

**Kellogg Community College/Michigan Works *
Advising Check List**

Contact the KCC Academic Advising Office at 269-965-4124

- STEP 1:** Discuss KCC degree/certificate programs with Michigan Works case manager to confirm that your career choice meets state requirements. *If you are undecided on a career and need further assistance, you may meet with a KCC Academic Advisor on a walk-in basis for career advising. You may do this before or after applying to KCC.*
- STEP 2:** You may apply to KCC in person or online at www.kellogg.edu/admissions for admission to KCC. You will need to take KCC's online orientation at www.kellogg.edu/admissions/onlineorientation or attend an on-campus orientation program. *Please note there will be a 24-48 hour application processing period before you can proceed to COMPASS testing in step 4.*
- STEP 3:** You should fill out the FAFSA form for financial aid online at www.FAFSA.ed.gov. The KCC federal school code is 002276. *If you do not have access to a computer, you may file online using one of the computer labs located on any KCC campus.*
- STEP 4:** Please take the COMPASS placement test or submit ACT scores and/or have college credits transferred to KCC. COMPASS testing is available at all KCC locations. Hours may be obtained by contacting the KCC Testing Center at 269-965-4136 or online at www.kellogg.edu/testing. *You must have all test scores and/or transfer credits in the KCC system to obtain accurate paperwork from Advising. If test scores and/or credits are not available to Academic Advisor at time of appointment, you will be asked to reschedule your advising appointment.*
- STEP 5:** The Michigan Works Agency will make an appointment with KCC staff for academic planning. If you are interested in the Industrial Trades, an appointment will be scheduled with the Industrial Trades faculty at the RMTC.
- STEP 6:** Please arrive promptly at the Advising Office for scheduled appointment. It is recommended that a new student arrive at least 5-10 minutes before appointment time to fill out departmental intake forms. *Advisors will wait 5 minutes past scheduled appointment time. If you arrive more than 5 minutes late, you should sign in and will then be next in line for scheduled Advisor, or you may reschedule. All no-show appointments will be reported to Michigan Works.*
- STEP 7:** Academic Advisor will review proposed program and discuss placement, course selections and degree requirements. You should leave appointment with a degree outline and/or educational plan. *Advisor will complete Michigan Works paperwork and forward to the KCC Business Office for final cost analysis. Paper **will not** be returned to you.*
- STEP 8:** The Business Office will complete cost portions of the agency forms and will fax all forms back to the Michigan Works personnel identified on the paperwork. *The Business Office will process paperwork as soon as possible. Paperwork is processed on a first-come, first-served basis.*
- STEP 9:** Michigan Works will notify you of approval for the academic program or indicate to you any adjustments that need to be addressed. If program is not approved, Michigan Works will refer you back to KCC with proposed changes. When approved, Michigan Works will notify you as to when you may register for KCC courses.
- STEP 10:** Michigan Works will finalize agency payment authorization and notify you of your next step. As a new student you will be required to return to the KCC advising office on a walk-in basis to confirm course selections. *Process for course payment should be confirmed by client with Michigan Works.*

NOTE: *You will be responsible for following your academic plan as approved by Michigan Works. You should keep a copy to bring with you to all meetings with an Advisor. Academic Advising will help you with registration and any adjustments to the plan. You will be responsible for informing Michigan Works of any changes to your academic plan that may adversely affect participation in the agency's program.*

*Michigan Works Agencies as referred to in this document includes the following programs: MI WORKS/CENT, HRDI, NWLB, MRS, and WIA. 04/28/09