

# THE ULTIMATE BRUIN SUCCESS GUIDE

 **KELLOGG**  
COMMUNITY COLLEGE



# TABLE OF CONTENTS

Instructions	4
Smart Goal Setting	6
Goal Exploration	8
Success Network	10
Financial Budget Calculator	12
Expect the Unexpected	14
Student Success Tips	16
Semester at a Glance	18
Monthly Calendar	20
Weekly Planner	22
Resources & Services	70
Coloring Pages	74

# ABOUT

**W**hat is the Ultimate Bruin Success Guide? It is a tool that can be used to assist you with goal setting, organization, and time management. Several students who have used this guide have experienced an improvement in their overall GPA in just one semester.





# HOW DO I USE IT?

## Smart Goals

Plan and discuss the Ultimate Bruin Success Guide with someone who will hold you accountable (your accountability partner). Then, on your own, identify your smart goals and write those down.

## Student Success Tips

Follow the tips outlined for student success. Consider adding your own ideas too.

## Semester at a Glance

Plan out and visualize an entire semester. Create a to-do list and mark things off as you accomplish them.

## Monthly Calendar

Use this calendar at a glance to keep track of important due dates and deadlines.

## Weekly Planner

Use the planner to track activities and determine where there is time for studying, homework, tutoring, etc.

## Resources & Services

Take advantage of the available resources and services that are offered to you at KCC.

## Coloring Pages

Take a minute to relax and color.

## Goal Exploration

Explore your goals more deeply. Sit quietly and imagine your ideal life. Write and doodle what that looks like. Then reflect on your writing, doodle, and/or illustration.

## Success Network

Include names and contact information of people who may be helpful to your academic success.

## Financial Budget Calculator

The financial budget calculator will help you balance expenses and income.

## Expect the Unexpected

For unexpected worry, there are stress-busting exercises in this guide for you to review should you need to use them.

# INSTRUCTIONS

To get the best use from the Ultimate Bruin Success Guide, identify an accountability partner. This person could be a friend, family member, coworker, instructor or KCC staff member. If you don't know anyone who can fulfill this role, visit the Center for Student Success (located in the Ohm Information Technology Center, room 207) and they would be happy to assist. Schedule an appointment with your

accountability partner and arrive prepared. Keep it simple. Discuss your goals and potential barriers, and create a plan that will help

you meet your goals. Schedule follow up meetings with your partner to track your progress.

### REMEMBER

Setting goals is the first step in turning the invisible into the visible.



# SMART GOALS



**Did you know?**  
You're **42%** more likely to achieve your goals if you write them down on a regular basis.

**FUN FACT**

## PART ONE

Write down a goal. (Challenge yourself. Studies show that the challenging goals are ultimately achieved at a higher rate than easy goals.)

## PART TWO

Break down the goal into smaller steps. Remember: these should be specific, measurable and attainable (think mini goals).

STEP	TIME NEEDED	DEADLINE
1.		
2.		
3.		
4.		

## PART THREE

Picture yourself achieving your goal—what will that look or feel like? How will you know when it's complete?

I'LL KNOW I'VE ACHIEVED MY GOAL WHEN...AND IT WILL FEEL LIKE...

1.

2.

3.

4.

## PART FOUR

Plan ahead and connect resources to your potential obstacles.

SOMETHING THAT COULD GET IN MY WAY IS...

1a.

2a.

3a.

A RESOURCE THAT WILL HELP ME OVERCOME THIS OBSTACLE COULD BE...

1a.

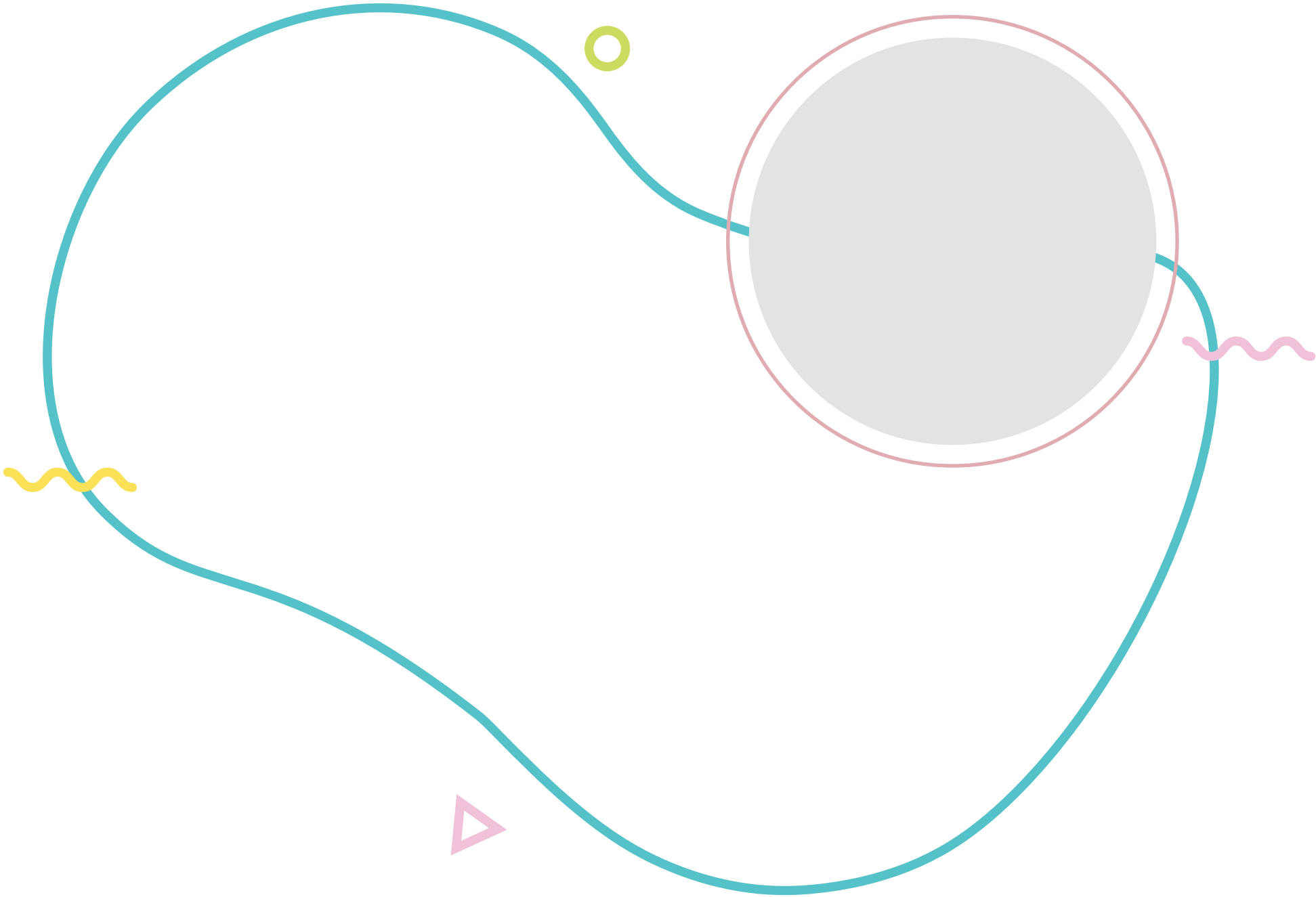
2a.

3a.

# GOAL EXPLORATION

## SIT QUIETLY AND IMAGINE YOUR IDEAL LIFE.

Now ask yourself, if you could be, do or have anything, what would it be? What might you be able to accomplish in three months, one year, three years and over a lifetime? Set a timer for five minutes. Using the space below, list everything that comes to mind. Write, doodle and/or illustrate.



## NOW IT'S TIME TO REFLECT.

- 1. Circle, star or highlight one goal that would have the greatest positive impact on your life right now.
- 2. In the space around the circle, list all the steps you think are needed to reach that goal. Try to be specific.
- 3. Review your work and number the steps in the order they need to be completed.
- 4. Transfer your #1 goal, steps, and dates to the calendar.



# SUCCESS NETWORK

## MY KCC SUCCESS NETWORK

Your success at Kellogg Community College matters – to you and to us! KCC provides a success network to you in Starfish (found in the Bruin Portal) that identifies your academic advisor, instructors, and other individuals at KCC who are dedicated to your success.

“Find a group of people who will challenge and inspire you, spend a lot of time with them, and it will change your life.”

AMY POEHLER

BRUIN CHAMPION

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

BRUIN CHAMPION

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

BRUIN CHAMPION

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

BRUIN CHAMPION

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

BRUIN CHAMPION

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_



## MY EXTERNAL SUCCESS NETWORK

Who do you spend the most time with, and how do they influence you? While your internal network at KCC matters, it’s important to have your own external, or personal, success network. They can be family members, a spouse, friends, or anyone who has your best interests in mind. Below is an area for you to think of five to six individuals who will help you succeed at KCC and in your life.



THE CHAMPION

This person encourages you, roots for your success and brings overall positivity to your life.

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

THE REALIST

This person holds you accountable, makes sure your actions align with your words. This person tells you not only what you want to hear, but what you NEED to hear too.

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

THE CHALLENGER

This person asks challenging questions, pushes you to think bigger and bolder, and stretches you for growth, even when it’s uncomfortable for you.

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

THE HELPER

This person is your support. This person is most likely to roll up their sleeves to get involved and work beside you. They are willing to lock arms with you and help you with your goals and projects.

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

THE SOUNDING BOARD

This person is your sounding board and counsel. They are trustworthy, and you allow them to see the good, the bad, and the ugly.

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

THE UTILITY PLAYER

This person is a key player in the success of your team. They are someone who can jump into any role where they are needed.

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

# FINANCIAL BUDGET CALCULATOR

Use these pages to see how much money you've spent this month, as well as throughout this semester. Then use that information to plan out the next month and semester budget. (Some expenses are monthly and some come less often. If you have an expense that does not occur every month, put it in the "Other" category.)

“  
Most people  
don't plan to fail,  
they fail to plan.  
John J. Beckley  
”

CAREER AND  
EMPLOYMENT SERVICES  
269-965-3931, ext. 2637  
[ces@kellogg.edu](mailto:ces@kellogg.edu)

## MY INCOME THIS MONTH



INCOME	MONTHLY TOTAL
Paychecks (salary after taxes, benefits, and check cashing fees)	\$
Other Income (after taxes) – Example: Child Support	\$
<b>TOTAL MONTHLY INCOME</b>	<b>\$</b>

## MY EXPENSES



	EXPENSES	MONTHLY TOTAL	SEMESTER TOTAL
HOUSING	Rent or Mortgage	\$	\$
	Renter's Insurance or Homeowner's Insurance	\$	\$
	Utilities (Water, Electric, Gas, etc.)	\$	\$
	Internet, Cable, and Phone(s)	\$	\$
	Other Housing Expenses	\$	\$
FOOD	Groceries and Household Supplies	\$	\$
	Dining Out	\$	\$
	Other Food Expenses	\$	\$
TRANSPORTATION	Public Transportation and Taxis	\$	\$
	Parking Meters	\$	\$
	Gasoline	\$	\$
	Car Maintenance	\$	\$
	Car Insurance	\$	\$
	Car Loan(s)	\$	\$
	Other Transportation Expenses	\$	\$

## MY EXPENSES CONTINUED

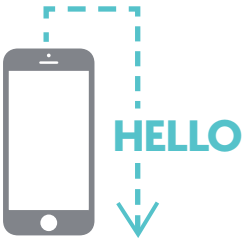
	EXPENSES	MONTHLY TOTAL	SEMESTER TOTAL
HEALTH	Medicine	\$	\$
	Health Insurance	\$	\$
	Other Health Expenses	\$	\$
PERSONAL AND FAMILY	Child Care	\$	\$
	Child Support Paid	\$	\$
	Money Given or Sent to Family	\$	\$
	Clothing and Shoes	\$	\$
	Laundry	\$	\$
	Donations	\$	\$
	Entertainment	\$	\$
FINANCE	Other Personal or Family Expenses	\$	\$
	Prepaid Cards and Phone Cards	\$	\$
	Bank or Credit Card Fees	\$	\$
OTHER	Other Fees	\$	\$
	School Costs	\$	\$
	Other Payments	\$	\$
	Other Expenses This Month	\$	\$
	<b>TOTAL MONTHLY EXPENSES</b>		<b>\$</b>

\$

=

\$

How much do you have in your budget for **convenience** purchases?



FINANCIAL AID  
269-965-4123  
[finaid@kellogg.edu](mailto:finaid@kellogg.edu)

Do you like Starbucks? 1 Starbucks coffee at **\$5 per day, 5 days per week** will cost **\$1,300 per year!**

Everybody loves pizza! If you buy 1 pizza for **\$12 per week** you will spend **\$624 per year**. If you choose a frozen pizza, or a "Take n' Bake" pizza you will likely spend half of that amount!

**FUN FACT**

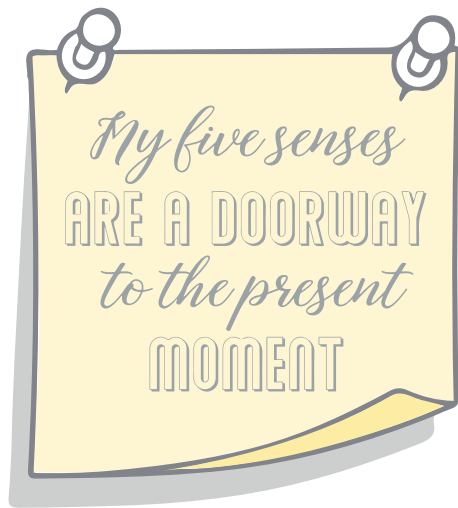


# EXPECT THE UNEXPECTED

## STRESS BUSTING

The next time you feel overwhelmed, try focusing your attention on the current moment by using the following simple exercises.

Breathe in slowly through the nose, hold, and exhale slowly through the mouth. Repeat 5 times. When you are ready, follow the 5-4-3-2-1 grounding technique below. Notice the following around you:



things  
you can  
**SEE**



things  
you can  
**TOUCH**



things  
you can  
**HEAR**



things  
you can  
**SMELL**



thing  
you can  
**TASTE**



## BREATHE. FEEL IT.

What is happening right now?

---

---

---

## NAME IT.

What is the challenge or obstacle?

---

---

---

## START SMALL.

It's okay to re-evaluate goals. What's one thing you can commit to?

---

---

---

## OPPORTUNITY.

What can you do to improve and learn?

---

---

---

## REINFORCEMENTS.

What supports are available?

---

---

---

Want to dive into this work further?  
Counseling is free for KCC students.  
Schedule an appointment via  
Starfish or reach us at  
[counseling@kellogg.edu](mailto:counseling@kellogg.edu) or  
269-441-CHAT (2428).





# ACADEMIC SUCCESS TIPS

Proven tips to achieving academic success throughout college.

## YOUR MINDSET MAKES A HUGE DIFFERENCE IN YOUR SUCCESS

- Cut out any negative self-talk. Remember, you're smart and can do this. Confidence is key.
- Think about what matters to you. What moves you? What are you passionate about? What do you want to experience and accomplish in your life? How does your education impact that?
- Don't let failure keep you down or hold you back. Failure is normal for everyone, and it's often how we learn.

## CULTIVATE GOOD STUDY HABITS

- Do all homework prior to class.
- Take good notes during lectures. Tape or record lectures (per professor permission). Visit the Center for Student Success for assistance with note taking and study skills.
- Begin study sessions with your most difficult assignment or projects, when you are most energetic and still fresh and alert. Identify the times of day you study most effectively and arrange your schedule so you are able to study at times you will be most productive.
- Have a purpose when you read. You may want to think of a question that you are trying to answer in each section of material. Do not move ahead in the chapter until you can answer your question. Ask yourself, "Am I getting it?" If not, go back and find the place where you last understood the material and reread.
- When you read, focus on the main ideas and any supporting information. In your own words, write a brief summary of the main ideas. Or, draw a diagram illustrating the relationships between them.

## CREATE EXCELLENT TIME MANAGEMENT SKILLS

- Each day, create a list of specific tasks you need to get done; establish your priorities by scheduling the most important tasks first. Leave gaps in your schedule to make changes as needed.
- Evaluate your progress throughout the day as you complete tasks. Give yourself grace if you don't finish everything on your list. Just adjust your list and adapt accordingly.
- Reward yourself when you get things done as you had planned, especially the important tasks.
- Concentrate on one thing at a time. Avoid distractions.

“

**“Success is no accident.**

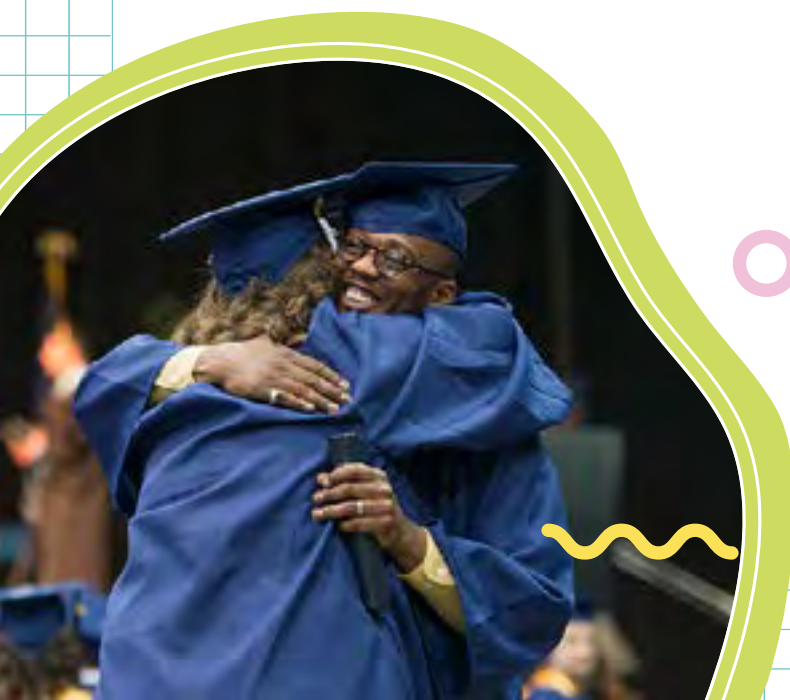
***It is hard work, perseverance, learning, studying, sacrifice and most of all, love of what you are doing or learning to do. ”***

PELE

## TAKE ADVANTAGE OF THE RESOURCES AVAILABLE TO YOU

- Work individually with your instructors during office hours.
- Form a study group with others in your class.
- Lean on your support system: Instructors and staff, classmates, coworkers, family, & friends.
- Utilize the Center for Student Success, Help Desk, and Morris Library.
- Use technology. Time management and research are a big part of student life, so understanding how to properly use technology will create much better use of your time. The Center for Student Success can help you brush up on computer basics.
- Remember to take a break sometimes, relieve stress, and socialize. Visit Student Life to connect with other students, play games, and become involved on campus and in the community.

Free tutoring is available at the Center for Student Success. To learn more, please call 269-965-4150, or email [css@kellogg.edu](mailto:css@kellogg.edu).



# SEMESTER AT A GLANCE



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

week 1							
week 2							
week 3							
week 4							
week 5							
week 6							
week 7							
week 8							
week 9							
week 10							
week 11							
week 12							
week 13							
week 14							
week 15							



**MONTH OF** \_\_\_\_\_

# SUNDAY

# MONDAY

# TUESDAY

# WEDNESDAY

THURSDAY

# FRIDAY

# SATURDAY

## GOALS & PROJECTS

## TO DO

## NOTES

WEEK OF \_\_\_\_\_

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

“

“One day at a time—  
this is enough.

Do not look back and grieve over  
the past for it is gone; and do not  
be troubled about the future, for  
it has not yet come. Live in the  
present and make it so beautiful  
it will be worth remembering.”

UNKNOWN

# WEEK OF \_\_\_\_\_

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

NOTES  
or doodles?





# WEEK OF \_\_\_\_\_

**MONDAY****TUESDAY****WEDNESDAY****THURSDAY****FRIDAY****SATURDAY****SUNDAY**

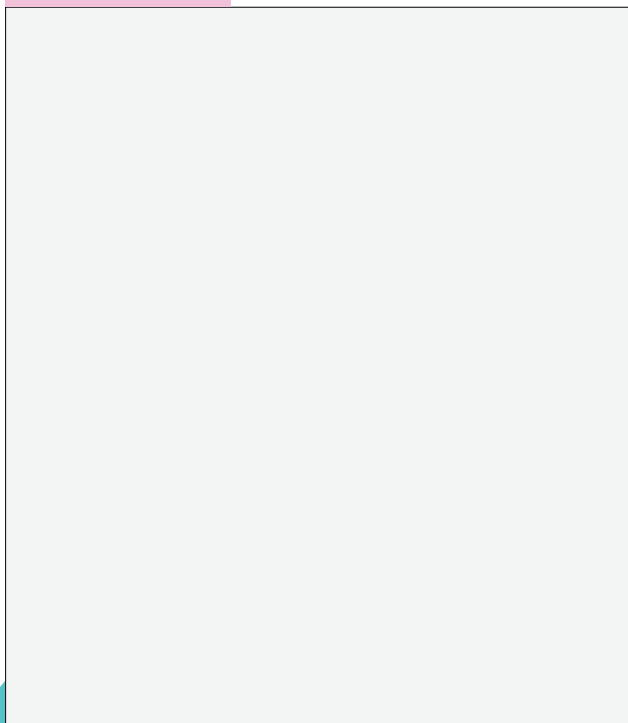
“

*“Success  
is the sum of  
small efforts,  
repeated day in  
and day out.”*

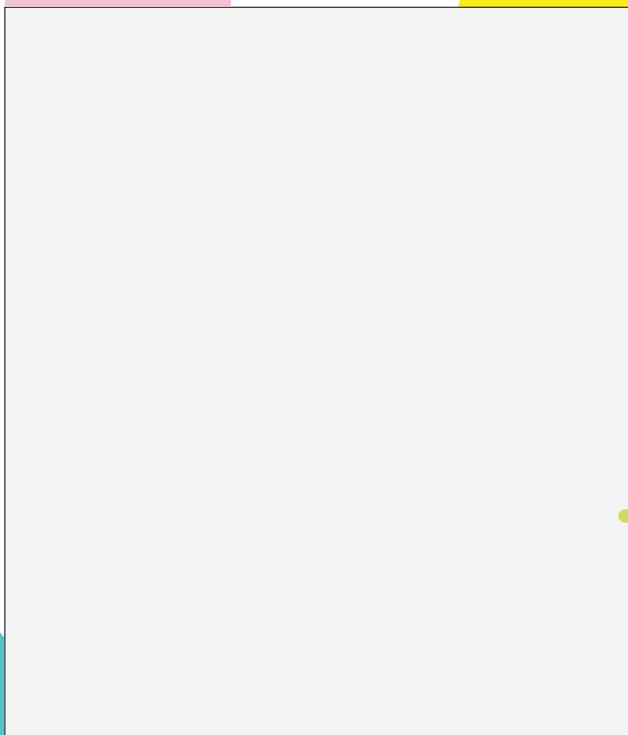
ROBERT COLLIER

WEEK OF \_\_\_\_\_

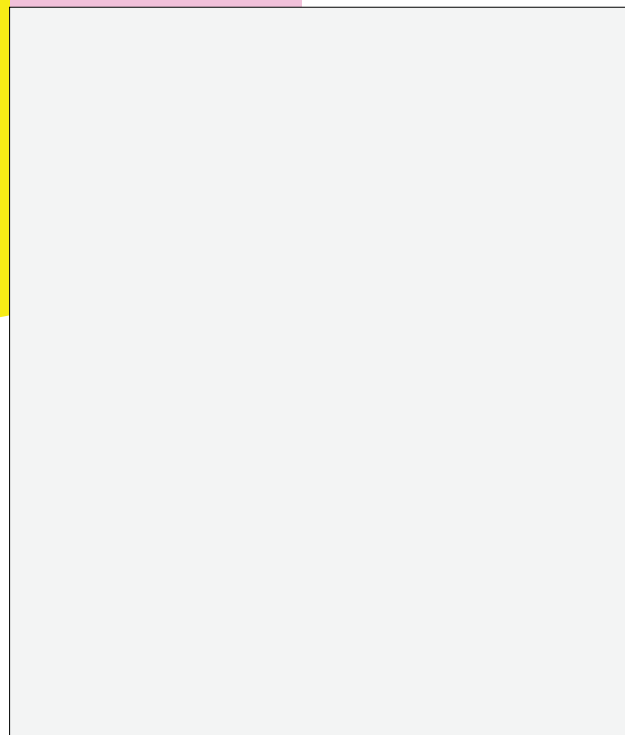
MONDAY

A large, empty rectangular box for planning Monday's activities.

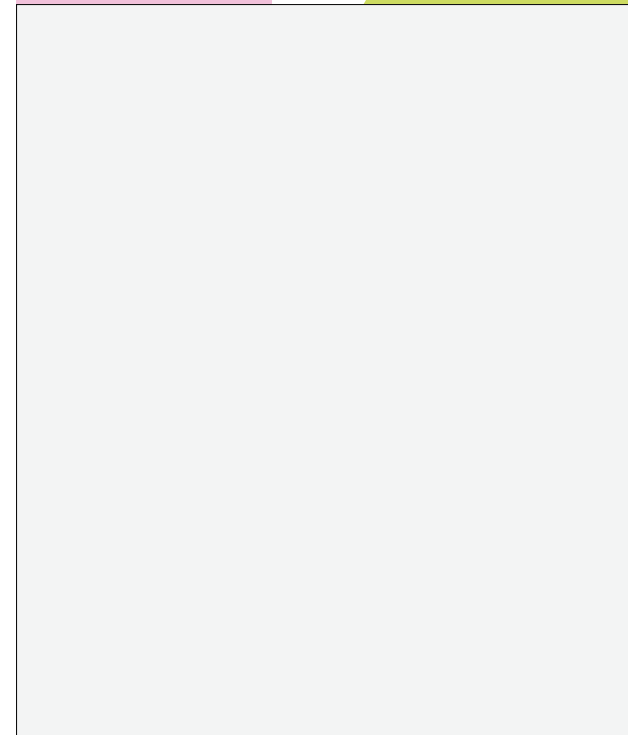
TUESDAY

A large, empty rectangular box for planning Tuesday's activities.

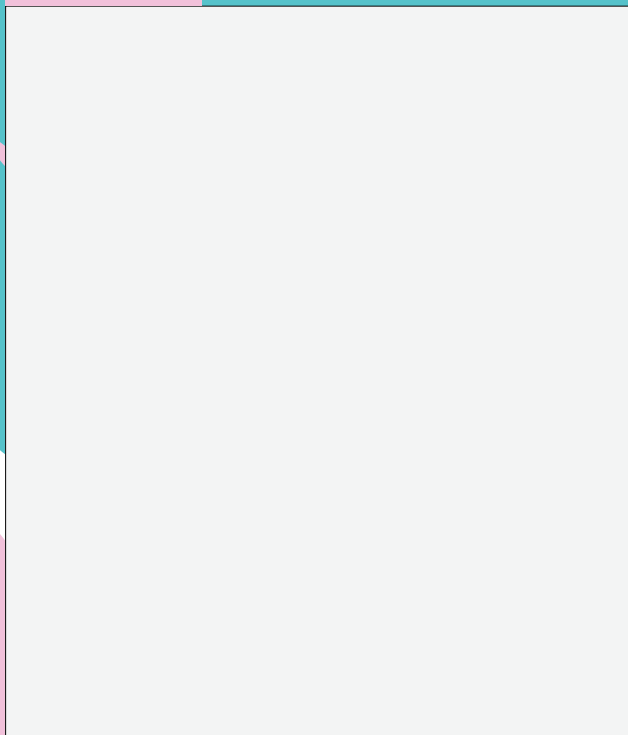
WEDNESDAY

A large, empty rectangular box for planning Wednesday's activities.

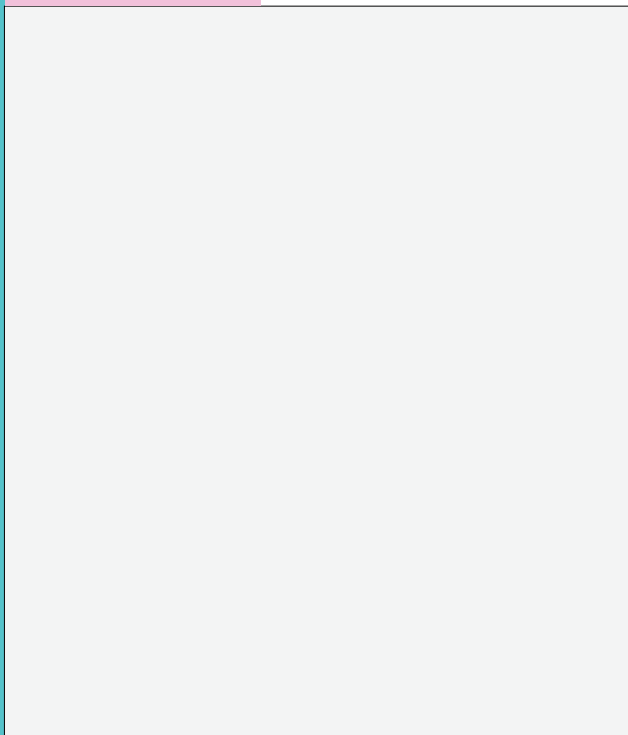
THURSDAY

A large, empty rectangular box for planning Thursday's activities.

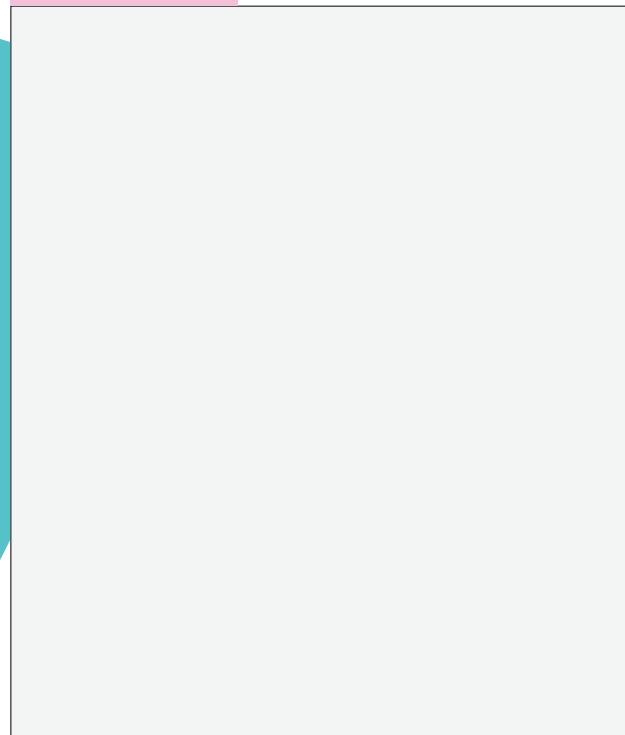
FRIDAY

A large, empty rectangular box for planning Friday's activities.

SATURDAY

A large, empty rectangular box for planning Saturday's activities.

SUNDAY

A large, empty rectangular box for planning Sunday's activities.NOTES  
or doodles?

# MONTH OF

# SUNDAY

# MONDAY

# TUESDAY

# WEDNESDAY

# THURSDAY

# FRIDAY

# SATURDAY

## GOALS & PROJECTS

## TO DO

## NOTES

# WEEK OF \_\_\_\_\_

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

NOTES  
or doodles?

# WEEK OF \_\_\_\_\_

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

“

*“The beautiful thing about learning is that no one can take it away from you.”*

B.B. KING

Stay ahead of the game!  
Schedule an appointment with  
your advisor to plan next  
semesters classes. Call  
269-965-4124, or email  
[advising@kellogg.edu](mailto:advising@kellogg.edu).





# WEEK OF \_\_\_\_\_

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

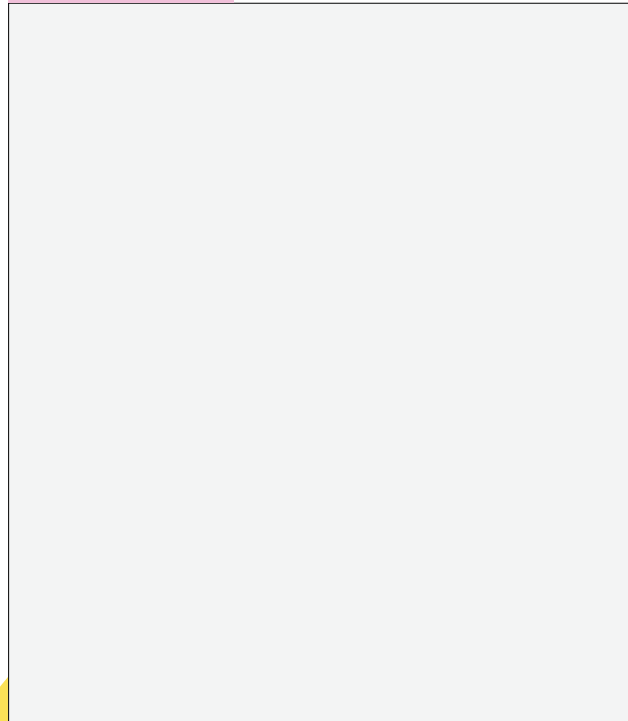
SATURDAY

SUNDAY

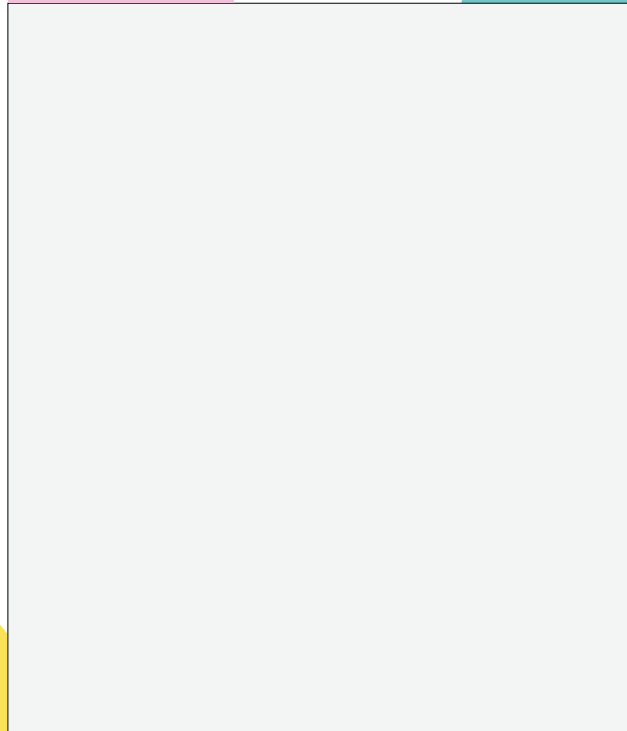
NOTES  
or doodles?

# WEEK OF \_\_\_\_\_

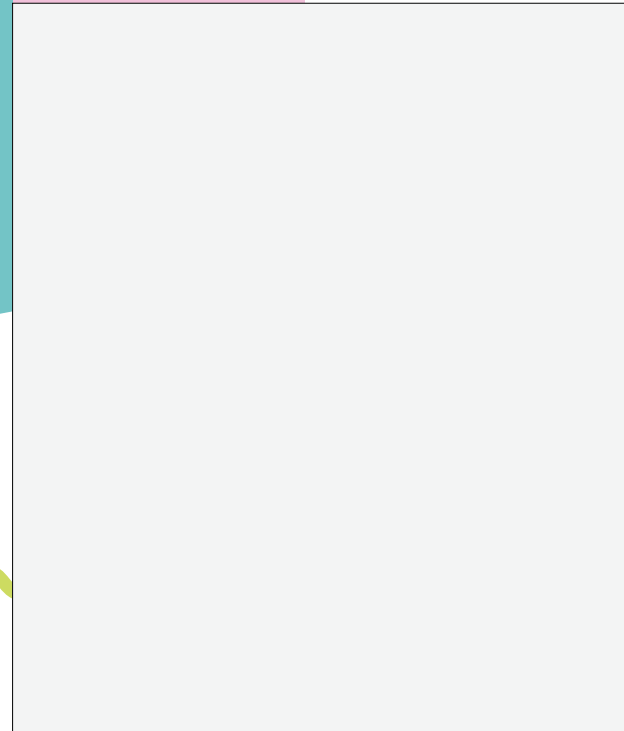
MONDAY

A large, empty rectangular box for planning the day of Monday.

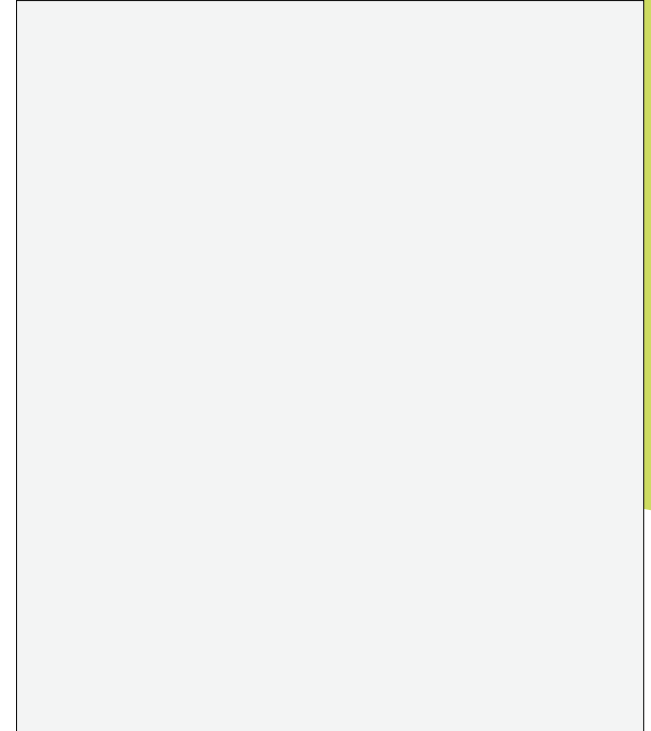
TUESDAY

A large, empty rectangular box for planning the day of Tuesday.

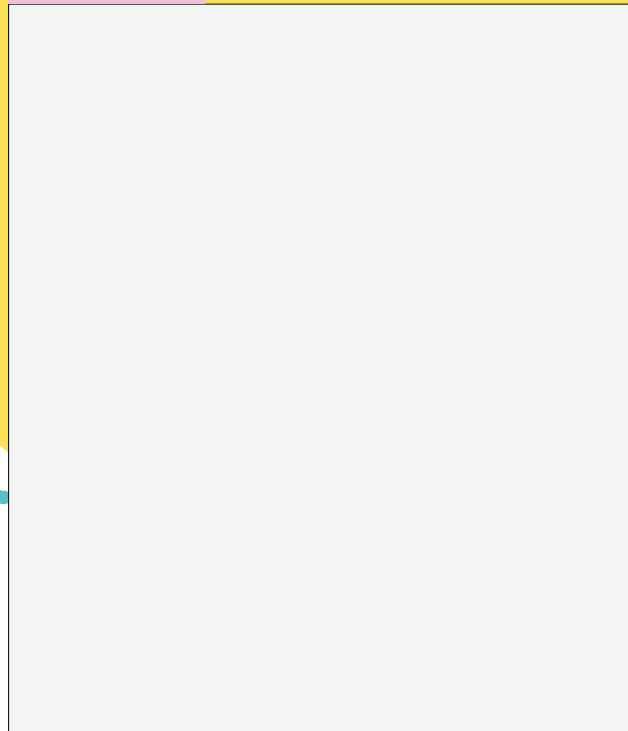
WEDNESDAY

A large, empty rectangular box for planning the day of Wednesday.

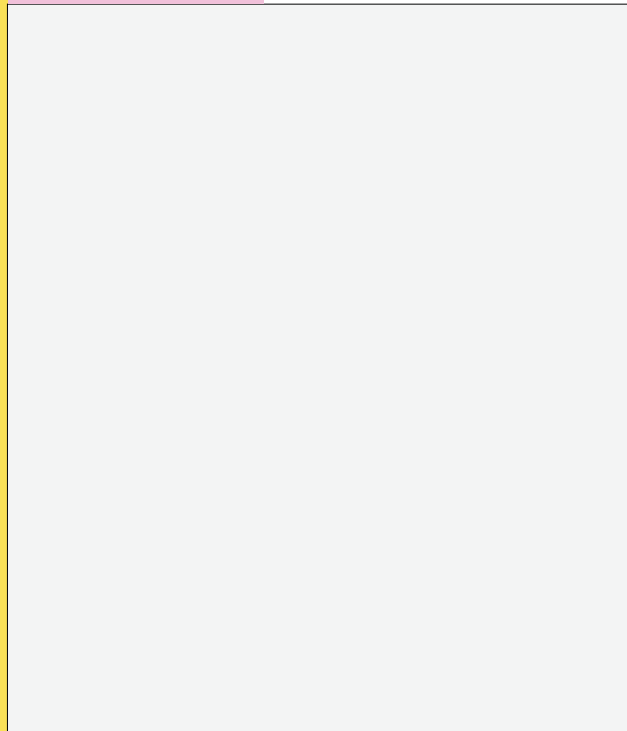
THURSDAY

A large, empty rectangular box for planning the day of Thursday.

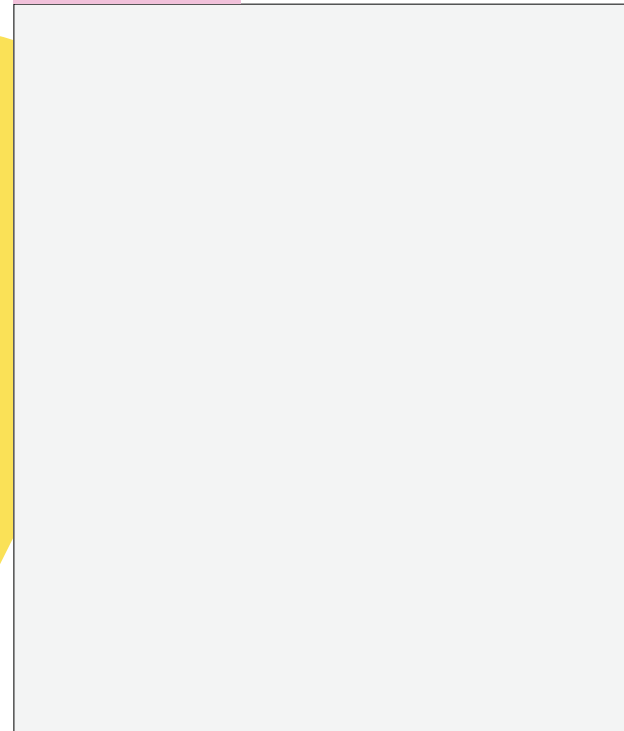
FRIDAY

A large, empty rectangular box for planning the day of Friday.

SATURDAY

A large, empty rectangular box for planning the day of Saturday.

SUNDAY

A large, empty rectangular box for planning the day of Sunday.

“Successful and unsuccessful people do not vary greatly in their abilities. They vary in their desires to reach their potential.”  
JOHN MAXWELL

**MONTH OF** \_\_\_\_\_

# SUNDAY

# MONDAY

# TUESDAY

# WEDNESDAY

THURSDAY

# FRIDAY

# SATURDAY

## GOALS & PROJECTS

## TO DO

## NOTES

# WEEK OF \_\_\_\_\_

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

“

*“Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time.”*

THOMAS A. EDISON

# WEEK OF \_\_\_\_\_

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

NOTES  
or doodles?



## WEEK OF \_\_\_\_\_

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

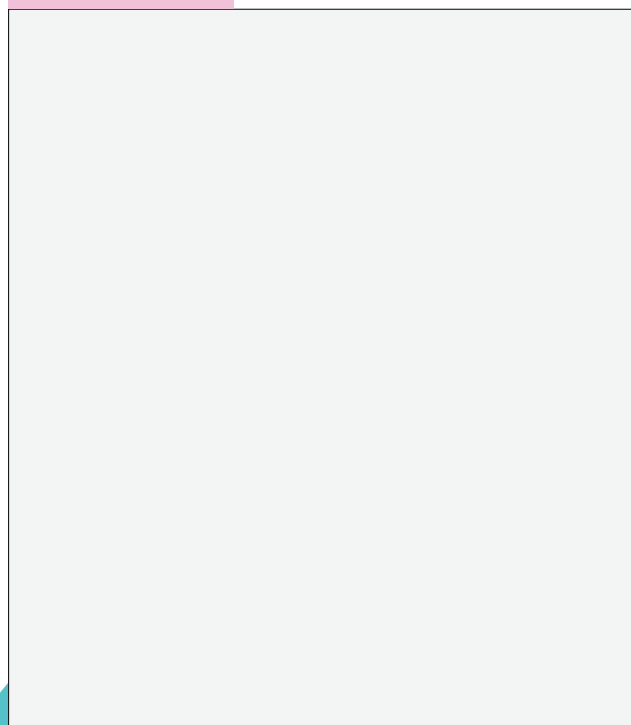
“

*“Although no one can go back and make a brand new start, anyone can start from now and make a brand new ending.”*

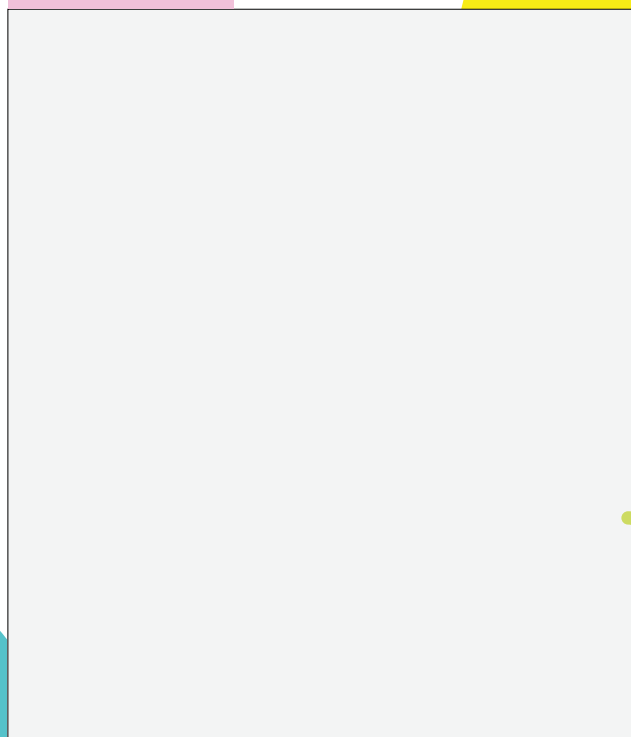
CARL BARD

WEEK OF \_\_\_\_\_

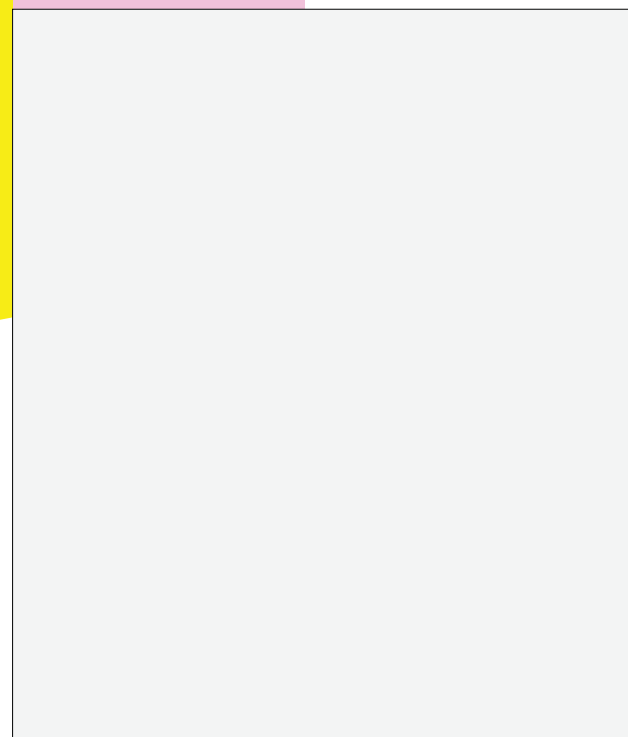
MONDAY

A large, empty rectangular box for planning Monday's activities.

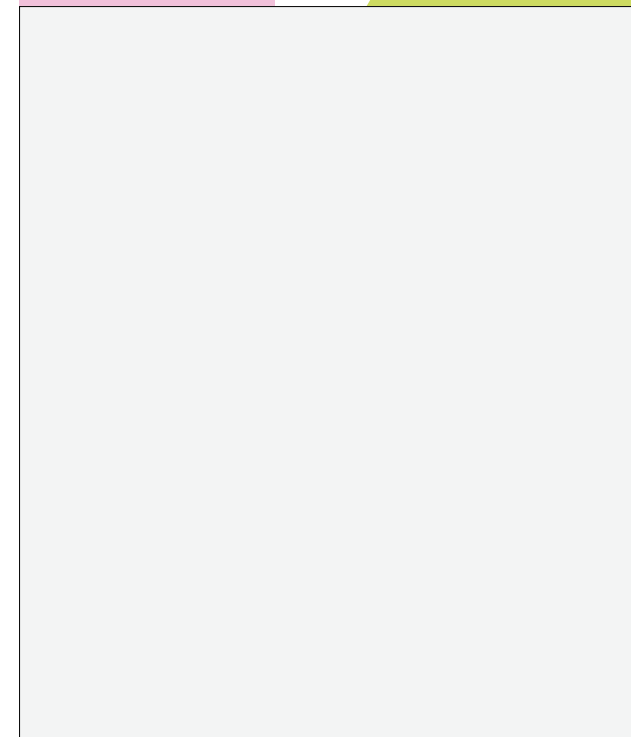
TUESDAY

A large, empty rectangular box for planning Tuesday's activities.

WEDNESDAY

A large, empty rectangular box for planning Wednesday's activities.

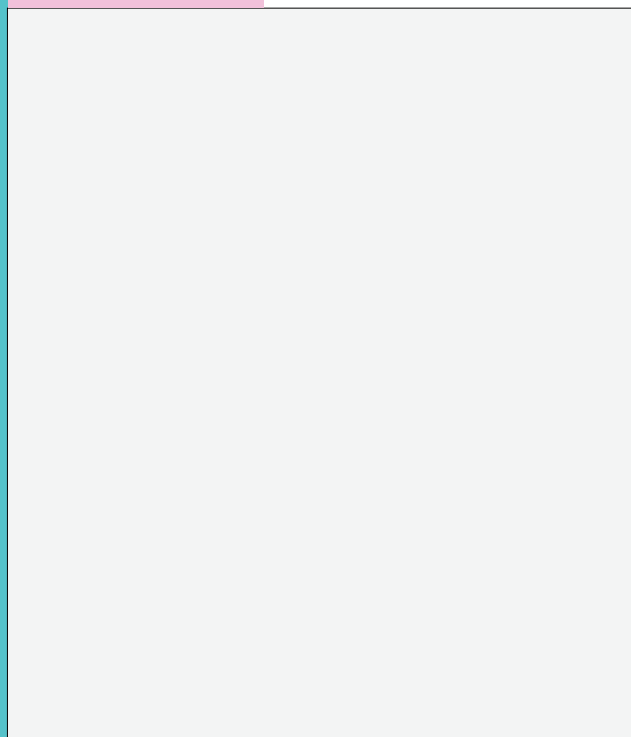
THURSDAY

A large, empty rectangular box for planning Thursday's activities.

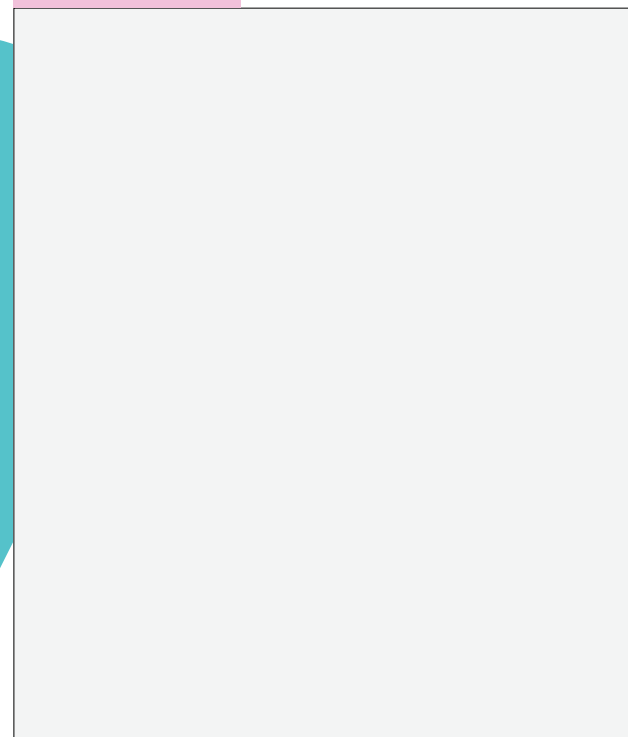
FRIDAY

A large, empty rectangular box for planning Friday's activities.

SATURDAY

A large, empty rectangular box for planning Saturday's activities.

SUNDAY

A large, empty rectangular box for planning Sunday's activities.NOTES  
or doodles?

**MONTH OF** \_\_\_\_\_

# SUNDAY

# MONDAY

# TUESDAY

# WEDNESDAY

THURSDAY

# FRIDAY

# SATURDAY

## GOALS & PROJECTS

## TO DO

## NOTES

# WEEK OF \_\_\_\_\_

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

NOTES  
or doodles?

WEEK OF \_\_\_\_\_

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

“

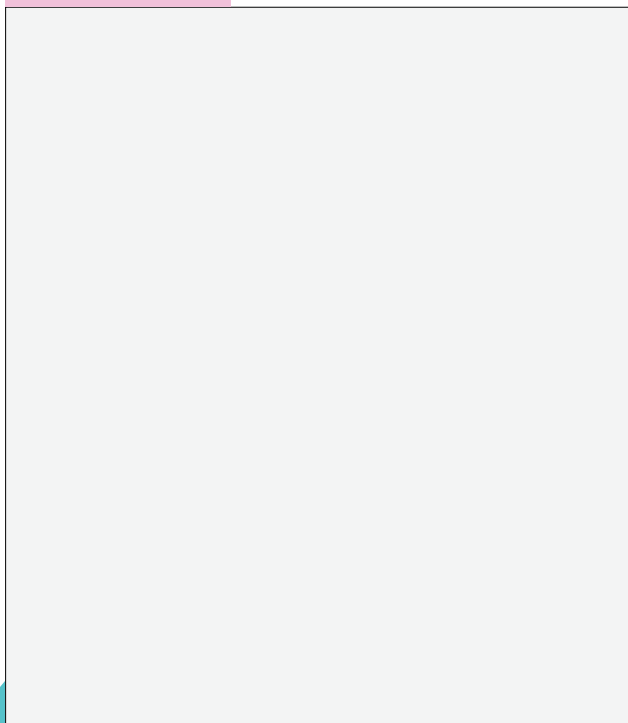
*“Just believe  
in yourself.  
Even if you don’t,  
pretend that  
you do and, at some  
point, you will. ”*

VENUS WILLIAMS

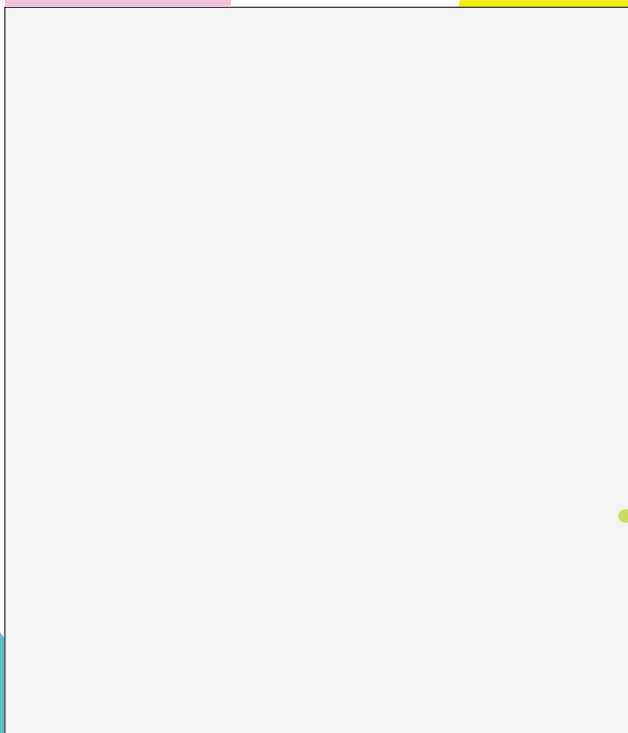


WEEK OF \_\_\_\_\_

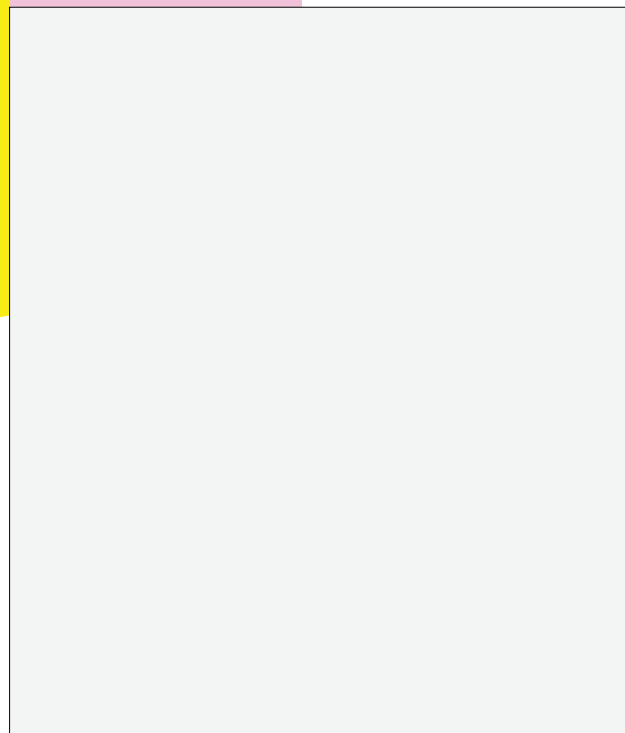
MONDAY

A large, empty light gray rectangular box for Monday's schedule or notes.

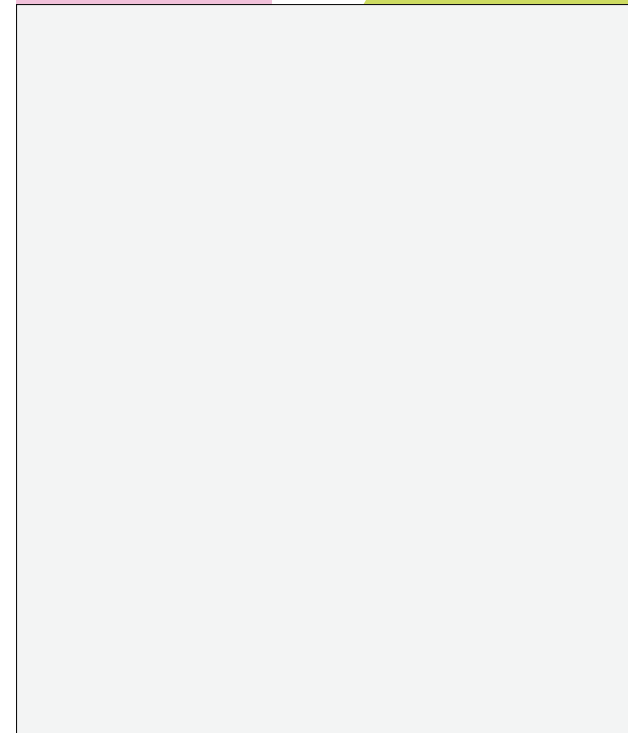
TUESDAY

A large, empty light gray rectangular box for Tuesday's schedule or notes.

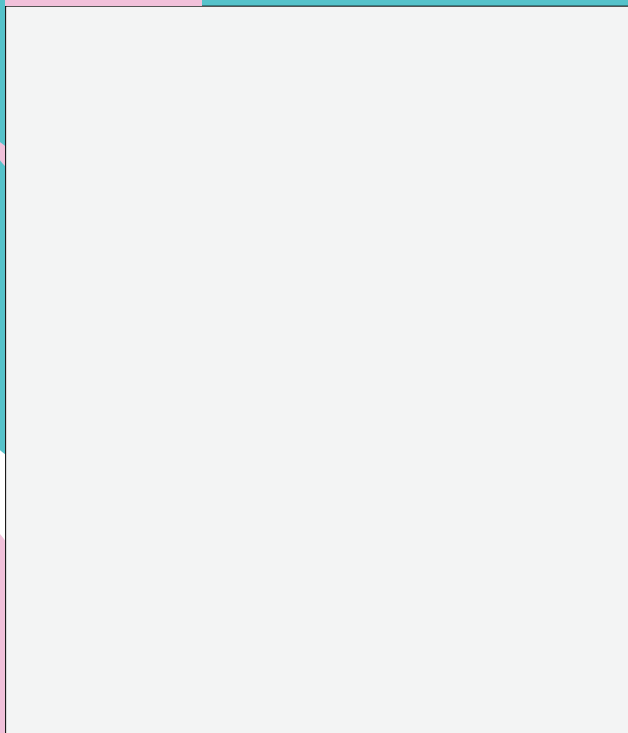
WEDNESDAY

A large, empty light gray rectangular box for Wednesday's schedule or notes.

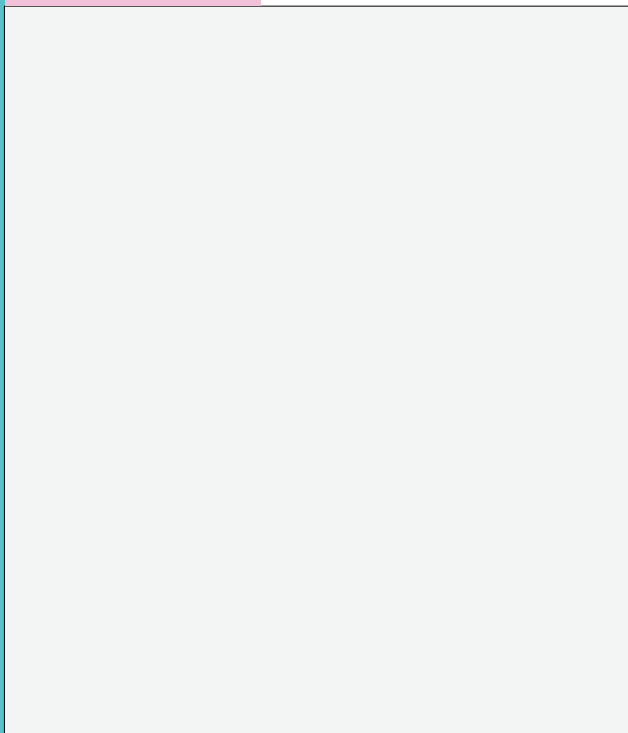
THURSDAY

A large, empty light gray rectangular box for Thursday's schedule or notes.

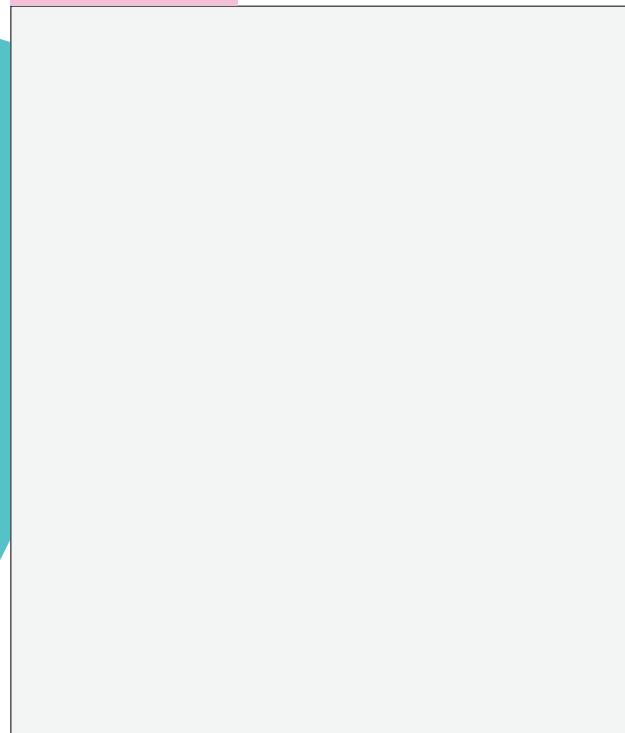
FRIDAY

A large, empty light gray rectangular box for Friday's schedule or notes.

SATURDAY

A large, empty light gray rectangular box for Saturday's schedule or notes.

SUNDAY

A large, empty light gray rectangular box for Sunday's schedule or notes.NOTES  
or doodles?A series of horizontal lines for taking notes or doodles, located on the right side of the page.

## WEEK OF \_\_\_\_\_

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

“

*“Opportunities  
are like sunrises.  
If you wait too long,  
you miss them.”*

WILLIAM ARTHUR WARD

# MONTH OF

# SUNDAY

# MONDAY

# TUESDAY

# WEDNESDAY

THURSDAY

# FRIDAY

# SATURDAY

## GOALS & PROJECTS

## TO DO

## NOTES

## WEEK OF \_\_\_\_\_

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

“

*“The more  
that you read,  
the more things you  
will know. The more  
that you learn, the  
more places you’ll go. ”*

DR. SEUSS

# WEEK OF \_\_\_\_\_

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

NOTES  
or doodles?



WEEK OF \_\_\_\_\_

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

“

*“Time is the  
scarcest resource  
and unless it is  
managed nothing else  
can be managed.”*

PETER DRUCKER

# WEEK OF \_\_\_\_\_

**MONDAY****TUESDAY****WEDNESDAY****THURSDAY****FRIDAY****SATURDAY****SUNDAY**

NOTES  
or doodles?



# CAMPUS RESOURCES & SERVICES

## ACADEMIC ADVISING

269-965-4124 | [advising@kellogg.edu](mailto:advising@kellogg.edu)  
[kellogg.edu/advising](http://kellogg.edu/advising)

Academic advisors and success coaches help students attain their educational goals by providing information, encouragement, and the necessary tools to navigate the registration process. 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.

## ADMISSIONS

269-965-4153 | [adm@kellogg.edu](mailto:adm@kellogg.edu)  
[kellogg.edu/admissions](http://kellogg.edu/admissions)

The application for admission is free and can be completed online. If you need assistance with your application, please contact the Admissions office at [adm@kellogg.edu](mailto:adm@kellogg.edu) or 269-965-4153. The free universal application is open for anyone who meets one of the following criteria: a high school graduate, 18 years of age or older, has successfully completed the General Education Development (G.E.D.) test, or a student desiring to participate in the Early Entry Program. Admission to the College does not ensure admission or enrollment into a specific academic program. In certain instances, prerequisites and/or eligibility requirements exist.

## ATHLETICS

269-965-4151 | [athletics@kellogg.edu](mailto:athletics@kellogg.edu)  
[kelloggbruins.com](http://kelloggbruins.com)

Kellogg Community College provides a variety of quality intercollegiate athletic programs throughout the year, with ongoing recruitment of qualified athletes. KCC athletes are known as Bruins, the mascot's name is Blaze and the College's school colors are blue and gray. Sports currently offered at KCC include baseball, men's and women's basketball, men's and women's bowling, men's and women's cross country, women's soccer and women's volleyball.

“

*“Success is not the key to happiness. Happiness is the key to success. If you love what you are doing, you will be successful.”*

ALBERT SCHWEITZER

## BRUIN BOOKSTORE

269-965-4128 | [kccbookstore@kellogg.edu](mailto:kccbookstore@kellogg.edu)  
[kellogg.edu/bookstore](http://kellogg.edu/bookstore)

The Bookstore is located on the 1st floor of the Lane Thomas building at 450 North Avenue. The Bookstore offers required textbooks, optional study guides, reference books, school supplies, KCC imprinted clothing/gift items, greeting cards, and Bruin Bookstore gift cards. Special orders for books and academic priced computer software (KCC students and staff only) are welcomed.

## BUSINESS & INDUSTRY

269-965-4137 | [kellogg.edu/about/locations/rmtc](http://kellogg.edu/about/locations/rmtc)

KCC's industrial trades department offers certification in several trades utilizing an innovative, nontraditional instructional style enabling students to learn at their own pace on their own schedule. The Workforce Solutions department offers cost-effective, high-quality, and flexible learning solutions designed to suit your company's needs.

## CAREER AND EMPLOYMENT SERVICES

269-565-2637 | [jobhelp@kellogg.edu](mailto:jobhelp@kellogg.edu)  
[kellogg.edu/ces](http://kellogg.edu/ces)

Career & Employment Services (CES) provides employment services for students, alumni and employers, with the ability to customize your needs. All jobs (on-campus, internships, part-time, full-time, etc.) are posted on the electronic job search board. Come see CES for more details.

## CENTER FOR STUDENT SUCCESS

269-660-2296 | [css@kellogg.edu](mailto:css@kellogg.edu)  
[kellogg.edu/css](http://kellogg.edu/css)

The Center for Student Success provides free educational services to all KCC students, including professional and peer tutoring in multiple subjects such as English/writing, math, accounting, nursing, OIT, and more. Tutoring sessions are conducted both in person and virtually. Aside from tutoring, make-up and online testing is available for free as well. In addition, students can receive assistance in the form of disability services and grants. Disability services are provided to students who self-disclose a disability to CSS and provide appropriate documentation, and students can also apply for the Special Populations Grant and the Student Support Services Grant.

Visit the Hub at the North Avenue, Battle Creek campus for in-person assistance with any Student Services questions.

## COUNSELING SERVICES

269-441-2428 | [counseling@kellogg.edu](mailto:counseling@kellogg.edu)  
[kellogg.edu/counseling](http://kellogg.edu/counseling)

Kellogg Community College is committed to student success in and out of the classroom. To that end, the College offers several counseling options to help students maintain and enhance their mental, emotional, academic, and physical health during their studies at KCC. Academic counseling may include helping students develop or improve time management skills, learn more effective strategies for managing test anxiety, and develop other academic strategies designed to enhance student success.

## DENTAL HYGIENE CLINIC

269-565-2008 | [kellogg.edu/dental-hygiene-clinic](http://kellogg.edu/dental-hygiene-clinic)

The dental hygiene clinic at Kellogg Community College offers excellent oral health services at more than reasonable rates. All services are provided by student dental hygienists. Services are limited to dental hygiene services. It is recommended that all patients see a dentist after they leave the clinic.

## FINANCIAL AID

269-966-4089 | [finaid@kellogg.edu](mailto:finaid@kellogg.edu)  
[kellogg.edu/financial-aid](http://kellogg.edu/financial-aid)

Financial Aid offers walk-in services in the Hub Enrollment Center, located in the Student Center of the Battle Creek Campus. In the financial aid office, students can get assistance with completing the FAFSA, ask questions about scholarships or how to apply, discuss their current financial aid status, speak with the Certifying Veteran Affairs Official/Representative, understand their Satisfactory Academic Progress status, and speak with a financial aid representative.

## FOUNDATION

269-965-4161 | [kccfoundation@kellogg.edu](mailto:kccfoundation@kellogg.edu)  
[kellogg.edu/foundation](http://kellogg.edu/foundation)

The Kellogg Community College Foundation exists to provide financial assistance to the students and programs of Kellogg Community College. For many students, a scholarship can make a huge difference in pursuing a post-secondary education, and a grant to an academic department can enhance the educational value of a KCC program, making it possible to provide the latest in technology and advanced learning. The KCC Foundation is a Michigan nonprofit 501(c)(3) organization.

## HELP DESK

269-965-4148 | [helpdesk@kellogg.edu](mailto:helpdesk@kellogg.edu)  
[help.kellogg.edu](http://help.kellogg.edu)

The Help Desk is devoted to assisting students with technology problems. The Help Desk is located in the Hub.

## LIFELONG LEARNING

269-965-4134 | [ll-info@kellogg.edu](mailto:ll-info@kellogg.edu)  
[kellogg.edu/lifelong](http://kellogg.edu/lifelong)

Do you love to learn? Then Kellogg Community College's Lifelong Learning Department has what you need. Programs include classes in art, cooking, crafts, fashion, fitness, financial health, languages, technology, and a host of other personal development offerings.

## MORRIS LIBRARY

269-965-4122 | [reference@kellogg.edu](mailto:reference@kellogg.edu)  
[kellogg.edu/library](http://kellogg.edu/library)

The KCC Library provides access to resources which support teaching and encourage independent and lifelong learning. Librarians teach users how to locate, critically evaluate, and apply information effectively. The library is committed to supporting the diverse cultural and intellectual pursuits of the College and the communities it serves.

## NURSING MOTHERS

269-965-3931 | [kellogg.edu/nursingmothers](http://kellogg.edu/nursingmothers)

Kellogg Community College recognizes the importance of breastfeeding and provides a supportive environment to enable students, employees and visitors to express milk in clean, secure, private spaces. Any nursing mother who is a KCC community member (student, faculty, staff, contract employee, campus visitor or spouse) may use one of the College's Nursing Mothers rooms. Nursing Mothers rooms are located at each of the College's campuses in Albion, Battle Creek, Coldwater and Hastings. Each Nursing Mothers room is equipped with a sink, mirror, seating, table and electrical outlet.





## POCKET PROF

### Find the Pocket Prof in the Bruin Portal.

Let's start with an inescapable fact: you'll be writing and communicating for the rest of your life, whether you're a second grade teacher, a corrections officer, an ER nurse, or a district manager at Target. People lose interviews, jobs, and respect when they write or communicate poorly. Simply put, developing effective writing and speaking skills can help you succeed far beyond the classroom. In this handbook, faculty at KCC have attempted to distill their collective wisdom about writing and present that material in a concise and accessible way. This is by no means a complete reference for every English question you might encounter in your life; however, it is a collection of common issues and areas of concern that professors across all disciplines address.

## STUDENT LIFE

269-565-2645 | [studentlife@kellogg.edu](mailto:studentlife@kellogg.edu)  
[kellogg.edu/studentlife](http://kellogg.edu/studentlife)

The Student Life office of Kellogg Community College supports the College's academic goals by engaging students in programs designed to enhance their college experience. Providing programs rooted in diversity, education, leadership, service, and social interaction, Student Life promotes a positive outside-the-classroom experience through campus partnerships and cooperative planning. The Student Life office coordinates a wide range of opportunities for students to gain valuable experience and leadership skills, including campus activities, student organizations, the honor society, The Bruin News, and the Student Leadership Institute. All students are encouraged to participate in co-curricular activities and to seek a well-rounded education that will prepare them for future success. The Student Life lounge is open for students – come and visit between classes.

## VETERANS

269-965-4150 | [hadowb@kellogg.edu](mailto:hadowb@kellogg.edu)  
[kellogg.edu/veterans](http://kellogg.edu/veterans)

Kellogg Community College offers several veteran-specific campus resources and services to our many veteran and active-duty military students and their families, including tutoring, counseling and referral services to appropriate Veterans Affairs and community resources. KCC has been included on the annual list of Victory Media's Military Friendly Schools for five consecutive years. The list recognizes the top colleges, universities and trade schools in the nation which support U.S. veterans.



# COMMUNITY RESOURCES

## 2-1-1

2-1-1 is an easy-to-remember telephone number that connects callers to information about critical health and human services available in their community. As the number of organizations providing specialized services is on the rise, people find it frustrating and confusing to access community services. 2-1-1 provides a one-stop service for vital information. Whatever your situation or need, 2-1-1 is a three digit number that allows you to find help when you need it. In addition to helping those in need, people who want to give something back to the community by volunteering or making donations can call 2-1-1 and get connected.

## BURMA CENTER

269-441-1131 | [office@burmacenterusa.org](mailto:office@burmacenterusa.org)  
[www.burmacenterusa.org](http://www.burmacenterusa.org)

The Burma Center seeks to empower Burmese Americans and the Battle Creek Community through advocacy, community engagement, and education. It is a non-profit organization that exists to advance the common good and to make life better for all. It envisions a community where Burmese Americans are valued for who they are and their contribution, while being empowered to thrive alongside the people of Battle Creek to create a more equitable and inclusive community.

## CC TRANSITION COUNCIL

269-441-5956 | [tcccalhoun.org](http://tcccalhoun.org)

The Coordinating Council (TCC) of Calhoun County is the Community Collaborative Body of Calhoun County for the State of Michigan. Community Collaboratives (also known as Multi-Purpose Collaborative Bodies-MPCB's) were created to put funds and fiscal decisions in the hands of the local community. The collaborative oversees grant dollars, ensures collaborative efforts on the part of grantees, decreases duplication of services and strengthens community programs/initiatives by focusing on community interests. Members of the collaborative represent a variety of for and non-profit organizations across the county. These individuals and organizations work collaboratively to positively impact the lives of all members of Calhoun County.

## MICHIGAN REHABILITATION SERVICES

517-241-5324

[MRS-CustomerAssistance@michigan.gov](mailto:MRS-CustomerAssistance@michigan.gov)  
[www.michigan.gov/leo/bureaus-agencies/mrs](http://www.michigan.gov/leo/bureaus-agencies/mrs)

Michigan Rehabilitation Services is a statewide network of vocational rehabilitation (VR) professionals developing creative, customized solutions that meet the needs of individuals and business. MRS delivers individualized services that assist potential employees with differing abilities to prepare for, pursue and retain careers. MRS partners with business in employee development, business consulting and corporate relations.

## MICHIGAN WORKS!

517-371-1100 | [www.michiganworks.org](http://www.michiganworks.org)

The Michigan Works! Association believes the key to advancing prosperity statewide is a skilled workforce. As the state's primary workforce development association, its focus is to continue to move the needle on policy, education, and collaboration. It is creating opportunity and building stronger communities by advocating and innovating together.

## SOUTHWEST MICHIGAN URBAN LEAGUE

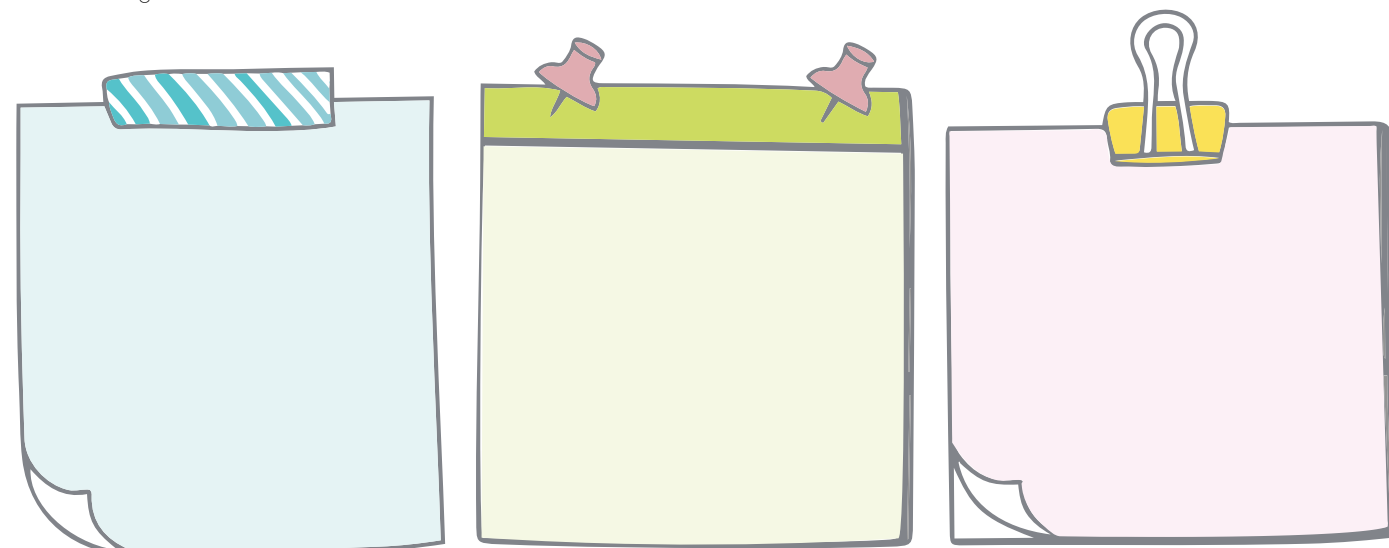
269-962-5553 | [www.swmul.org](http://www.swmul.org)

The Southwestern Michigan Urban League's goal is to see an African American community that is mobilized, engaged, and flourishing collectively in academics, economics, in social welfare, and politically. The Urban League has two auxiliary affiliate organizations, the Urban League Guild and the Young Professionals. The Urban League Guild is an auxiliary volunteer group of men and women who are a cross-section of our community; serving as ambassadors supporting fundraising, promoting membership and volunteer opportunities to serve the Southwestern Michigan Urban League. The Urban League Young Professionals is a volunteer auxiliary of the Southwestern Michigan Urban League. This auxiliary is a training ground for young professionals ages 21-40 committed to supporting the Urban League movement through volunteerism, philanthropy and membership development.

## SUICIDE AND CRISIS LIFELINE

988

The Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones. The Suicide & Crisis Lifeline is a national network of local crisis centers that provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week in the United States. They are committed to improving crisis services and advancing suicide prevention by empowering individuals, advancing professional best practices, and building awareness.



## SUMMIT POINTE

269-966-1460

24-hour crisis hotline: 1-800-632-5449

For nearly half a century, Summit Pointe has been helping people with mental health illness and developmental disability reclaim their independence, regain confidence and learn skills necessary for success. Its success is based upon the success of the community and people it serves. Summit Pointe's goal is helping individuals build inner strength, realize their potential and enjoy the happiness they deserve.

## VOCES

269-841-4111 | [Info@vocesbc.org](mailto:Info@vocesbc.org)  
[www.vocesbc.org](http://www.vocesbc.org)

Voces is an independent nonprofit organization serving the LatinX community in Calhoun County. Its mission is to promote an inclusive society by providing LatinX/ Hispanic families with opportunities and resources that lead to individual and community transformation. Its vision is to see the LatinX/ Hispanic community reach its full potential and be united and engaged in the economic, social, cultural and civic life of the greater Battle Creek community.



# COLOR ME!

TAKE A MINUTE TO RELAX AND COLOR

## Did you know?

Coloring lowers stress and anxiety. Researchers and art therapists agree that coloring has many therapeutic benefits.



## FUN FACT





# BE BRUIN



**KELLOGG.EDU**

450 NORTH AVENUE  
BATTLE CREEK, MI 49017

