

Student Services

Open Door Policy

Admission to Kishwaukee College is open to all in-district residents of Community College District 523 who are high school graduates or have the equivalent High School Equivalency (HSE) Certificate or non-graduates who will be 18 years of age or older during their first semester of enrollment. For age requirements to enroll in High School Equivalency (HSE) Certificate preparation courses and testing, contact the Adult Education office.

Admission is also open to out-of-district, out-of-state, and residents of foreign countries. However, there may be some program restrictions, differential tuition charges, and/or special admission requirements.

Kishwaukee College reserves the right to restrict students' admission to those courses in which their success seems most probable as indicated by their high school record, transcripts from other educational institutions attended, test results, work experiences, and college counseling interviews. Those students who do not have an adequate background to take the courses of their choice may have the opportunity to take special courses to prepare them for more advanced course work.

Admission to Kishwaukee College does not guarantee enrollment in any specific program of instruction.

Admission Requirements

Kishwaukee College has an "open door" admission policy and admission is open to all in district residents of Community College District 523 who meet the following criteria.

1. High school graduates or the equivalent High School Equivalency (HSE) Certificate or non-graduates who will be 18 years of age or older during the first semester of enrollment.
2. High School students under 16 may be considered for enrollment in credit classes with joint approval of the high school principal and the Registrar.
3. Transfer students from other colleges. Only credits earned from regionally accredited institutions will be accepted. No grade point average will be calculated on those credits.

Out-of-District Residents

Admission is also open to out-of-district, out-of-state, and residents of foreign countries; however, there may be some program restrictions, differential tuition charges, and/or special admission requirements.

Kishwaukee College reserves the right to restrict students' admission to those courses in which their success seems most probable as indicated by their high school record, transcripts from other educational institutions attended, test results, work experiences, and college counseling interviews.

Readmission

All students who intend to reenter after a two-year absence must complete a new Student Information Form prior to advisement and registration. Degree or certificate seeking students must provide official transcripts from all colleges or universities attended since their last enrollment at Kishwaukee College prior to advisement and registration.

Admission to Health Technology Programs

Students interested in admission to Kishwaukee College's health technology programs must meet other admissions requirements in addition to those identified above.

These programs are the EMS degree (A.A.S.), the Nursing degree (A.A.S.), the Radiologic Technology degree (A.A.S.), Medical Assistant certificate, Therapeutic Massage certificate, and Esthetics certificate. Interested students should contact the relevant health program department.

Admission for High School Students and Students 16 Years of Age or Younger

Students under 18 must submit written approval from the high school principal or counselor at the school where they have legal residence and from the student's parent or legal guardian. High school students under age 16 may be considered for enrollment in credit classes with the joint approval of the high school principal and the Registrar at Kishwaukee College. Those students currently attending high school who wish to enroll at Kishwaukee College simultaneously in 100- or 200- level college courses will earn credit toward Kishwaukee College degree requirements. Students enrolled in high school are not eligible for federal and/or state financial aid.

Dual Enrollment/Dual Credit opportunities are available through selected high schools. Dual Enrollment courses can be taken during or after the high school day for college credit only. Dual Credit courses allow the student to earn credit at both Kishwaukee College and the student's high school. Consult high school counselors for details.

Citizens of Foreign Countries

Kishwaukee College is authorized under federal law to enroll non-immigrant alien students. All applicants who are citizens of non-English speaking countries will be eligible for admission to Kishwaukee College when they complete the following requirements:

1. Complete and submit an online Student Information Form for admission to Kishwaukee College at www.kish.edu/international. A non-refundable \$15 processing fee will be collected at registration.
2. Make arrangements to send or request official copies of your academic records, both high school and college. Evaluations can be performed by one of the following accredited organizations: ECE (www.ece.org), ACEI (www.acei-global.org) or WES (www.wes.org).
3. Applicants must provide proof of written and oral English competency by submitting official copies of scores from the TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System). Kishwaukee College requires a TOEFL score of 61 on the Internet-based Test (iBT) or 500 on the Paper-based Test (PBT). A minimum band score of 6.0 is required on the IELTS Academic test.
4. In addition with the other required documents, all applicants must submit an International Student Statement of Finances to demonstrate that they have adequate financial resources to meet their educational expenses. Kishwaukee College requires that all F-1 visa status applicants submit evidence of adequate financial support to cover costs of attendance for at least one full year of studies. This support may be provided through any combination of personal or sponsored funds.

If supported by personal and/or family funds, submit signed International Student Statement of Finances and original bank statement reflecting an available bank balance. Personal bank and sponsor letters should be signed or stamped by the sponsor/bank official and can be sent by mail, fax, or email. These documents cannot be older than ninety (90) days from the initial term start date. Financial materials sent to Kishwaukee College will not be returned. Students should not expect to be able to find a job off campus and are not eligible for grants or scholarships. Please visit www.kish.edu/international for specific requirements.

5. All international students who are transferring from a college or university, within the United States, must have the International Transfer to Kishwaukee College form completed by the institution last attended. This form is required to be completed as a part of the enrollment procedure.
 - You can mail a completed application, official transcripts, language test scores, bank statement and proof of support to:

Kishwaukee College
Student Services
21193 Malta Rd.
Malta, IL 60150

6. Once students receive their I-20 from Kishwaukee College, they must pay the I-901 SEVIS fee at www.fmjfee.com prior to embassy appointment to obtain a student visa.
 - To enter the country they must have a valid passport and current I-20.
7. The Student Information Form and all required materials must be completed and received in the Student Services office by the following deadlines:
 - Fall Semester (beginning in August) – June 15th
 - Spring Semester (beginning in January) – November 15th
 - Transfer students or F-1 students already in the United States have until July 1st or December 1st.

Please allow 2-3 days for the student Information Form to be evaluated. Applicants will be contacted after the Student Information Form has been evaluated. All documents submitted to Kishwaukee College become property of the college and will not be returned to the student.

Transferring to Kishwaukee College from Another School

Acceptance of Transfer Credit

Students at Kish who have transfer credits from another institution and plan to enroll in a degree/certificate program should submit an official transcript. The official transcripts can be sent electronically or submitted in a sealed envelope from the transfer institution to the Student Services Office. Official transcripts cannot be faxed or scanned.

Evaluations may take up to 1 week after submission of official transcripts. An email will be sent to the Kish student email account after your evaluation has been completed.

Criteria for evaluation of transferable credits:

- Transfer credit must be earned at a regionally accredited institution.
- Transfer credits may be awarded for 100/200/300 level courses. A maximum of 49 credits including a maximum of 27 open elective credits will be applied toward a transfer degree. Students are required to complete at least 15 residency hours depending on the total of transfer credits applied.
- Any elective credit(s) shown as a 1XX, 2XX or 3XX on the Kish evaluation may be re-evaluated by submitting a syllabus to the Student Services Office.
- Kish accepts passing grades of "D" for transfer credit; however the course may need to be repeated for specific course prerequisites and program criteria. Please refer to the college catalog for requirements.

- Students who transfer 30 or more credits will not be required to complete the Student Success portion of the degree requirement and will receive a waiver. However, a student may choose to enroll in any of the Student Success courses to earn more credits in the open elective area.
- Transfer credit does not affect cumulative GPA.
- Any CLEP or AP credits earned must have official test scores submitted.
- Foreign transfer credits must be translated and evaluated by ECE (www.ece.org), WES (www.wes.org), or ACEI (www.acei-global.org). Please contact the Registrar in the Student Services Office with questions concerning foreign transcripts.
- Military transfer credits will be evaluated by submitting the official Joint Services Transcript (JST). Order online cost-free at <https://jst.doded.mil>.

Reverse Transfer

Reverse Transfer is a program designed for students who attended Kishwaukee College and then transferred to a University without earning their associate degree. Credits successfully completed at another university may be transferable back to Kishwaukee College. Kishwaukee College will evaluate credits taken at the university to see if they will fulfill any and all remaining requirements for your associate degree. If all requirements are met, an associate degree will be automatically awarded. Student will be notified within 30 days regarding results of transcript evaluation and must then submit a graduation application online via their myKC Self-Service account.

Forfeiture of Transfer Credit

A student may repeat at Kishwaukee College a course for which credit was earned at another post-secondary institution. Doing so causes the student to forfeit any credit awarded in transfer, unless the Kishwaukee College course was not completed. If the student's record indicates the same course had been successfully completed at both Kishwaukee College and another institution, regardless of the order in which they were taken, the Kishwaukee course shall be the one used in the overall grade point average.

If a student fails a course at Kishwaukee College in which transfer credit has been earned, the Kishwaukee College grade will remain on the student's transcript and the student will be given credit for the course in transfer.

Placement Testing for Students Transferring to Kishwaukee College

Transfer students may be required to take placement tests before course enrollment. During advising, students will be informed of any placement tests they will be required to take.

Students who do not comply with the placement testing policy will be administratively dropped from their course enrollment(s) until testing has been completed and appropriate course placement indicated.

Transfer Physical Education Activity

Transfer credit is awarded for a maximum of four credit hours in physical education activity courses, based on the chronological order in which they were completed. Students receiving transfer credit in activity courses will later forfeit the corresponding transfer credit in excess of the four credit hours for credits earned in activity courses at Kishwaukee College.

Pass/Fail Transfer Credit

Transfer credit for courses graded under a pass/fail option will normally be awarded open elective credit toward A.A. or A.S. degree requirements. Pass courses do not carry transfer credit for required courses in certificate of completion, A.A.S., or other degree programs.

Please Note: All documents submitted to Kishwaukee College for admission or transfer evaluation purposes become the property of the College. These documents, or copies of the documents, will not be released to students, nor will they be forwarded to other educational institutions or agencies. Students needing copies of transcripts from other institutions should contact those institutions directly.

Costs/Financing

Tuition & Fees

Total cost is calculated using the following table:

	\$ Per Credit Hour			\$ Per Class		
	Tuition*	Activity Fee	Technology Fee	Registration Fee	Lab/Studio Contact Fee	Course Fees
In-District	\$147.00	\$6.00	\$11.00	\$6.00	varies by class	varies by class
Out-of-District	\$294.00	\$6.00	\$11.00	\$6.00		
Out-of-State	\$441.00	\$6.00	\$11.00	\$6.00		
Foreign Student	\$441.00	\$6.00	\$11.00	\$6.00		
CAREER Agreements	\$147.00	\$6.00	\$11.00	\$6.00		

Online courses offered by Kishwaukee College will be charged in-district tuition.

*** Tuition and fees are subject to change without notice. See www.kish.edu for current tuition and fee rates.**

A variable tuition rate of \$147 per credit hour, in addition to the standard tuition rate, will be applied to all nursing courses in the 'ADN/LPN program and all courses in the RA program.

A variable tuition rate of \$73.50 per credit hour, in addition to the standard tuition rate, will be applied to all courses in the MT, AMT, CAD, DPT, ELE, EST, TPM, and WT programs.

More information on Tuition Policies, Due Dates, Payment Methods, Senior Citizen Tuition and Refund Policy can be found at www.kish.edu/tuition

Financial Aid

A variety of financial aid options are available to qualified students to help meet the costs of attending Kishwaukee College. The Financial Aid Office is responsible for administering and coordinating aid funds from federal, state, private, and college sources. Questions concerning financial assistance should be directed to this office.

Types of Assistance

Financial aid consists of the following: Scholarships: Gift assistance usually based on academic achievement, major, and/or special ability; Grants: Gift assistance usually based on financial need; Loans: Funds to be repaid with after a student stops attending or drops below a Half-Time Status and Employment: Earnings from a part-time job on or off campus.

2019-2020, nearly 2,000 students received \$6.80 million in financial aid funds at Kishwaukee College.

Application procedures for non-need programs are indicated in the description of individual programs. Procedures for applying for need-based programs are in the catalog section titled General Application Procedures and Policies for Need-Based Programs.

In addition, the Financial Aid Office acts as a liaison between the Illinois Office of Rehabilitation Services, Illinois Department of Human Services, the Veterans Administration and others, to assist students to receive educational benefits from these agencies.

General Application Procedures and Policies for Need-Based Programs

All students must pay in full, have a payment plan in place, or a pending financial aid file to hold their classes.

To apply for the Pell Grant, Illinois State Monetary Award (MAP), Federal Supplemental Educational Opportunity Grant, Federal Work- Study Program, Direct Loan (both subsidized and unsubsidized loans), and/or Parent Loan for Undergraduate Students (PLUS), students must complete:

1. Free Application for Federal Student Aid (FAFSA) or alternative application for Illinois financial aid, if ineligible to apply with the FAFSA.
2. Additional College Financial Aid Forms based on FAFSA results.
3. Kishwaukee College Academic Progress Requirements.
4. Official academic transcripts from ALL post-secondary institutions attended are strongly encouraged for ALL loan applicants.
5. Kishwaukee College Loan/PLUS Information form for all student and parent loan applicants.

All forms are available on myKC-Self Service-Financial Aid or from the college's website <https://kish.edu/payforcollege>. Students are encouraged to file the FAFSA on-line at <https://studentaid.gov/h/apply-for-aid/fafsa>. Kishwaukee College's federal school code is 007684. To receive full consideration for all types of financial aid, students should complete and submit the FAFSA as soon after October 1 as possible for the upcoming fall semester. Check with the Financial Aid Office for changes for the 2021-2022 FAFSA.

The Free Application for Federal Student Aid (FAFSA) collects information on the student's family situation including income, assets, family size and number of family members attending college. A student who meets the independent student definition on the FAFSA receives financial aid on the basis of the student's/spouse's (when applicable) financial situation. This data is used by the federal processor to determine how much the student and his/her family can contribute toward the educational costs at Kishwaukee College. The result of this calculation is called the Expected Family Contribution (EFC). Financial need is the difference between the cost of attending Kishwaukee College and the amount the student and the family can contribute.

The Financial Aid Office uses this information to develop a financial aid package of awards for each student. Financial aid is packaged as a combination of grants, scholarships and loans.

Students receiving financial aid must be enrolled in a Kishwaukee College program of study that leads to a degree (A.A., A.S., A.F.A., A.E.S., A.A.S.) or certificate program of 16 hours or more. Depending on individual student eligibility some Pell Grant and IL MAP recipients may need to be enrolled in a minimum number of credits to be eligible. Courses students are enrolled in must count towards the students program of study.

Students receiving federal or state financial aid who drop some or all of their classes during the refund period may no longer be eligible for financial aid awards. Therefore, a repayment may be required of all or a portion of the aid received for that term, including charges in the college bookstore.

Financial aid recipients who attend Kishwaukee College and withdraw from all courses and/or receive all failing grades (F's) or Incompletes (I's) before 60% of the term has elapsed may owe a portion of the financial aid awards disbursed. Students "earn" financial aid based on the length of time they stay enrolled each semester. Repayment of "unearned" financial aid must be made to the Kishwaukee College Business Office before the student can register for the next semester and/or receive transcripts. In addition the student may lose financial aid eligibility (see Financial Aid Standards of Academic Progress – SAP section).

Students and their families may be eligible for tax benefits for education when tuition and fees are paid by the student or family and when U.S. income taxes are owed. Consult a tax preparation expert, IRS publication 970, or the IRS for details and requirements.

Students who are attending multiple institutions at the same time are only eligible to receive financial aid from one school. Schools can enter into an agreement, known as a Consortium Agreement, where the school granting the student a degree/certificate (Home school) considers the enrollment at the other school (host school) and accepts credits earned towards that degree/certificate. Students who plan to be enrolled at multiple schools should consult the Financial Aid Office.

Financial Aid Standards of Academic Progress - SAP

In order to receive federal and state financial aid at Kishwaukee College, students must maintain satisfactory academic progress (SAP) as defined below. The SAP requirements for financial aid recipients include a minimum GPA requirement, a 67% successful course completion rate, and a maximum time allowed to complete a degree at Kishwaukee College. The complete academic progress standards policy is available in the Financial Aid Office and on the college's website.

Cumulative Grade Point Average Requirement

Students must maintain a cumulative grade point average (GPA) of 2.0 on all credit courses to remain in Good Standing and receive financial aid. Students on Academic Probation (*after an appeal has been granted*) are placed on Financial Aid Warning Status.

Financial Aid Warning Status

Students who do not meet that above criteria continue to receive financial aid for one more term while on Financial Aid Warning Status if their GPA or Completion Rate fall below the minimum stated above. At the end of the Warning semester students must have a minimum cumulative 2.0 GPA and a 67% completion rate to continue to receive financial aid. Please see the Appeal section of this policy for information for students with extenuating circumstances.

Maximum Time Requirement

Students must complete their program of study before the total number of attempted hours exceeds 150% of the credits required to complete that academic program. (Example: a two year associate degree requires 64 credits, 150%=96, so after 96 hours have been attempted, the student would no longer be eligible for financial aid). All enrollments at Kishwaukee College (except Developmental Math and English classes) transfer credits are considered, even if no financial aid was previously received.

Appeals

Extenuating circumstances that cause unsatisfactory academic progress which can be fully documented will be reviewed. Written appeals with appropriate documentation are to be directed to the Financial Aid Office. All appeals and appropriate documentation must be received by the deadline listed on the appeal form. Appeal form and instructions can be obtained from the College website.

Reinstatement

A student who has lost their financial aid due to unsatisfactory academic progress may be eligible for reinstatement when the student is again meeting the minimum SAP requirements.

Repeat Coursework

Federal and state regulations allow students to receive financial aid to repeat a course one time when credit has been earned previously and a grade of A, B, C, D or P was received.

Veteran Eligibility

To receive veterans benefits, veterans must maintain Academic Good Standing. A one semester probation/warning period is allowed for veterans to regain academic good standing. Veterans with an ineligible standing will not be certified to receive monthly GI Bill Benefits, Illinois Veterans Grant, Illinois National Guard Scholarship or MIA/POW Scholarship. Academic Standing is defined in the VA SAP Policy, <https://kish.edu/get-started/paying/financial-aid/veterans>.

Extenuating circumstances that cause unsatisfactory academic progress, which can be fully documented, will be reviewed. Written appeals are sent to the Financial Aid Office by the end of the first week of the subsequent semester/term. An Appeal Form can be found on the College website <https://kish.edu/get-started/paying/financial-aid/forms>.

Federal Benefits

Federal Pell Grant

A federal aid program for undergraduate students with exceptional financial need. The award amount is determined by the student's enrollment status, and student need as calculated by the federal government.

The amount of Federal Pell Grant funds students may receive over their lifetime is limited by federal law to be equivalent of six years or 12 semesters of full-time Pell Grant funding. The maximum amount of Pell Grant funding students can receive each year is equal to 100%; therefore, the six-year full-time equivalent is 600%. Beginning Summer 2018, eligible Pell students may receive up to an additional 50% of their yearly Pell for their summer term. Check with the Financial Aid Office for more information.

Federal Supplemental Educational Opportunity Grant (FSEOG)

A federal grant made available to undergraduate students with exceptional financial need who are also Pell Grant recipients.

Federal Veterans Educational Benefit

Kishwaukee College provides degree and certificate programs that are approved for the use of G.I. Bill and other veteran's benefits, which could include a monthly allowance or tutorial assistance. The Financial Aid Office assists student veterans with certification of enrollment, address changes, program changes, and questions concerning benefit checks. The counseling staff provides veterans with academic advisement, and personal, educational, and career counseling, as well as referrals to external agencies for further assistance. Contact the Financial Aid Office or online at www.gibill.va.gov.

All veterans must maintain satisfactory academic progress to continue receiving monthly G.I. Bill benefits and/or state grant programs including Illinois Veteran Grant, Illinois National Guard, and Illinois MIA/POW. (See section on Satisfactory Academic Progress).

Survivors and Dependents of Veterans

Federal monthly educational benefits are provided to children, spouses, or survivors of veterans whose deaths or permanent and total disabilities were service connected, and to spouses and children of service persons missing in action or prisoners of war. For further information on these programs contact the Financial Aid Office.

State of Illinois Benefits

See www.isac.org/students/

Illinois Grant Program for Dependents of Correctional Officers

Tuition and fees program for the spouse and children of a State of Illinois Department of Corrections officer killed or at least 90% disabled in the line of duty.

Illinois MIA/POW Scholarship

Tuition and some fees award for spouse and child of a veteran who was declared by the U.S. Department of Defense or U.S. Veterans Administration to be a prisoner of war, missing in action, or who died as a result of service connected disability, or is permanently disabled from service-connected causes.

Illinois National Guard Scholarship

Payment for tuition and some fees is provided for currently enlisted members who have served at least one year in the Illinois National Guard. Must reapply each year.

Illinois Student Assistance Commission Monetary Award Program (MAP)

Tuition and some fees grant for Illinois resident undergraduate students with financial need as determined by ISAC. Funding is dependent on the Illinois State budget.

Illinois Veteran Grant

Illinois veterans may be eligible for the Illinois Veteran Grant (IVG) to pay tuition and some fees. The IVG is available to veterans who entered the service as Illinois residents, served one year or more active duty, were discharged under conditions other than dishonorable, and who returned to Illinois within six months after separation. Proof of service and/or residency requirements must be provided on the VA Report of Separation (DD214).

Police Officer/Fire Officer Survivor Grant

Tuition and mandatory fees for surviving children and spouses of Illinois Police or Fire personnel killed in the line of duty.

Scholarships

Kishwaukee College offers many scholarships to students. A list of scholarships that are available from college departments, Kishwaukee College Foundation, or the Financial Aid Office may be obtained at <https://kish.edu/get-started/paying/scholarships>.

Most scholarships listed are awarded annually. In addition, various Internet scholarship search sites are available. Contact the Financial Aid Office for more information.

Students are encouraged to check out local civic, service, and fraternal organizations not listed through the Financial Aid Office or Kishwaukee College Foundation for possible awards. Students usually have to be enrolled at least half time (6 credit hours per term) to qualify for most scholarship programs.

Kishwaukee College Foundation

Kishwaukee College Foundation provides over \$300,000 in scholarships to students annually. Applications are available in the Fall and Spring. For more information on scholarship opportunities at Kish visit <https://kish.edu/get-started/paying/scholarships>.

Loans

Direct Student Loans are funds that are borrowed from the federal government to help pay college expenses. These funds MUST be repaid with interest. Interest is money paid to the lender in exchange for borrowing money. Interest is calculated as a percentage of the unpaid principal amount (loan amount) borrowed. Interest rates on federal student loans are set by Congress and will vary based on the date the loan was borrowed. Rates for federal loans issued between July 1, 2020 and June 30, 2021 are 2.75% for undergraduate Direct Subsidized and Unsubsidized loans.

The U.S. Department of Education offers the following federal student loan programs for students at Kishwaukee College:

The Federal **Direct Loan** (Direct Loan) Program is the largest federal student loan program. Under this program, the U.S. Department of Education is the student's lender. There are four types of Direct Loans available:

- **Direct Subsidized Loans** are loans made to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education at a college or career school. Interest on the Direct Loan is paid by the federal government until 6 months after the student is no longer enrolled at least 6 credits.
- **Direct Unsubsidized Loans** are loans made to eligible undergraduate, graduate, and professional students. The student does not have to demonstrate financial need to be eligible for the loan. Students are responsible for the interest while in school.
- **Direct PLUS Loans** are non-need based loans made to parents of dependent undergraduate students or graduate/professional students to help pay for education expenses not covered by other financial aid. Repayment of PLUS usually begins as soon as funds are paid to the borrower. The current interest rate is 5.30% for loans issued after July 1, 2020, and before July 1, 2021. Loan amounts are based on costs of attendance, enrollment status and financial aid and resources awarded. Students must enroll at least half-time. Apply by completing FAFSA and College PLUS form.

To apply for a Direct or PLUS Loan, the student, or parent for PLUS loan, must complete a current year FAFSA, Kish internal forms. All student applicants must also sign a master promissory note and complete loan entrance counseling online at www.studentloans.gov. The PLUS Loan requires a credit check for the parent borrower from the www.studentloans.gov website. Students may apply for loans at myKC-Self Service-Financial Aid.

Official academic transcripts from **all** previous post-secondary institutions are strongly recommended in order to determine maximum loan eligibility for all PLUS and Direct Loan applicants. Submit transcripts to the Student Services office.

Most federal student loans have loan fees that are deducted proportionately from each loan disbursement received. This means the money you receive will be less than the amount you actually borrow. Borrowers are responsible for repaying the entire amount borrowed and not just the amount received.

The current loan fees for federal student loans are:

- 1.057% for Direct Subsidized Loans and Direct Unsubsidized Loans
- 4.228% for Direct PLUS Loans

Students must be enrolled at least half-time (6 credit hours per term) to borrow a federal student loan. The loan is disbursed in 2 equal installments with disbursements at the beginning of each semester for a full year loan. One semester loans will have 2 equal installments within the semester the loan is taken out. First-time borrowers at Kishwaukee College cannot receive the first loan disbursement until 30 days of the first term attended have elapsed.

Regulations require that the loan amount borrowed never exceed a student's cost of attendance minus other financial aid received and minus contributions students and their families are expected to make toward educational expenses.

Maximum loan amounts are set by the Department of Education and based on class level, enrollment status, and financial aid dependency status.

Apply by completing the FAFSA and the loan application by going to your myKC-Self Service-Financial Aid.

Learn more about federal student loans at <https://studentaid.gov/understand-aid/types/loans>.

*All policies and procedures may be updated at any time due to changes in Federal and State Regulations of College Policies.

Employment

Federal College Work Study Program (FCWS)

Jobs on campus paying at least the state minimum wage rate for students who have financial need as determined by the information provided on the FAFSA. Job opportunities and directions for applications and interviews are posted in the HR Department and on their webpage. Students interview with hiring departments to secure employment.

Institutional Student Employment

Limited funds are made available for student employment by Kishwaukee College. Students must be enrolled at least half time. The state minimum wage rate is paid. Apply by going to myKC-Get Involved at Kish-Work Part-Time.

Both types of student employment require students to be enrolled in a minimum of 6 credit hours and are limited to a maximum of 20 hours per week of work. Students must be meeting standards of satisfactory academic progress (see section on satisfactory academic progress).

CAREER Agreements

Kishwaukee College has CAREER Agreements (Comprehensive Agreement Regarding the Expansion of Educational Resources) with all community colleges in Illinois. These agreements allow Kishwaukee College district residents to attend other colleges for programs not offered by Kishwaukee College. This agreement allows students to pay the sponsoring college's in-district tuition rate. Residents of other districts may enroll in occupational degree or certificate programs at Kishwaukee College that are not offered by their home district.

Any career program (A.A.S. or certificate) at the following 39 community colleges that is not offered at Kishwaukee College is eligible for CAREER agreement.

CAREER Agreement Guidelines:

Nonresidents of Kishwaukee Community College District 523 who wish to attend Kishwaukee College under a CAREER agreement should initiate this process with their local districts 30 days prior to enrollment.

A written authorization from the student's home district is required. If the authorization is approved upon presentation to Kishwaukee College's Student Services, in-district tuition will be charged.

Students from districts other than the ones listed should check with their home districts to determine if a program is part of CAREER.

Individuals who reside in the Oregon Community School District #220 will be charged in-district tuition for enrollment in courses or programs under a cooperative agreement with Highland, Rock Valley, and Sauk Valley Community Colleges.

CAREER Agreements

Black Hawk College
Carl Sandburg College
City Colleges of Chicago
College of DuPage
College of Lake County
Danville Area Community College
Elgin Community College
Heartland Community College
Highland Community College
Illinois Central College
Illinois Eastern Community Colleges
Illinois Valley Community College
John A. Logan College
John Wood Community College
Joliet Junior College
Kankakee Community College
Kaskaskia College
Kishwaukee College
Lake Land College
Lewis & Clark Community College
Lincoln Land Community College
McHenry County College
Moraine Valley Community College
Morton College
Oakton Community College
Parkland College
Prairie State College
Rend Lake College
Richland Community College
Rock Valley College
Sauk Valley Community College
Shawnee Community College
South Suburban College
Southeastern Illinois College
Southwestern Illinois College
Spoon River College
Triton College
Waubonsee Community College
William Rainey Harper College

Non-Traditional Learning Credit (NTL)

Students enrolled at Kishwaukee College may receive college credit for previous experience and learning by one or a combination of the methods listed below.

However, in no instance may a student use any combination of non-traditional learning credits toward more than 75% of the credits required for a degree (A.A./A.S./A.A.S.) or 50% of the credits required for a certificate program. In addition, only 50% of the credits required for any degree may consist of life experience credits. Credit will not be awarded for any non-traditional learning credits which duplicate accredited college course work already completed.

Credit hours granted through non-traditional learning evaluation (e.g. CLEP, proficiency examination, etc.) may not be applied to meet residency requirements for graduation.

Credit will not be recorded on a student's official academic record until the student has completed the residency requirements for the degree or certificate program(s) being pursued.

Fees are not charged for NTL credit awarded for learning completed prior to entering Kishwaukee College, except for the proficiency evaluation methods which involve more extensive administration, evaluation, and recording time on the part of the institution.

Also exempt from fee payment are the evaluations of credit based on outside formal instruction including, but not limited to, unaccredited schools, business colleges, police academies, and/or recommendations of the American Council on Education. Such evaluation is part of the admissions process and is performed by the Student Services Office.

State Seal of Biliteracy

Kishwaukee College accepts the State Seal of Biliteracy as equivalent to two (2) semesters of foreign language coursework taken during high school if a student's high school transcript indicates the student has received the State Seal of Biliteracy.

Military Transfer Credit Policy

The evaluation of credit for military experience and training is performed by the Student Services Office. Students should submit an official Joint Services Transcript (JST).

- Military credit is evaluated upon receipt of a Joint Services Transcript (JST).
- Students who have basic training on their JST will receive 4 credits of Physical Education Elective.
- If the JST transcript list courses with STATE LICENSING for BASIC Nursing and/or BASIC EMS then NUR-100 and or EMS-107 may be articulated
- Military credit will be evaluated as it applies to a student's degree program, credit may be awarded as electives, or articulated as Kishwaukee Community College courses. Military Occupational Specialty (MOS) coursework which is career and technical in nature may be referred for consideration to the department of the program the student is enrolled in for possible articulation.
- Kishwaukee College uses the ACE Course guide to determine articulation where applicable <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>

Advanced Standing

A number of occupational programs may award credit in their programs to students who have completed approved training programs, or who have obtained previous certification of training from recognized state agencies.

If academic credit is granted, students enter these programs with advanced standing status. Acceptance of previous certification training leading to advanced standing credit is determined by the Registrar and the appropriate academic dean.

Advanced Placement (AP) Program College Entrance Examination Board

Students who have taken the College Entrance Examination Board Advanced Placement tests should have official copies of their AP test results sent to the Student Services Office. Credit may be awarded to students who have received scores of three or above.

Advanced Placement Program

AP Exam	Score	KC Credit	Kish Policy # Credit Hours
Art History	3, 4, 5	ART 282	3
Art/Studio, Drawing or General Portfolio	3, 4, 5	Art Studio Elective, 3 hrs.	3
Biology	5	BIO 201	4
Biology	4	BIO 103/105	4
Biology	3	BIO 103	3
Calculus AB, BC	4, 5	MAT 229	5
Calculus AB, BC	3	IAI (GECC) M1900-O	3
Chemistry	5	CHE 210 & 211	10
Chemistry	4	CHE 210	5
Chemistry	3	CHE 110	3
Chinese Language & Culture	3, 4, 5	Humanities Elective	6, 6, 9
Computer Science A	3, 4, 5	CIS 101	3
Computer Science Principles	3, 4, 5	CIS 101	3
Economics: Macro	3, 4, 5	ECO 260	3
Economics: Micro	3, 4, 5	ECO 261	3
English Language & Composition	3 4, 5	ENG 103 ENG 103 & 104	3 6
English Literature & Composition	3, 4, 5	Humanities Elective	3
Environmental Science	3 4, 5	BIO 101 BIO 101/102	3 4
European History	3 4, 5	HIS 145 HIS 144 & 145	3 4, 5
French Language & Culture	3 4 5	FRN 101 & 102 FRN 101 & 102 FRN 101, 102 & 201	6 6 9
German Language & Culture	3 4 5	GER 101 & 102 GER 101 & 102 GER 101, 102 & 201	6 6 9
Government & Politics, U.S.	3, 4, 5	PLS 140	3
Government & Politics, Comp.	3, 4, 5	PLS 140	3
Human Geography	3, 4, 5	Geography Elective	3
Italian Language & Culture	3, 4, 5	Humanities Elective	6, 6, 9
Japanese Language & Culture	3, 4, 5	Humanities Elective	6, 6, 9
Latin	3, 4, 5	Humanities Elective	6, 6, 9
Music Theory	3 4, 5	MUS 100 MUS 100 & 101	3 6
Physics 1: Algebra-based	3, 4, 5	PHY 150	3
Physics 2: Algebra-based	3, 4, 5 Physics 1 + 3, 4, 5 Physics 2	PHY 250 & 251	8
Physics C, Mechanics	3, 4, 5	PHY 250	4
Physics C: Electricity Magnetism	3, 4, 5 Physics C Mechanics + 3, 4, 5 Physics Magnetism	PHY 250 & 251	8
Psychology	3, 4, 5	PSY 102	3
Research New 2015-2016	3, 4, 5	General Elective Credit	3
Seminar New 2015-2016	3, 4, 5	General Elective Credit	3
Spanish Language & Culture	3 4 5	SPA 101 & 102 SPA 101 & 102 SPA 101, 102 & 201	6 6 9
Spanish Literacy & Culture	3 4 5	SPA 101 & 102 SPA 101 & 102 SPA 101, 102 & 201	6 6 9
Statistics	3, 4, 5	MAT 208	4
Studio Art 2-D design	3, 4, 5	Art Studio Elective	3
Studio Art 3-D design	3, 4, 5	Art Studio Elective	3
U.S. History	3 4, 5	HIS 220 HIS 220 & HIS 222	3 6
World History	3, 4, 5	HIS 172	3

International Baccalaureate Exam (IB)

Kishwaukee College recognizes IB achievement by awarding credits that may be counted towards the number of courses required for graduation up to the maximum of non-traditional learning credits. The official International Baccalaureate transcript is required in order to award credit. Please see Kishwaukee College website – Transferring Credit to Kishwaukee College.

International Baccalaureate Credit						
Group	Subject Group	Sub-Group	International Baccalaureate Course	Higher Level (HL) Standard Level (SL)	Kishwaukee College Courses	Kish # of Credit Hours
1	Studies in Language & Literature	Language A: Literature	English	HL 6-7	ENG 103 & ENG 130	6
				SL 6-7	ENG 103	3
			French	HL 4-5	FRN 101 & FRN 102	6
				HL 6	FRN 101, FRN 102 & FRN 201	9
				HL 7	FRN 101, FRN 102, FRN 201 & FRN 202	12
				SL 4-5	FRN 101	3
				SL 6-7	FRN 101 & FRN 102	6
				Spanish	HL 4-5	SPA 101 & SPA 102
			HL 6		SPA 101, SPA 102 & SPA 201	9
			HL 7		SPA 101, SPA 102, SPA 201 & SPA 202	12
			SL 4-5		SPA 101	3
			German	SL 6-7	SPA 101 & SPA 102	6
		HL 4-5		GER 101 & GER 102	6	
		HL 6		GER 101, GER 102 & GER 201	9	
		HL 7		GER 101, GER 102, GER 201 & GER 202	12	
		Language A: Literature	English	SL 4-5	GER 101	3
				SL 6-7	GER 101 & GER 102	6
				HL 6-7	ENG 103 & ENG 130	6
				SL 6-7	ENG 103	3
			French	HL 4-5	FRN 101 & FRN 102	6
HL 6	FRN 101, FRN 102 & FRN 201			9		
HL 7	FRN 101, FRN 102, FRN 201 & FRN 202			12		
SL 4-5	FRN 101			3		
Spanish	SL 6-7	FRN 101 & FRN 102	6			
	HL 4-5	SPA 101 & SPA 102	6			
	HL 6	SPA 101, SPA 102 & SPA 201	9			
	HL 7	SPA 101, SPA 102 SPA 201 & SPA 202	12			
German	SL 4-5	SPA 101	3			
	SL 6-7	SPA 101 & SPA 102	6			
	HL 4-5	GER 101 & GER 102	6			
	HL 6	GER 101, GER 102 & GER 201	9			
Literature & Performance	HL 7	GER 101, GER 102, GER 201 & GER 202	12			
	SL 4-5	GER 101	3			
	SL 6-7	GER 101 & GER 102	6			
	SL 6-7	ENG 103	3			
2	Language Acquisition	Language B	French	SL 6-7	FRN 101	3
				SL 4-5	FRN 101 & FRN 102	6
				HL 4-5	FRN 101 & FRN 102	6
				HL 6	FRN 101, FRN 102 & FRN 201	9
				HL 7	FRN 101, FRN 102, FRN 201 & FRN 202	12
				SL 4-5	FRN 101	3
		Language B	Spanish	SL 6-7	FRN 101 & FRN 102	6
				HL 4-5	SPA 101 & SPA 102	6
				HL 6	SPA 101, SPA 102 & SPA 201	9
				HL 7	SPA 101, SPA 102 SPA 201 & SPA 202	12
				SL 4-5	SPA 101	3
				SL 6-7	SPA 101 & SPA 102	6
Language B	German	SL 6-7	GER 101 & GER 102	6		
		HL 4-5	GER 101 & GER 102	6		
		HL 6	GER 101, GER 102 & GER 201	9		
		HL 7	GER 101, GER 102, GER 201 & GER 202	12		
		SL 4-5	GER 101	3		
		SL 6-7	GER 101 & GER 102	6		

International Baccalaureate Credit (continued)

Group	Subject Group	Sub-Group	International Baccalaureate Course	Higher Level (HL) Standard Level (SL)	Kishwaukee College Courses	Kish # of Credit Hours
2	Language Acquisition	Language ab initio	French ab initio	SL 4-5 SL 6-7	FRN 101 FRN 101 & FRN 102	3 6
			Spanish ab initio	SL 4-5 SL 6-7	SPA 101 SPA 101 & SPA 102	3 6
			German ab initio	SL 4-5 SL 6-7	GER 101 GER 101 & GER 102	3 6
		Classical Languages	Not Applicable	SL - No Credit	Not Applicable	0
3	Individuals & Society	Business and Management	HL 5-7 SL-No Credit	BUS 101 Not Applicable	3 0	
		Economics	HL 5-7 SL-No Credit	ECO 260 & ECO 261 Not Applicable	6 0	
		Information Technology in a Global Society	HL 5-7 SL-No Credit	General Elective Credit Not Applicable	3 0	
		Geography	HL 4-7 SL 5-7	GEO 201 GEO 201	3 3	
		Global Politics	HL 4-7 SL 6-7	PLS 140 PLS 140	3 3	
		History	HL 6-7 SL 4-7	HIS 144 & HIS 145 HIS 222	6 3	
		Philosophy	HL 6-7 SL - No Credit	PHL 101 Not Applicable	3 0	
		Psychology	HL 6-7 SL 4-7	PSY 102 PSY 102	3 3	
		Social & Cultural Anthropology	HL 5-7 SL 5-7	ANT 120 & ANT 220 ANT 120	6 3	
		World Religions	HL 4-7 SL 4-7	PHL 198 PHL 198	3 3	
4	Sciences	Biology	HL 5-7 SL-No Credit	BIO 103 & BIO 105 Not Applicable	4 0	
		Computer Science	HL 6-7 SL 6-7	CIS160 CIS 101	3 3	
		Chemistry	HL 5-7 SL-No Credit	CHE 110 & CHE 111 Not Applicable	4 0	
		Design Technology	HL 5-7 SL-No Credit	General Elective Credit Not Applicable	3 0	
		Physics	HL 5-7 SL-No Credit	PHY 150 & PHY 151 Not Applicable	4 0	
		Sports, Exercise & Health Science	HL 5-7	General Elective Credit	3	
5	Mathematics	Mathematics	HL 5-7 SL-No Credit	MAT 150 Not Applicable	4 0	
		Further Mathematics	HL 5-7	General Elective Credit	3	
		Mathematical Studies	SL-No Credit	Not Applicable	0	
6	The Arts	Dance	SL 5-7	PE 140	2	
		Film	HL 5-7	HUM 150	3	
			SL 5-7	HUM 150	3	
		Visual Arts	HL 5-7	ART 211	3	
			SL 5-7	ART 211	3	
Theatre	HL 4-7 SL 4-7	THE 203 THE 203	3 3			
Music	HL 6-7	MUS 100, MUS 101 & MUS 102	9			
	SL 5-7	MUS 220	3			

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) provides the student an opportunity to receive credit towards Kishwaukee College's degree and/or course requirements. Kishwaukee College awards credit based on CLEP scores as follows:

CLEP credit will NOT be awarded for any area/course in which credit had previously been earned/awarded; nor will CLEP credit be awarded for any course previously attempted and not completed.

For an evaluation of potential credit through CLEP, the Student Services Office must receive an official examination report for any tests completed. For further information on CLEP registration procedures or credit policies, contact the Student Services Office.

College Level Examination Program (CLEP)			
General Examination	Score	KC Credit	Kish Policy # Credit Hours
Humanities	50 minimum	HUM 119 & 129	6
Natural Sciences	50 minimum	Sciences	3
Social Science and History	50 minimum	Social Science / History	6
Subject Examination	Score	KC Course	
American Government	50 minimum	PLS 140	3
American Literature	50 minimum	ENG 211 & ENG 212	6
Analyzing and Interpreting Literature	50 minimum	ENG 130	3
Biology	50 minimum	BIO 103	3
Calculus	50 minimum	MAT 229	5
Chemistry	50 minimum	CHE 110	3
College Algebra	50 minimum	MAT 150	4
College Math	50 minimum	MAT 101	3
College Composition	50 minimum	ENG 103	3
Educational Psychology	50 minimum	PSY 210	3
English Literature	50 minimum	ENG 130	3
Financial Accounting	50 minimum	ACC 108	3
French Language, Level 1	50 - 58	FRN 101 & 102	6
French Language, Level 2	59 - 80	FRN 101, 102, 201 & 202	12
German Language, Level 1	50 - 62	GER 101 & 102	6
German Language, Level 2	63 - 80	GER 101, 102, 201 & 202	12
History of US I	50 minimum	HIS 220	3
History of US II	50 minimum	HIS 222	3
Human Growth and Development	50 minimum	PSY 280	3
Information Systems and Computer Applications	49 minimum	CIS 101	3
Introduction to Psychology	50 minimum	PSY 102	3
Introductory Business Law	51 minimum	BUS 256	3
Introductory Sociology	50 minimum	SOC 170	3
Precalculus	50 minimum	MAT 155	3
Principles of Management	49 minimum	MM 162	3
Principles of Macroeconomics	50 minimum	ECO 260	3
Principles of Marketing	50 minimum	MM 149	3
Principles of Microeconomics	50 minimum	ECO 261	3
Spanish Language, Level 1	50 - 62	SPA 101 & 102	6
Spanish Language, Level 2	63 - 80	SPA 101, 102, 201 & 202	12
Spanish with Writing, Level 1	50-64	SPA 101 & 102	6
Spanish with Writing, Level 2	65-80	SPA 101, 102, 201 & 202	12
Western Civilization I	50 minimum	HIS 144	3
Western Civilization II	50 minimum	HIS 145	3

Departmental Proficiency Evaluation

Students who feel they have already obtained knowledge and skills equivalent to courses offered by Kishwaukee College may request a proficiency evaluation to demonstrate their knowledge level. Such requests are typically based on learning acquired during job experiences and/or private study done over a period of time.

Students who are successful in passing a proficiency evaluation receive credit for the course, and the credit hours earned count toward graduation requirements on the same basis as if the credit had been earned through traditional classroom learning. A performance evaluation of a "C" or higher grade is required for granting proficiency credit; however, no grade or grade points are assigned for the course in which a student receives proficiency credit. An official record is not maintained nor is course credit granted for proficiency evaluation for grades less than "C".

If a student does not pass a proficiency exam, he or she will not be permitted to attempt the same proficiency examination a second time.

Proficiency evaluation is not available for removal of "D" or "F" grades received in regular courses. Additionally, for students who receive proficiency credit and later complete the same course through traditional classroom learning, the original proficiency credit will be forfeited. Credit will not be given by proficiency evaluation for courses which duplicate accredited college work already completed.

Proficiency evaluations must be completed in proper course sequence for each discipline. Once students have received credit for a particular course, either through completion via enrollment or proficiency evaluation, they may not apply for or receive credit for a lower level course in that same sequence unless approved by the appropriate academic dean.

All other graduation requirements must also be satisfied. The administration of proficiency evaluations is under the direction of the respective division in which the courses are offered for which students wish to receive proficiency credit.

A \$15 per credit hour non-refundable fee is charged for the evaluation of each proficiency examination or portfolio reviewed by an instructor. A Proficiency Evaluation form, is available in the Student Services Office. It must be completed and all fees paid in the Business Office prior to commencement of the proficiency examination.

There are two methods of Departmental Proficiency Evaluation. Due to the non-comparative nature of every individual's experiences and accomplishments, it is the college policy that students desiring proficiency credit(s) will demonstrate their knowledge via a proficiency examination rather than a portfolio of life experiences as long as an examination is available.

1. A proficiency examination specifying the student's knowledge of the course material. To initiate proficiency examination consideration, students should contact the Student Services Office.
2. A portfolio of life experiences presented as evidence that the student possesses college equivalent knowledge or skills demanded by the course.

Students must consult with the dean's office before pursuing portfolio development to insure that a qualified instructor is available. If no qualified instructor can be located, life experience credit for this course will not be granted.

In order to assist students in potentially translating their previous experiences into college-equivalent credits, the college requires that students using this proficiency method develop a portfolio which will document their past experiences and accomplishments. A portfolio is a file or folder of this past information which will permit prior learning to be assessed.

Dual Credit

The Dual Credit program at Kishwaukee College allows qualified high school students the opportunity to enroll in college-level courses for which the student receives both high school and college credit upon successful completion of the course. High schools may refer to this as "Kish on Campus."

Dual Credit:

- Provides access to affordable higher education
- Decreases the amount of time to earn a college degree or vocational certificate
- Reduces the cost of college

Please discuss this valuable opportunity with the high school guidance counselor.

Dual Credit courses are an important link in the transition from high school education to the college experience and create a smooth transition to postsecondary education.

Types of Dual Credit:

1. Kishwaukee Education Consortium (KEC)

KEC classes are offered in partnership with five area high schools: DeKalb High School, Genoa-Kingston High School, Hiawatha High School, Rochelle Township High School and Sycamore High School. Students register at their high school in the spring for career classes, and are then registered at Kishwaukee College the following fall term. These courses prepare students to pursue an occupational pathway, which may not require preparation beyond a two-year Associate in Applied Science degree to enter the workforce. These courses are offered at no cost to the student. Students enrolling in KEC Dual Credit courses must have a high school minimum GPA of 2.5, and display sufficient emotional maturity and study habits to benefit from the program.

2. General Education (Academic Transfer)

Academic Transfer courses are offered on the high school campus and can be applied towards an associate degree or certificate program at Kishwaukee College, or transferred to a four-year university or college (students should check with the university/college to which they plan to transfer for course compatibility). Students currently pay a \$50 registration fee to Kishwaukee College for Dual Credit courses taught on high school campuses by high school instructors.

3. Occupational Programs (High Schools or Technical Centers)

Occupational courses are offered at several high school and secondary education technical centers and can be applied towards a certificate or Associate in Applied Science degree. Students currently pay a \$50 registration fee for Dual Credit courses taught on high school campuses.

4. On-Campus or Online Course Options/Dual Enrollment

With the permission of the student's high school, a qualifying student may elect to take college classes through Kishwaukee College. Dual Credit status is determined by the high school. Students must meet all college requirements for the class, have parent/guardian permission and pay full tuition for those classes.

Eligibility for Dual Credit

High School students enrolling in Dual Credit classes must satisfy the same prerequisites as Kishwaukee students. A prerequisite is a requirement (such as a placement test score or a completed course), the student must meet before registering for a course. This requirement ensures that all students in the program have the same qualifications and preparation to perform college-level work.

State Laws and Regulations

To ensure the academic integrity of college-level courses offered by Illinois Community College, the Illinois Community College Board (ICCB) has adopted Administrative Rules pertaining to dual credit (ICCB Rule Section 1501.507). Kishwaukee College endorses these rules and adheres to their intent.

All state laws, ICCB regulations, accreditation standards specified by the Higher Learning Commission and local college policies apply to college level courses offered by the college for dual credit. These policies, regulations, instructional procedures and academic standards apply to students, faculty, and staff associated with these courses.

The Dual Credit Quality Act (<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=3117&ChapterID=18>) requires the Illinois Community College Board (ICCB) and the Illinois Board of Higher Education (IBHE) to develop policies regarding dual credit.

The Dual Credit Quality Act was enacted to accomplish the following:

1. Reduce college costs.
2. Speed time to degree completion.
3. Improve the curriculum for high school students and the alignment of the curriculum with college and workplace expectations.
4. Facilitate the transition between high school and college.
5. Enhance communication between high schools and colleges.
6. Offer opportunities for improving degree attainment for underserved student populations.
(Source: P.A. 96-194, eff. 1-1-10)

For more information on Dual Credit, please contact your high school counselor.

Articulated Credit

Kishwaukee College awards college credit toward applied degrees and/or certificates at Kish in several programs. This credit will be granted to students who have successfully completed the approved coursework through a variety of career centers and high schools. Students receiving this credit must meet the conditions of articulation. Please discuss this opportunity with your high school guidance counselor.

Admission/Registration Checklists

The following checklists will help students get admitted to Kishwaukee College and register for classes. Select the checklist below that applies and follow the instructions carefully. Please review add/drop and withdrawal policies and procedures under "Academic Policies & Procedures" (p. 146).

New, Transfer Student Registration Checklist

1. Complete the Student Information Form online at www.kish.edu/apply.
2. Submit official high school and/or High School Equivalency (HSE) Certificate transcripts and any former college transcripts to Student Services (C2100) or via email to transcripts@kish.edu. Transfer students from other colleges or universities who are NOT completing a degree or certificate should refer to the student registration checklist below.
3. Send a copy of official JST – Joint Services Transcripts for any military learning experiences gained through the Armed Services.
4. Placement into college-level course can be determined by previous college coursework, Advanced Placement and CLEP scores, ACT scores, SAT scores, or high school GPA. All test scores and GPA must be within 3 years. Please visit www.kish.edu/placement for criteria. If applicable, college and score transcripts should be submitted to Student Services (C2100). Students who do not meet the criteria for a waiver can schedule a placement exam by contacting Student Services at onestop@kish.edu or 815-825-9375.
5. Meet with Academic Advising, if necessary. An appointment can be made by visiting www.kish.edu/advising.
6. Register for classes online through myKC Self-Service. For questions about registration, please contact Student Services at onestop@kish.edu or 815-825-9375.
7. Financial aid may be available and information can be obtained through the Financial Aid Office. For payment options go to myKC or visit the Business Office (C2140). Payments must be received prior to the tuition due date; check your myKC for important dates and deadlines. For questions, contact the Business Office at 815-825-9400.
8. Attend New Student Orientation (NSO). Register today at www.kish.edu/orientation or contact the Student Outreach Office at 815-825-9460.

Returning Student Registration Checklist

Use this checklist if you have been enrolled at Kishwaukee College during a previous semester but have not attended classes during the past two years.

1. Submit the Student Information form online at www.kish.edu/apply
2. Send official transcripts from the military (JST – Joint Services Transcripts) or any colleges or universities attended since the last enrollment at Kishwaukee College to the Student Services Office (C2100) or transcripts@kish.edu
3. Meet with Academic Advising, if necessary.
4. Register online through myKC Self-Service. For questions about registration, please contact Student Services at 815-825-9375 or via email at onestop@kish.edu.
5. Financial aid may be available and information can be obtained through the Financial Aid Office. For payment options go to myKC or visit the Business Office (C2140). Payments must be received prior to the tuition due date; check your myKC for important dates and deadlines. For questions, contact the Business Office at 815-825-9400.

Visiting Student Registration Checklist

Students who may be taking one or a couple of classes at Kishwaukee College and are not declaring a program may use unofficial documentation to enroll in courses with prerequisites. All students must complete the Student Information form. Go to the website to complete: www.kish.edu/apply

1. Submit unofficial documentation such as grade reports, schedules, unofficial transcripts, AP scores, CLEP scores, etc. The documentation must display your name, date and institution where prerequisite was completed. You will not receive any transfer credits with the submission of unofficial documentation.
2. Submit unofficial documentation via email to transcripts@kish.edu
3. If you are using a schedule which shows an in-progress prerequisite course and a grade is required, you must submit the final grade report to remain registered for the course. All final grades must be submitted 1 week prior to the start of the class.
4. Register for classes online through myKC Self-Service.
5. Arrange to pay tuition and fees by the established tuition due dates. Financial aid may be available and information can be obtained through the Financial Aid Office.

Community Education, Short Term Training and CDL Training Registration Checklist

1. Select your classes.
2. Select your registration method.

- **Telephone – Credit Card Only***

Register by telephone using your VISA, MasterCard or Discover.

Hours: 7:00 am – 3:00 pm

Phone: 815-825-9466

- **Mail**

Complete the registration form and mail it with total payment to:

**Kishwaukee College
Continuing Education
21193 Malta Road
Malta IL 60150**

- **Walk-In**

Register in the Continuing Education Office. Students are encouraged to REGISTER EARLY. Visit www.kish.edu/contactus for office hours.

- **Online**

For Personal Enrichment and Professional Development Classes – Non-Credit Certificates, Continuing Education & Small Business:

Enter the Eventbrite Class Code to register directly. No service fee to register.

Eventbrite Class Code example:

kccecomfortfoods.eventbrite.com

.....

For Professional Development Classes – Short-Term Training and CDL Training*:

Go to www.kish.edu/ce. Click on the Registration button in the green square on the right. Click on the KishSOS Register anytime link. Enter the course code number in the "Course Code Number" field.

Course Code example:

CE 083 5001

**All payments with a credit/debit card will be charged a 2.5% service fee.*

3. Call 815-825-9466 for updated class information or with any questions.

Students' registrations are not final until full payment has been received.

Residency Requirements

Please Note: All documents submitted to Kishwaukee College for admission or transfer evaluation purposes become the property of the College. These documents, or copies of the documents, will not be released to students, nor will they be forwarded to other educational institutions or agencies. Students needing copies of transcripts from other institutions should contact those institutions directly.

In-District Resident

Students are considered residents of the district if their legal residence is within the boundaries of District #523 for at least 30 days immediately prior to the start of the term for which they wish to register. However, students who have moved from an out-of-district or out-of-state residence to an in-district residence for reasons other than attending Kishwaukee College are exempt from the 30-day requirement. District #523 boundaries include the high school districts of DeKalb, Genoa-Kingston, Hiawatha at Kirkland, Indian Creek (formerly Shabbona and Waterman), Rochelle, and Sycamore. Also included are individuals residing in the eastern half of the Oregon Community School District #220, and the residents of that portion of Lee Center Community District #271, lying east of the West Brooklyn spur (Paw Paw High School attendance center). The Student Services Office will make the final determination of residency status. Supporting documents for any changes to residency must be received by mid-term of the semester to which the change is applicable.

Employment in the District: Students who are not residents of Kishwaukee College District 523 but who are employed full-time (35 hours per week) in the district are eligible for in-district tuition and fees. To qualify, a letter must be on file in the Student Services Office each semester prior to the student's registration.

The letter must be written on company stationery and must be signed by either the supervisor or the director of human resources.

Out-of-District Resident

Students whose legal residence is outside District #523, but in-state, will be classified as out-of-district residents. Out-of-district residents are considered for admission on the same basis as in-district residents, except for admission to the health technology programs for which preference is given to students who are legal residents of District #523. Out-of-district residents whose course or program enrollments do not qualify under CAREER Agreements, variable tuition eligibility, in-district employment waiver, or other waivers will be charged the out-of-district tuition rate.

Individuals who reside in the Oregon Community School District #220 will be charged in-district tuition for enrollment in **courses or programs** under an agreement with Highland, Rock Valley, and Sauk Valley Community Colleges; and the authorization form is not necessary.

CAREER Agreements allow students to enroll in certain degree or certificate programs not offered by their home district colleges at the prevailing in-district tuition rate of the college of attendance and the home district is not billed for the out-of-district tuition portion. Kishwaukee College has CAREER Agreements with several community college districts whereby residents of these districts may enroll in occupational degree or certificate programs at Kishwaukee that are not offered by their home district. Consult the catalog section CAREER Agreements for more information.

Kishwaukee College in-district tuition is charged and an authorization from their home college must be signed by an authorized official from that college listing the program being approved to be taken at Kishwaukee College.

The authorization should be presented to the Kishwaukee College Student Services Office at the time of registration. Students from districts other than the above should check with their home districts to determine if a program offered at Kishwaukee College is part of a CAREER Agreement.

Out-of-State/Foreign Country Resident

Students who are legal residents of another state will be classified as out-of-state residents and charged the out-of-state tuition rate unless they qualify for a tuition waiver. Students who are permanent residents of another country and apply for admission to Kishwaukee College as international students are classified as foreign students and charged the foreign student tuition rate.

Academic Advising/Educational Planning

Academic Advising and educational planning services are available to students as they pursue their educational goals at Kishwaukee College. Students are encouraged to consult with their assigned academic advisor/counselor to become familiar with degree programs and to understand graduation requirements for their educational program.

1. The following students are REQUIRED to meet for advisement prior to registering for classes:
 - a. Students registering for an overload of more than 18 credit hours for fall or spring semester, or more than a total of 9 total credit hours in any combination of summer terms.
 - b. Students who are classified as being on "Restricted Standing." See the "Academic Standings" section of this catalog for details.
 - c. International students on F-1 Visas.
2. The following students are strongly recommended to meet for advisement prior to registration:
 - a. Students who plan to register for 12 or more credit hours, or those who indicate intentions of full-time attendance at admission.
 - b. Students transferring coursework to Kishwaukee College from another institution.

***Students with disabilities, requiring classroom or testing accommodations should meet with the Disability Services Staff in C1210 or call 815-825-2931; 815-825-9106 (TTY).**

Advising for Adult Education and Transition Programs Courses

Students enrolling in Adult Education or special grant-funded programs should consult with the Adult Education & Transition Services (AETS) Office concerning any advising requirements for registration into these types of courses or programs.

Determining Placement

Kishwaukee College is an open admission institution requiring students to determine placement in reading, English and math for many courses. Placement can be determined through a combination of ACT or SAT scores, high school GPA, prior college credit, credit by examination, and placement testing. Please submit official transcripts as well as any AP, CLEP and ACT, SAT scores to Student Services (C2100) prior to scheduling an appointment for placement testing. Contact Student Services at 815-825-9375 to schedule an appointment for placement testing, if needed.

Accommodations for students with documented disabilities may be approved through Disability Services prior to the placement testing. Please contact 815-825-2931 to make an appointment.

Reviewing math formulas, grammar rules, and reading basics can refresh your skills and help build confidence for testing. Please visit www.kish.edu for additional information on placement testing, sample questions, and GPA or ACT/SAT score requirements.

Unit of Credit

At Kishwaukee College the credit hour is the unit used to measure the educational credits earned by students. All courses offered at Kishwaukee College are assigned credit hours which correspond to the amount of coursework required to complete the student learning outcomes.

Generally, each credit hour equates to not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week, but credit hours may be awarded differently based on the type of course being taken. Credit hours are determined by the workload of a 16-week semester or the equivalent amount of work over a different period of time. For example, students enrolled in an 8-week three credit course should expect to cover the same amount of material provided in a 16-week three credit course.

To better understand expectations and course requirements, each student should expect the following from each of the different course types offered at Kishwaukee College:

Lecture/Discussion-Oriented Courses

For these courses, one credit hour is equivalent to 15 hours of direct instruction and a minimum of two hours of out-of-class work per each hour of direct instruction. For example, students who are enrolled in a three credit course should expect three hours of direct instruction and at least 6 hours of out-of-class study, assignments, and homework per week.

Laboratory/Clinical-Laboratory Courses

For these courses, one credit hour is equivalent to 30-45 hours of direct instruction and a minimum of one hour of out-of-class work per each two hours of direct instruction.

Nonclinical Internship/Practicum/On-the-Job Supervised Training Courses

For these courses, one credit hour is equivalent to 75-149 hours of direct instruction.

Clinical Practicum

For these courses, one credit hour is equivalent to 30-60 hours of direct instruction and a minimum of one hour of out-of-class work per each two hours of direct instruction.