KETTERING COLLEGE

GENERAL INFORMATION

FOR THE
2016 – 2017
ACADEMIC YEAR

The information in this section supersedes information previously printed in the Kettering College Academic Bulletin and other printed materials regarding admission/registration procedures.

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DEPARTMENT DIRECTORY

Department	Direct Dial Number/Area Code (937)	Extension Number
Dean, Academic Affairs	395-8837	58837
KC "The Corner"	395-8006	58006
Diagnostic Medical Sonography	395-8601*	55656
Enrollment Services		
Admissions	395-8628	58628/55684
Recruitment	395-8601*	57024/57628
Dean, Enrollment Management	395-8601*	57653
Front Desk	395-8601*	55600
Arts & Sciences	395-8601*	55620
Health Professions	395-8601*	55624
Library (LRC)	395-8053	58053
Nursing	395-8619	58619
Occupational Therapy	490-0208	104
Physician Assistant	395-8638	58638
President	395-8618	58618
Radiological Sciences & Imaging		
Nuclear Medicine/Special Procedures	395-8601*	55696
Radiologic Technology	395-8601*	55696
Registrar's Office	395-6615	56615
Associate Registrar	395-8601*	58689/52030
Residence Hall Dean	395-8601*	55665/55601
Respiratory Care	395-8601*	55644
Student Finance Office		
Associate Director of Financial Aid	395-8601*	55682
FA Counselor/VA Counselor	395-6022	56022
Student Accounts/Student Employment	395-8610	58610

*This is the Kettering Medical Center's direct dial number: press extension number for desired department.

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ADMISSION

Admission to Kettering College is approved by the Admissions Committee of the College.

- New applicants wishing to enter a particular program at the College should call and request the necessary forms and information.
- Applicants to professional curricula who complete the majority of their general education requirements at Kettering College may be given preference at the time of admission.
- Admission to the professional curricula is based on departmental admission requirements, previous academic performance, competition with other applicants, and space availability.

The Admissions Committee reviews applicant files continuously throughout the year.

The following deadline dates are tentative for the 2016-2017 academic school year.

The **Doctorate of Occupational Therapy** Program has an application deadline of December 15 for enrollment the following fall.

The **Master Physician Assistant** Program has an application deadline of October 1 for enrollment the following Summer.

The **Sonography** Program has an application deadline of May 20 for enrollment the following fall.

The **Pre-licensure Nursing** Program has an application deadline of May 20 for enrollment the following fall

The **Radiologic Technology** Program has an application deadline of May 20 for enrollment the following fall

The **Respiratory** major has an application deadline of July 1 for enrollment the following fall

The **Human Biology** major, **Health Care Management** major and **BS Completion** majors at this time do not have an application deadline.

REGISTRATION – GENERAL INFORMATION

SOCHE REGISTRATION - "Southwestern Ohio Council for Higher Education." Students must register through Kettering College when taking a course through a SOCHE member college. Approval is needed from student advisor, Records Office and SOCHE member college (www.soche.org).

DUAL REGISTRATION - In situations where SOCHE policies do not apply, a student must obtain a **written statement of course transferability through the records office**. Once equivalency has been established prior to dual registration at Kettering College and another institution, **approval of Registrar is required** prior to registering at another institution.

CLASS CANCELLATIONS - The College reserves the right to cancel a class with insufficient enrollment.

HYBRID COURSES - Combine on-campus class meetings with course activities completed via Internet, are expected to meet at least 50% in face to face mode, and should have the dates of the face to face sessions identified in the course syllabus Identified in the Course Schedule as Type "HYB".

ONLINE COURSES - Consist of learning activities accomplished via Internet. No on-campus meetings are required. Identified in the Course Schedule as Type "OnL".

REGISTRATION DATES

REGISTRATION DATES FOR CURRENT STUDENTS –
Will be published on the Web and sent to all students via their student email accounts.
Students who do not register in a timely manner may be closed out of desired courses.
Current students please go to the website: www.kc.edu for online registration instructions.

LATE REGISTRATION
Current Students who do not register by the end of the semester will be assessed a $100.00 late registration fee.
If registration is not completed by end of the semester then current students must wait until the late registration date to formalize their registration.

REGISTRATION DATES FOR NEW STUDENTS
For students newly admitted to a major will need to contact their department for registration instructions
For new students admitted to General Education the Registrar's office will contact you with registration instructions.
Please see below for an outline of the steps.

REGISTRATION STEPS FOR NEW STUDENTS GEED/MAJOR

1. Academic Testing – Math Placement test if applicable.

2. At your scheduled appointment meet with an Advisor, select desired courses and secure Advisor's signature.

3. Complete the Registration Form with students signatures

4. Financial obligations for new GE/Major students:
   - Acceptance deposit must be paid before registration can be completed
   - Then the student must pay initial $800 down payment or have financial aid in place to cover the tuition and fees for the semester (even with financial aid the student may still need to make the initial payment) by the deadline for payment date (see website for semester deadline date) or be removed from registered courses.

5. Submit your Registration Form to the Registrar's Office for computer entry and receive a printout of your course schedule and billing statement.

6. ID Cards – Photos for ID cards will be taken during registration. You will need a copy of your course schedule to have your ID card picture taken. ID cards will be available for pick-up during orientation.

NON-DISCRIMINATION POLICY. Kettering College maintains a policy of equal educational opportunity for all applicants. The College does not discriminate on the basis of age, race, national or ethnic origin, color, gender, nor against otherwise qualified disabled students in the administration of its educational and admissions policies or in the granting of scholarships, loans and other financial aid, nor in other programs, services or activities.

PUBLIC LAW 93-380. Parents of students termed dependent for income tax purposes are entitle to access the student's educational records. The law also provides for the release of information to College personnel who have a legitimate educational interest, other institutions engaged in research, and certain federal and state government officials. A student may inspect and review educational records and it entitled to challenge the contents of records.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT. The Registrar's Office is able to clarify FERPA to students, parents, or interested parties upon request. In compliance with the Act, this is public notice of public directory information which includes but is not limited to: student's name, address, telephone number, dates of attendance, program of study, enrollment status, graduation dates, date of birth, area of study, awards and most recent education institution attended. Students not wishing to have this information made available must complete the appropriate form which is available through the Associate Director of Enrollment Services within five days of their enrollment date.

TITLE IX. Title IX protects those at Kettering College ("College") from being discriminated against on the basis of sex. Sex discrimination is a serious offense and it includes discrimination on the basis of pregnancy, gender identity, and failure to conform to stereotypical notions of femininity and masculinity. Sex discrimination and sexual harassment are reprehensible and unacceptable and will not be tolerated on our college campus or at clinical sites."

CITIZENSHIP. Kettering College will knowingly admit and retain only those students who are in accord with its objectives and standards which are summarized in the Student Handbook. The handbook is available through the college's website at www.kc.edu. All students are expected to know, understand, and abide by these standards. As a private, church-related institution, the College seeks to attract those students whose personal standards are consistent with Christian and professional standards of conduct. Thus, when students apply for admission, they choose to accept the standards of this Christian college and agree to abide by them.

PARKING INFORMATION. Limited free parking is available in the Kettering Seventh-day Adventist Church parking lot across from the College on space availability.

BOOKSTORE: At Kettering College, our goal is to provide students with the most convenient and cost-effective solutions available. To achieve that goal, we have formed a partnership with MBS Direct, who will fulfill students' course material needs.

MBS Direct not only offers students a streamlined solution for ordering their course materials, but also provides over seven ways to reduce textbooks costs. Because they're on the cutting-edge of digital content delivery, our students with have access to a robust selection of e-book options that will advance student learning, as well.

We work closely with MBS Direct, so our students will always find the correct textbooks and materials for their courses within the virtual bookstore. In fact, each textbook ordered, whether print or digital, is guaranteed to be the exact version required by the teacher and delivered on-time.

Through the virtual bookstore, Kettering College students will discover countless benefits including:

- Convenience – order all textbooks in one place
- Affordable options – save up to 95% with programs such as marketplace, guaranteed buyback, rental and more
- Payment options – including credit cards, student financial aid and PayPal
- Textbook formats – choose from used, new and rental textbooks available in print and digital
- Customer loyalty program – for more money at buyback

DROP/ADD POLICY. Students must use the official drop/add form, with the advisor's signature, for any change(s) in their registration.

WP   Indicates that the student is "passing" when he/she withdraws from a course after the tenth business day of the semester but at least three weeks before the end of the semester.

WF   Indicates that the student is failing when he/she withdraws from a course after the tenth business day of the semester but at least three weeks before the end of the semester.

To officially withdraw from any course(s) a student must submit a completed Drop/Add Form, with appropriate signatures, to the Registrar's Office.

Non-attendance at classes or notification to the instructor or department does not constitute official withdrawal.

ADD: See calendar for the last day to add a course.

DROP: See calendar for the last day to drop a course with a 100% refund

DROP: See calendar for the last day to drop a course with a WP/WF

TUITION AND OTHER FEES		
General Tuition Per Semester Credit Hour	2016-2017 Academic Year	$492.00
Courses taken for audit	2016-2017 Academic Year	(Per Audit Hour) $296.00
Tuition for Physician Assistant (MPAS) who started SU-15	2016-2017 Academic Year	(Per Semester) $10,920.00
Tuition for Physician Assistant (MPAS) who started SU-16	2016-2017 Academic Year	(Per Semester) $11,190.00
Tuition for Physician Assistant (MPAS) who started SU-17	2016-2017 Academic Year	(Please check after Jan. 1, 2017 for cost)
Tuition for Doctorate of Occupational Therapy who started FA-15	2016-2017 Academic Year	(Per Semester) $12,500.00
Tuition for Doctorate of Occupational Therapy who started FA-16	2016-2017 Academic Year	(Per Semester) $12,810.00
MPAS courses taken for audit	2016-2017 Academic Year	(Per Audit Hour) $490.00
Allied Health Program Fee**	2016-2017 Academic Year	(Per Semester) $425.00
Nursing Program Fee	2016-2017 Academic Year	(Per Semester) $475.00
Late Registration Fee	2016-2017 Academic Year	$100.00
Equipment and Software fee (MPAS)	2016-2017 Academic Year	(Per Semester) $225.00
Course fees – varies per course		Please refer to the Schedule for fee amount.
Transcripts (first transcript free)		$5.00
Same Day Service Transcript Fee		$7.00

**Program Fee applies to Sonography, Radiology & Respiratory Care.

TUITION REFUND POLICY: One hundred percent (100%) of tuition will be refunded up to the close of business on the tenth business day of the term for classes taught in a 15 week format. One hundred percent (100%) will also be refunded to individuals who have not attended any classes up to this time as well. Please see the Student Finance Office for the tuition refund policy for classes that are less than 15 weeks in length. After the first ten business days, the last date of documented attendance will be used to determine if any refund is warranted.

It is important to note that grades issued are not based on a student's last date of attendance, but are instead governed by the date the completed Drop/Add form is submitted to the Registrar's Office for processing. Refer to Drop/Add policy on preceding page.

Non-attendance at classes or notification to the instructor or department does not constitute official withdrawal.

The College reserves the right to cancel a class for insufficient enrollment.