



KELLOGG
COMMUNITY COLLEGE

Admissions

450 North Avenue
Battle Creek, MI 49017-3397
269 965 4153
www.kellogg.edu

Dual Enrollment Packet

1. Complete a KCC Dual Enrollment Application

- This is an application used for Dual Enrolled students **only**. The application must be submitted **each semester** a student wishes to dual enroll.
- Every Dual Enrollment Application must be signed by the High School Counselor and Parent/Guardian.

2. Obtain all signatures on the KCC Dual Enrollment Application

- **Student Signature** — A student signature is required in two locations on the Dual Enrollment Application, allowing KCC to **1)** verify the information submitted on the application is valid, and **2)** release the student's course history to the high school.
- **Parent or Guardian Signature** — A parent signature is required to provide consent for the high school student to enroll in KCC courses. Dual Enrollment Applications received without parental consent will prohibit the student from registering for classes.
- **Counselor Signature** — A High School Counselor's signature is required as approval from the high school for the courses the student wishes to enroll. This signature also indicates that the student has received counseling suggested by the Public Acts 159-161 (HB4640, 42, 43), and the necessary information about post-secondary options.
- **Principal Signature** — A Principal's signature is required **only if** the high school is responsible for any parts of the tuition and/or fees for the student's course. Students who are responsible for the entirety of the tuition and fees do not need to provide the Principal's signature.

3. Provide required documentation

- **ID** — Picture ID with current mailing address. Students who do not submit a picture ID with a **current** mailing address will be prohibited from registering for courses. A high school ID card may be used if **1)** it is no more than one year old, **2)** the picture on the ID is clear, and **3)** it is accompanied with proof of address information (i.e. student's full name and current mailing address and printed on a high school transcript, drivers permit, or official mail).
- **Prerequisites** — Proof of completion of prerequisites for the course (i.e. ACT scores, COMPASS scores)

4. Register for classes

- **In-Person Registration** — Students may register at the Battle Creek campus; Eastern Academic, Fehsenfeld, or Grahl center. The Dual Enrollment Application must be submitted prior to, or at the time of registration.
- **Online Registration** — Student's wishing to register online will need to submit the Dual Enrollment Application, picture ID & proof of residency, and proof of prerequisites to either the Battle Creek campus; Eastern Academic, Fehsenfeld, or Grahl center. After the application and proper documentation is processed, students may register online using the Bruin Web Portal on KCC's website (www.kellogg.edu).

Please Note:

- **Only completed documents will be accepted.** Turning in all completed documents does not guarantee registration. The course(s) that a student wishes to register for must be open at the time of registration. The student must attend the course(s) for the full duration of each scheduled meeting time for the entire semester.
- If the student's high school has canceled classes for any reason, the student is still required to attend the scheduled college course(s) unless the College has also canceled the scheduled course(s). If the student is unable to attend, they must contact the instructor(s) of their college course(s).

PLEASE NOTE: Current high school students wishing to start their college career may attend Kellogg Community College while still in high school. Under certain circumstances, such as the dual enrollment program, your high school may pay your tuition costs at KCC. If you are a home-schooled student, you are also welcome to dual enroll, however payment for your course may be required from you and/or your parents/guardians.

Please fill out both sides of this form.

PERSONAL INFORMATION

NAME Last Name		First Name	Middle Initial	*Social Security Number
ADDRESS Street		City	State	Zip
Township	School District		PHONE Home	Work or Cell
DATE OF BIRTH ___/___/___ Month Day Year		MAIDEN OR FORMER NAMES _____		
CITIZENSHIP		If Non-U.S. Citizen, list visa type: _____		
<input type="checkbox"/> U.S. Citizen		<input type="checkbox"/> Non-U.S. Citizen		
*GENDER				
<input type="checkbox"/> Male		<input type="checkbox"/> Female		
*RACE/ETHNICITY Are you Hispanic or Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Select one or more as appropriate:				
<input type="checkbox"/> American Indian/Alaska Native				
<input type="checkbox"/> Asian				
<input type="checkbox"/> Black/African American				
<input type="checkbox"/> Native Hawaiian/Pacific Islander				
<input type="checkbox"/> White				
*One of my parents has a bachelor's degree <input type="checkbox"/> Yes <input type="checkbox"/> No				
* This information is optional but requested in order to provide information required by the Office of Civil Rights to assist in determining compliance with the Equal Opportunity Programs under the Civil Rights Act of 1964. It is not used in application decisions.				

CLASS INFORMATION

SEMESTER <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer 20____		
STATUS <input type="checkbox"/> First-time Dual Enrollment Student <input type="checkbox"/> Returning Dual Enrollment Student		
Course Name/Subject (e.g. ENGL, SOCI, etc.)	Course and Section Number (e.g. 101-01, 201-02, etc.)	Location* (See below for location codes)
* BC = Battle Creek EAC = Eastern Academic Center (Albion) FC = Fehsenfeld Center (Hastings) GC = GrahI Center (Coldwater) RMTC = Regional Manufacturing Technology Center (Fort Custer area of Battle Creek)		

HIGH SCHOOL INFORMATION / PAYMENT OPTIONS

Name of High School _____ City _____ State _____

EXPECTED GRADUATION DATE _____

High school pays tuition and fees

High school pays specific amount (exact amount required) \$ _____

Student responsible for tuition/fees

Non-Public School

SEND BILL TO _____

AUTHORIZATIONS

PRINCIPAL'S AUTHORIZATION FOR TUITION/FEE PAYMENT

Principal's Signature _____ DATE _____

Please note: Principal's signature is required if high school is paying for any portion of tuition/fees.

AUTHORIZATION OF COUNSELOR—The student has received the counseling suggested by the Public Acts 159-161 (HB4640, 42, 43) and the necessary information about post-secondary options.

Counselor Signature _____ DATE _____

AUTHORIZATION OF PARENT OR GUARDIAN—If the school district is not responsible for the entire amount of the eligible charges, the post-secondary institution (KCC) will bill the student for the remaining balance. (PA 160)

Parent or Guardian Signature _____ DATE _____

AUTHORIZATION OF STUDENT—My signature allows Kellogg Community College to release my course history to the high school or career center at the end of the semester. If I am part of a career center program, KCC faculty may provide academic progress reports to the career center during the semester for purposes of educational information.

Student Signature _____ DATE _____

I certify that all answers given to questions in this application are correct and complete to the best of my knowledge and hereby agree to abide by all the regulations of Kellogg Community College.

Student Signature _____ DATE _____

Kellogg Community College is an equal opportunity institution and does not discriminate on the basis of race, religion, color, national origin, gender, marital status, sexual orientation, age, or disability in its programs, services or activities. Direct inquiries regarding the nondiscrimination policies can be made to either the Vice President for Instruction or the Director of Human Resources, 450 North Avenue, Battle Creek, MI 49017-3397.

AUTHORIZATION OF KCC DIRECTOR OF ADMISSIONS

Director Signature _____ DATE _____