



Admissions Form

Kankakee Community College

Admission policy

Admission to Kankakee Community College (KCC) is open to graduates of accredited high schools and recipients of the General Educational Development certificate (GED). Those who have not completed high school may be granted admission by special permission. Admission to the college does not ensure admission to selective admission programs or limited enrollment courses. Students may be required to enroll in specific courses based upon assessment scores and/or previous academic background.

There is no general application fee.

Admission procedures

Degree-seeking student

The Admissions Form should be completed well in advance of the expected starting date and returned to the Office of Admissions and Registration. Admission to the college will be final after all credentials are received and assessment requirements are met.

Transcripts. An official final high school transcript with graduation date or official GED score report indicating a passing score is required. This requirement may be waived upon the receipt of an official transcript from an accredited college showing completion of an associate degree or higher. Documents should be sent directly to the Office of Admissions and Registration from the appropriate institution/agency. Transcripts from previously attended accredited colleges will be evaluated for acceptable transfer credit if you have declared a curriculum/major and are seeking a degree/certificate. Currently enrolled

high school students must have an official transcript sent after graduation from high school. High school transcripts sent prior to graduation will be used for preliminary evaluation.

Assessment. Assessment tests and high school and/or college academic background verification are required for most programs of study.

Nondegree seeking student

The Admissions Form must be completed and returned to the Office of Admissions and Registration.

Transcripts. Official high school and college transcripts are not required for non-degree-seeking students.

Assessment. Assessment tests are required for certain courses (English and mathematics) and may be required for other reasons.

Special admission procedures

Transfer Program Applicants. Students applying for admission to a transfer program (see list on back page), must meet admission requirements by completing high school courses in specific subject categories. Students not meeting a requirement will be identified as having a deficiency. Alternate ways to satisfy the requirements are through assessment or college-level course work in the appropriate area.

Health Career Applicants. Most health programs at KCC use a selective admission process which requires a special application in addition to the Admissions Form. Requests are taken for this special application in Student Services. The instructions must be followed carefully. Students are required to provide credentials and meet

published deadlines for providing all needed documentation, including assessment scores.

Veterans. Veterans must be degree-seeking students to be eligible to receive most types of veterans' benefits. Veterans are required to have official college transcripts evaluated.

Veterans who are enrolling in programs related to their service training/experience should request official transcript documentation for evaluation. An official copy of the DD214 Armed Forces Report of Transfer or Discharge is required for U.S. Marines and U.S. Navy veterans. U.S. Army veterans must request official transcripts from AARTS Operation Center, Ft. Leavenworth, KS 66027-5073. U.S. Air Force veterans must request official transcripts from CCAF/RRRA, Maxwell AFB, AL 36112.

International Students. An additional application must be completed by international students. It is available from the Admissions and Registration office.

Resident alien students (green card) and non-immigrant students may be required to provide additional documentation to verify status of residency.

District 520 residency

Tuition rates are determined by the **Legal Residence** of the student. The full definition of District 520 residency is described in the most recent KCC catalog. Residency is defined as the physical location where the student lives and is the student's true permanent "home." A student who temporarily moves into the district for the purpose of attending the college at the lower in-district rate will not be considered as having bona fide residence within the district.

Proof of residency is verified by at least one of the following official documents:

1. Rental contract or purchase agreement of actual dwelling.
2. Voter's certificate or registration card with district residence.
3. Driver's license and/or vehicle registration showing an in-district residence.
4. Other official documents verifying residency.

A post office box number for an address will not serve to prove residency. A student must provide copies of the requested documents with the Application for Admission if he/she gives (1) a post office box as his/her address, (2) if he/she moved into the district less than 30 days prior to beginning classes.

Persons moving to the district with a verifiable intent of establishing a permanent residence and without the primary intent of attending the college may be exempted from the 30-day requirement for establishing state and/or district residency.

Students may not satisfy the residency requirement by enrolling in consecutive terms as a student.

Financial aid

For financial aid needs – scholarships, grants, loans, student employment – contact the Office of Financial Aid at KCC to obtain necessary applications and instructions. To be eligible to receive aid, most students must be enrolled

at least half time in a program of study that leads to a degree or advanced certificate from KCC and meet all admission requirements.

Apply for aid well in advance of the anticipated enrollment date. Aid processing takes eight to 12 weeks.

Telephone numbers

Student Services	815-802-8500
Advisor appointments	
Assessment appointments	
General information	
Campus visits/tours	
Admissions and Registration	815-802-8520
Transcript requests	
Residency verification	
Student Assessment	815-802-8530
Assessment questions	
Career interest testing	
Financial Aid	815-802-8550
Application for aid	
Financial aid transcripts	
General aid information	
Student employment	
Accounting Office	815-802-8148
Billing, tuition assessment	
Financial obligations	
TTY (through Illinois Relay)	711

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 Kimberlee 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.

IGUALDAD DE OPORTUNIDADES/ACCIÓN AFIRMATIVA

Kankakee Community College sigue las normas para la igualdad de oportunidades en cuanto a las leyes federales y estatales que prohíben la discriminación, incluyendo el Título IX de las Enmiendas Educativas de 1972, Sección 504 del Acta de Rehabilitación de 1973 y el Acta para Estadounidenses con Discapacidades de 1990.

Es la política del colegio que a ninguna persona se le discriminará basado en raza, género, preferencias sexuales, credo, religión, color, estado matrimonial, estado de padre o madre, estado veterano/a, edad, origen nacional, afiliación política y/o creencias, incapacidades físicas o mentales. Sin limitarse a lo siguiente, se incluyen la admisión al colegio, empleo, ayuda financiera, elegibilidad para clases, reclutamiento, programas educacionales, y actividades. La falta de destreza en el inglés no es barrera al ingreso y a la participación en programas educacionales.

Cualquier pregunta o queja se puede dirigir a David Cagle, oficial de acción afirmativa; Julia Waskosky, coordinador del Título IX; o a Kimberlee Harpin, coordinadora de la Sección 504, de Kankakee Community College, 100 College Drive, Kankakee, IL, 60901; 815-802-8100. Si usa TTY llamen al 711. Si llama fuera de Illinois, llame al 1-800-526-0844.

Waskosky, coordinador del Título IX, se asegura de que el colegio esté en conformidad con la ley federal atendiendo a quejas y preguntas, organizando información y estadísticas pertinentes, y manteniéndose al día en cuanto a las leyes que afectan a estas áreas.

La Sra. Harpin, coordinadora de la Sección 504, coordina los servicios y programas que permiten acceso a la educación a estudiantes y personal discapacitados.

KANKAKEE COMMUNITY COLLEGE

ADMISSIONS FORM

YOU MUST COMPLETE THIS FORM BEFORE ENROLLING IN KCC'S COLLEGE CREDIT COURSES FOR THE FIRST TIME. Please complete both pages of the form. Please check all applicable boxes and complete all applicable questions. Submit completed form to **KANKAKEE COMMUNITY COLLEGE, 100 COLLEGE DRIVE, KANKAKEE, IL 60901**. Incomplete Admissions Forms may be returned.

Anyone who has previously submitted an Admissions Form and/or enrolled in college credit courses does not need to complete this form. Please visit the registration counter in the Student Services office to determine whether or not any additional forms are necessary to complete or reactivate your student file.

Today's date ____/____/____ Term applying for: Fall 20____ Spring 20____ Summer 20____

PLEASE PRINT.

Legal name: _____
LAST FIRST MIDDLE (FULL)

Social Security no.*: _____ - _____ - _____ Previous last name(s): _____

Street address: _____ Apt. no.: _____ PO Box: _____

City: _____ State: _____ ZIP code: _____ County: _____

Primary phone: _____ Alternate phone: _____
 Home Cell: _____ - _____ - _____ Home Cell Work: _____ - _____ - _____

Birth date: ____/____/____ Email address (optional): _____

*Once received, your Social Security number (SSN) will be replaced by a random seven digit ID number, which will be considered your college ID. Your SSN will be stored in a single secured location as required by college policy and will not be used for internal college business.

Did your parent(s)/guardian(s) have a four-year degree by the time you were 18?

Yes No

Are you Hispanic or Latino? (or, are you of Spanish origin?)

Yes, Hispanic or Latino Not Hispanic or Latino

Are you from one or more of the following racial groups?

(Select all that apply)

American Indian or Alaskan Native Native Hawaiian or other Pacific Islander
 Asian White
 Black or African-American Choose not to respond

Please identify your primary racial/ethnic group (Select one)

American Indian or Alaskan Native Native Hawaiian or other Pacific Islander
 Asian White
 Black or African-American Choose not to respond
 Hispanic or Latino

Last high school attended _____ City _____ State _____

Years attended—from _____ to _____ Date graduated _____ (mo./yr.) Still in high school—will graduate _____ (year)

Please request that your high school send an official transcript issued with graduation date directly to the Office of Admissions and Registration. Copies issued to student or from other sources are not acceptable.

General Educational Development (GED) certificate received _____ (mo./yr. completed)

Test center/agency _____ City _____ State _____

Please have official GED transcripts sent directly to the Office of Admissions and Registration. If GED testing was completed at KCC, official transcripts must be requested from the I-KAN Regional Superintendent's Office at 815-937-2950.

POST-SECONDARY SCHOOLS ATTENDED (Colleges/Universities)

Please start with most recent. List all accredited colleges or universities from which you have taken courses prior to entering KCC.

Name of college/university	City	State	Years attended	Degree received	Date received
_____	_____	_____	from _____ to _____ mo./yr. mo./yr.	_____	_____
_____	_____	_____	from _____ to _____ mo./yr. mo./yr.	_____	_____
_____	_____	_____	from _____ to _____ mo./yr. mo./yr.	_____	_____

Attach a list of additional colleges/universities attended if applicable.

Transfer credit evaluation request: Students transferring to KCC from other colleges must identify the academic program for which they request the credits be applied. **Credits may be evaluated and itemized only upon written request. Only copies sent directly from an accredited institution or in the original sealed envelope will be accepted as official for evaluation.**

FOR OFFICE USE ONLY: New Updated React Student ID# _____ Processed _____

OVER 

PLEASE COMPLETE BOTH SIDES

ACADEMIC PROGRAMS/CURRICULUMS

(Please indicate the program you plan to pursue at KCC. *Please check only one.*)

TRANSFER DEGREES: Two years.

Associate in Arts - GEN.AA.B50

- Criminal Justice
- Elementary Education
- English
- General Associate in Arts Transfer
- History
- Mass Communications
- Political Science
- Psychology
- Secondary Education
- Sociology
- Visual Arts

Associate in Science - GEN.AS.B70

- Agriculture
- Biological Science
- Business
- Chemistry
- General Associate in Science Transfer
- Mathematics
- Physics

Other

- Early Childhood Education - EDUC.AAT.B28
- Engineering Science - ENGR.AES.B09
- Secondary Mathematics - EDUC.AAT.B26
- Special Education - EDUC.AAT.B27
- Visual Arts (Fine Arts) - ARTS.AFA.B24

GENERAL STUDIES DEGREE:

Associate in General Studies. Two years.

- General Studies - LIB.AGS.L03
- Intend to apply to, but not yet accepted into, a competitive entry health careers program*:
- Medical Assistant - HLTH.AAS.C07
 - Medical Laboratory Technology - MLT.AAS.C24
 - Nursing – Registered - RNUR.AAS.C21
 - Nursing – Practical - PNUR.CRT.C73
 - Physical Therapist Assistant - PTA.AAS.C30
 - Radiography - XRAY.AAS.C26
 - Respiratory Therapist - RESP.AAS.C23

*Health Careers applicants also must complete a Health Careers Program application. Program of study will be General Studies until accepted into one of these programs.

GENERAL ENROLLEE: Not seeking a degree/certificate. Course enrollees may not be eligible for financial aid.

- Undergraduate Non-Degree - UG.DEF.D01

HIGH SCHOOL STUDENTS: Concurrent enrollment in high school and college. A recommendation form signed by a high school official and parent/guardian is required.

- High school student - ESCR.ENR.S01

Students under the age of 16 are required to meet with and be approved by the dean of Student Services. Call 815-802-8509 to make an appointment.

OCCUPATIONAL DEGREES:

Associate in Applied Science degrees.

Health Careers applicants, see "General Studies Degree."

- Air Conditioning & Refrigeration - AIRC.AAS.C36
- Automotive Technology - AUTO.AAS.C31
- Business - MKTG.AAS.C13
- Child Development—Director - CDEV.AAS.C09
- Child Development—Education - CDEV.AAS.C10
- Computer-Aided Drafting - DRFT.AAS.C42
- Computer Graphic Design - DSGN.AAS.V01
- Construction Management - CNST.AAS.C43
- Electrical Technology - ELTR.AAS.C39
- Horticulture - HORT.AAS.V04
- Law Enforcement - LAWF.AAS.C44
- Office Professional - BSNS.AAS.C15
- Paralegal/Legal Assistant Studies - PLAS.AAS.C08
- Paramedic - PMED.AAS.C29
- Paraprofessional Educator/Teacher's Aide - EDUC.AAS.V09
- Welding Technology - WELD.AAS.C33

OCCUPATIONAL ADVANCED CERTIFICATES: Certificate programs. 30 or more semester hrs.

Practical Nursing applicants, see "General Studies Degree."

- Air Conditioning & Refrigeration - AIRC.CRT.C86
- Business - MGMT.CRT.C56
- Child Development – Education - CDEV.CRT.C58
- Computer Graphic Design - DSGN.CRT.V51
- Construction Management - CNST.CRT.C93
- Emergency Medical Technician – Paramedic - PMED.CRT.C77
- Horticulture - HORT.CRT.V56
- Industrial Electrical Technology - ELTR.CRT.C87
- Law Enforcement - LAWF.CRT.C94
- Machine Tool Technology - MCHN.CRT.C84
- Medical Assistant - HLTH.CRT.C53A
- Millwright - MCHN.CRT.V60
- Office Assistant - BSNS.CRT.C63
- Paralegal/Legal Assistant Studies* - PLAS.CRT.C52
- Paraprofessional Educator/Teacher's Aide - EDUC.CRT.V58
- Welding Technology - WELD.CRT.C83

*Bachelor's degree required for enrollment.

OCCUPATIONAL CERTIFICATES:

Certificate programs. Less than 30 sem. hrs.

- Accounting II - ACCT.CRT.C59B
- Automotive Technology - AUTO.CRT.C81G

The following occupational certificates may not be eligible for Title IV and Title IV-related financial aid.

- Accounting I - ACCT.CRT.C59A
- Global Supply Chain Management - TWDL.CRT.V55
- Medical Laboratory Assistant - MLT.CRT.C79
- Nursing Assistant - CNA.CRT.C72

PLEASE COMPLETE BOTH SIDES

I understand that withholding information or giving false information on this form may make me ineligible for admission to Kankakee Community College or subject to dismissal. I certify that the information I have provided is correct and complete.

Signature _____ Date _____