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# WELCOME

Welcome to Kirtland Community College, the “*College in the Woods!*” Your success is our business. Let us help you plan and prepare for your life’s careers. As you begin, this *Orientation Guide* is designed to answer some of the questions you may have as you prepare for a smooth entry into college.

We work hard to make attending college a positive experience, and our staff will assist you in building a support network along the way. Please take advantage of the many services Kirtland has to offer, including those highlighted in this guide.

Congratulations on beginning, or continuing, this next phase of your education. *We are delighted to have you join the Kirtland family!*



## ADDING AND DROPPING COURSES

A form for adding and dropping courses can be obtained from the Records/Registration Office in the Administration building. Registration dates when you may drop or add courses both online and in person are listed in the class schedule. Adding or dropping courses may affect your financial aid, so please check with the financial aid office before making any changes to your schedule once classes begin.

Total withdrawal from classes and/or college should be done on the Add/Drop form. Non-attendance of courses is not an official drop. If you are unable to drop courses in person, a letter or fax addressed to the Registrar explaining your desire to drop is acceptable. Please be sure to include your full name, your Student ID number, your request to drop, listing the classes to be dropped, your signature, date, and a contact phone number.

Please do not withdraw without first checking out our support services. Tutoring, counseling, an emergency loan, or other support services could keep you in college. If you must withdraw, doing so “officially” prevents unfinished courses from turning into failing grades that could come back to haunt you later. You may not think you’ll ever return to college, but you never know what the future will bring!



The fax number for the Kirtland Community College Records/Registration Office is 989-275-6789. For more information about adding and dropping courses, call 989-275-5000, extension 251.

## ADDRESS CHANGES

If you move during the course of the semester, you need to change your address in the Admissions Office. All students must provide proof of residency prior to registering for classes. Acceptable proof includes driver’s license, rent receipts, voter’s registration card, place of residency property tax receipt, or a secretary of state identification card. ***Other proof is not accepted.*** Every student’s situation is different, please call the admissions office at 989-275-5000, extension 284, or visit us in the administration building to discuss your specific situation.

## ADVISING

All new students are **REQUIRED** to meet with an advisor prior to registration. Your advisor will help you select the appropriate courses, and guide you if you plan to transfer. You can find out who your advisor is by contacting the counseling office at 989-275-5000, extension 280.

## ARTICULATED CREDIT AT KIRTLAND

Granting college credit for completion of approved high school courses and programs is referred to as articulation. Every high school and technical center has a different set of courses that qualify. If you have successfully completed a class that has an approved articulation agreement with the college, you must turn in an Application for Articulation credit. If you have met the requirements, college credit can be granted for the course. These may include Advanced Placement courses, programs through the Intermediate School District (Cosmetology, Public Safety, Health Careers, etc.), and certain other high school courses.

The biggest benefit of articulated credit is that it saves you time and money. You will not have to repeat fundamental or introductory courses, and will be ready to take higher level courses in your program area. Kirtland currently has articulation agreements with the following secondary institutions: Alpena, Beaverton, Boyne City, Central Lake, Charlevoix, Cheboygan, Clare, Clare-Gladwin RESD, COOR ISD, East Jordan, Fairview, Farwell, Gaylord, Gladwin, Grayling, Hale, Houghton Lake, Inland Lakes, IRESA Career & Tech Center, Mio, Ogemaw Heights, Oscoda, Pellston, Petoskey, Roscommon, Tawas, Vanderbilt, and Wexford-Missaukee.

If you fall into any of these categories and have graduated within the last two years, stop in the Records/Registration Office for an *Application for Articulation Credit*, or contact your high school counselor. This form takes only a few minutes to fill out and may result in college credit you didn't know you had. The Records/Registration Office is located in the Administration building, and can be reached by calling 989-275-5000, extension 251.

## ARTICULATION AGREEMENTS WITH OTHER COLLEGES



Kirtland has articulation agreements in place with many colleges and universities. These agreements are designed to assist you in planning so that you can utilize the maximum number of Kirtland Community College credits possible for that particular degree. Signed articulation agreements are in place with the following colleges and universities: Central Michigan University, College for Creative Studies, Davenport University, Ferris State University, Franklin University, Kaplan University, Lake Superior State University, Madonna University, Mid Michigan Community College, Northwood University, Saginaw Valley State University, and Spring Arbor University.

Transfer guides are designed to assist you as you plan for your transfer to many Michigan colleges. Transfer guides are normally available on the websites of the participating college or university, but many can be linked to directly from Kirtland's transfer page <http://kirtland.edu/ss/transferfrom.htm>. Course to course transfer equivalencies are available at [www.michigantransfernet.org](http://www.michigantransfernet.org). If a course equivalency is not found on this site, please contact the Assistant Registrar at 989-275-5000, extension 303 for an evaluation.

When meeting with your Kirtland advisor, be sure to ask about articulation agreements and transfer guides. By doing so, you will be assisting them as they help you to plan your program. Careful planning will help you insure the transferability –and applicability--of the courses you take at Kirtland Community College

## BOOKSTORE

The Bookstore provides textbooks, reference books, snacks, sundries, book bags, computer software, classroom supplies, clothing, and gift items. Hours are 7:30 a.m. until 4:30 p.m., Monday through Thursday, and 8:00 a.m. until 2:00 p.m. on Friday. Evening hours are provided during registration and the week before classes start for the fall, winter, and summer semesters. These hours are posted.

You may purchase books on line at

<http://kirtland.edu/bookstore/>.

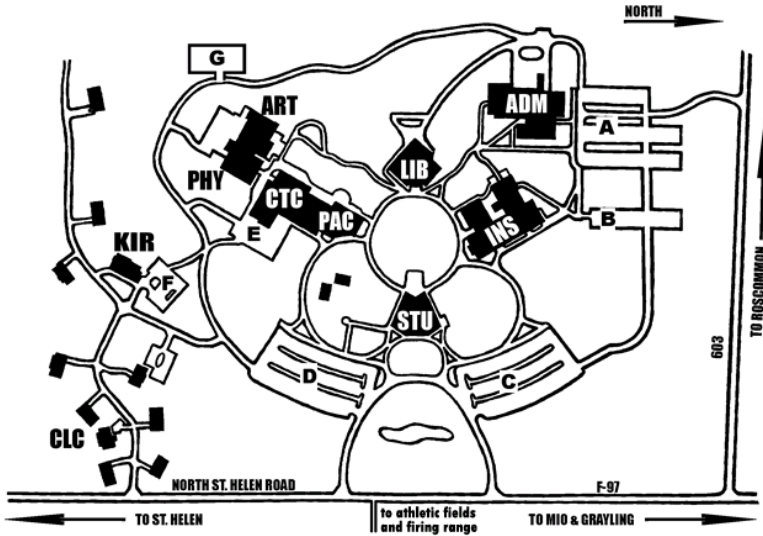
Do not write your name in a book until you are certain you will remain in the class. Any mark in a book renders it “used,” resulting in a much smaller refund or no refund at all. Full refunds are normally given the first two weeks of the fall, winter, and summer semester. Drop slips and receipts must be shown for a refund.



Books that are shrink wrapped and have multiple items with the textbook must all be returned together or no refund will be given. Also, if the course has any type of access key being used, and the access key is opened when you try to return it, no refund will be given. For a full description of the refund policy, please visit <http://kirtland.edu/bookstore/return.htm>.

The Bookstore is located in the Student Center. They can also be reached by calling 989-275-5000, extension 273. Check the Bookstore out online at <http://kirtland.edu/bookstore/>.

# CAMPUS MAP



**A- H** - Parking lots

**ADM** – Administration Center – Administrative Offices; Accounting; Business Conference Room; Business Office; Developmental Classrooms; Careers in Emergency Services Offices; Flex Lab; General, Computer, and multimedia Classrooms; Human Resources; Institutional Services; President’s Office; President’s Board Room; Public Safety & Security Office; Student Services -including Admissions, Athletics, Counseling, Career & Employment Services, Financial Aid, Student Support Services, and Registration; and Testing Center.

**ART** – Fine Arts Center – Art Department Office; Art labs; Photography lab; Sculpture lab.

**CLC** – Children’s Learning Center.

**CTC** – Career Technology Center – Automotive labs; Cosmetology labs; Manufacturing labs; Performing Arts Ticket Office; Theatre Classes; Welding lab.

**INS** – Instructional Center – English, science, math, computer and general classrooms and labs; Faculty Offices; Health Sciences Office and classrooms; Honors Program Office; Instruction Office; Tutoring Center.

**KIR** – Kirtland House – Art Gallery; Conference Center.

**LIB** – Library Building – Computer labs, eServices; ITV Room; Library facilities.

**PAC** – Performing Arts Center – G.I Stewart Auditorium; Kirtland Center for the Performing Arts.

**PHY** – Physical Plant Operations – Print shop, Maintenance department, Shipping and Receiving.

**STU** – Student Center – Bookstore; Cafeteria; COOR Offices; Game Room; Music lab; Security Office; Student Senate Office; Switchboard.

## CAREER AND EMPLOYMENT SERVICES

The Career and Employment Services Office, which is located in the administration center, offers a wide variety of services to individuals who desire assistance with career planning and preparation. Help is available with career exploration, job search strategies, résumé/cover letter writing, interviewing techniques, and employability skills.

For individuals seeking employment, numerous job search resources are located on the website at <http://kirtland.edu/employ>. The Job Bulletin Board contains positions that employers have listed with the career and employment services office. Links to area newspapers and popular job search sites are available. Students may also check the career and employment services bulletin board in the administration center for other job opportunities.



Career counseling is available to help determine employment possibilities based on an individual's abilities, aptitudes, and interests. Career assessments are available to assist with making sound career decisions. All of these services are free and available to students and community members.

## CHILD CARE

The Children's Learning Center provides child care and a preschool program for children two weeks to 12 years of age.

Hourly costs for services vary by age, and meals and snacks are available for an additional fee. DHS payments are accepted. Drop off/short term care is available, along with scheduled long-term care. Hours are Monday through Friday, 7:00 a.m. until 6:00 p.m.

The Children's Learning Center is located on College Drive, just south of the main campus. They can also be reached by calling 989-275-5000, extension 232. Check out the Children's Learning Center online at <http://kirtland.edu/clc/>.



## CONFIDENTIALITY OF RECORDS

Information contained in your file is confidential, and is not released without your prior written approval. Information may be shared with other college departments on a “need-to-know” basis. Directory information (student name, whether a student is or has been registered, and degrees & awards received) can be released unless you specifically ask it not to be. Information can also be released under judicial order or subpoena (in which case, we will make every effort to notify you).

Your name may also appear in public notices, Student Monitors, newspaper articles, graduation programs, and electronic bulletin boards, unless you specify otherwise.

Please visit the Records/Registration Office in the Administration building if you need more information. They can also be reached by calling 989-275-5000, extension 291.

## COUNSELING

Michigan licensed professional counselors provide personal, career, and academic counseling to Kirtland students and staff at no cost.

Interest and personality testing is provided for students at no cost. Standardized testing (CLEP, DANTES) for college credit is also provided for a fee. Contact the Counseling Office for information or for an appointment.

Referral information is maintained on other counseling services available in the area.

The Counseling Office is located in the Administration Building. For further information on counseling and testing services, call 989-275-5000, extension 280.



## **DISABILITY SERVICES**

Kirtland Community College is dedicated to providing the reasonable accommodations needed to ensure equal access to educational opportunities for individuals with verified disabilities. This is done while ensuring that the academic integrity of our programs of study are kept intact.

Increasing your success in the classroom by reducing your stress level is the goal of the Office of Student Support Services. Our job is to put you on an even playing field. If you need some support, Contact the Office of Student Support Services at 989-275-5000, extension 252



## **ENGLISH-AS-A-SECOND LANGUAGE**

ESL classes and ESL services are offered through the Tutoring Center, in room 18 of the Instructional building, or call 989-275-5000, ext 211.

## E SERVICES

The eServices department consists of eLearning and eTechnology divisions. They provide a single point of contact for a wide range of services delivered via internet, telephone, or in person. Their services include network operations, telephone systems, on campus computer maintenance/installation and technical support, audio/video dubbing, media services support, and system account maintenance for email, course delivery (WebStudy), and student information systems (myKirtland). eServices is located in the South Wing of the Library. They can be reached by calling 989-275-5000, extension 499, or by email at [eservices@kirtland.edu](mailto:eservices@kirtland.edu). You can visit our website: <http://eservices.kirtland.edu/>.

Did you know?

- All services can now be accessed through myKirtland at <https://my.kirtland.edu/>.
- All registered students have a Kirtland E-Mail account and dial-up internet access available

The formats for your accounts are:

- myKirtland
  - User ID = Student ID (6 digit number)
  - Password = last 4 numbers of your social security number.
- Email Address
  - First name.Last name and the last 4 numbers of your student ID @kirtland.edu  
example – john.doe1234@kirtland.edu
  - Password = last 4 numbers of your social security number + kcc.  
example – 1234kcc
- WebStudy
  - First name.Last name and the last 4 numbers of your student ID @kirtland.edu
  - Password = last 4 numbers of your social security number.
- Kirtland has numerous Wireless Hotspots you can use for internet access.
- Additional Technical Support for WebStudy is available; we have 24X7 support through WebStudy.
  - Call (888) 326-4058 Option 3 or <https://cms2.webstudy.com/webcourses/feedback.asp>

## FINANCIAL AID

There are many sources of financial aid available to you, including grants (based on financial need), scholarships (based on academics or special circumstances), loans (money you have to repay), and work study (part-time employment).

Students should apply for aid by the following priority deadlines in order to have eligibility for aid determined in time for payment of tuition.

Fall semester – May 1

Winter semester – October 1

Summer semester – March 1



It is your responsibility to file the appropriate forms, maintain a correct address on file in the Financial Aid Office, respond to any request for additional information, and comply with any rules governing the aid awarded.

You may apply for federal aid online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The financial aid office is located in the Administration building and may be reached by calling 989-275-5000, extension 257, or by email at [finaid@kirtland.edu](mailto:finaid@kirtland.edu).

## FLEX CLASSES

FLEX is an acronym for Flexible Learning EXperience. FLEX classes are designed to meet your scheduling needs and can run 5, 10 or 15 weeks, depending on your preferences and academic abilities. If you are able, you may finish your courses faster than traditional courses, either in the FLEX Lab or at home.

In the beginning, you attend an orientation session and sign a learning agreement in which you and your instructor decide on the start and end dates for your course. Then you plan your personal learning schedule. FLEX is not an independent study; courses are designed to be supportive. Experienced instructors are available to you in the FLEX Lab (located in the Administration building on campus), by telephone, or by e-mail.

The majority of the Office Information Systems program is in the FLEX format. Check with your advisor to see if your program is considered a FLEX format program or will be in the future. Please refer to the latest class schedule to find further information on FLEX courses.

## GRADES AND TRANSCRIPTS

Grades are issued at the end of each semester, and are available to view online usually one week after the end of each semester via myKirtland at <https://my.kirtland.edu/>. You may print or view your grades and/or unofficial transcripts via myKirtland at <https://my.kirtland.edu/>. Once you are logged in and on the student tab, select “Course History.”

Official transcripts must be requested in writing from the Records/Registration Office. All requests must include your full name, your Student ID number, your request for transcripts, where you want them sent, and signed with your signature. It is also helpful if you provide a contact phone number. There are many ways to submit your request including: email the request to [registrar@kirtland.edu](mailto:registrar@kirtland.edu) if you have a scanned signature, fax your request to (989) 275-6789, send your request by mail, or come in to the Records/Registration Office. There is no charge for transcripts from Kirtland.

The college needs official copies of your transcripts from your high school, GED testing center, and any other colleges you have attended. “Official” means they are sent directly to our Admissions Office by the granting organization. Hand-carried transcripts cannot be accepted. College transcripts are evaluated for transfer credit after an *Application for Admission* has been received.

If you have any questions regarding grades and transcripts, please call the Records/Registration Office at 989-275-5000, extension 251. They are located in the Administration building.

## GRADUATION

The awarding of your certificate or degree is not automatic. Students must fill out a *Request to Graduate* form, and turn it in to the Records/Registration Office. An official graduation audit will be completed to see if you've met all the requirements of your program. Please see an advisor before you register for your last semester to make sure you have taken all of the required courses for your program of study. Reminders to apply for graduation appear on the Student Monitors, the Bathroom Wall, and in the student newspaper.

All students applying for graduation must have the following: a completed and signed *Application for Admissions*; completed a minimum of 15 credit hours at Kirtland; a minimum 2.00 cumulative grade point average, and completed all program requirements as listed in the *College Catalog*.

Commencement ceremonies are held once each year, on the last Friday of the Winter semester. Although participation is not mandatory, it is strongly encouraged. Students who graduated at the end of the fall semester, and students who anticipate completing their program requirements during the winter or summer semester, are eligible to participate in Commencement.

Request to Graduate forms are available in the Records/Registration Office in the Administration building. If you have any questions about graduation and/or Commencement, or you need a *Request to Graduate* form mailed to you, please call the Records/Registration Office at 989-275-5000, extension 251.



# HONORS PROGRAM

The KCC Honors Program is an academic program which provides enhanced educational opportunities for academically talented students in both general education and occupational programs.

## Benefits

- **Honors Tuition Scholarship** covers the equivalence of in-district tuition and fees. Starting the first semester scholarships are awarded one (1) honors class per semester. Honors scholarships are limited.
- **The Otto and Martha Krauss Honors Scholarship** is a competitive scholarship awarded to a single honors student each year. This scholarship provides up to \$2,000 per academic year for two years to cover tuition, books and other expenses. The amount is determined by credit hours per semester.
- **Transcript Notation** – All credits earned in honors courses are indicated on the Kirtland academic transcript.
- **Honors Degrees** – Members who complete the honors degree requirements are awarded an Honors Associate Degree in their major
- **Graduation Regalia** – Members that complete the requirements will receive a graduation medallion which may be worn at commencement.

## Requirements

- ✓ Be enrolled at Kirtland.
- ✓ Submit a completed application and transcript release form.
- ✓ Submit two letters of recommendation from college faculty or high school teachers or counselors.
- ✓ Submit an original essay conforming to stated guidelines.
- ✓ Have complete twelve (12) college-level credit hours (at Kirtland or elsewhere) with a career grade point average of at least 3.50 or be a high school graduate with a minimum high school grade point average of 3.50. Transcripts must be submitted via the registrar's office at Kirtland.

Applications are accepted throughout the year, but students are admitted only at the beginning of the fall and winter semester.

For more information on the Honors Program or to obtain an application, stop by the Honors Office located in the Instruction building, or call 989-275-5000, extension 359.

## INFORMATION

The *Student Monitor* is a continuous PowerPoint presentation that informs students of Kirtland happenings. These monitors can be seen in the Administration, Instructional, and Library buildings, along with the Student Center and the Performing Arts Center. You can also read about current events and important information on *The Bathroom Wall*.

## INTERCOLLEGIATE ATHLETICS

Kirtland is a member of both the Michigan Community College Athletic Association and the National Junior College Athletic Association. Kirtland competes in men's and women's basketball, men's and women's cross-county team, and men's golf.

The program is designed to provide competitive experiences for students while learning through athletics. This program also provides non-athletic students with the ability to be spectators at the games.

For further information, contact the Athletic Director at 989-275-5000, extension 385.

## KCC GRILL

The Grill is open Monday through Thursday, from 8 a.m. until 6:00 p.m., and 10 a.m. until 2:00 p.m. on Friday during the fall and winter semesters. Lunch and dinner specials, as well as breakfast, a variety of hot and cold foods, snacks and beverages, are available. Hours and daily specials are posted on the *Student Monitor*. During the summer and semester breaks, the Grill hours are shorter and are posted on the *Student Monitor* and outside the Grill door.

Grill cards are available for purchase. Please see the Accounting Office for more information.

The Grill is located in the Student Center. They can also be reached by calling 989-275-5000, extension 268.



## LIBRARY

The Kirtland Community College Library serves the information needs of the college community as well as the public. The Library staff offers research assistance and instruction in the use of Library resources.

The KCC Library collection includes 30,000 print and audiobooks, 155+ print magazines, journals, and newspapers and more than 55 online databases – most with full-text coverage.



Generally, books and magazines can be checked out for a four-week period. Math DVDs and calculators are available for check-out. Materials not available in the Library can be requested from other libraries through Interlibrary Loan.

The Library's Computer Lab provides Internet access and software for students to complete assignments. WiFi is available in the Library.

Visit the Library's website at <http://kirtland.edu/library>. Contact the Library by phone at 989-275-5000 x246, by email at [library@kirtland.edu](mailto:library@kirtland.edu) or stopping by the Library in person.

## LOST AND FOUND

Lost and Found is located in the switchboard area in the Student Center. Please go there first if you've lost an item. If the item is not there and is valuable, report it to the Security Office.

## PARKING

Parking at Kirtland is free. If you park in non-parking areas, you will be ticketed by Public Safety.

There are a limited number of handicapped parking spaces available in each lot and they are posted. Parking in designated handicapped parking spaces without a permanent or temporary handicapped sticker, or permanent handicapped license plate, is illegal. Both are available only through the Secretary of State offices throughout the state. If you park in a handicapped area without these designations, you will be ticketed and/or fined.

## PROGRESS REPORTS

Instructors are encouraged to send a progress report to the Records/Registration Office if a student doesn't attend class or is doing poorly. A copy of this report is sent to the student through their *Sparky Mai*, email account, the Financial Aid Office (continual poor performance can affect a student's ability to receive aid) and other appropriate offices on campus. If you are having academic trouble in a class, tutoring is available free of charge.

Non-attendance of a course is NOT an official drop. Please see the *Adding and Dropping Courses* page of this orientation guide for more information.

## PUBLIC SAFETY/SECURITY

Kirtland Community College is a very safe campus, but it is still a public place. Don't leave your vehicle unlocked or leave electronic equipment, purses, cash, checks or books unattended. Be watchful of any suspicious activity and report these to the Public Safety Department as soon as possible.

The Kirtland Department of Public Safety employs public safety officers to answer police, fire, and medical calls for service on campus grounds. The Department is located in the lower level of the Administration building at the Careers in Emergency Services offices. Through the Criminal Justice program, student work study Security Personnel are employed to assist students and staff in a variety of service tasks. They are located in the Student Center. To Contact Public Safety/Security for both emergency and non emergency issues, dial 355 from any campus phone. If not on campus dial 989-275-5000, extension 355.

Public Safety can provide you with:

- Response to criminal behavior complaints
- Emergency medical service
- Escort services from buildings to your vehicle
- Preventative workshops on drug/alcohol awareness, rape awareness, weapons handling, etc.
- Vehicle emergency assistance (keys locked inside of your vehicle, jump starting vehicle, etc.)



Parking and traffic policies on campus are enforced. Violators of parking infractions and various traffic laws will be ticketed. For a more complete guide to safety on campus see the Safety and Security pamphlet by the Kirtland Public Safety Department; available in the Public Safety Office.

## REGISTRATION

After your advising session, you have the option of registering online by using myKirtland at <https://my.kirtland.edu/> or you may bring your completed registration form to the Records/Registration Office during registration hours for processing. myKirtland enables you to search for classes in many ways. You can choose to look for classes in specific subject areas, courses taught by a specific instructor, classes on a specific day of the week or evening, or all classes offered in a specific subject area. On myKirtland you may also, pay your bill online with a credit card, or sign up for the e- Cashier payment plan to pay your bill.

You also have the opportunity to register early for the next semester's classes while you are still on campus for current classes.

All course offerings for a semester can be found on myKirtland once the offerings have been finalized. Printed class schedules may be picked up in the Records/Registration Office approximately 2 weeks prior to the early registration period.

Payment for your classes will follow the published payment schedule for each semester. You are responsible for all tuition and fees for your classes, even if you do not receive a bill. If your account is not paid on time, you will be dropped from all of your classes.

## SMOKING

In compliance with state and federal law, Kirtland Community College will reduce exposure to tobacco products. Smoking, distribution, or use of any tobacco products is prohibited in all leased or owned college facilities. Smoking or use of any tobacco products is prohibited in college vehicles. Smoking or use of any tobacco products may occur only in designated areas on the college grounds or in personal vehicles. The sale and distribution of tobacco products is prohibited in all leased or owned college facilities.



## **SPARKY MAIL**

To help you in your college experience, Kirtland Community College provides free e-mail to all of our students! And it's simple to use. Once you have registered for classes, you will receive a letter from our eServices department providing information on how to log into your KCC e-mail, also known as *Sparky Mail*.

Your *Sparky Mail* account is a great way to communicate with many here at KCC, including other students, faculty and support staff. Hate the long lines in the office and not being able to make a phone call because you work all day? E-mail us at your convenience, night or day, and get the answers you need to be successful.

Also, in our efforts to "*Go Green*," Kirtland is working to cut down on our paper use. Using paperless communication, such as e-mail, is key to this effort. So, your KCC e-mail will be the primary communication source we'll be using to get you the important college-related information you need to have.

But it won't be all business. Occasionally, just for fun, we'll be giving away prizes to students just for checking their e-mail account. So keep checking!

## **SPECIAL POPULATIONS GRANT**

Special Populations refers to students enrolled in an occupational program who fit into at least one of the following categories: single parents including single pregnant women, displaced homemakers, economically disadvantaged, individuals with a disability, nontraditional job trainees and individuals with limited English proficiency who are looking for support in completing their educational goals. The Perkins Grant is designed to assist these students with transportation, tuition and book costs. Students meeting eligibility requirements and who are awarded this grant will receive educational supportive services to help achieve their goals.

If you feel you qualify and would like to apply, contact the Office of Student Support Services at 989-275-5000, extension 252

## STUDENT ASSISTANCE PROGRAM

The Student Assistance Program provides Kirtland students with help in dealing with emotional, medical, social, family, alcohol and/or drug related problems. For further information, contact the Director of Counseling, located in the Student Services Office of the Administration Building, or by calling 989-275-5000, extension 280.

## STUDENT ID CARD FOR STUDENT ACTIVITIES

Kirtland students have a variety of student activities available to them. Events throughout the year are designed to keep you active. The Game Room has pool tables and other arcade games. Board games are also available.



Student ID cards are issued at your request after the semester begins. You must show your current student ID card to receive reduced rates for events at the Kirtland Center for Performing Arts, as well as to check materials out at the Kirtland library.

Student ID cards are available between the hours of 8:00 am and 4:30 p.m. Monday through Friday in the Careers in Emergency Services office located in the lower level of the Administration Building. If you have questions, please call 989-275-5000 extension 283.

## STUDENT LIFE

There are many activities on Kirtland's campus that can enhance student life and make your time here more rewarding and enjoyable.

The Kirtland Center for the Performing Arts provides entertainment of national and international acclaim, and includes country, big band and theatrical performances, along with cultural enrichment programs from countries worldwide. Cultural events may include lectures, films, art exhibits, and concerts. If you are interested in art, music, drama and journalism, you may further your experiences with art shows, theater productions, musical performances and newspaper productions. There is a *Controlled Burn* reading series, which features published writers of both fiction and poetry.

The college also has a variety of sports, student clubs, a Student Senate, a student game room, a television viewing area in the Student Center, and a fitness/nature trail.

Other events and activities are offered regularly. See the *Student Monitor*, emails in student KCC accounts, and the *Bathroom Wall* for a complete listing as they occur.

Kirtland also has a international honor society. Phi Theta Kappa is the international honor society established for superior students at accredited two-year community colleges. The purpose of Phi Theta Kappa is to recognize and promote the academic achievement of students and assist them in developing personal skills in teamwork and leadership.

Benefits include: transfer scholarships, membership credentials, transcript notation, graduation regalia, and diploma seal

Requirements to become a member of Phi Theta Kappa are:

- Enrolled at Kirtland.
- Submit a completed application and transcript release form.
- Minimum of twelve (12) hours of associate degree work.
- Grade point average of at least 3.50 or higher and maintain a 3.0 GPA throughout their enrollment.

Part-time and full-time students are eligible for membership.

For more information on Phi Theta Kappa or to obtain an application, stop by the Honors Office located in the Instruction building, or call 989-275-5000, extension 359.

## **STUDENT SENATE**

The Student Senate is the student government organization at Kirtland. Along with providing students with a voice in college affairs, the senate assists with planning and organizing many student activities held on campus. Past events have included a student talent show, a college-wide bowling tournament, and a faculty/staff vs. students softball game. Senators also sit on the college's standing committees.

The Student Senate Office is located in the Student Center. They can be reached by calling 989-275-5000, extension 288 or by email at [studentsenate@kirtland.edu](mailto:studentsenate@kirtland.edu). Information can also be obtained by contacting the Senate's Faculty Advisor, John Thiel, at [thielj@kirtland.edu](mailto:thielj@kirtland.edu) or 989-275-5000, extension 278.

## **TRANSFERRING CREDITS (IN AND OUT) AND THE MACRAO AGREEMENT**

We communicate regularly with other schools in order to make sure that your credits will transfer. Transferability usually depends upon the grade received in the course and whether or not an equivalent course is offered by the receiving institution. When you meet with your advisor, make him or her aware of your future plans—even if they are tentative—so that you can make the best selection of courses possible.

The MACRAO Transfer Agreement is a statewide agreement with which most Michigan colleges participate. It is a 30-credit hour set of courses that help to assure you that by meeting the general education requirements here, you will also be satisfying the general education requirements at the 4-year college or university where you plan to transfer. Some schools have “exceptions” or “provisos” to the MACRAO Agreement, so be sure to check with the receiving institution regarding any provisions they may have. You may be able to work those into your degree here, saving you time and money in the future. Information regarding the MACRAO Transfer Agreement is available in the college catalog online, on the MACRAO website at [www.macrao.org](http://www.macrao.org) and in the brochure racks in the admissions/counseling and records/registration office areas. The following Kirtland degree programs automatically satisfy the requirements of the MACRAO agreement: Associate in Arts, Associate in Business Administration, Associate in Computers, Associate in Criminal Justice (Generalist), Associate in Fine Arts, and Associate in Science. If you transfer to another school prior to earning your degree from Kirtland and believe that you have satisfied the MACRAO Agreement, you must contact the Office of the Registrar for a review of your records. If you qualify, your transcript will be stamped “MACRAO Agreement Satisfied.”

You may also transfer credits to Kirtland from other colleges you have attended. Credits only, not grades, are transferred for courses with a “C” grade or better unless the grade requirement is higher because of the program you are pursuing. Only official transcripts (those mailed directly to Kirtland from each institution attended) are used to evaluate and award transfer credits. An application for admission must be on file and a program of study identified before a transcript will be evaluated. Copies of the evaluation are mailed to you once the process is completed. For more information regarding transferring credits to Kirtland Community College, call the Registrar’s Office at 989-275-5000, extension 303.

# TUTORIAL SERVICES

At one time or another, most college students find themselves experiencing some difficulty in a class or with a certain aspect of a class. If this happens, the Tutorial Center is here to help. The tutoring services are free to enrolled KCC students and are currently providing help to over 500 students each year.

Individual, one-on-one tutoring appointments for many classes can be scheduled for one or two hours per week for up to an entire semester. Drop-In Math tutoring is available Monday through Thursday from 9 a.m. – 4 p.m.

Tutor-led study groups are often available for students enrolled in certain classes. Also, study skills, spelling, and vocabulary workshops are offered periodically throughout the semester. Check with the Tutoring Office for dates and times.



Tutoring is done by trained professional tutors and by “peer tutors” – students who have been recommended by their instructors, have received A’s in the corresponding courses, and who have undergone many hours of tutor training.

Even straight A students take advantage of our Tutoring Center. Our services are here to help you to succeed and to make the most of each college course you take.

Tutorial Services is always in need of qualified tutors. If you have received an A or B+ in the course(s) you wish to tutor, communicate well, and possess sensitivity and a desire to help your fellow students, visit the Tutoring Center regarding tutoring opportunities. These are paid positions.

Tutorial Services is located in the Instructional Building, Room 18. We can also be reached by calling 989-275-5000 extension 379 or extension 211.

## UNLAWFUL HARASSMENT

Harassment of students and employees at Kirtland is unacceptable and will not be tolerated. Unlawful harassment is any statement or conduct which constitutes an unwelcome demand for an exchange of favors, or otherwise creates an intimidating, hostile, or offensive environment with the effect of substantially interfering with an individual's education or employment. For more information, or to file a harassment complaint, contact the Dean of Student Services, located in the Admissions/Counseling Office in the Administration building, 989-275-5000, extension 248, or the Director of Human Resources, Room 226 Administration Building, 10775 N St Helen Rd, Roscommon, MI 48653, 989-275-5000 extension 271 or 239.

It is the policy of Kirtland Community College that no person shall, on the basis of race, color, religion, national origin or ancestry, age, sex, disability, physical proportions, sexual orientation, marital status, or genetic information be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service, or in employment. For information, or to register a grievance, contact the Director of Human Resources, Room 226, Administration Building, 10775 N St Helen Rd, Roscommon, MI 48653, 989-275-5000 extension 271 or 239.

## VETERANS AFFAIRS

Eligible veterans, dependents, and selected reservists can obtain information about veteran education benefits at [www.gibill.va.gov](http://www.gibill.va.gov). Brochures and forms are also available in the Financial Aid Office which is located in the Administrative Building. Staff is also available by telephone at 989-275-5000, extension 257 to answer questions.

The Financial Aid Office certifies the enrollment of students approved for veterans' education benefits. A 25% tuition waiver may be available to members of the Michigan Army or Air National guard.

The application and approval process for benefits may take up to ten weeks, so it is best to begin submitting paperwork several months prior to beginning college.



## WRITING CENTER

The Writing Center, available Fall and Winter semesters, offers free, personalized, one-on-one writing assistance to students seeking help with writing papers, essays, assignments, or projects or to just improve their writing skills. The Writing Center is staffed by specially-trained members of the KCC English faculty and Tutorial Services. Drop-in services as well as appointment-based visits are welcome in the Writing Center, located in Room 17 in the Instructional Building, across the hall from Tutorial Services.

Online writing assistance, similar to the Writing Center services, is available Summer, Fall, and Winter semesters through the OWL (Online Writing Lab). OWL information and submission guidelines are located at <http://kirtland.edu/tutoring/owl/owlguidelines.htm>. For further information, call Tutorial Services at 989-275-5000, extension 211 or 379.

