on the College Central Network (CCN).

College Central Network allows employers to register and post jobs that are available within the community, as well as the surrounding areas. Students are able to register, upload a resume and search for jobs. Services on College Central Network are available 24 hours a day, seven days a week. To get started, create a new account or log-in on Kellogg Community College's job board at [College Central Network](#).

Undecided about your future? CES encourages students to complete the self-paced [Focus2 Assessment](#) (use access code *bruin*). **Focus2** helps you learn about programs of study and occupations that match your interests.

Career and Employment Services is located in the Student Center, Suite 105 Contact us for more information! 269-565-2637 jobhelp@kellogg.edu

MORRIS LIBRARY

Between essays, group projects, and exams, as a KCC Student you have a lot on your plate. Never fear; your Morris Library is here to help!

Morris Library Offers:

- The largest computer lab on campus, with free printing
- Collaborative and individual study spaces, including 12 study rooms
- Access to full-text articles, books, films, and more from on and off campus
- **NEW!** Online access to magazines through Flipster
- **NEW!** 1-on-1 virtual meetings with a Morris Librarian via Zoom
- **UPDATED!** Web research guides on a variety of topics
- Research and Citation assistance 24/7/365 through [Research Help Now!](#)
- Extra-curricular events, guest speakers, and exhibits on a variety of topics
- Makerspace for hands-on learning

Whatever your needs we are here to connect you with resources on or off campus. [Contact us online](#) or call **269-965-4122.**



SUCCESS TIP
Set realistic day-to-day goals
that help the big picture!





STUDENT LIFE

There is more to college than just attending classes! Student Life can enhance your college experience through student activities, leadership training, and student clubs. Check out our Registered Student Organizations at kellogg.edu/student-life/rsos and our [Facebook](#) and [Instagram](#) so you can connect with fellow Bruins and stay on top of all the cool stuff happening on campus.

Come visit us in the Student Center across the hall from the HUB, there is always something fun going on! *Be Bold, Be You, Be Bruin!*

PUBLIC SAFETY

The Department of Public Safety at Kellogg Community College is responsible for campus police/security and safety, including emergency management, public health and OSHA/MIOSHA compliance. Video surveillance equipment is deployed in most public areas of all facilities and designated parking lots. Students and staff can request the Department of Public Safety to review video recordings for suspicious activity or alleged criminal activity.

Hours & Location

KCC Public Safety offices are open during regular business hours and are located in Suite 306 of the Lane-Thomas Building on KCC's North Ave campus in Battle Creek.

Emergency Numbers

With your help we can maintain a safe and secure campus. If you see something or hear something, say something! To report a crime or request assistance, call Campus Police/Security at **269-965-4147** or dial **9-1-1**. You can also make use of the yellow "emergency" call boxes throughout KCC's campuses—it doesn't need to be a dire emergency—pushing the button will connect you directly to public safety to help with any safety requests.

Visit the Public Safety [webpage](#) for these helpful documents and forms.

- [Annual Security Report](#)
- [Crime Prevention Tips](#)
- [KCC Building Wardens](#)
- [Minors on Campus Policy](#)
- [Handbook for Campus Sexual Assault Survivors](#)
- [Incident Report form](#)
- [Crime and Disciplinary Referral Report Form](#)

INTEGRATIVE LEARNING

Kellogg Community College's Integrative Learning Department is home to the College's First Year Seminar, Honors Program, Global Studies and Service Learning initiatives. Each of these initiatives offer more immersive ways for you to experience a KCC education and come through your time at Kellogg ready for success. Visit us in the Morris Library on campus, check out our [webpage](#) or call **269-565-2880** for more information!

FYS—FIRST YEAR SEMINAR KCC's [First Year Seminar](#) course is designed to introduce and connect students to the campus community and to assist students with navigating college resources, analyze self-management and persistent practices, and apply strategies for succeeding in a diverse society. *This is a graduation requirement for all degrees!* For more information connect with an academic advisor.

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 Program faculty through coursework and fellowship activities. The Honors Program promotes leadership and fosters partnerships and mentoring between students and faculty. For more info, including admission requirements for new, current, and transfer students, as well as the program application, visit the KCC Honors [webpage](#) or call **269-565-2880**.

GLOBAL & INTERNATIONAL STUDIES The Global and International Studies Program at KCC emphasizes global awareness, foreign language, multiculturalism and study abroad. In an increasingly more complex and integrated world, global education is becoming an important advantage for students entering the work force and for students wishing to advance in their current positions. Find more by visiting the Global & International Studies [webpage](#) or call **269-565-2880**.

SERVICE-LEARNING KCC is committed to the development of students through service-learning and civic engagement and strongly encourages students to gain experience in this field during their time here. The College has developed many community partnerships to ensure students obtain meaningful experiences that also meet the needs of their community. Upon completion of service requirements in designated courses, students receive a service-learning endorsement on their academic transcripts. *This is a graduation requirement for all degrees!* For more information connect with an academic advisor, visit our [webpage](#) or call **269-565-2880**.

CENTER FOR STUDENT SUCCESS

The Center for Student Success provides free educational services for all KCC students in order to build a variety of academic skills. Services include:

- [Disability services](#) to ensure equal access to educational opportunities
- [Tutoring Services](#) face-to-face or online
- [Academic Testing](#) for make-up, online, and disability accommodations
- Access to services associated to the Trio Student Support Services and Perkins Special Populations grant
- Referral to on-campus and community resources

Ask Us! We're available to answer your questions and guide you toward achieving your academic goals. Visit us in the OHM building, Room 207, online at kellogg.edu/css, email css@kellogg.edu or call **269-965-4150**.

KCC MAIN CAMPUS



450 North Avenue
Battle Creek, MI 49017-3397
269-965-3931

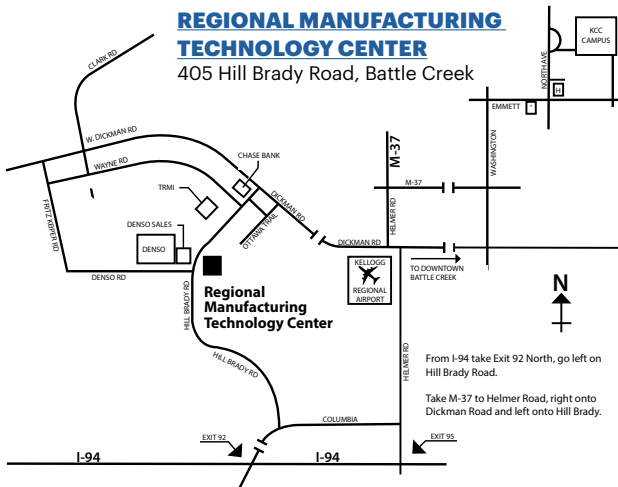


- BINDA PERFORMING ARTS CENTER**
- C BUILDING**
Business, English and, Math Faculty Offices Olivet College
401 105
- DAVIDSON VISUAL AND PERFORMING ARTS CENTER**
Arts & Communication Eleanor R. and Robert B. DeVries Gallery Music Center of South Central Michigan
220
- MORRIS LIBRARY**
Center for Institutional Effectiveness Computer Lab Spring Lake Room Professional Development Center Integrative Learning
401 303 139
- LANE-THOMAS BUILDING**
BRUIN Bookstore Facilities & Public Safety Lifelong Learning Public Safety Education
101 306 305 205
- MILLER PHYSICAL EDUCATION BUILDING**
Athletic Department Gym and Weight Rooms
- OHM INFORMATION TECHNOLOGY CENTER**
Business Office Registrar's Office Information Technology Siena Heights University Testing and Assessment Center for Student Success Upward Bound
main level main level 201 102 108 207 202
- ROLL HEALTH AND ADMINISTRATION BUILDING**
Administration Offices Allied Health Offices Dental Clinic/Office KCC Foundation Nursing Office
301 405 103/104 301 209
- SEVERIN BUILDING**
Education Offices Social Science Offices
139 139
- STUDENT CENTER**
Academic Advising Career & Employment MSU AG Program Advisor VetSuccess Kellogg Room Student Life BRUIN Bistro The HUB — Admissions — Financial Aid — Technology Help Desk
105 105 105 104 102 101 101 101
- SCHWARZ SCIENCE BUILDING**
Math & Science Dept.
105
- WHITMORE BUILDING**
Purchasing Human Resources
102 101
- ★ PUBLIC SAFETY**

KCC REGIONAL CENTERS

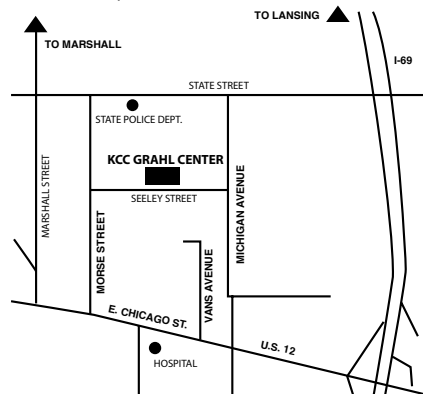
REGIONAL MANUFACTURING TECHNOLOGY CENTER

405 Hill Brady Road, Battle Creek



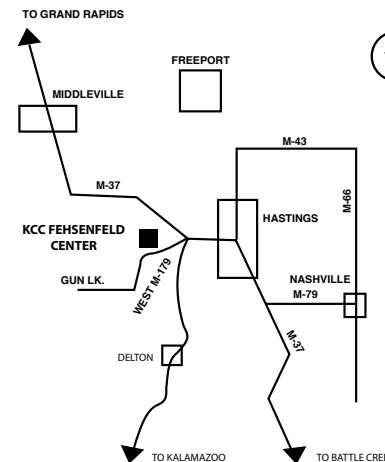
GRAHL CENTER

125 Seeley Street, Coldwater



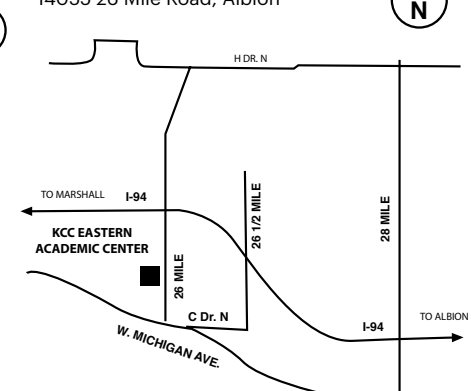
FEHSENFELD CENTER

2950 West M-179 Highway, Hastings



EASTERN ACADEMIC CENTER

14055 26 Mile Road, Albion



ACADEMIC ADVISING
269-965-4124
advising@kellogg.edu

ADMISSIONS
269-965-4153
adm@kellogg.edu

ASSESSMENT TESTING
269-965-4136

BRUIN BOOKSTORE
269-965-4128
kccbookstore@kellogg.edu

THE CENTER FOR STUDENT SUCCESS
269-660-2296
CSS@kellogg.edu

BUSINESS OFFICE
269-965-4140
busoffice@kellogg.edu

CAMPUS SECURITY/PUBLIC SAFETY
269-965-4147 or ext. 4444

CAREER AND EMPLOYMENT SERVICES
269-565-2637
jobhelp@kellogg.edu

FINANCIAL AID
269-965-4123
finaid@kellogg.edu

HELP DESK
269-965-4148
helpdesk@kellogg.edu

MORRIS LIBRARY
269-965-4122
reference@kellogg.edu

SERVICE-LEARNING
269-565-7991
servicelearning@kellogg.edu

STUDENT LIFE
269-565-2634
studentlife@kellogg.edu