

**\*Lab and Resource Room Hours**  
**At the Regional Manufacturing Technology Center (RMTC)**

**\*Lab hours at the RMTC begin August 26 and end Dec. 12**

- Mondays & Thursdays, 8 am—4 pm
- Tuesdays & Wednesdays, 8 am—8 pm

**\*Please Note:**

- The RMTC is not open for classes on Fridays.
- The industrial trades orientation module(s) must be completed prior to initial registration.

**Forklift Driving Test Availability**

Mondays, Tuesdays, and Wednesdays, 12-2 pm

**Semester Dates**

Industrial Trades semester start date: August 26

Industrial Trades semester end date: Dec. 13

Drop Period: August 26 through Nov. 15

Withdrawal Period: Nov. 16 through Dec. 5

Last Day of Open Labs: Dec. 12

**The RMTC is closed:**

Sept. 2 – Labor Day

Nov. 26 & 27 – no classes; KCC Thanksgiving Break

Nov. 28 & 29 – KCC closed; Thanksgiving Break

Dec. 23, 2024 – Jan. 2, 2025 – KCC Closed; Winter Holiday

\*There may be other unexpected closings due to instructor training, vacations, illness, etc. These closings will be posted at the RMTC. For weather related school closings, call KCC at 269-965-3931 and listen to the options. Students can sign up for text alerts for inclement weather closings through the KCC Bruin Portal.

**The RMTC is open for registration and inquiries between semesters Monday through Thursday from 8:00 am - 4:30 pm, except for the noted closing dates.**

**Programs and Contacts**

Please note: Lab time must be scheduled by student using program email below. Labs are not open between semesters.

**Electricity/Electronics & Renewable Energy—**

To schedule lab time: [Electrical@kellogg.edu](mailto:Electrical@kellogg.edu)

**Forklift —** [RMTC@kellogg.edu](mailto:RMTC@kellogg.edu)

**Heating, Ventilation, Air Conditioning and Refrigeration —**

To schedule lab time: [HVAC@kellogg.edu](mailto:HVAC@kellogg.edu)

**Industrial Technology & Instrumentation**

To schedule lab time: [IndustrialTechnology@kellogg.edu](mailto:IndustrialTechnology@kellogg.edu)

**Machining Technology and Tool & Die\***

To schedule lab time: [Machining@kellogg.edu](mailto:Machining@kellogg.edu)

\*The Tool & Die (INTD) curriculum is designed for company sponsored students who are currently working as machinists or toolmakers.

**Pipefitting —**

To schedule lab time: [Pipefitting@kellogg.edu](mailto:Pipefitting@kellogg.edu)

**Welding —**

To schedule lab time: [Welding@kellogg.edu](mailto:Welding@kellogg.edu)

**Paula Lane, CTE Career Coach, Dual Enrolled/Early College**

**Phone: 269-565-2867 (office) to make appointment**

**Meghan Jackson, KCC Academic Advisor**

**AAS Degree Advising Appointments:**

**Call 269-965-4124 to make an appointment with Meghan**