



# New Student Resource Guide

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2025

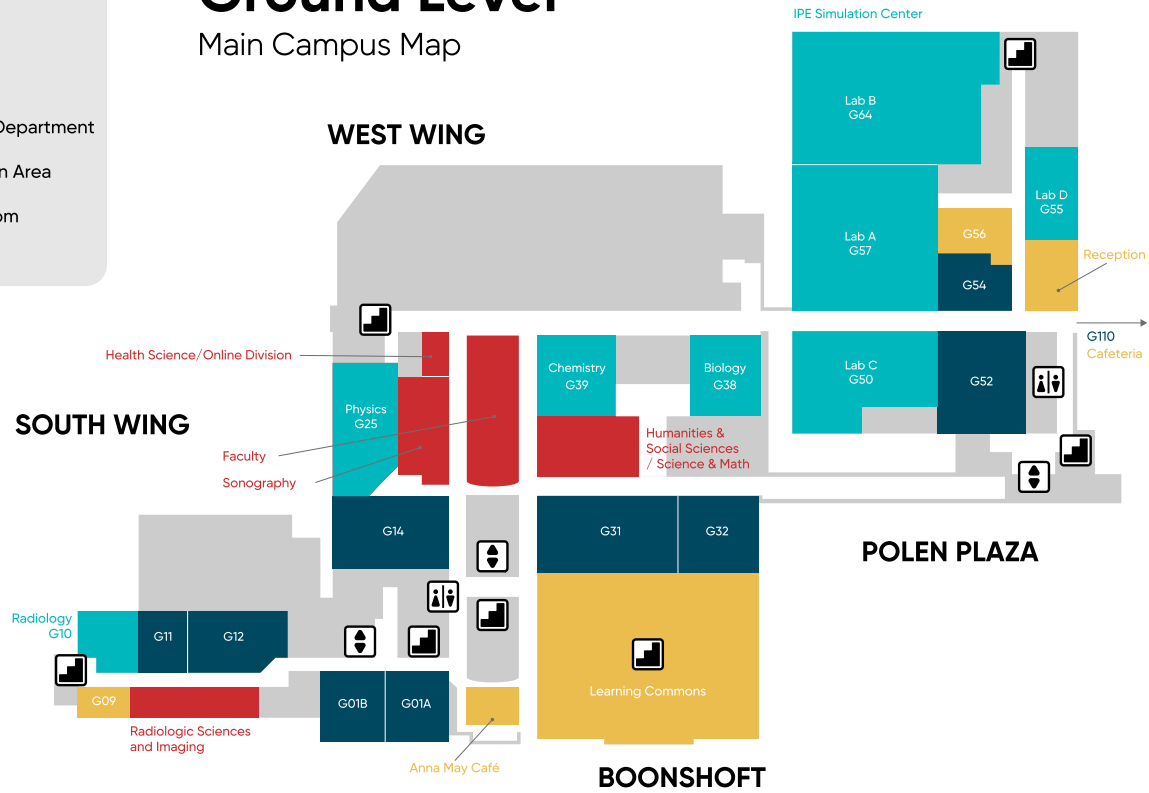
Kettering  
COLLEGE



- Restroom
- Elevator
- Stairs
- Office/Department
- Common Area
- Classroom
- Lab

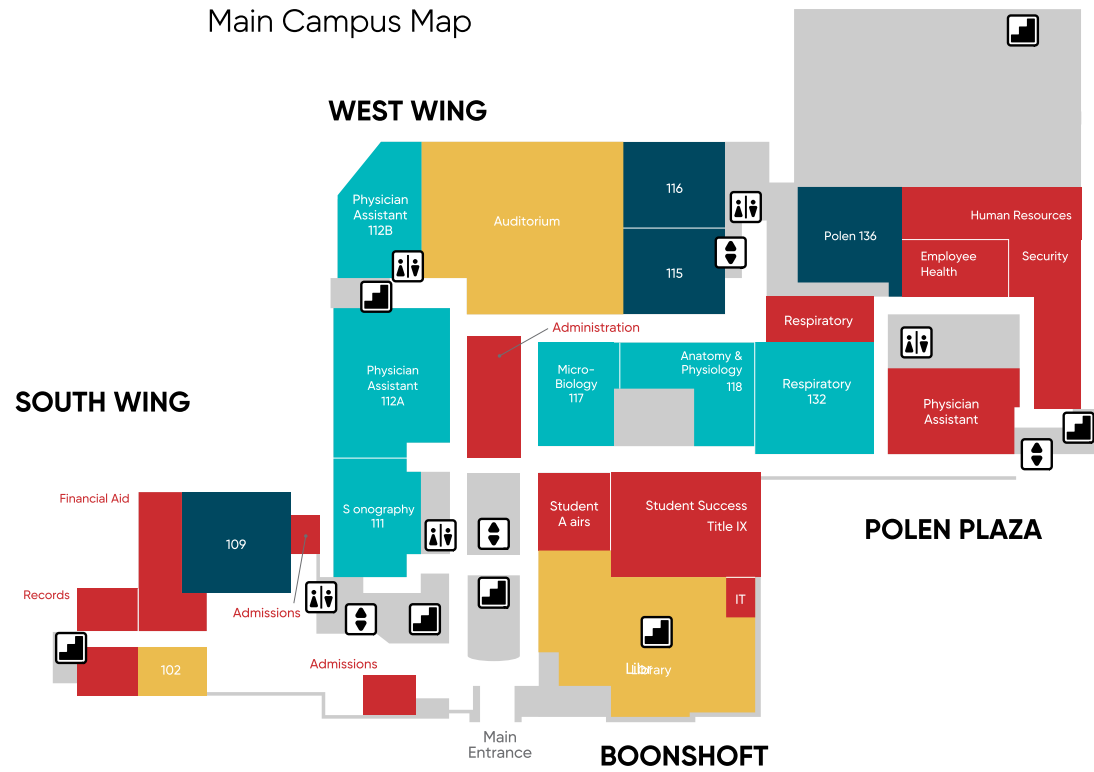
# Ground Level

## Main Campus Map



# First Level

## Main Campus Map



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# Kettering College Student Accounts Quick Start Sheet



Visit the [bit.ly/kchelpdesk](https://bit.ly/kchelpdesk) for interactive guides!



## Student Email

### WHAT IS THIS?

Your Kettering College e-mail account is where you will receive all official communication from the College, including messages from your professors.

### HOW DO I ACCESS IT?

Students can access their email through Gmail or at [my.kc.edu](https://my.kc.edu)

**Note:** Do NOT use "www" – it will not work

### HOW DO I LOG IN?

#### Username:

yourfirstname.yourlastname@my.kc.edu

**Example:** Charles Kettering's email would be **charles.kettering@my.kc.edu**

**Note:** Do not include suffixes such as III, 2nd or Jr.

#### Temporary Password:

Kdpw- + your birth year +!

**Example:** Charles Kettering's password is **Kdpw-1876!**



## Student Portal

### WHAT IS THIS?

The Student Portal is a resource to help you with your academic and financial information.

### HOW DO I ACCESS IT?

Access the student portal at:  
[kmoportal.jenzabarcloud.com](https://kmoportal.jenzabarcloud.com)

### HOW DO I LOG IN?

**Username:** Your KCS#

**Example:** KCS1234567 with # indicating your new 7-digit student ID.

**Note:** You can find your 7-digit number at the top of your emailed admission letter and on the back of your new student ID card.

#### No Portal Password

You will be redirected to our Single Sign-on site to log in using Microsoft Authenticator. See the **Setting Up SSO & MFA** section on the back for steps to set up your account.

**Note:** If you're being asked for a password on the portal, be sure to check that you are entering your user name correctly. Find our login helper at [bit.ly/kcsp-helper](https://bit.ly/kcsp-helper).



## Canvas LMS

### WHAT IS THIS?

Canvas is the Learning Management System used for online/hybrid courses. Most courses use Canvas for grades, communication, materials, and testing.

### HOW DO I ACCESS IT?

Access Canvas at [kc.instructure.com](https://kc.instructure.com)

**Note:** Do NOT go to Canvas.com – this login page is not Kettering College's.

### HOW DO I LOG IN?

**Username:** Your KCS#

**Example:** KCS1234567 with # indicating your new 7-digit student ID.

**Note:** You can find your 7-digit number at the top of your emailed admission letter and on the back of your new student ID card.

**Password:** If you are logging in for the first time, click on the "Don't know your password?" link and enter your KCS# (to request the change. Then check your KC email and follow the link to set your new password.

### WIFI LOGIN

**Network:** KC Student

**Login Info:** Use KCS##### (new 7-digit student ID and the same password set up for your student portal.



# Setting Up SSO & MFA

## WHAT IS THIS?

Single Sign-On (SSO) lets students access multiple online services with just one login, making it easier. It uses the Microsoft Authenticator app to keep your account secure through Multi-factor Authentication (MFA) – just a way to make sure that you’re really you! This is how you’ll sign into the Student Portal.

All new students need to go through the one-time SSO/MFA set-up process before they can access the Student Portal.

**Note:** Use of the Microsoft Authenticator app is **required** for setting up your student portal account.

**Username:** Your KCS#@ketteringhealth.org

**Example:** KCS1234567 with # indicating your new 7-digit student ID.

**Note:** You can find your 7-digit number at the top of your emailed admission letter and on the back of your new student ID card.

### Temporary Password:

Kdpw- + your birth year +!

**Example:** Charles Kettering’s password is **Kdpw-1876!**

**Note:** This password must be changed within TWO (2) weeks. If you don't change this password, you will be locked out of all Kettering College applications.

STEP

1

Go to **myaccount.microsoft.com**.

When the page opens, click the **Sign In** button.



STEP

2

On the Microsoft Sign in screen, enter your **username** (KCS#@ketteringhealth.org) and click the **Next** button.



STEP

3

On the Kettering Health Sign in screen, enter your **username** and **temporary password**, then click the **Sign in** button.



STEP

4

On the More information required and Keep your account secure screens, click the blue **Next** button. When prompted, download and use the **Microsoft Authenticator app**.

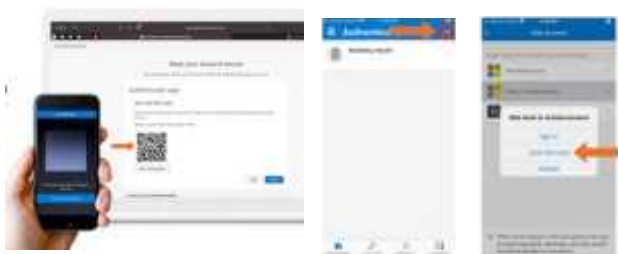


STEP

5

Open the **Microsoft Authenticator app** and press the **+ button** in the top right corner.

From the Add work or school account menu, select **Scan QR code** and use the camera to **scan the code** on the Keep your account secure screen.



STEP

6

The screen will display a **number** and a **notification** will be sent to your phone. Click on the notification, then enter the **same number shown** on the screen and tap **Yes**.

Once Microsoft Authenticator verifies you as the account owner, you will have access to the Student Portal!



# Office of Career Services

## Contact Information

**Ashley Neu**  
**Director of Career Services**  
**937.395.8601 x 54911**  
**[Ashley.Neu@kc.edu](mailto:Ashley.Neu@kc.edu)**  
**[www.kc.edu/studentaffairs](http://www.kc.edu/studentaffairs)**



### Career Readiness Workshops

Have a resume that needs critiquing? Have questions about interviewing and want to practice? Unsure of what employee benefits are and how to use them? We can help you take on those challenging questions by offering monthly professional development workshops. In these workshops, we'll discuss many topics from resume writing to how to start saving for retirement and so much more. We want to make sure you're professional, polished, and ready for life after college.



### Kettering Health Employment for Graduates

Nervous about finding a job after graduation? Not sure where to begin and the first steps to take? Kettering Health is invested in you and wants you to stay a part of our great Network even after you graduate. Throughout the year, we'll host hiring events and bring in HR representatives to make sure that by the time you graduate, you're secured in staying a part of our KH community.



### Employment Opportunities for Students

Looking to get your foot in the door and start gaining work experience while you finish your classes? There are multiple job opportunities available to you, as KC students, through Kettering Health to help you gain knowledge in your field while also making connections that lead to future job offers. Visit [www.ketteringhealth.org/careers](http://www.ketteringhealth.org/careers) to start your search.



### Individual Appointments

If you're not able to make one of our professional workshops, or you'd rather meet one-on-one, you can always set up an individual appointment either virtually or in person. All you need to do is email [Ashley.Neu@kc.edu](mailto:Ashley.Neu@kc.edu) to set up a time.





We're here for **U**  
when you need  
someone to talk to.



Student Mental Health & Wellness



Students receive  
**FREE** IMMEDIATE  
ACCESS TO TELETHERAPY

Scan the QR code to get started using your school email or  
visit [app.uwill.com](http://app.uwill.com)



Choose a therapist based on your preferences *gender, language, ethnicity, focus area* at a time that fits your schedule *day, night, weekend* availability by video, phone, chat or message.

**Private. Secure. Confidential.**



# StudentLingo®

More Skills. More Success.

Available 24/7!

StudentLingo is a series of interactive on-demand workshops, action plans, and valuable resources focused on helping college students achieve their academic, personal, and career goals.

[www.StudentLingo.com/SOCHE](http://www.StudentLingo.com/SOCHE)

## How To Access StudentLingo:

- 1.Go to your StudentLingo site
- 2.Create an Account or Click Sign-In
- 3.Click a workshop to get started



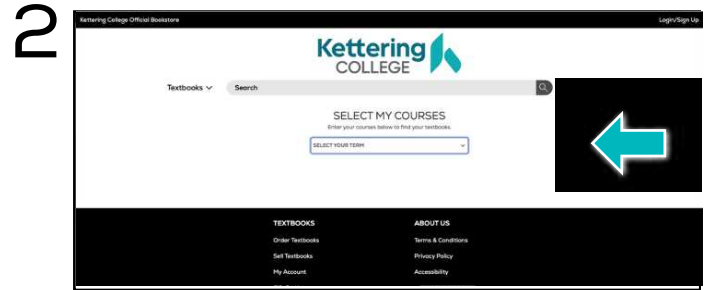
# ONLINE BOOKSTORE

## [KC.ecampus.com](http://KC.ecampus.com)

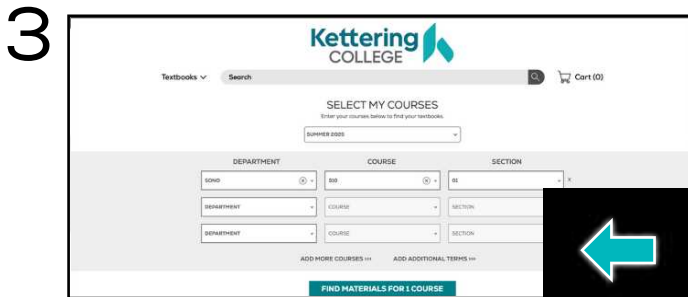
## How to Order Your Course Materials



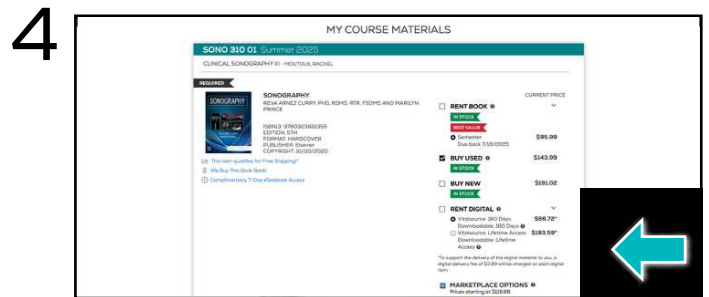
Visit your Online Bookstore and select Order from the drop-down menu.



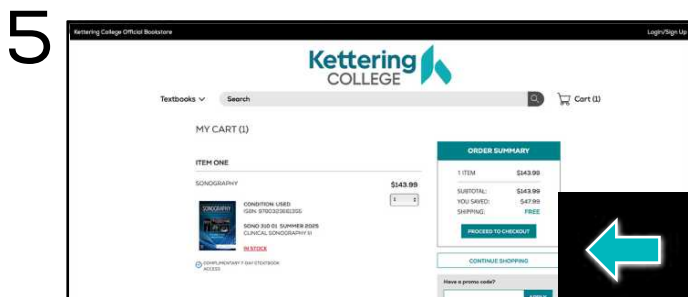
Select your term from the drop-down menu.



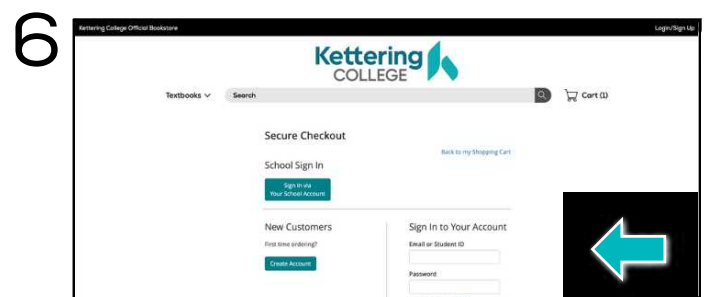
Select your course(s) and select Find Materials for Course.



Select the item(s) to be purchased and select Add Item to Cart.



Review your order and select Proceed to Checkout.



Sign in to your account or select Create Account to complete the checkout process.

If a rental is being ordered, a credit card is required at checkout regardless of the selected payment method. The credit card will not be charged unless the rental is not returned or is damaged.

## Support for Your Success

# FREE TUTORING AT KETTERING COLLEGE

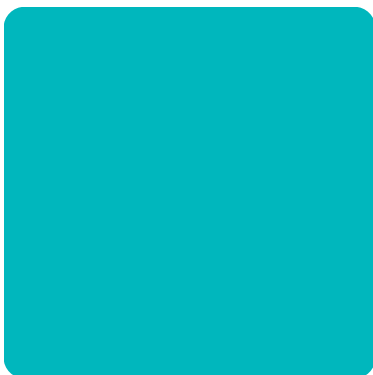
Need help with a course? Want to study more effectively?  
The Student Success & Tutoring Center offers free peer tutoring for most general education and health science classes.

### What to Expect:

- Friendly, supportive tutors
- Students who've recently taken the same courses
- Faculty-recommended help tailored to your needs

### How to Get Started:

- Walk in or schedule an appointment
- Check our hours posted online
- Bring your questions or study materials

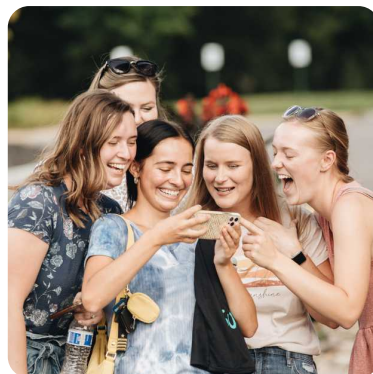
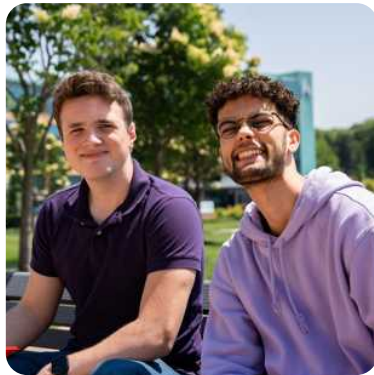


# FALL WELCOME

Friday, August 22, 2025

Attendance at this event is required for all incoming KC students.

Kick off your journey at Kettering College with Fall Welcome; connect with new friends, gain the tools for success, and dive into a day full of energy and fun!



Scan the QR code for more information or visit [KC.edu/WelcomeWeek](https://KC.edu/WelcomeWeek)



# SAVE THE DATE

## Welcome Camp Weekend

Friday, August 22, 2025 – Sunday, August 2025

*Depart right after Fall Welcome Event*

### Who's Invited:

All incoming freshmen and first-year students are highly encouraged to attend!

Come be part of an unforgettable experience filled with exciting games, new friendships, and meaningful spiritual reflection—all wrapped in nonstop fun! Our goal is to help incoming freshmen and first-year students build lasting connections and begin their journey at Kettering College by becoming part of a close-knit, supportive community.



## List of items to bring Camping:

- Sleeping Bag
- Pillow
- Blanket
- Toiletries
- Chargers
- Comfortable Clothes
- Tennis Shoes
- Multiple socks



# MEET YOUR SUCCESS COACH



Hilary Underwood

"Hi, I'm Hilary Underwood, one of the academic success coaches at Kettering College. I love getting to know students and helping them find tools, strategies, and encouragement to thrive both inside and outside the classroom. My background is in student life and higher education, and I'm here to walk alongside you as you navigate your college experience. I look forward to getting to know you!"



Ivan Riapolov

"Hi, my name is Ivan Riapolov. I enjoy helping people by providing support and resources that encourage them to be their best. I've dedicated my career to education and have worked with students in many different capacities. I look forward to meeting you and supporting you on your academic and personal journey at Kettering College!"



Jamie Kerestes

"Hi, I'm Jamie Kerestes, Director of Student Success here at Kettering College. I'm passionate about helping healthcare students feel confident, connected, and ready to succeed, whether that's through academic coaching, accessibility support, or simply having someone in your corner. I'm also a lifelong learner and registered nurse. I can't wait to meet you and support your goals at KC and your new career!"

**Success Coaches help you navigate college life,  
stay on track, and reach your goals.**

## What Can a Coach Help With?

- Time management
- Study strategies
- Motivation and stress
- navigating campus resources
- Creating a success plan

## How to Meet Your Coach:

- Watch your email for an introduction with your coach's name
- Meet with your coach during the first few weeks of class.



## Traditional Programs

### Fall Semester 2025-2026\*\*

Friday, Aug. 22 .....	Fall welcome
Monday, Aug. 25 .....	Classes begin
Tuesday, Aug. 26 .....	Convocation
Wednesday, Aug. 27 .....	Last day to add a class*
Monday, Sept. 1 .....	Labor Day; no classes***
Monday, Sept. 8 .....	Last day to drop with 100% refund*
Thursday, Oct. 9 - Friday, Oct. 10 .....	Fall break
Monday, Oct. 13 .....	Classes resume
Friday, Oct. 17 .....	Semester midpoint
Monday, Oct. 27 .....	SP-25/26 Registration Opens
Friday, Nov. 21 .....	Last day to drop with W
Wednesday, Nov. 26 - Friday, Nov. 28 .....	Thanksgiving break; no classes
Monday, Dec. 1 .....	Classes resume
Thursday, Dec. 11 .....	Nursing Pinning
Friday, Dec. 12 .....	Last day of the semester
Grades collected Dec. 15 & 16 .....	Grades due by 12 noon on the 16th
Saturday, Dec. 13 - Sunday Jan. 11 .....	Christmas break

### Spring Semester 2025-2026

Monday, Jan. 12 .....	Classes begin
Wednesday, Jan 14 .....	Last day to add a class*
Monday, Jan. 19 .....	Martin Luther King Jr. Day; no classes***
Monday, Jan. 26 .....	Last day to drop with 100% refund*
Friday, Feb. 27 .....	Semester midpoint
Monday, March 9 - Friday, March 13 .....	Spring break for all undergraduates, first-year PA students, and OTD students in semesters 2,5 (clinical group 2 only); classes resume Monday, March 16
Monday, March 16 - Friday, March 20 .....	Spring break for OTD students in semesters 2, 5 (clinical group 1 only)
Monday, March 23 - Friday, March 27 .....	Spring break for second-year PA students
Friday, April 3 .....	Good Friday; no classes***
Friday, April 10 .....	Last day to drop with W
Thursday, April 30 .....	Last day of the semester
Friday, May 1 .....	Spring graduation
Monday, May 4 - Friday, May 8 .....	Break

## Summer Semester 2025-2026\*\*

Monday, May 4 .....	Second-year PA cohort semester start date
Monday, May 11 .....	Classes begin
Wednesday, May 13 .....	Last day to add a class*
Friday, May 22 .....	Last day to drop with 100% refund
Monday, May 25 .....	Memorial Day; no classes***
Wednesday, June 24 .....	Last day to drop with W*
Friday, July 3 .....	Independence Day; no classes***
Friday, July 17 .....	Last Day of classes for standard programs
Friday, July 17 .....	Summer graduation
Saturday, July 18 – Sunday, Aug. 25 .....	Break for students in standard programs
Friday, July 31 .....	Last day of classes for OTD students in semester 6

\*For nontraditional course (five weeks), drop/add days may vary.

\*\*See the online programs' academic calendar for more details regarding dates for seven-week courses.

\*\*\*Second-year PA students may be in clinical rotations on these days.

## Online Programs

### Fall Semester 2025-2026

Monday, Aug. 25 .....	First seven-week session starts
Wednesday, Aug. 27 .....	Last day to ad for first and second seven-week sessions (7A, & 7B)
Friday, Aug. 29 .....	Last day to drop a 7A course with 100% refund
Friday, Sept. 26 .....	Last day to drop a 7A course with W
Friday, Oct. 10 .....	Last day of first seven-week session
Monday, Oct. 13 – Friday, Oct. 17.....	Break
Monday, Oct. 20 .....	Second seven-week session starts
Friday, Oct. 24 .....	Last day to drop a 7B course with 100% refund and grad of Z
Friday, Nov. 21 .....	Last day to drop a 7B course with W
Monday, Nov. 24 – Friday, Nov. 28 .....	Thanksgiving break; no classes
Thursday, Dec. 11 .....	Nursing Pinning
Friday, Dec. 12 .....	Last Day of second seven-week session
Saturday, Dec. 13 – Sunday, Jan. 11 .....	Christmas Break

## Spring Semester 2025-2026

Monday, Jan. 12 .....	First seven-week session starts
Wednesday, Jan. 14 .....	Last day to add for first and second seven-week sessions (7A, 7B)
Friday, Jan. 16 .....	Last day to drop a 7A course with 100% refund
Friday, Feb. 13 .....	Last day to drop a 7A course with W
Friday, Feb. 27 .....	Last day of first seven-week session
Monday, March 2 - Friday, March 13 .....	Session break (including spring break)
Monday, March 16 .....	Second seven-week session starts
Friday, March 20 .....	Last day to drop a 7B course with 100% refund and grade of Z
Friday, April 17 .....	Last day to drop a 7B course with W
Thursday, April 30 .....	Last day of second seven-week session
Friday, May 1 .....	Spring graduation
Saturday, May 4 - Sunday, May 8 .....	Break

## Summer Semester 2025-2026

Monday, May 11.....	First seven-week session starts
Wednesday, May 13 .....	Last day to add for first and second seven-week sessions (7A, 7B)
Friday, May 15 .....	Last day to drop a 7A course with 100% refund
Friday, June 12 .....	Last day to drop a 7A course with W
Friday, June 26 .....	Last day of first seven-week session
Monday, June 29.....	Second seven-week session starts
Monday, July 6 .....	Last day to drop a 7B course with 100% refund with a grad of Z
Friday, July 17 .....	Summer graduation
Friday, July 31 .....	Last day to drop a 7B course with W
Friday, Aug. 14 .....	Last day of second seven-week session
Saturday, Aug. 15 - Sunday, Aug. 28 .....	Break

**\*\*See KC website for more details regarding dates for seven-week courses.**

## After Orientation: What to Do Before Classes Start on August 25

### ☐ **Make First Payment**

A payment of \$800 is required by August 15 unless your financial aid or outside funding fully covers tuition. Make payments in your student portal.

Questions? Contact: [FinancialAid@kc.edu](mailto:FinancialAid@kc.edu)

### ☐ **Order Books and Course Materials**

Use eCampus for ordering textbooks and materials. Digital and affordable options are available. Need scrubs or lab coats? Order them online at [kc.ecampus.com](http://kc.ecampus.com). Ask your Success Coach for help if needed. Those using federal financial aid vouchers to purchase your books will receive voucher information the week of July 14.

### ☐ **Attend Fall Wellcome - Friday, August 22**

This is the kick-off event of the school year! Meet your classmates and professors and attend sessions geared towards your success as a KC student; Required for new students. Details at: [KC.edu/WelcomeWeek](http://KC.edu/WelcomeWeek)

### ☐ **Join Welcome Camp Weekend - August 22-24**

Highly encouraged for all incoming freshmen/first-year students. Fun, friendships, spiritual connection, and community-building. Leave directly after Fall Welcome. Details at: [KC.edu/WelcomeWeek](http://KC.edu/WelcomeWeek)

## Conditional Steps:

### ☐ **Attend Science & Math Success Week - August 20-22**

Designed for first-time college students to refresh math/science skills and connect with peers. Includes free food, evening events, and academic prep. Talk to your Success Coach to see if you should attend.

### ☐ **Complete Clinical Paperwork (If in a Clinical Program)**

Programs require background checks and immunization documentation, etc. Check in with your program contact for all items needed.

**For more information on these steps, visit:**

[kc.edu/afterorientation](http://kc.edu/afterorientation)

