

2011-12
Catalog



Kankakee Community College



2011-12 College Catalog

Kankakee Community College
100 College Drive, Kankakee, IL 60901

815.802.8100

2011-12 catalog • www.kcc.edu

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EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

KCC is an equal opportunity/affirmative action employer and complies with applicable federal and state laws prohibiting discrimination, including Title IX of the Educational Amendments of 1972, Section 540 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

It is the policy of the college that no person on the basis of race, gender, sexual orientation, creed, religion, color, marital or parental status, veteran status, age, national origin, political affiliation and/or beliefs, mental or physical handicap or disability shall be discriminated against. This includes, but is not limited to admissions, employment, financial assistance, placement, recruitment, educational programs, or activities. Lack of English skills is not a barrier to admission and participation in educational programs.

Inquiries or complaints may be addressed to David Cagle, Affirmative Action officer; Julia Waskosky, Title IX coordinator; or Kim Harpin, Section 504 coordinator; Kankakee Community College, 100 College Drive, Kankakee, IL 60901-6505; 815-802-8100. TTY users may phone 711. Outside of Illinois, dial 1-800-526-0844.

Waskosky, the Title IX coordinator, ensures that the college is in compliance with the federal law by handling complaints, answering questions, organizing information and relevant statistics and staying informed regarding laws which affect these areas.

Harpin, the Section 504 coordinator, coordinates the college's services/programs for disabled student/staff populations that allow access to education.

This catalog does not constitute a contract between Kankakee Community College and its students, either collectively or individually. It represents the college's academic, social, and financial objectives at the time of the catalog's publication. Course and curriculum changes, modifications of tuition or fees, and other changes may occur after the catalog has been printed and before these changes can be incorporated in a later edition. For this reason, the college does not assume a contractual obligation with its students for the contents of this catalog.

The college or a contract employee often photographs and videotapes its students, faculty and staff for use in KCC publications, public relations, marketing, and the website. Anyone who does not want his or her photograph/image used for these purposes should file a written request with the Office of Marketing and Public Relations.

The 2011-12 Kankakee Community College catalog was developed by the college's Office of Marketing and Public Relations. Photography is by the Image Group of Bourbonnais. Printing is by United Graphics of Mattoon.

2011-12 academic calendar

Note: Holidays for students are marked with an asterisk (*).

SUMMER SESSION, 2011

May 20-22	Campus closed.
May 23	Six-week session courses begin.
May 23	Adult Education classes begin.
May 23, 24	Late registration for six-week session courses. Signature required if the class has already met.
* May 27-30	Memorial Day weekend – campus closed.
June 3	GED Completion Ceremony.
June 6	Eight-week summer session classes begin.
June 6, 7	Late registration for eight-week summer credit division. Signature required if the class has already met.
June 9	Midterm for six-week session courses.
June 10-12	Campus closed.
June 17-19	Campus closed.
June 20	Last day to withdraw with a grade of “W” for six-week session courses.
June 24-26	Campus closed.
June 30	Last day of six-week session courses.
June 30	Midterm for eight-week session courses.
* July 1-4	Independence Day weekend – no classes.
July 8	Last day to withdraw with a grade of “W” for eight-week session courses.
July 14	Fall class schedules available in Student Services.
July 14	Last day for fall semester preregistration. Payment for preregistered courses is due July 21. Registration continues through Aug. 20.
July 15-17	Campus closed.
July 21	Preregistered students (Fall 2011) must pay for reserved courses by 5 p.m. Students will be dropped for failure to meet this deadline. Registration continues.
July 21	The following offices close at 5 p.m.: Accounting, Financial Aid, Student Services.
July 22-24	Campus closed.
July 28	Last day of eight-week session courses.
July 29-31	Campus closed.

FALL SEMESTER, 2011

Aug. 20	Saturday registration date.
Aug. 22	Fall semester classes begin in credit division.
Aug. 22	Adult education classes begin.
Aug. 22	Registration for late starting classes continues.
Aug. 22, 23	Late registration for fall credit division. Signature required if the class has already met.
Aug. 27	Saturday courses begin. See schedule for specific dates for each course.
* Sept. 3-5	Labor Day weekend – no classes.
Sept. 16	Midterm for first eight-week session courses.
Sept. 16	Constitution Day observed.
Sept. 23	Last day to withdraw with a grade of “W” for first eight-week session courses.
Oct. 14	Application deadline for Spring 2012 Study Abroad program.
Oct. 14	Midterm for 16-week credit division courses.
Oct. 17	Fall “Second Eight-Week Session” classes begin.
Oct. 17	Online registration for Spring 2012 begins for qualified returning students.
Oct. 21	Spring class schedules available in Student Services.

Oct. 24	Credit division preregistration begins for spring semester. Students are encouraged to meet with their advisors before registering.
Oct. 24	First day to file petitions for December and May graduation.
Oct. 28	Last day to withdraw with a grade of “W” for 16-week session courses.
Nov. 11	Midterm for second eight-week session courses.
* Nov. 11	Veterans Day – holiday for faculty and students. Campus is open until 5 p.m.
Nov. 18	Last day to withdraw with a grade of “W” for second eight-week session courses.
Nov. 23	Thanksgiving vacation begins at 5 p.m.
* Nov. 24-27	Thanksgiving vacation – campus closed.
Dec. 2	Last day for spring semester preregistration. Payment for preregistered courses is due Dec. 9. Registration continues through Jan. 7.
Dec. 9	Preregistered students (Spring 2012) must pay for reserved courses by 5 p.m. Students will be dropped for failure to meet this deadline. Registration continues.
Dec. 9	Last day of fall semester courses.
Dec. 9	Final day to petition for December graduation.
Dec. 10, 12-15	Final exams.
Dec. 19-21	Campus is open until 5 p.m.
* Dec. 22 - Jan. 2	Winter Break – campus closed.

SPRING SEMESTER, 2012

Jan. 3	Campus reopens. Credit division registration resumes.
Jan. 7	Saturday registration date.
Jan. 9	Spring semester classes begin in credit division.
Jan. 9	Adult Education classes begin.
Jan. 9	Registration for late starting classes continues.
Jan. 9, 10	Late registration period for spring credit division. Signature required if the class has already met.
* Jan. 16	Dr. Martin Luther King Jr. Day – campus closed.
Jan. 21	Saturday classes begin. See schedule for specific dates for each course.
Feb. 3	Midterm for first eight-week session courses.
Feb. 10	Last day to withdraw with a grade of “W” for first eight-week session courses.
* Feb. 20	Presidents Day – holiday for faculty and students. Campus is open until 5 p.m.
March 2	Midterm for 16-week credit division courses.
* March 5-10	Spring break. Campus is open March 5 to 9 until 5 p.m.
March 12	Online registration for Summer 2012 begins for qualified returning students.
March 12	“Second Eight-Week Session” classes begin.
March 16	Last day to withdraw with a grade of “W” for 16-week session courses.
March 16	Summer and fall class schedules available in Student Services.
March 19	Registration begins for summer session. Students are encouraged to meet with their advisors before registering.
March 19	2012-13 college catalogs available on campus and online.
March 30	Final date to petition for May graduation.
April 2	Online registration for Fall 2012 begins for qualified returning students.
April 6	Midterm for second eight-week session courses.

April 9 Credit division preregistration begins for fall semester. Students are encouraged to meet with their advisors before registering.

April 13 Application deadline for Fall 2012 Study Abroad program.

April 13 Last day to withdraw with a grade of “W” for second eight-week session courses.

May 4 Last day of spring semester classes.

May 5, 7-10 Final exams.

May 12 Commencement.

SUMMER SESSION, 2012 (Tentative)

May 21 Six-week session courses begin.

May 21 Adult education classes begin.

May 21, 22 Late registration for six-week session courses. Signature required if the class has already met.

* **May 25-28** Memorial Day weekend – campus closed.

June 4 Eight-week summer session courses begin.

June 4, 5 Late registration for eight-week session. Signature required if the class has already met.

June 7 Midterm for six-week session courses.

June 8-10 Campus closed.

June 14 GED Completion Ceremony.

June 15-17 Campus closed.

June 18 Last day to withdraw with a grade of “W” for six-week session courses.

June 22-24 Campus closed.

June 28 Last day of six-week session courses.

June 28 Midterm for eight-week session courses.

June 29 - July 1 Campus closed.

* **July 4** Independence Day – no classes.

July 6 Last day to withdraw with a grade of “W” for eight-week session courses.

July 12 Fall class schedule available in Student Services.

July 12 Last day for fall semester preregistration. Payment for preregistered courses is due by July 19. Registration continues through Aug. 18.

July 13-15 Campus closed.

July 19 Preregistered students (Fall 2012) must pay for reserved courses by 5 p.m. Students will be dropped for failure to meet this deadline. Registration continues.

July 19 The following offices close at 5 p.m.: Accounting, Financial Aid, Student Services.

July 20-22 Campus closed.

July 26 Last day of eight-week session courses.

July 27-29 Campus closed.

Aug. 3-5 Campus closed.





Board of trustees



The KCC board of trustees are: (top row, left to right): Tyler Fuller (student representative); College President John Avendano, Ph.D; Richard Frey; Patrick Martin; Robert LaBeau (legal counsel); and Todd Widholm; (front row, left to right) Brad Hove, Hugh Van Voorst, Jerald Hoekstra, and Betty Meents.

Kankakee Community College is governed by a seven-member, locally elected board of trustees which convenes on the second Monday of each month. The board is responsible for establishing institutional policies, approving financial expenditures and appointing the college president.

Hugh Van Voorst of Union Hill was named board chairperson in 1995. Van Voorst has been a board member since 1980. Jerald W. Hoekstra of St. Anne is the board's vice chairperson. He has been a member since 1991. Brad Hove of Bourbonnais, a board member since 2006, serves as secretary.

Other board members and the years they joined the board are: Richard J. Frey of St. Anne, 2001; Patrick Martin of Manteno, 2005; Betty Meents of Watseka, 1976; and Todd Widholm of Clifton, 2010.

Annually, the Student Advisory Council appoints a student representative to the board to represent student interests.

Robert LaBeau of Kankakee serves as legal counsel.

KCC's president is John Avendano, Ph.D.

Historical background

Kankakee Community College was organized in October 1966 by a group of citizens concerned with providing a post-secondary educational resource for the people of the Kankakee area. The college offered its first classes in September 1968. Since that date, it has served as an educational, vocational, and recreational center for residents of Community College District 520, an area encompassing all or part of Kankakee, Iroquois, Ford, Grundy, Livingston, and Will counties and serving a population of approximately 150,000.

From its beginnings in a rented room in the Kankakee Hotel, KCC has grown to an accredited educational institution offering associate degrees and certificates of completion in more than 50 disciplines. In addition, numerous continuing education courses are offered to area residents each semester. The Department of Adult and Community Education offers adult basic education and General Educational Development programs throughout the district for adults wanting to complete their secondary education. It also offers English classes for non-English-speaking students.

KCC plays a key role in workforce development within the college district. The college's Office of Continuing Education and Career Services offers seminars and customized training to the business community, a variety of personal enrichment courses and career-related services such as job fairs and workshops.

The original faculty team of 13 instructors has grown to more than 200 full- and part-time instructors.

The college completed Phase I of its permanent facility in 1972 and Phase II in 1973. Phase I and II, which include the three-story main building and two-story Technology Building, house more than 60 classrooms and laboratories, a Learning Resource Center, College Center, cafeteria, auditorium and administrative offices. The George H. Ryan Activities Center for athletic and recreational programs opened in the fall of 1988. In spring 1993, the one-story Prairie Building opened, connecting the Technology Building to the main building, and a three-story addition was added to the east wing of the main building. The project added eight classrooms plus a conference facility and provided for the expansion of the College Center, food service facilities, and bookstore.

A Workforce Development Center covering 49,900 square feet was completed in 2004. It connects to the main administration building on the southeast wing. The first floor is dedicated to workforce training, including facilities for customized training for local businesses. The second floor includes classrooms and a conference hall and the third floor has additional classrooms and faculty offices.

The newest building on campus is the 41,000 square foot Arts & Sciences Building at the northwest end of the main campus. This building includes science facilities and houses art programs. It opened in January 2007.

Recently, the college renovated the former nursing and science lab into a Health Careers Center for Excellence. The renovated space encompasses 22,000 square feet, and includes smart classrooms, student gathering spaces and several labs equipped with teaching tools specific for health careers programs. The Health Careers Center for Excellence opened in August 2008.

Two of the six original buildings that comprised the college's temporary campus now house a portion of the Workforce Investment Act program, and the Northeastern Illinois Area Agency on Aging.

In 2010, the building at 450 N. Kinzie Ave. in Bradley was donated to KCC by Merlin and Donna Karlock of Bourbonnais. The building is 24,000 square feet and was originally constructed in the 1960s for Volkswagen Corporation. Options for use of this northern extension site were under consideration during the spring of 2011. At the earliest, programs could be offered there in Fall 2011.

Philosophy and mission

Kankakee Community College is committed to one mission: Enhancing quality of life through learning.

KCC is dedicated to providing quality, comprehensive educational programs and services in a fiscally responsible manner. KCC offers a supportive environment for lifelong learning for the development of the individual and the community. KCC provides leadership in identifying the future educational needs of our district as related to the seven general educational and community service goals prescribed by the Illinois Community College Board and listed below:

To provide pre-baccalaureate education consisting of liberal arts, sciences, and pre-professional courses designed to prepare students to transfer to four-year colleges and universities and/or designed to meet individual educational goals.

To provide career education including occupational, vocational, technical and semi-technical training for employment, advancement, or career change, and in so doing meet individual, local and state workforce needs.

To provide general studies including preparatory or developmental instruction, adult basic education, and general education designed to meet individual educational goals.

To provide community education including non-credit, continuing education classes designed to meet individual educational goals.

To provide public service activities of an educational nature, which may include workshops, seminars, forums, studies for cultural enrichment, community needs assessments and use of classroom space for seminars, meetings, etc.

To provide student services which reflect the programmatic development of the institution including, but not limited to, admissions, counseling, testing, tutoring, placement and special assistance for educationally and economically disadvantaged students.

To provide leadership for workforce training and work cooperatively with economic development agencies in the college district.

The college is dedicated to providing learning experiences for living as well as for earning, resulting in a comprehensive academic program designed to give students the personalized attention they need to lead fulfilling lives and have successful careers. Kankakee Community College continuously seeks, collects, and assembles information to aid in identifying District 520 educational needs and searches for ways and means to physically and financially provide programs which will address identified needs.

The college believes in general education as well as specialized studies. The purposes of general education courses in degree curricula are to assist students in becoming contributing members of society, to enhance career goals, and to provide appropriate

backgrounds to baccalaureate-oriented students. Through completion of general education requirements, students are expected to synthesize, develop, and internalize personal values; increase awareness and develop a more global perspective of the human condition and one's adaptation to the total human environment; strengthen basic skills in communications and computation; and integrate general and career-specific learning.

Accreditation

Kankakee Community College is accredited by the Higher Learning Commission (HLC) which is a member of the North Central Association of Colleges and Schools. The college is accredited through 2016. Documents supporting the college's accreditation are available at www.kcc.edu/kccdata. Online documents include KCC's Systems Portfolios, HLC Feedback and Compliance Reports, descriptions of AQIP Action Projects, continuous quality improvement efforts, and more.

Additional information about accreditation is available from the vice president for Instructional and Student Success.

You can contact the Higher Learning Commission at: 230 S. LaSalle St., Suite 7-500, Chicago, IL 60604, 800-621-7440 or visit www.ncahlc.org.



Educational guarantees

KCC guarantees the transferability of credits in transfer programs and that graduates of career programs are prepared for entry-level positions in fields related to their training. Complete terms and conditions for the guarantees are available in Student Services or by phoning 815-802-8500. To qualify for either guarantee, students must meet with an advisor.

Transfer program guarantee. Students completing the associate in arts, associate in science, associate in fine arts, or associate in engineering science degree are assured that transfer courses, selected with the assistance of a KCC advisor, will transfer to Illinois colleges and universities. If the receiving institution declines to transfer or accept the credit for a guaranteed course, KCC will reimburse tuition and fees for that course.

Occupational program guarantee. This guarantee ensures that graduates of associate in applied science degree or occupational advanced certificate programs have the necessary skills to compete in today's labor market. If a graduate does not have the necessary skills, as defined by the curriculum and determined by his or her employer, the graduate may re-enroll in appropriate courses at no charge.

KCC guarantees graduates will pass any licensing or certifying examination for their particular careers as long as the first attempt is taken within three months of graduation and the second attempt is taken at the next available testing. Graduates who do not pass on the second attempt will be allowed to participate tuition-free in a review opportunity offered by KCC.

Location/service area

KCC's central campus is located on 178 acres on the southern edge of the city of Kankakee. Situated on the tree-lined banks of the Kankakee River, the campus is surrounded by rich, agricultural land and the scenic Kankakee Conservation Area. The main campus is located 10 minutes from downtown Kankakee and is easily accessible from Interstate 57 (Exit 308) and U.S. 45/52.

The KCC Iroquois County Satellite Center is located in Watseka at the County Administration Building and serves the residents of Iroquois County.

The KCC Education and Employment Center is located at 202 N. Schuyler Ave., Suite 201, in Kankakee. It serves adult learners, job seekers and businesses.

The college has other extension centers throughout the district.

Community College District 520

The college district includes all or parts of Kankakee, Iroquois, Ford, Grundy, Livingston and Will counties.

High schools served by KCC District 520 include:

- Bishop McNamara Catholic
- Bradley-Bourbonnais (District 307)
- Central (District 4)
- Crescent-Iroquois (District 252)
- Donovan (District 3)
- Dwight Township (District 230) (Emington only)
- Grace Baptist Academy
- Grant Park (District 6)
- Herscher (District 2)
- Iroquois West (District 10)
- Kankakee (District 111)
- Manteno (District 5)
- Milford (District 233) (Stockland Township only)
- Momence (District 1)
- Pontiac Township (District 90)
(Emington and Saunemin only)
- Reed-Custer (District 255U) (Essex only)
- St. Anne (District 302)
- Tri-Point (District 6J)
- Watseka (District 9)

Admissions, Registration, Tuition and Financial Aid



Admissions

High school graduates and non-graduates whose classes have graduated are eligible for admission to Kankakee Community College. It is the college's policy to accept all students for admission; however, some programs have additional admission requirements.

Degree/certificate-seeking students are expected to have a high school diploma or the equivalent of a high school diploma (GED) to be enrolled. High school transcripts must be on file to be eligible for financial aid. Documentation/self-certification of completion of the equivalent of a high school diploma in a home school setting also is acceptable. A GED may be required if acceptable documentation is not provided.

Students enrolling in transfer programs should read information about minimum admission requirements (Illinois Public Act 86-0954) on Page 35.

Students are encouraged to complete the assessment standardized placement COMPASS test before the initial planning meeting with an advisor. The scores are used for counseling purposes and are required for placement in some classes. Admission to KCC may be affected for selective programs. For information, see Page 21. If the applicant has taken the American College Testing (ACT) examination, he or she may request that a copy of the results be sent directly to KCC's Office of Admissions and Registration. These scores do not affect admission to KCC but may be used for advising.

A Social Security number will be requested, though it is not required, to process Admissions Forms of all KCC students in both the College Credit Division and the Continuing Education Division. This number serves as the initial student identification number at the college until a permanent identification number is assigned.

College Credit Division applicants must submit a completed Admissions Form to the Office of Admissions and Registration. Students may be required to file for readmission to the college if they have not taken a class at KCC in more than three years.

Official transcript from all high schools and colleges previously attended must be mailed directly from the high school and/or college or hand-carried in the sealed, original envelope to KCC's Office of Admissions and Registration. **Registration in some programs may be restricted without these records on file. (Non-degree and non-certificate seeking students are not required to provide high school or college transcripts.)**

General Educational Development (GED) certificate holders must request an official copy of GED test scores be placed in their student files even if they tested at KCC's test center.

Health careers applicants must complete an application to the appropriate health careers program and satisfy all specific program requirements.

Full- and part-time enrollment

A student's enrollment status is based on the number of credit hours in which he or she is enrolled.

To be classified as a full-time student, a student must be enrolled in a minimum of 12 hours during a 16-week semester. Nine to 11 hours designates three-fourths time, and six to eight hours designates half-time enrollment during a 16-week semester.

For the summer term, the minimum enrollments are six hours to be considered full-time, five hours to be three-fourths time and three hours to be half-time. For summer, the student's credit hours are added together for an enrollment total including both summer sessions.

Students should consult a KCC advisor regarding individual circumstances.

Many students find it advantageous to enroll full-time. Medical insurance programs, auto insurance programs and student financial aid often provide advantages to full-time students.

Earning college credit for prior learning

Assessment of prior learning is a means of demonstrating that a person has previously acquired college-level knowledge. KCC will provide the opportunity for students to have college personnel review and assess their prior learning to assist them in developing an individual plan to earn college credit which applies to their program.

Students may earn credit through any one or a combination of the following ways:

- Credit-by-Examination
 - Advanced Placement (AP)
 - College Level Examination Program (CLEP)
 - College-sponsored proficiency examination;
- Review of recognized professional license or certificate to advise for potential credit-by-examination possibilities (credit is not advanced based on license or certificate);
- U.S. Armed Forces Institute courses/training recommended by the American Council on Education (military transcript required);
- Transfer credit evaluations for classroom, correspondence, or independent study courses taught at colleges accredited by The Higher Learning Commission and a member of the North Central Association or other regional accrediting associations.

Credits earned at unrecognized post-secondary technical schools and colleges will be reviewed for advisement purposes.

KCC does not award credit for life experience; however, students may want to explore this option for advanced degree programs.

Students or prospective students seeking credit for prior learning may contact an advisor in Student Services or the director of Admissions and Registration for additional information and proper procedures for requesting an evaluation.

Registration

Registration for all classes at KCC is accepted in Student Services, which is open 8 a.m. to 7 p.m. Monday through Thursday and 8 a.m. to 5 p.m. Fridays. Offices are closed most Fridays in May, June and July.

Students enrolling at KCC for the first time are encouraged to consult an advisor before registering. For an appointment, call 815-802-8500.

If a student is taking nine or more semester hours, he/she must have the approval and signature of a Student Services or faculty advisor before registering.

Registration by phone

Students enrolling in fewer than nine semester hours who plan to pay their tuition and fees with VISA, Discover, or MasterCard may register by phone during specific times listed in class schedules. This option is available to returning students in good academic standing and new students who have filed an Admissions Form for Admission and received an acceptance letter.

Due to testing requirements, persons registering for math, English and some IAI General Education courses may not be able to register by phone.

Online registration

Returning students may be able to register for classes online through KCCConnect at <http://connect.kcc.edu/>. Courses not available for online registration are marked on the Web site. Phone 815-802-8500 to speak with an advisor to see if you qualify to use KCCConnect.

Tuition

Kankakee Community College's tuition for College Credit Division courses for the 2011-12 academic year is currently \$97 per credit hour for KCC district residents, plus fees of \$10 per credit hour. Out-of-district Illinois resident tuition is \$161.61 per credit hour and tuition for out-of-state residents is \$439.01 per credit hour.

Since this rate is subject to change, the current rate is published in the class schedule bulletin which is mailed to all district residents prior to the beginning of each semester. KCC reserves the right to change tuition and incidental fees without notice.

Senior citizens (60 years of age or older) residing in Illinois will not be assessed any tuition for credit division courses, provided sufficient tuition-paying students are enrolled in the class to cover the cost of offering it. Senior citizens will be assessed a \$10 fee for each credit hour plus any required course fees.

The Educator's Tuition Waiver program allows a tuition waiver for one credit class per fiscal year to teachers, principals, counselors – and others – who work in kindergarten through senior high school districts within KCC district 520. Tuition waivers cannot be used for Corporate and Continuing Education classes. To be eligible, the educator must have current state certification and work for a school licensed by the Illinois State Board of Education. A maximum of 100 tuition waivers will be granted each fiscal year. All course fees are paid by the educator who is enrolling. Tuition waivers are available in KCC's office of Admissions and Registration.

Pursuant to a KCC board of trustees resolution, residents of Benton, Lake, and Newton counties in the state of Indiana are charged the out-of-district Illinois resident rate for tuition. They are not charged out-of-state fees.

Tuition for Continuing Education courses varies. For more information, visit www.kcctrainingsolutions.org.

Additional fees

Students are charged additional fees to defray the costs of student activities, the athletic program and technology services. These fees total \$10 per credit hour.

Laboratory fees of \$5 to \$125 are charged for some courses. (A list of these courses and their fees begins on Page 165.)

Other fees for which students may be responsible include deferred payment fee, tuition payment plan fee, proficiency exam fee, health careers exam fees, graduation fee, and penalty fee for checks returned to KCC for any reason.

Payment of tuition

All tuition costs and fees are payable at the time of registration unless prior arrangements have been made. Failure to pay tuition and fees or non-sufficient-funds check payments will result in a student's registration being canceled.

All tuition costs and fees will be refunded to students whose courses have been canceled due to insufficient enrollment or the unavailability of qualified instructors. Canceled classes are posted

in Student Services. An attempt is made to contact students concerning cancellations before the first meeting of the class.

KCC reserves the right to withhold transcripts from students who are in debt to the institution. The affected student has the right to discuss the matter with the dean of Student Services to resolve obligations.

Tuition payment plan

College Credit Division students who incur tuition and fees of \$195 or more can enroll in a tuition payment plan. Through FACTS tuition payment plan, tuition and fees are automatically deducted from a designated bank account or credit card. The number of monthly payments depends on the date of enrollment in the plan. A single payment option also is available. There are limited options available during late registration. Payment plan fees apply. Visit www.kcc.edu/facts for more information.

Chargeback program

A resident of KCC District 520 who wants to pursue a certificate or occupational degree program not available at KCC may apply for a chargeback if he/she plans to attend another public community college in Illinois which offers that program, given that KCC does not have a cooperative agreement for the program with another college. If, however, the program has selective admissions with no openings at the cooperative institution(s), residents may still be eligible for a chargeback.

Chargebacks are available only for occupational programs resulting in a degree or certificate and not for individual courses. Remedial and general education courses must be taken at KCC unless KCC does not have an equivalent course or the description for a course in the student's major specifies concurrent enrollment as a prerequisite.

Applicants should file a chargeback request with KCC at least 30 days before the beginning of the semester. If the application is approved, the student is entitled to support for the out-of-district tuition for major courses in his/her program as well as any orientation courses required by the college the student is attending. Repeated courses are not funded by chargebacks.

Residents may file a request with KCC for a cooperative agreement if they plan to enroll in a program not offered at KCC. See Page 63 for a list of these colleges and more information about cooperative programs. If KCC offers the same or a similar program, students must enroll at KCC or pay the out-of-district tuition at the receiving institution. Contact the Department of Student Services at 815-802-8500 for more information on chargebacks or cooperative programs.

Non-residents should petition their local community college for assistance with KCC programs.

Payment options

Registration is not final, and enrollment is not guaranteed in any course, until all costs have been paid in full or payment arrangements have been established. Payments for tuition and fees are accepted at the college Accounting Office.

Payment options include:

1. Cash

Accepted only if you are registering in person. Do not mail cash.

2. Personal check

Make checks payable to Kankakee Community College.

3. VISA® • Discover® • MasterCard®

In person, by telephone, or online.

4. Tuition payment plan

Through FACTS tuition payment plan, tuition and fees are automatically deducted from a designated bank account or credit card. The number of monthly payments depends on the date of enrollment in the plan. A single payment option also is available. Payment plan fees apply. Visit www.kcc.edu/facts for more information.

5. Online payment plan

Payment may be made online through 'Make a payment' at KCCConnect (www.kcc.edu/connect). Payments must be made in full with a credit card.

Course withdrawal policy

When it is necessary to withdraw from a course or from the college, a student may do so without receiving a punitive grade any time before the end of the 10th week of the semester (16 weeks) or before 63% of a term has elapsed for classes meeting fewer than 16 weeks.

If circumstances prevent a student from coming to the college to submit a withdrawal form, the student may withdraw by mailing a signed request to the Office of Admissions and Registration by the deadline.

If the college is notified of a withdrawal through the mail, the letter must be postmarked no later than the date of the last day on which withdrawals are allowed for a particular semester.

Mail withdrawals received over the weekend that are postmarked on or before the last date to withdraw will be honored.

No withdrawals will be accepted by telephone. All withdrawal requests must be in writing and signed and dated by the student.

Courses dropped can be exchanged for Academic Skills Center classes within certain times without an additional tuition charge, however, additional fees may apply. The withdrawal and addition must be completed at the same time and both courses must be in the same semester. This exchange of tuition charges also applies to College Credit Division courses as long as the withdrawal/addition occurs before the mid-term of the course from which the student is withdrawing.

Questions can be answered by the Office of Admissions and Registration at 815-802-8523.

Refunds

Tuition refunds for students withdrawing from College Credit Division courses will be based on the date of withdrawal.

Students who officially withdraw before a class begins will receive a 100 percent refund.

Withdrawing students will receive a 100 percent tuition refund through 10 percent of the duration of the course. If the final day for a refund falls on a weekend or on a date when the campus is closed, the refund deadline is the last business day before that date.

Participants may withdraw and receive full refunds, minus a \$3 service fee, from a Continuing Education class until two working days before the first session of class. After that point, no refund will be given. Withdrawals are accepted by phone at 815-802-8200 between 8 a.m. and 5 p.m. Monday through Friday. Offices are closed most Fridays in May, June and July.

Students who complete registration and then withdraw from a high school credit course no later than the Friday following the first class meeting will be refunded all tuition and fees minus a service charge.

Course cancellations

In most cases, if fewer than 12 students enroll in a course, the course will be canceled. The college will make every attempt to notify students of cancellations. Students who were enrolled in a canceled course will receive a 100 percent refund of tuition and fees for the canceled course unless the student transfers to another class. In those cases, the tuition may be applied to the new course.

Repeating courses

Students may repeat any course one time if they received a grade of D or F. However, credit only will be given for the latter enrollment. Students may not repeat for credit any courses in which they earned grades of A, B, or C unless the course catalog specifically states in the course description that the course may be repeated. Exceptions may be allowed for career programs where there is a considerable time lapse. Contact the dean of instruction for approval.

Note: Students planning to transfer to another college are cautioned that some colleges include all grades earned to compute grade point averages even if a class has been repeated.

Auditing classes

KCC does allow students to audit classes.

Auditing allows a student to acquire knowledge in a subject without the pressure of grades for exams, term papers, and homework. Auditing is especially helpful to students who prefer to explore a particular course in a non-graded situation. No credit is earned for audited courses. Audited courses do not count toward a student's enrollment status.

Registration for audited classes is during the "late registration" period. Regular tuition and fees are charged.

Alternate credit option

Students have the option of earning continuing education credit for some courses. Similar to auditing a course, students who choose this enrollment option do not receive college degree credit and do not have the pressure of earning a letter grade. Students who choose continuing education credit receive either a "satisfactory" or "unsatisfactory" grade, which does not affect their college grade point averages. Courses with an alternate credit option are noted in the class schedule bulletin.

Financial Aid

KCC's financial aid program provides assistance to students in meeting college expenses. Aid is available to qualified students enrolled both full- and part-time in associate degree, advanced certificate or certificate programs. Students are advised to refer to admissions requirements under section 2.0 of the Code of Campus Affairs and Regulations, beginning on Page 168. All applicable academic transcripts must be received and evaluated before a student is eligible to receive financial aid.

For more information, phone 815-802-8550.

Financial aid process

The four major types of financial aid available through KCC are scholarships, grants, loans, and part-time student employment. Students may receive financial aid for up to 150 percent of the hours required to complete their program.

The first step for any student seeking financial aid is to complete a Free Application for Federal Student Aid (FAFSA). The application is available online at www.fafsa.gov.

The completed form is submitted by the student to the processing center online. Paper FAFSAs are available by phoning 800-433-3243. Inquire at the Office of Financial Aid for details. Within 72 hours, the processing center will provide the student a Student Aid Report (SAR).

The student then receives the forms from the KCC Office of Financial Aid to process his/her request for financial aid.

Students interested in obtaining a student loan must complete a FAFSA, receive a KCC award letter and complete a loan packet (obtained at the Financial Aid walk-in desk).

To receive financial aid, a student must be a high school graduate or have a GED certificate. Official documentation of high school graduation or GED completion must be in a student's academic file before he/she is eligible to receive financial aid.

Meeting financial aid requirements

To be eligible to receive financial aid at KCC, a student must be in good academic standing and make measurable academic progress toward the completion of his/her course of study. Measurable progress is defined as having earned two-thirds of the credit hours the student has attempted cumulatively at KCC. Satisfactory progress standards are available in the Office of Financial Aid.

Students who fail to make academic progress by the end of a semester will be placed on financial aid warning. While on financial aid warning, a student may continue to receive aid.

A student on financial aid warning who fails to make academic progress will be placed on financial aid suspension and will not be eligible to receive aid.

To be removed from financial aid suspension and regain financial aid eligibility, a student must fund his/her own enrollment until he/she is making minimal satisfactory progress. The student then will be able to renew his or her eligibility for financial aid the following semester. Work completed in the summer is applicable toward financial aid satisfactory progress.

A student may appeal a suspension by addressing the Office of Financial Aid in writing and supplying evidence to support the written appeal. Appeals will be reviewed by the Financial Aid Satisfactory Progress Appeals Committee. A Financial Aid Appeal form can be obtained from the Office of Financial Aid.

Types of financial aid

Federal Work-Study

Federal Work-Study is a Title IV program designed to help the student defray indirect educational expenses by working part-time. The maximum amount that can be earned is based on demonstrated financial need, academic load, and requirements of the supervisor for the position. Federal work-study also is available for community service, such as reading and math tutors.

ISAC – Illinois Incentive for Access (IIA) Program

This program provides a one-time \$500 grant for freshmen students who have a \$0 Expected Family Contribution (EFC), calculated on the Student Aid Report (SAR). Illinois students who have filed the Free Application for Federal Student Aid (FAFSA) are automatically considered for the IIA Program.

ISAC – Merit Recognition Scholarship Program

This program provides a one-time \$1,000 scholarship for educational expenses at approved Illinois institutions to Illinois high school graduating seniors who rank in the top 5 percent of their class at the end of the seventh semester. Financial need is not a factor in determining winners of the Merit Recognition Scholarship. During some years, this program has been reduced by the state legislature.

ISAC – Monetary Award Program (MAP)

This program provides tuition and mandatory fees assistance to Illinois residents who meet standards of satisfactory academic progress, who demonstrate financial need and who meet the state residency requirements. Illinois students who have filed the Free Application for Federal Student Aid (FAFSA) are automatically considered for a MAP award.

Pell Grant Program

This federal grant program provides assistance with educational expenses based on financial need and academic load. Students must meet standards of satisfactory academic progress to remain eligible. Students who have filed the Free Application for Federal Student Aid (FAFSA) are automatically considered for a Pell Grant.

PLUS Loan Program

This loan program provides fixed-interest-rate loans for parents who want to borrow to help pay for their children's education. This loan is made by the federal government through the Direct Loan program. A need analysis application must be completed by the student to determine eligibility. A PLUS Loan application and Master Promissory Note must be completed by the parent. Information and application materials are available in the Office of Financial Aid.

Student Loan Program

The formal title of this program is the Federal Stafford Student Loan Program. Students who demonstrate financial need, are enrolled at least half-time, and meet standards of satisfactory academic progress may be eligible to borrow. No loan will be granted in an amount that exceeds the established educational expenses, minus any other scholarships, grants, other loans, and student work programs. Stafford loans are made by the federal government through the Direct Loan program. Information and application materials are available in the Office of Financial Aid.

Supplemental Educational Opportunity Grant

This program is available to students attending at least half-time who demonstrate exceptional financial need, and who otherwise would be unable to continue their education. Only students with low Expected Family Contributions (EFC) who are eligible for the Pell Grant Program will be considered.

Veterans and Military Service Benefits

KCC offers full education benefits under specific federal and state laws which provide education and training for qualified veterans and the children of deceased or disabled veterans. Federal and state-affiliated educational programs currently administered include:

Chapter 30 (Montgomery GI Bill)
Chapter 31 (VA Vocational-Rehabilitation)
Chapter 32 (VEAP)
Chapter 33 Post 9/11 GI Bill
Chapter 35 (Dependents' Education)
Chapter 1606 (National Guard/Selected Reserve GI Bill)
Chapter 1607 (National Guard/Selected Reserve GI Bill)
Illinois Veterans Grant
Illinois National Guard Grant
MIA/POW Scholarship

For information on eligibility and the application process for available benefits under these and other programs, contact the veterans coordinator in the Office of Financial Aid.

Foundation Scholarship Program

Since 1969, the Kankakee Community College Foundation has sponsored a scholarship program which recognizes the academic excellence, financial need, and outstanding achievements of KCC students. The current scholarship program provides financial assistance to more than 250 students. Scholarships are applicable to educational expenses.

Scholarship awards are normally divided equally between the fall and spring semesters.

Scholarship descriptions and applications are available in the Office of Financial Aid, KCC Foundation Office, from high school counselors and online at www.kcc.edu/scholarships. Applicants must reside in the KCC district unless otherwise specified.



Student Services, Learning Services and Sustainability



Department of Student Services

Student Services at KCC provides assistance to students in attaining their educational and personal goals. Realizing that many times the desire to learn is not all that is needed for students to succeed, Student Services offers a wide array of services to help students deal with the barriers which may impede progress toward their educational goals. These services are listed on the following pages.

Student Services staff are committed to enhancing and facilitating the educational opportunities available to those who utilize the resources of the college. People with concerns, suggestions, or requests relative to Student Services functions should contact the dean of Student Services, whose office is located on the second floor of the east wing of the main building.

For further information, phone 815-802-8500 or visit www.kcc.edu.

Academic advisement

Students enrolling at KCC are encouraged to make an appointment and meet with an academic advisor in Student Services.

The advisor's role is to assist the student with educational and career-related concerns, planning an appropriate program of study, and scheduling classes. The advisor can provide guidance concerning specific program requirements, available services and information on general college requirements and procedures.

All degree/certificate-seeking students are assigned an advisor who specializes in advisement for that student's curriculum. The student will keep the same advisor throughout his/her time at KCC unless the student changes into a curriculum outside of that advisor's area of specialization.

Returning students enrolled in a specific vocational/technical curriculum may request to meet with a faculty advisor in that curriculum area.

It is the student's responsibility to make an appointment with his or her advisor by phoning 815-802-8500.

Students pursuing a degree or certificate are strongly urged to meet periodically with their advisors.

For further information on advisement services, visit Student Services, access the advisement webpage at www.kcc.edu, or phone 815-802-8500.

Accounting Office

All student tuition, fees, obligations and fines are paid in the Accounting Office, located on the second floor of the east wing of the main building. Accounting Office hours are 8 a.m. to 7 p.m. Monday through Thursday and 8 a.m. to 5 p.m. Fridays. Offices are closed most Fridays in May, June and July. For information, phone 815-802-8140.

Admissions and Registration

The Office of Admissions and Registration is located on the second floor of the Workforce Development Center building. This office provides assistance to students registering for both the college credit and continuing education courses. In addition, it assists students transferring to four-year colleges and processes GED records, changes in schedules, student petitions, transcript

requests, transfer credit evaluations, military credit evaluations, graduation transactions and requests for interpretation of academic records. For information, call 815-802-8526.

Baccalaureate Scholars program

The Baccalaureate Scholars program is a competitive-entry, two-year program for academically talented students who plan to transfer to selective colleges and universities. Baccalaureate Scholars pursue challenging programs of study that meet their educational goals and the requirements of the four-year college or university to which they plan to transfer. The refinement of skills in writing, research, problem solving and critical thinking is emphasized. By providing challenging intellectual content and enriching cultural activities, scholars receive an enhanced educational experience. Personalized assistance with course planning and academic advising is an integral part of the Baccalaureate Scholars program.

Participants are expected to be enrolled full-time at KCC for two years, maintain grade point averages of 3.25 or higher, and participate in Baccalaureate Scholars events. All educational costs – tuition, fees, and books – are waived for students selected for the program.

For more information on the Baccalaureate Scholars program, visit www.kcc.edu/scholars; phone 815-802-8208; or e-mail slamore@kcc.edu.

Campus security

Kankakee Community College wishes to maintain a safe and secure campus for students, visitors, and staff. The college employs a security service which patrols parking areas, campus buildings, and grounds. The college also has a Physical Plant Department staff and college administration dedicated to maintaining campus safety and security.

Emergencies are to be reported to Student Services at 815-802-8500 during the day, and to the campus evening administrator at 815-802-8100 between 5 and 10 p.m. on weekdays. Incidents or conditions leading to unsafe or insecure circumstances should be reported in the same manner as emergencies.

Incidents relative to security should be reported in writing. Incident Report forms are available in Student Services. Campus security personnel locks some campus doors at 6 p.m. weekdays. All doors are locked by 11 p.m. Monday through Thursday and by 7 p.m. Fridays. On Saturdays, doors are locked depending on when classes and events are finished.

Parking lots are normally lighted one hour beyond the last scheduled activity on campus.

The college's security personnel has the authority to contact the Kankakee Police Department which has the authority to make arrests on college property and at college-sponsored activities as necessary.

The college also has a policy on drug and alcohol violations by students, staff, and visitors on college property. The policy on drug and alcohol abuse is available in pamphlet form from Student Services and from the Human Resources Office. It also is printed on Page 180 of this catalog.

The Campus Safety and Security Committee is responsible for reviewing topics and concerns relative to campus security. It welcomes suggestions on security and topics for programs on security awareness and crime prevention. The college also recommends that all students, staff, and visitors intensify their awareness and take responsibility for locking vehicles, being consciously aware of personal belongings, and identifying and reporting unsafe conditions. Should the college become aware of potential dan-

gers, it will communicate those conditions via public postings on campus. Campus security personnel also provide an escort service from campus buildings to campus parking lots when requested.

KCC has had good experience relative to a safe and secure campus environment and wishes to continue these favorable conditions through these policies and procedures and the cooperation of our students, staff, and visitors.

The college's complete policy on campus security is on file in the President's Office and in Student Services.

Career Development Center

The Career Development Center provides students with career exploration services and resources to identify a career goal and/or college major that fits their interests, abilities, personality, and values. In addition, the center's staff can provide additional information about a chosen occupation for students who want to learn about a specific college major or career goal.

Some services provided by the Career Development Center:

- One-on-one career advisement. This service is offered by appointment.
- Job shadowing. These experiences help students explore their career interests first-hand, observing what a day in the life of a person in a particular occupation is really like.
- iMac touch screen "Bullzi" & Career Cruising – computer-based tools. These computers and applications help students access local, state and national occupational outlook information. Bullzi provides an interest inventory that students can use to match careers to their interests. Bullzi also offers video clips of workers in various occupations to help with career exploration.
- Inventory tools – Career Assessment Inventory (CAI) and the Myers-Briggs Type Indicator (MBTI), are excellent tools that help students to understand their natural interests and personality types.
- Economic modeling tools – Information about the local job market as well as the projected growth of a given occupation are available.
- Library – Books are available on a wide array of career exploration topics.

For information on services provided by the Career Development Center or to schedule an appointment, phone 815-802-8575 or visit www.kcc.edu/careerdevelopment.

Career Services

The Office of Continuing Education and Career Services assists students through a process of career exploration. Each year, two job fairs and a number of workshops on resumes, interviewing and job readiness are offered.

Complete details are in the Continuing Education and Career Services section, on Page 28.

Child Development Center

KCC operates a Child Development Center on the first floor of the main building.

The center is open to the community with priority given to students and staff.

As a full-service preschool, the center offers a stimulating environment, highly qualified instructors and nutritious meals and

snacks. To accommodate students' needs, the Child Development Center has convenient drop-off parking and flexible scheduling.

The center is open 6:30 a.m. to 6 p.m. Monday through Friday when the KCC campus is open.

Children ages 2 through 7 years old can be enrolled. Cost is published in the class schedule mailed to district residents' homes. Hourly rates are available.

Students interested in enrolling a child in the center are encouraged to phone 815-802-8506 early, since enrollment is limited.

College Center

The College Center, located on the first floor of the main building, serves as a meeting place for students and staff.

The center includes a food service, dining area, auditorium and the Cavalier Room, which is used frequently for special programs. A receptionist, located at the entrance to the College Center, provides information to students and visitors. Daily newspapers also are available for purchase.

Commencement

Commencement is held annually at the end of the spring semester. Students are encouraged to file a petition to graduate and pay the graduation fee at least one semester before the graduation date. Students may petition to graduate during any semester/term. Students who will meet graduation requirements by the end of the summer term should petition by the spring deadline to participate in the ceremony in May.

Counseling

Many times, it would be nice to have someone to listen; someone who will work with you in solving personal problems, or who will provide unbiased feedback. This is the key role of the KCC counselor. Your counselor can help you address:

- Difficulty adjusting to college
- Personal issues
- Depression/anxiety
- Academic difficulties
- Problem-solving issues
- Improving relationships
- Low self-esteem

Sessions are available by appointment. Day and evening appointments available. They are solution-focused and short-term in nature. Confidentiality will be maintained within the limits of the law. Community service agency information/referrals also available.

To make an appointment, phone Meredith Purcell at 815-802-8514 or Student Services at 815-802-8500.

Dual enrollment/credit programs

KCC offers dual enrollment programs for students who wish to enroll in college-level courses and earn college credit before graduating from high school.

To earn credit, students who are at least 16 years of age can enroll in any KCC course for which they meet admission requirements (specific age and records criteria for students to earn dual credit are found in section 2.10 of the Code of Campus Affairs and Regulations, Page 169). They must meet the same course requirements as other college students. Credits can be applied toward a degree at KCC. If transfer-level courses are taken for credit, the credits can be transferred to a four-year college or university. It is important that students consult with an advisor before enrolling in transfer courses.

Dual credit is an opportunity for high school students to earn both college credit and high school credit by taking KCC courses on campus or high school courses approved by KCC as college-level. KCC offers various dual credit courses at area high schools each semester. Students have the opportunity to complete one or more courses each semester.

The KCC Foundation offers a variety of scholarships for students in this program.

Students should contact their high school guidance counselor or phone 815-802-8508 for more information.

Food service

KCC's food service provides dining and vending services in the College Center and in the Hammes Cafe. Each day a varied breakfast menu and hot luncheon specials are offered. For menus, operating hours and more information, visit www.kcc.edu/facultystaff/departments/foodservice. Hours may be abbreviated in the summer and at times when classes are not in session.

KCC Education and Employment Center

The Grundy Livingston Kankakee Workforce Board and KCC have joined forces to create the KCC Education and Employment Center – an Illinois workNet Center – a one-stop employment and labor information site which serves employers, job seekers, and students preparing for careers.

Job seekers can utilize the center to prepare a resume, look for a job and learn about the interview process. Also available are take-home and online resources with listings of “hot jobs,” salary information and information on the local economy. Current job openings are posted.

Those entering the workforce for the first time or changing careers can receive career guidance and planning, along with information on Illinois WorkNet, apprenticeship opportunities and other services.

Services to employers include using the center to conduct applicant searches and finding data such as current average wages and projected labor demand.

The Education and Employment Center is funded in part by the Grundy Livingston Kankakee Workforce Board.

It is located at 202 N. Schuyler Ave., Suite 201 in Kankakee, is open 8 a.m. to 5 p.m. Monday, Wednesday and Friday, and 8 a.m. to 7 p.m. Tuesdays and Thursdays. Offices are closed most Fridays in May, June and July.

For more information, phone 815-802-8964 or e-mail mmarty@kcc.edu.

KCC Hammes Bookstore

Located east of the College Center, the campus bookstore sells required textbooks, school supplies, greeting cards, magazines, and gift items including KCC clothing.

The store is open 8:30 a.m. to 7 p.m. Monday through Thursday and 8:30 a.m. to 5 p.m. Fridays. Offices are closed most Fridays in May, June and July.

Textbooks and other course materials also can be ordered online at www.kankakee.bkstr.com. Textbooks ordered online are chosen by using KCC course numbers.

At the beginning of each semester, students who have decided not to take a course for which they have purchased a book may return the textbook by the scheduled return deadline to the bookstore. Students will receive a full refund if the books are still in excellent condition (no marks, including student's name) Packaged diskettes sold with textbooks are not returnable if the wrapping has been removed from the software diskette.

All returns must be accompanied by a cash register receipt and I.D.

During final exams, some textbooks may be sold back for a percentage of the original cost.

Lost and found

Missing articles should be reported to Student Services, through the Reception Desk in the College Center. Notices of the loss will be posted by the college.

Found articles should be turned in at the Receptionist Desk in the College Center or to the dean of Student Services. Items should be marked with information about the location where it was found, the person discovering the item(s), the date, and any other helpful information.

Articles may be claimed by providing proper identification. Articles remaining in the lost and found will be awarded to the finder if claimed on the last day of classes for the semester in which the article was found. Articles not claimed will be donated to local charities.

Orientation

The Department of Student Services provides an orientation process for new KCC students. Students are given a comprehensive review of services at the college. The course is intended to help students succeed academically as well as personally at the college.

Because the course is offered at various times throughout the year, students are encouraged to contact Student Services, 815-802-8500, for registration information.

Student identification cards

KCC photo identification cards must be obtained by all KCC students, staff and faculty members. Photo IDs are necessary to use the Learning Resource Center, the Fitness Center and for admission to student activities, including athletic events. Cards can be obtained in the Learning Resource Center. A \$5 fee will be assessed for the first replacement card, and a \$10 fee is charged for each subsequent card. Lost or stolen cards should be reported to the Admissions Office.

Student Right-to-Know Act

The federal Student Right-to-Know Act requires institutions to compile and make available to current and prospective students information on the completion or graduation rate of certificate- or degree-seeking, full-time students at the institution.

This information is available from the Office of Career Services in Student Services, on the second floor of the main building.

Students with disabilities

To accommodate the needs of students with disabilities, KCC provides that any student who has a physical disability that prevents him or her from accessing a classroom for a particular course has the right to petition the staff of the Disability Services Office to have the meeting place for that course relocated. Phone 815-802-8632 for assistance.

Parking spots have been designated in several areas on campus for students with disabilities. Use is restricted to those who have a handicap license plate or the state of Illinois handicap parking permit.

Through the Office of Disability Services, support services are available for students who can be considered to have a disability or special need that presents a barrier to learning. See Page 20 of this catalog.

Parking/traffic information

To accommodate all the students, visitors, and staff who drive to the college and need to park their vehicles, regulations have been established in accordance with the Illinois Community College Act.

Copies of KCC's parking regulations and maps are available in Student Services. Ignorance of the regulations is not reason for exemption.

Students and visitors – No special parking permit is required in non-designated lots.

Disabled – To accommodate the needs of disabled persons, designated parking is available.

Vehicles must display a handicap license plate or the state of Illinois handicap parking permit.

Temporarily disabled – Parking permits for temporarily disabled persons are available in the office of the dean of Student Services, 815-802-8500.

Motorcycles – Space is provided in designated lots.

Bicycles – Bicycles are to be parked in bike racks near building entrances.

Speed limit – Parking lots: 15 mph.; roadways: as posted.

Violators are subject to fines in accordance with state law. Campus roadways and lots are patrolled by the campus security force and the Kankakee City Police Department.

Fines – Tickets will be issued and fines assessed for violations of parking regulations. Fines must be paid within the time specified on the ticket. Students' final grade reports will be withheld, and registration will be prohibited until fines are paid in full.

For further information concerning fines, appeals, and motorist assistance, consult the Campus Map and Parking Regulations brochure available in Student Services.

In addition, athletic events, concerts, and construction on campus may directly affect specific parking areas. In these cases, alternate parking options will be provided.

Transfer Services

Students planning to transfer from KCC to a four-year college or university to complete their baccalaureate degrees can receive special assistance through Student Services.

A transfer information center – the Transfer Center Annex – is located in the College Center (cafeteria). It is used by representatives of four-year colleges to directly answer transfer students' questions. Schedules of upcoming college visits are posted there and at other locations on campus. They also are available at www.kcc.edu/transfer.

A Bachelor's Degree Completion Center also has been established in the Transfer Center in Student Services. It is used by representatives from four-year colleges and universities to meet with students interested in transferring to those schools. Students can walk in or make an appointment. Check with your transfer advisor to make an appointment.

KCC participates in U.Select Illinois, a program that allows its students to check course equivalencies for KCC courses with other Illinois four-year colleges and universities. Go to www.itransfer.org and choose U.Select Illinois to find out how your courses transfer.

Through these programs, KCC enhances the transfer advising service provided to students. Our goal is to increase the number of students who complete degree requirements at KCC and successfully transfer to complete a bachelor's degree.

The Transfer Services website (www.kcc.edu/transfer) contains useful information about transferring to four-year colleges

and universities as well as a schedule of transfer events on KCC's campus. Links to many colleges and universities are also available on the Transfer Services Web site.

For more information, go to www.kcc.edu/transfer. The transfer coordinator can be reached at 815-802-8208 or slamore@kcc.edu.

TRIO Talent Search program

KCC has been designated the administrator of the TRiO Talent Search program sponsored by the U.S. Department of Education. TRiO Talent Search is an outreach program of information, educational enhancement, and support. This program assists low-income, first generation potential college-bound students in grades six through 12. Services include academic and career counseling, college visits, tutoring and life skills services, financial aid presentations, information about college admissions requirements and available scholarships, and exposure to cultural events.

The TRiO Talent Search offices are in Student Services. For more information, phone 815-802-8570.

Upward Bound program

KCC provides a program to assist potentially college-bound high school students who are low-income, first generation, within the college district to overcome barriers and pursue a postsecondary education. This program is funded by the U.S. Department of Education and allows KCC to work cooperatively with select area high schools. The program provides an academic year enrichment aspect as well as a summer component for the students to live and study in residence at Eastern Illinois University in Charleston.

For information on the Upward Bound program, phone 815-802-8560.

Workforce Investment Act program

KCC has been designated as the service provider for the federal Workforce Investment Act (WIA) in Kankakee and Livingston counties. The primary goal of WIA is to help people realize their potential by providing employment and training opportunities with guidance, encouragement, and support.

Persons who are either unemployed, underemployed, or affected by business closures or layoffs may be eligible for the WIA program.

Services available at no charge to qualified WIA clients include skills assessment, vocational counseling, classroom training, job search skills training, on-the-job training and job placement. Funds also are available to help off-set child care and pre-employment expenses.

During the last fiscal year, approximately 700 persons received training, and more than 1,000 individuals were assisted in their job searches. Approximately \$1.5 million in federal job training funds were expended to provide workforce services to area businesses and residents.

Another primary goal of WIA is to help businesses solve employment-related problems, thus resulting in increased profitability and productivity. The WIA program provides employer services in four areas: recruitment, training, retention, and financial incentives. The WIA On-the-Job Training program reimburses local employers up to 50 percent of employee wages during training when they hire a WIA client.

For more information on KCC WIA programs, phone 815-802-8964 or e-mail mmartyn@kcc.edu. WIA programs are funded by the Grundy Livingston Kankakee Workforce Board.

Youth Program Services program

Youth Program Services is designed to support and encourage economically disadvantaged youths ages 14 through 21 to complete their secondary education by graduating from high school or a GED program. Part of the Workforce Investment Act program, Youth Program Services offers tutoring and study skills training, alternative secondary school offerings, and career exploration activities, as well as assistance finding summer employment, internships and job shadowing experiences.

In addition, Youth Program Services provides mentoring, academic counseling, occupational skill training, and workshops on leadership and teamwork. For more information, phone 815-802-8268.

Youth Program Services is funded by the Grundy Livingston Kankakee Workforce Board.

Learning Services

Learning Services are provided to all students who want to better understand how they learn and who want to go beyond the classroom to improve and refine their learning skills.

The department of Learning Services is dedicated to providing a high standard of academic instruction and outstanding support services designed to assist and empower all students to be successful in their academic and personal development.

Additionally, KCC's Learning Resource Center, Learning Lab and Learning Assistance Center provide instructional equipment and materials to support student learning.

For further information, phone 815-802-8450 or visit www.kcc.edu/.

Tutorial assistance

Free tutorial services are available on a walk-in basis to support students enrolled at KCC in a wide range of college courses and individual skill development activities.

The Math, Science and Accounting Lab is in Room L335 and the Writing Lab is in Room L317. In addition, specialized tutors are available in the Health Careers and Technology divisions.

Tutorial services for MyMathLab and Mastering Chemistry students are available in Room L347. A complete schedule of these services is available in the Learning Services office (Room L331), on bulletin boards at KCC and at www.kcc.edu/tutoring/.

Learning Laboratory

The Learning Lab, located in Room L329, uses instructional technology to provide individualized learning for students enrolled at KCC. In the lab, students can review and practice math, writing, reading, basic sciences, study skills, word processing, and other basic skills. Students and instructors use the instructional equipment and networks to supplement learning for a variety of college courses.

Adaptive equipment also is available for disabled students.

Students should consult the Learning Services office in Room L331 for assistance to use the lab.

Office of Disability Services

According to federal law, the Office of Disability Services provides legally mandated accommodations and facilitates equal access to students with disabilities.

Goals of the Office of Disability Services are:

- To assist students in access and using academic accommodations.

- To equip students with disabilities with the technical resources that help them reach their educational goals.
- To foster an environment that encourages personal and academic growth and encourages self-advocacy.
- To provide resources regarding disabilities for the students, faculty and staff of KCC.

The office does not perform diagnostic assessments. The office also does not offer personal devices or aids including wheelchairs, eyeglasses, hearing aids, transportation, personal assistants, personal tutors, readers, scribes or typists for personal study.

Students must contact the Office of Disability Services four to six weeks prior to the beginning of each semester to arrange for timely, reasonable accommodations. Regardless of disability and accommodations, all students must meet the same academic standards.

Current, qualifying documentation must be provided, including the diagnosis and nature of the disability, the major life functions affecting the functional limitations of the disability, and the prognosis.

TTY users in Illinois may contact the office by phoning Illinois Relay at 711. Outside of Illinois, the toll-free number is 800-526-0844.

For further information, phone 815-802-8632.

Study skills assistance

Study skills workshops are designed to help participants succeed in college courses. They teach strategies that help students make the most efficient and effective use of study time. Instructors and staff will meet with individual students or small study groups by appointment.

Study skill topics include time management, textbook reading, critical thinking, test taking, note taking, avoiding procrastination, memory and specific study techniques for technical courses.

Developmental advisement

The instructional support staff will review learning deficiencies with students and advise individuals about recommended support services which are available. These recommended study skill and learning strategies are designed to help students succeed.

Testing Center

Placement testing – Placement testing, which includes sections on English, reading, and mathematics, is required for most new students..

The purpose of placement testing is to help the student start college with courses which will offer the greatest potential for academic learning and success.

All students planning to register for English, mathematics, or an IAI General Education course and all students who intend to enroll for nine semester hours or more at KCC will be required to have their COMPASS scores on file for registration advisement. ACT scores are accepted at certain levels. COMPASS, ASSET and ACT scores are valid for four years. One retest is allowed for a fee after seeing an advisor. High school transcripts need to be submitted to KCC before retest and initial registration advisement. Transfer students may use appropriate coursework in place of the COMPASS test, or only test in the area(s) where a deficiency exists.

Testing is available throughout the year, but is offered more frequently during registration for each semester/term.

Students who have taken the ACT examination should have those scores on file at KCC.

For more information, phone the Testing Center at 815-802-8530.

Career planning – Testing instruments for career planning are available at a modest fee in Student Services. The following tests/assessments are frequently administered for career planning:

Career Assessment Inventory (CAI) – This test draws a profile of the person's main interests and compares them to persons who are in a variety of occupations. It is useful for the person who wants to focus on interests and personality style. No appointment is needed to take this test. Free interpretation workshops are offered to those who have completed the test.

Phone 815-802-8530.

Myers-Briggs Type Indicator (MBTI) – This test reflects personality style: approach to work, social interactions, and learning. It provides a general idea of the type of occupation that might be attractive and rewarding to persons with a particular profile. Appointments are needed both to take the test and for the interpretation. Phone 815-802-8530.

If a potential student wishes to know the results of these inventories before deciding on an educational objective, it is recommended that the entire process take place several weeks prior to enrolling.

Other testing services – Learning Services also administers the following:

- American College Testing (ACT) assessment, a national achievement test required for admission to many colleges and universities;
- Nurse Aide Training Competency Evaluation Program (NATCEP), which is required for certification by the Illinois Department of Public Health for nurse aides who have completed an approved nurse aid course;
- North American Board of Certified Energy Practitioners (NABCEP) test, which is required for the Entry Level Certificate of Knowledge for students who complete photovoltaic courses. KCC is one of only three testing sites in Illinois.
- General Educational Development (GED) exam for students seeking a GED certificate, which is the equivalent of a high school diploma; and
- Correspondence and online tests by appointment.

Test dates and fees vary. Information on specific tests is available from the Testing Center at 815-802-8530.

Special accommodations for persons with documented disabilities can be made by contacting the Office of Disability Services at 815-802-8632.

TRiO Student Support Services program

KCC has been selected by the U.S. Department of Education to administer a TRiO Student Support Services program. This program assists low-income, first-generation or disabled students who seek to earn an associate degree and transfer to a four-year institution to complete a baccalaureate degree. Services include academic advising, educational planning, tutoring, and exposure to cultural events and volunteer opportunities.

Students also receive assistance completing the admission and financial aid processes for transferring to a four-year college or university. The TRiO offices are on the third floor. For information, phone 815-802-8472 or visit www.kcc.edu/trio.

Learning Resource Center (LRC)

KCC students and staff are encouraged to use the extensive services and facilities available in the Learning Resource Center (LRC), located west of the College Center.

The LRC's collection includes 42,000 volumes of curriculum-based monographs and more than 100 periodical subscriptions. Books on CD and VHS/DVD recordings are available. Full-text electronic magazines and journals number more than 3,500. E-journals are available off-campus with a valid KCC student or staff ID.

The LRC has an online public access catalog and access to the Internet. To access LRC information online, visit www.kcc.edu/library.

Interlibrary loans give students and faculty borrowing privileges from remote libraries throughout Illinois and the world. Also, the LRC staff provides bibliographic and research assistance in using electronic and printed library materials.

KCC students and faculty are offered free library cards. Residents within the KCC district may obtain a library card for \$5. Replacement cost for lost or stolen cards is \$5. Report lost or stolen cards to the Admissions Office.

Visit www.kcc.edu/library for hours of operation.

Copyright Policy – KCC is committed to educating its faculty, staff, and students on issues of copyright and fair use. The Copyright Act of 1976 and its amendments, the Digital Millennium Copyright Act (DMCA), and the Technology, Education, and Copyright Harmonization (TEACH) Act dictate policy as to how institutions may use the works of others. It is KCC's intent to comply with these intellectual property, copyright, and fair use guidelines. The incorporation of copyright compliance protects the ideas and products that KCC's faculty, staff, and students create as well as outside materials which are used for academic purposes.

For more information, log on to www.kcc.edu/copyright/.

Sustainability

KCC's sustainability vision is to "be a model of sustainability [and] a leader in sustainability education, preparing students to successfully negotiate inevitable challenges and to live happy and constructive lives that serve the betterment of humanity and future generations."

KCC's sustainability goals are to:

- Achieve carbon neutrality for the KCC campus by involving faculty, staff, and students, and creating and maintaining a campus culture that embodies the ideals of sustainability.
- Expand KCC's curricula to support sustainability and the growing renewable energy industry.
- Create models that illustrate sustainability and share these models locally and across Illinois.
- Create partnerships between KCC and other community organizations.

A process is underway to identify KCC courses and programs which incorporate sustainability concepts.

Three ways students can become involved are through joining the Campus Sustainability Advisory Committee, utilizing the KCC Sustainability Center and contributing to the recycling program.

The Campus Sustainability Advisory Committee works to advance sustainability on the KCC campus and to provide input on initiatives to support our vision and accomplish our sustainability goals. Students are encouraged to join the committee.

The KCC Sustainability Center, located in the Learning Resource Center, has sustainability related print and internet-based materials, newsletters, announcements, and energy efficiency tips.

Recycling collection containers are placed around the campus,

and students are encouraged to participate in reduce, reuse, and recycle events.

For more information about sustainability efforts at KCC, or to share ideas, visit www.kcc.edu/sustainability or phone 815-802-8243.



Student Activities

Student Advisory Council

Sponsor: Lindsey Fritz

The Student Advisory Council at KCC is the liaison between the students and the college's administration and board of trustees.

The council carries out all business concerning the student association. It is responsible for utilizing the student activities fee, assisting in the formation of campus clubs, and appointing students to campus committees.

One of the Student Advisory Council's most visible functions is the planning and implementation of student activities on campus. The Student Advisory Council strives to develop a broad range of programs to serve KCC's diverse student population. Activities include concerts, guest lecturers, exhibits, and general entertainment.

Any KCC student enrolled in six or more semester hours who has a 2.25 cumulative grade point average or higher may petition for selection to the Student Advisory Council. Students may serve up to two one-year terms.

Contact: Lindsey Fritz, Room L116 (next to the auditorium), 815-802-8628, lfritz@kcc.edu.

Alumni Association

Executive Director: Becky Wilder

Membership in the Alumni Association is open to all persons who have earned associate degrees or certificates or have completed 32 or more college credit hours at KCC.

The association annually selects individuals for two awards that will be named at a later date.

Contact: Becky Wilder, 815-802-8251, rwilder@kcc.edu.

Brother 2 Brother

Sponsors: Joseph Lightfoot, Ken Crite, Dan Harris, and Leonard Porter

The Student African-American Brotherhood (B2B) organization was established specifically to assist our participants in excelling academically, socially, culturally, professionally, and in the community. B2B primarily includes male students who strive for academic excellence and who are committed to planning and implementing programs which benefit the community at-large. We encourage participants to embrace leadership by being positive examples for each other through a strong commitment to academic achievement, brotherhood, and community service. We provide weekly study sessions, weekly developmental seminars for students of all ages, business meetings, social and religious activities, and work with various non-profit service agencies (i.e., Habitat for Humanity, Big Brothers and Big Sisters, Boys Club, etc.).

Contacts: Joseph Lightfoot, 815-802-8563, jlightfoot@kcc.edu; Ken Crite, 815-802-8222, kcrite@kcc.edu; Dan Harris, 815-802-8311.

Cavalier C.H.E.S.S. Organization

Sponsors: John Babich and Bob Ling

The Cavalier Helping to Educate Students in Strategy – C.H.E.S.S. – organization is open to all students who are interested in organized play and competition. The purpose of the organization is to help students develop their analytical thinking and deductive reasoning skills. In order to maintain active

membership, a member must participate in at least 10 matches with a minimum of five different Cavalier C.H.E.S.S. members.

Contacts: John Babich, 815-802-8666, jbabich@kcc.edu; Bob Ling, 815-802-8764, bling@kcc.edu.

Horticulture Club

Sponsor: Scott Stewart

The KCC Horticulture Club is open to those interested in horticulture, including those currently enrolled in the Horticulture Technology Program, other college programs, and alumni. The purpose of the Horticulture Club is to increase interest in the horticultural industry, and to provide opportunities to learn about and enjoy horticulture by organizing trips to gardens, parks, and horticulture conventions. The club also seeks to promote good relations among horticulture program students, educators, and local growers. The club holds a number of fundraisers throughout the year, including on-campus farmer's markets and flower sales.

Contact: Scott Stewart, 815-802-8859, sstewart@kcc.edu.

The Image Makers Club

Sponsors: Darla Jepson and Mendy Corbett

The Image Makers Club is open to students in the KCC Radiography Program. The purpose of the Image Makers is to educate and raise community awareness of diagnostic screenings, imaging procedures, and radiation safety for the public. Members have numerous opportunities for professional growth and preparation for being health care ambassadors in the community. Members are encouraged to attend the annual Illinois State Society of Radiologic Technologists Conference and to compete in the annual state Student Academic Bowl.

Contacts: Darla Jepson, 815-802-8832, djepson@kcc.edu; Mendy Corbett, 815-802-8830, mcorbett@kcc.edu.

Lambda Epsilon Chi National Honor Society in Paralegal/Legal Assistant Studies

Sponsor: Kristine Condon

Lambda Epsilon Chi is a nationally known academic honor society for paralegal students. Sponsored by the American Association for Paralegal Education (AAfPE), the society offers students national scholarship opportunities, participation in regional, state, and local conferences, and networking opportunities with other legal professionals.

Candidates for membership in Lambda Epsilon Chi must be in good academic standing at KCC and have completed at least two-thirds of their paralegal coursework. Candidates also must have a cumulative GPA of 3.5 or higher and a minimum GPA of 3.75 in paralegal courses. Other membership requirements also apply; membership application sessions are regularly conducted as part of the Paralegal Internship course (PLAS 2413).

Contact: Kristine Condon, 815-802-8216, kcondon@kcc.edu.

Latino/Hispanic Heritage Club

Sponsor: Jessica Greminger and Brad Logsdon

Through the Latino/Hispanic Heritage Club (LHC), KCC students, their families and community members support each other. The LHC encourages community awareness of cultural traditions and philosophies, as well as leadership, education, and promotion opportunities available for these communities at KCC. Families are welcome. Scholarship opportunities are available.

Contacts: Jessica Greminger, 815-802-8774, jgreminger@kcc.edu; Brad Logsdon, 815-802-8752, blogsdon@kcc.edu.

Motorsports Club

Sponsor: Chris Spracklin

The KCC Motorsports Club is open to students in Automotive Technology classes, with special membership allowed to KCC alumni. The purpose of the Motorsports Club is to encourage student participation in community activities and to nurture contacts with automotive employers, organizations and industry leaders. The club is looking to reconstruct an automobile for local and statewide college competitions.

Contact: Chris Spracklin, 815-802-8866, cspracklin@kcc.edu.

Philosophy and Film Club

Sponsor: Ken West

KCC's Philosophy and Film Club creates educational opportunities for students interested in the intersection of philosophy and film. The group typically will select a theme to discuss throughout each semester, e.g., luck and its relationship to happiness. The Philosophy and Film Club also engages in meaningful service to the college and community.

Contact: Ken West, 815-802-8734, kwest@kcc.edu.

Phi Theta Kappa

Sponsors: Susan LaMore, Frances Hebert, and Meredith Purcell

Phi Theta Kappa is an international academic honor society for community college students. The KCC chapter, Alpha Delta Eta, is committed to more than just academic achievement. Chapter projects continue throughout the year with activities such as the Honors Study Topic, chapter meetings, and state and international conventions.

Each candidate for membership must have completed 12 semester hours of credit division coursework with a minimum GPA of 3.5. Candidates must have earned at least six semester hours of credit division coursework during the semesters of their eligibility and must be enrolled in at least one three-semester-hour credit course during the semester of induction. A GPA of 3.25 must be maintained. Other membership requirements apply.

Contacts: Susan LaMore, 815-802-8208, slamore@kcc.edu; Frances Hebert, 815-802-8757, fhebert@kcc.edu; and Meredith Purcell, 815-802-8514, mpurcell@kcc.edu.

Prairie Fire

Sponsor: Deborah Renville

Each spring KCC publishes the Prairie Fire literary anthology titled *Prairie Fire*. A showcase for literary works by KCC students, the publication contains poems, short stories, plays, and nonfiction essays. Copies of the anthology are available in each academic division office and the Learning Resource Center. New contributors to the anthology and members of the editorial staff are welcome.

Contact: Deborah Renville, literary editor, 815-802-8728, drenville@kcc.edu.

Rotaract Club

Sponsor: Susan LaMore

Open to all KCC students, the purpose of the Rotaract Club is to promote better relations among people of all nationalities through a framework of friendship and service, personal development, and education. As part of an international organization, the KCC Rotaract Club is sponsored by the Rotary Club of Kankakee.

Contact: Susan LaMore, 815-802-8208, slamore@kcc.edu.

Sister Circle

Sponsors: Oshunda Carpenter Williams and Dana Washington

This new campus organization focuses on women's empowerment. All female students are encouraged to get involved and explore leadership, social awareness, health, careers, education and other important issues. Topics for discussion will include issues that affect members, available resources and types of assistance available to help members with educational planning.

Contacts: Oshunda Carpenter Williams, 815-802-8513, ocarpenterwilliams@kcc.edu; Dana Washington, 815-802-8162, dWASHINGTON@kcc.edu.

Student Activities Board

Sponsor: Lindsey Fritz

It is the mission of the Student Activities Board to provide well-organized activities, events and programs for the students and faculty of KCC. These experiences are designed to be fun, educational, cultural, diverse, engaging and entertaining.

Contact: Lindsey Fritz, 815-802-8628, lfritz@kcc.edu.

Student Nurses' Association

Sponsor: Sheri Sikma

The Kankakee Community College Student Nurses' Association (KCC-SNA) serves all nursing students by promoting the activities and missions of the National Student Nurses' Association and the Illinois Student Nurses' Association. KCC-SNA is a leader and a partner in providing academic, social and emotional support to nursing students. In an attempt to create a sense of community and pride for all members, KCC-SNA provides student activities and peer support accessible to all nursing students. The goal of KCC-SNA is to increase students' awareness of their responsibility as learners in the nursing profession. The club's focus is to actively involve members in community service projects in an attempt to further their educational goals and objectives.

Contact: Sheri Sikma, 815-802-8826, ssikma@kcc.edu.

Ventilator Society

Sponsors: Nancy Ozee and Kelli Jandura

The Ventilator Society is open to all students enrolled in the Respiratory Therapist program. The purpose of this organization is to educate and raise community awareness of respiratory therapy as a profession. In addition, this organization will raise funds for professional activities. Members of the club are encouraged to attend conferences and participate in student-related activities at the state and national levels.

Contacts: Nancy Ozee, 815-802-8842, nozee@kcc.edu; Kelli Jandura, 815-802-8844, kjandura@kcc.edu.

Veterans Club

Sponsor: James A. Ryan

To the veterans of KCC, whether students, faculty or staff, the club acts as a gateway to knowledgeable veteran points of contact within the veterans service organizations of Kankakee County (American Legion, VFW, Disabled American Veterans, et al) that will assist KCC veterans in obtaining access to their benefits by cutting through the 'red tape' and dealing directly with the operators of the Veterans Administration, the Illinois Department of Veterans Affairs and our local agencies. Our outreach ability puts the KCC veteran in direct contact with the 'old soldier' who knows the ropes and the people who are the action agents that get things done.

Contact: James A. Ryan, jar-ryconserv@sbcglobal.net.

Athletics

KCC athletic programs are open to all students enrolled in 12 or more credit hours who meet NJCAA eligibility requirements.

Men's basketball

Coach: Joseph Lightfoot

Assistant coaches: Richard Baker, Steve Whitlow, and Scott Deatherage

The Cavaliers men's basketball program has not had a losing season in 41 straight years. The program has won 14 regional championships and has participated in the NJCAA National Tournament seven times, finishing second in the nation two times. The program has consistently been one of the top 25 NJCAA Division I programs. The Cavaliers also have produced 21 junior college All-Americans and numerous Division I, Division II, and NAIA players.

The Cavaliers finished the 2009-10 season with a record of 29-5. The team peaked with a ranking of No. 7 in the country, and finished the season ranked No. 10.

Home games are played in the George Ryan Gymnasium in the college's activities center. For more information, call Joseph Lightfoot at 815-802-8563 or e-mail jlightfoot@kcc.edu.

Women's basketball

Coach: Donnie Denson

Assistant coaches: Dan Denton, Maggie Sillar, and Walt Shipman

The 2009-10 Lady Cavaliers concluded the season with a record of 31-4 and finished in fourth place in the NJCAA National Tournament. The Lady Cavaliers have won the Region IV Championship 17 times in the last 21 years, each time advancing to the national tournament. The Lady Cavaliers won the national championship in 1995, and finished as national runner-up in 1993, 1996, 2007 and 2008. The Lady Cavaliers have produced 19 NJCAA All-Americans and two Kodak All-Americans and have sent numerous players on to the Division I, II and III levels.

Home games are played in the George Ryan Gymnasium in the college's activities center. For more information, call Donnie Denson at 815-802-8614 or e-mail ddenson@kcc.edu.

Men's baseball

Coach: Todd Post

Assistant coach: Luke Barrett

The 2010 Cavaliers finished the season with a 47-14-1 record. Overall, the baseball team holds six Region IV championships and has made four trips to the NJCAA World Series. The team claims 19 professional players and 14 All-Americans from its ranks.

Seventy-nine former Cavaliers have been selected for all-region honors and 85 have continued their collegiate careers at four-year colleges. The program includes a fall practice and game schedule and spring season with a spring trip to Panama City, Fla. in March.

Home games are played on KCC's baseball diamond, just east of the activities center. For more information, call Todd Post at 815-802-8616 or e-mail tpost@kcc.edu.

Men's soccer

Coach: Machel Cromwell

Assistant coaches: Jose Smith

The Cavaliers soccer team will play its eighth season in the fall of 2011. The season begins with practice in August and runs through the end of October.

For more information, call Ted Petersen at 815-802-8602 or e-mail tpetersen@kcc.edu.

Women's softball

Coach: Dennis Clark

Assistant coaches: Bill Wendling and Jim Grimes

KCC's women's softball team ended the 2010 season with a 61-7 record, which is a new school record for most wins. In 2010, the team won the Region IV championship for the 15th time in 17 years and advanced to the national tournament, finishing as the runner-up. The Cavaliers softball program has produced 31 NJCAA All-Americans and 16 NJCAA Academic All-Americans. The program includes a fall exhibition season and a spring schedule, with play in several tournaments.

Home games are played on KCC's softball diamond, just south-east of the activities center. For more information, call Dennis Clark at 815-802-8606 or e-mail dclark@kcc.edu.

Women's volleyball

Coach: Gary Sien

Assistant coach: Meghann Bonty

The Cavaliers volleyball team has won the Region IV championship 13 times in the last 24 years and has made 12 national tournament appearances. With a 1,045-393 record since 1977, the Cavaliers are a dominant team in Region IV. Twenty-three Cavaliers have been selected for All-American honors.

The Cavaliers play their home matches in the George Ryan Gymnasium in the activities center.

Practice will begin Aug. 1. For further information on the volleyball program, call Gary Sien at 815-802-8608 or e-mail gsien@kcc.edu.

George H. Ryan Activities Center

The George H. Ryan Activities Center, located southeast of the main building, includes regulation-size basketball court/volleyball courts with a seating capacity of 1,200 spectators and is the home for the KCC Cavaliers men's and women's athletic teams.

It also provides the college with a large, attractive facility for recreational classes, cultural events, and commencement programs.

Fitness center

The KCC Fitness Center is located in the OAK Orthopedic Sports Arena.

The 3,500 square-foot facility is carpeted and air-conditioned, and features all new equipment from LifeFitness, the No. 1 brand of fitness equipment in health clubs worldwide. Treadmills, bicycles, elliptical cross trainers and stair climber machines, as well as resistance strength training equipment and a free weight area offer a full range of options for various training goals.

Enrollment in the Fitness Center is open to members of the community. Modern locker rooms are available, including showers and spacious changing areas.

The KCC Fitness Center is open six days a week, Monday through Thursday, 6 a.m. to 8:30 p.m.; Fridays 6 a.m. to 6 p.m.; and Saturdays, 8 a.m. to noon.

To enroll in the Fitness Center, register and pay tuition in KCC's Department of Student Services, then phone 815-802-8610 or stop by the Fitness Center to schedule a 90-minute personal orientation and testing session. At the time of registration, there are two enrollment options – credit class with a grade and credit class with pass/fail option.

The fitness center located in the Ice Valley Sports Arena remains available to KCC's athletes as part of their training.

For more information about the Fitness Center, phone 815-802-8610.

Continuing Education



Continuing Education and Career Services

The KCC Office of Continuing Education and Career Services is designed to respond to the specialized training and staff development needs of business, industry, public service and governmental agencies as well as providing personal enrichment courses for the community.

The Office of Continuing Education and Career Services:

- Develops and implements customized training programs to keep businesses and their employees in step with changing technology.
- Offers short-term and long-term employee development programs dealing with topics such as management techniques, organizational procedures, and skill enhancement.
- Designs continuing education programs to meet the licensing/certification needs of various professional groups, i.e. nursing assistants, accountants, social workers, nursing home administrators, teachers, and respiratory care practitioners.
- Offers programs during the day, in the evening, or on weekends at the employer's site or on the KCC campus.
- Provides highly qualified instructors from KCC or contracts with special consultants.
- Offers programs at a very reasonable price compared with other training sources, including in-house training.
- Offers classrooms equipped with presentation technology for meetings and trainings. Nominal fees apply. Catering is available.
- Offers a wide variety of short-term personal enrichment courses on topics such as computing, health and wellness, home and garden, culinary, languages, hobbies, creative arts, and home and finances.

For more information, phone 815-802-8202.

Career Services

The Office of Continuing Education and Career Services assists students through a process of career exploration. In addition, we teach students about successfully searching for a job and preparing effective resumes that appeal to employers.

Listed below are the many free services provided by career services:

- Annual spring Job Fair.
- Annual Veterans Job Fair.
- Computers with software to create resumes, search employment opportunities, conduct online career interest assessments and more.
- Job readiness presentations/workshops.
- Resume and cover letter workshops.
- Interviewing skills workshops.
- More than 500 employment opportunities are posted annually on campus and at www.collegecentral.com/kcc.

For employers, KCC's Office of Continuing Education and Career Services allows free job-opening advertisements, and access to space on campus for recruiting potential employees.

For more information on services provided by the Office of Continuing Education and Career Services or to schedule an appointment, phone 815-802-8202 or www.kcc.edu/careerservices/.

Illinois Small Business Development Center at KCC

The Office Continuing Education and Career Services also operates the Illinois Small Business Development Center (SBDC) at KCC, which is sponsored by the U.S. Small Business Administration and the Illinois Department of Commerce and Economic Opportunity.

The SBDC is designed to meet the management assistance needs of small business. The program offers one-on-one confidential business counseling at no cost, workshops providing low-cost business education fundamentals, and access to an extensive library of business resources. Assistance also is provided to start-ups and existing businesses.

For more information, visit www.kcctrainingsolutions.org or call 815-802-8222.

Adult Education programs

KCC offers courses and services to provide area residents an opportunity to further personal development, explore vocational interests, obtain a high school equivalency (GED) and prepare for entry to college credit courses and associate degree programs. These courses are preparation for college work, but do not apply as credits toward a degree.

Practice tests and counseling are available at most sites for students who need information to predict success on the GED exam or in a high school credit or college class.

The classes and services are provided at no cost to the student.

Adult education courses are identified with the numbers 3000-8999 (for example, ENGL 3403 or ABEC 6211).

Adult Basic Education (ABE)

These courses provide students with basic reading, writing and math skills necessary to bring them to the eighth-grade level. They are offered on campus and at other locations throughout the district.

Call 815-802-8300 or 815-802-8304 for information on Adult Basic Education.

General Educational Development (GED)

These courses teach students the reading, writing, math, social studies, natural science, and state and federal constitution information necessary to pass the GED examinations. Classes are held on the KCC campus and at other locations throughout the district. Students are pretested to determine their skill levels so they may be placed in the class best suited to their abilities. When students have completed studies, they take the GED test at the KCC testing center located in the Department of Student Services.

KCC also offers online GED instruction for students who prefer this method of instruction. Online students must be registered in the Adult Education program.

Call 815-802-8300 or 815-802-8304 for information on the GED program.

English as a Second Language (ESL)

The ESL program provides non-native adults an opportunity to develop English speaking, listening, reading and writing skills. There is no tuition charge for these classes. Assessment of language skills is conducted before entering class. ESL classes are held at

the Lisieux Pastoral Center in Kankakee, Momence City Hall, and Immaculate Conception Church in Gilman.

Call 815-929-9158 or 815-802-8300 for information on English as a Second Language.



High School Level, Adult Secondary Education (ASE)

High school-level Adult Secondary Education (ASE) classes are offered in the evening at KCC and area high schools for persons wishing to earn credits toward completion of a traditional high school diploma.

Credit is granted by the student's resident high school district. Interested persons should contact their hometown high school principal or advisor for admission to the program.

Classes for which high school credit is granted are identified in the class schedules published for each semester.

For information about Adult Secondary Education, call 815-802-8305.

Literacy and community education

ALIVE – Adult Literacy Initiative Volunteers Expanded

KCC's Adult Literacy Initiative Volunteers Expanded program (ALIVE) provides individual, classroom, and small group tutoring to improve the literacy skills of adults 16 years and older.

Trained ALIVE volunteer tutors serve students at many sites throughout the KCC district. Meeting times and places are arranged at the convenience of the student. The student and tutor work together a minimum of two hours per week.

Services are free to the student.

To volunteer or to receive tutorial help with reading skills, call 815-802-8307.

ALIVE – Family Literacy

Baby Talk, a program for new mothers, is offered at local hospitals. For additional information, call 815-802-8307.

Adult Parenting Program

Adult Parenting Programs are designed to build parenting skills by focusing on self-esteem, communication techniques and stress management. Specialized courses, workshops, support groups, and home visits to participants are offered. There also are special events to promote family unity, such as picnics and other outings. For more information, call 815-802-8311.

Remedial/developmental education

Individuals wanting to improve basic reading, writing and math skills or correct deficiencies in other subjects may enroll in remedial/development courses offered at KCC and high school extension centers.

Development of vocational skills – A number of vocational courses are offered which give students the opportunity to investigate various careers or upgrade their current job skills. Although vocational skills courses do not necessarily lead to an associate degree, some courses may be applied toward a high school diploma and used for job entry.

The college also offers classes to improve students' job-seeking skills. Job-search classes also help students become aware of their interests and abilities so they can match personal traits with available jobs.

General studies/community education – A number of courses, mini-courses, workshops, and seminars are offered for personal and community growth and development. They can be customized to the needs of individuals and the community.

These activities are not for degree credit. For more information, call 815-802-8200.