

# STUDENT SERVICES

## Financial Aid

The College makes every effort to assist students with documented financial need in locating sources to help with their educational expenses. Financial aid is available for students who, without assistance, would not be able to go to college. The family and student are expected to assume a major responsibility for tuition, fees and living expenses. The role financial aid plays in paying a student's higher education exists only when there is a difference between the student's resources and the cost of education, also known as **unmet need**.

Financial counseling is offered on an individual basis to students who complete the annual **FAFSA application** at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Various requirements for student eligibility for funding, in addition to those required by the US Department of Education, include:

- **Application for admission to Kilgore College**
- **Appropriate transcripts and documents as requested**
- **Observance of applicable deadlines**
- **Satisfactory Academic Progress for renewal**

The following categories of funds are available for student who qualify:

- **Federal Sources of Financial Aid (TITLE IV)**
  - Pell Grant
  - Supplemental Educational Opportunity Grant (SEOG)
  - Federal Family of Education Loan Program
  - College Work Study
  - Veteran's Benefits under Montgomery GI Bill
- **State of Texas Financial Aid**
  - Texas Grant
  - Texas Educational Opportunity Grant
  - Texas Public Education Grant
- **Institutional Funds**
  - Departmental/institutional scholarships
  - Kilgore College Foundation scholarships
  - Tuition Exemptions
- **Outside Agency Funds**
  - Miscellaneous agency scholarships and funds

Additional information, applications, and materials are available in the Financial Aid Office located in the Devall Student Center, phone (903) 983-8211 or (903) 983-8210, or at [www.kilgore.edu](http://www.kilgore.edu).

<b>SCHOLARSHIP</b> .....	<b>DONOR</b>
Rachel Abshier Rangerette Captain's Scholarship.....	Priscilla Abshier Silva and Julie Silva Aaronson
AEP/SWEPCO John W. Turk, Jr. Presidential Scholarship.....	AEP/SWEPCO
American Dance/Drill Team Rangerette Scholarship.....	Gussie Nell Davis Dance Classic
American Staff Rangerette Forever.....	C.R. & Joyce Pennington
Carroll and Wilda Rodriguez Andrews Rangerette Scholarship.....	Carroll & Wilda Andrews
API Memorial Scholarship.....	East Texas Chapter of the American Petroleum Institute
Annie Lou Winton Ballard Scholarship.....	Mr. Michael Miller
AUCSC Corrosion Scholarship.....	AUCSC and Corrosion Engineers
Mr. J. G. Barker Memorial Scholarship.....	Mrs. J. G. Barker
Charline H. Beane Scholarship.....	Jerry L., James M., and Robert R. Beane
Hamilton F. and Kathryn G. Beeson Scholarship.....	Hamilton and Kathryn G. Beeson
Milton L. Belflower Scholarship.....	Milton L. Belflower
Shirley Bellus Scholarship.....	Family and Friends
Dana Blair Rangerette Director Scholarship.....	Mrs. Margaret McNeer Miller and Michael Miller

Deana Bolton Rangerette Scholarship .....	Mr. Michael Miller
J.W. Bolton, Jr. Memorial Scholarship .....	Deanna Bolton Covin
Jocelyn J. Bridge Journalism Scholarship .....	Jocelyn J. Bridge
Camp Normal Benevolent Foundation Scholarship .....	Camp Normal Benevolent Foundation
Jim Campbell Rangerettes Forever Scholarship .....	Rangerettes Forever
Dr. S. L. Canterbury, Jr. Memorial Scholarship .....	Kilgore College
E. P. "Pop" Christensen Memorial Scholarship .....	Family of E. P. "Pop" Christensen
Harvey Lavan and Rildia Bee O'Bryan Cliburn Scholarship .....	Mr. Van Cliburn
Dr. Peggy Coghlan Endowed Rangerette Academic Scholarship .....	Mr. Howard Coghlan
Joe B. and Louise P. Cook Scholarship .....	Mr. Joe B. Cook
Jamie Love Crim Memorial Rangerette Scholarship .....	Trey and Lynness Crim
L. N. Crim Rangerettes Forever Scholarship .....	Rangerettes Forever
Lance Darnell Law Enforcement Scholarship .....	Rev. Larry Darnell Family
Gussie Nell Davis Scholarship .....	Mr. and Mrs. H. L. Long
Jean Susan Davis Rangerette Scholarship .....	Dr. and Mrs. Keith Davis
Laura Barnett Davis Assistant Director/Choreographer Rangerette Scholarship .....	Michael Miller
Irving J. Dreibrödt Rangerette Scholarship .....	C.R. and Joyce Pennington
Tom and Frances (Brazelton) Dempsey Rangerette Officers Scholarship .....	Tom and Frances Dempsey
Lyde and Charles K. Devall Rangerette Scholarship .....	Mr. and Mrs. Charles K. Devall
Thelma Dickson Scholarship .....	Thelma Dickson
W. L. Dodson Memorial Scholarship (President: 1935-1946) .....	Kilgore College
Kilgore College Employee/Retiree Memorial Scholarship .....	Retirees of Kilgore College
Dwain Crawford and Dr. Kay Crawford Nolte Eubanks Rangerette Scholarship .....	Dr. Kay Nolte Eubanks
Sidney Broadfoot Faust Rangerette Scholarship .....	Mrs. Sidney Faust
First Line Rangerette Scholarship .....	Rangerettes Forever
Ed Fisher Memorial Scholarship .....	Mrs. Laura Fisher
Lisa Fortenberry Rangerette Scholarship .....	Mr. Michael Miller
Friends of Music Scholarship .....	The Friends of Music
Erminie Northcutt Gaston Scholarship .....	Mr. Allen B. Gaston
Leon Gibson FFA Scholarship .....	Mrs. Leon Gibson
William E. Gipson Agriculture Scholarship .....	Mr. William E. Gipson and Pogo Drilling Company
L. Louise Graham Art Scholarship .....	Kilgore College
Harold Habenicht Accounting Scholarship .....	Mr. Michael Miller
Denard Haden Memorial Scholarship .....	Family of Denard Haden and Rangerettes Forever
Jeanne Hale Rangerettes Forever Scholarship .....	Rangerettes Forever
Judy Lyle Hale Rangerette Scholarship .....	Gean and Judy Hale
Ruby Frank Harris and Irby H. Harris Memorial Scholarship .....	Irby Harris Estate
Linda Lewis Hall Happy Feet Rangerette Scholarship .....	C.R. and Joyce Pennington
Charles Hart Rangerette Scholarship .....	Charles Hart
Ralph and Evis Hartman Memorial Scholarship .....	Mrs. Marian Richardson
Dr. John G. and Carol Heit Engineering Scholarship .....	John and Carol Heit
Dr. William M. Holda Rangerette Scholarship .....	Mr. Michael Miller
Earl and Patsy Hollandsworth Scholarship .....	Mrs. Earl (Patsy) Hollandsworth
Honored Superstars Kilgore College Rangerette Scholarship .....	Mr. Michael Miller
Ruth Ray Hunt Scholarship .....	Ruth Ray Hunt
Harry Hutchens Engineering Scholarship .....	Mr. Harry Hutchens
Helen Anglin Hutchens Presidential Scholarship .....	Mr. Harry Hutchens
Mazie Mathews Jamison Rangerette Scholarship .....	Mr. Michael Miller, Lisa Fortenberry and Kelly Cunningham of Mike Miller and Associates
Jed Jackson Memorial Scholarship .....	Mrs. Kathleen L. Jackson
Jack Jeter Memorial Scholarship .....	Miss Louise Jeter
Jesse O. Johnson and Ellateen Johnson Memorial Scholarship .....	Estate of Mrs. Ellateen Johnson
Kilgore College District Scholarships .....	Kilgore College
Kilgore College Rangerette Scholarship .....	Kilgore College
Kilgore Ceramics Scholarship .....	Mansfield Plumbing Products
Kilgore High School Class of '37 Scholarship .....	KHS Class of '37
Kilgore High School Class of 1960 .....	KHS class members
Judy K. Klutts and Vicki Castleberry Memorial Scholarship for Surgical Technology Families and Friends .....	Families and Friends
Don Kruse Memorial Scholarship .....	East Texas Chapter of API
Esther and Hyman Laufer Scholarship .....	Anonymous Donors
Donald B. Leverett Scholarship .....	Roseanneli A. Leverett
LEDGO Manufacturing Scholarship .....	Longview Economic Development Corporation
Addie Mae Lloyd Scholarship .....	Mrs. Lola C. Attanasio
Charles E. and Addie Mae Lloyd Scholarship .....	Mr. and Mrs. Charles E. Lloyd
Virginia Bolt Long Rangerette Scholarship .....	The Family of Virginia Bolt Long
Longview News Journal/Dolores Brown Journalism Scholarship .....	Longview News Journal and friends
Melvin Marshall Rangerettes Forever Scholarship .....	Rangerettes Forever
Dr. B. E. Masters Memorial Scholarship (President: 1946-1954) .....	Mr. William E. Gipson
Dr. B. E. Masters Memorial Rangerettes Forever Scholarship .....	Rangerettes Forever
Jewel D. and Leslie L. Matthews Education Scholarship .....	Leslie and Judy Matthews
Margaret McNeel Miller Journalism Scholarship .....	Mr. Michael Miller
Michael Miller Rangerettes Forever Scholarship .....	Rangerettes Forever
Dr. James L. and Ruby Curbo Miles Scholarship .....	Miles Estate
Peter James McNeel Sr. Agriculture Scholarship .....	Mrs. Margaret Miller

Jean McFaddin Rangerette Scholarship .....	Mr. Michael Miller
Dr. Stewart H. McLaurin Memorial Scholarship (President: 1978-1989) .....	Mrs. Jean McLaurin
Dr. Stewart H. McLaurin Rangerettes Forever Scholarship.....	Rangerettes Forever
Mary M. Mobley Kilgore College Foundation Scholarship.....	Mr. John Mobley
Anita S. Neeley Scholarship .....	Mr. Charles Neeley
Lloyd and Nancy Nelson Scholarship.....	Dr. and Mrs. Lloyd Nelson
Mae Nichols Memorial Scholarship .....	Estate of Mrs. Mae Nichols
Joan Fuller Painter Rangerette Scholarship.....	Joan and Paul Painter
Coach Jimmy Parks Rangerette Scholarship .....	The Family of Kenneth C. Raney, Jr.
C.R. & Joyce Pennington Rangerette Scholarship.....	American Dane & Drill Team
Phi Theta Kappa Scholarship .....	Phi Theta Kappa
T. J. Plunkett Memorial Scholarship Fund .....	Mrs. T. J. Plunkett
Jo Ann Brooks Peek Memorial Rangerette Scholarship.....	Mr. Bobby Peek
Bonnie and Ernest Porter Scholarship .....	Mr. C.M. Hudspeth
President's Academic Scholarship .....	Kilgore College
The Rangerette Memorial Scholarship.....	Rangerettes Forever
The Rangerette Salute Scholarship.....	Rangerettes Forever
The Rangerette Story Scholarship .....	Kilgore College
Wally Read Ranger Band Scholarship .....	Mr. Michael Miller
Sherry Ransom Rangerettes Forever Scholarship.....	Rangerettes Forever
Nan Logan Respass Memorial Rangerette Scholarship.....	Janie Florence Bone, Challenge Fund
James F. and Jeanne L. Reynolds Memorial Scholarship.....	Mr. Michael E. Reynolds
James M. Richardson Memorial Scholarship .....	Mrs. James M. Richardson
Dr. Pete Y. Rodriguez Memorial Scholarship.....	Family and Friends of Dr. Pete Y. Rodriguez
Dottie Brown Roquemore Memorial Rangerette Scholarship.....	Rangerettes Forever
Martha Rorschach Scholarship .....	Mr. Richard Rorschach
Revels Roundup Rangerette Scholarship .....	Rangerettes Forever
Ruth Ross National Honor Society Scholarship .....	Miss Caroline Ross
Sam Ross FFA Scholarship.....	Miss Caroline Ross
Kilgore Rotary Club Rangerette Scholarship.....	Rangerettes Forever
Ted Rushton Memorial Scholarship.....	KHS Class of '59 and Friends
Nadine and Glenn Russell Scholarship .....	Mrs. Glenadine Russell
James B. Scott III Memorial Scholarship.....	Friends
Priscilla Abshier Silva Rangerette Captain's Scholarship .....	Robert and Priscilla Silva
60th Anniversary Rangerette Line Scholarship .....	Lisa Fortenberry, Chip Hale & Mike Miller of Mike Miller & Associates Special Events
William R. and Kate K. Smylie Scholarship .....	Mr. and Mrs. William Smylie
Bill & Amy Sorrell Scholarship .....	Bill and Amy Sorrell
Southwestern Bell Cotton Bowl Classic Scholarship.....	Southwestern Bell Cotton Bowl Athletic Association
Betty Bird Spradlin Rangerette Scholarship .....	R. E. "Sonny" Spradlin
R.E. Spradlin, Jr. Scholarship.....	Family and friends of R.E. Spradlin, Jr.
R.E. "Ronnie" Spradlin, III Scholarship.....	Nan Shertzer and the Spradlin Family
Latane Speer Cheerleader Kilgore College Foundation Scholarship .....	Mr. Michael Miller
Dr. Cruce Stark Memorial Scholarship (President: 1954-1964).....	Kilgore College
Hazel Stewart Rangerettes Forever Scholarship .....	Rangerettes Forever
Joan Still-Smith Rangerette Scholarship .....	Mr. Michael Miller
Missy Roach Sumpter Rangerette Scholarship.....	Mr. Michael Miller, Lisa Fortenberry, Kelly Cunningham of Mike Miller and Associates
Murlene Gattis "Pinky" Swinger Memorial Rangerette Scholarship .....	Mike and Susy Anthony
Dr. J. Frank Thornton Academic Rangerette Scholarship .....	Mr. Michael Miller
Virgie Tunks Memorial Scholarship .....	Mr. Leo Joe Tunks
Anne Dean and John W. Turk, Jr. Endowment for the Performing Arts.....	Southwestern Electric Power Company and John W. Turk, Jr.
Joe H. and Imogene Turner Scholarship .....	Mrs. Joe M. Turner and Holly Turner Lemmell
Jeanne Velde Memorial Art Scholarship .....	Family of Jeanne Velde
Ione Fouts and Helen Wahlgreen Rangerettes Forever Scholarship .....	Rangerettes Forever
Major Walker Rangerettes Forever Scholarship.....	Rangerettes Forever
Charles Earnest Wallace Memorial Scholarship.....	Mrs. Miriam Wallace Powell
Dr. and Mrs. J. E. Watkins Scholarship Trust .....	Mrs. Martha Watkins Harris and Miss Myrtis Watkins
Dr. Randolph C. Watson Memorial Scholarship (President: 1964-1978).....	Dr. and Mrs. Randolph Watson and Kilgore College
Dr. Randolph C. Watson President's Scholarship .....	Kilgore College
Dr. Randolph C. Watson Rangerette Scholarship .....	Rangerettes Forever
Shelley Stoek Wayne Assistant Director/Choreographer Rangerette Scholarship .....	Michael Miller
Dr. Peggy J. Whalley and Cile Whalley Scott Rangerette Scholarship .....	Dr. Peggy J. Whalley and Cile Whalley Scott
Cathy Scott Wheat Rangerette Scholarship .....	C.R. & Joyce Pennington
J. Archie Whitfield Rangerettes Forever Scholarship.....	Rangerettes Forever
Mays Kenneth Whitten Student Services Scholarship .....	Mr. Michael Miller
Marjorie McDonald Wier Rangerette Scholarship .....	Mrs. Annabelle Whitaker
Leon V. Winton Scholarship.....	Mr. Annie Lou Winton Bullard
Blanche Woodall Memorial Scholarship .....	Ms. Pam Johnson
Bert E. Woodruff Academic Rangerette Scholarship.....	Mrs. Margaret McNeel Miller and Michael Miller
Frank J. and Wilma B. Zatopek Applied Technology Scholarship .....	Mr. Frank J. Zatopek
Nicholas and Kathryn Heller Zwick Rangerette Scholarship .....	Zwick Foundation

## Counseling Services

Professional counselors, providing a variety of services to students, office in the Counseling Center on the Kilgore campus and at KC–Longview. KC counselors provide educational, career, and personal counseling. For more information call (903) 983-8206 in Kilgore or KC–Longview, (903) 753-2642.

Students who have disabilities, are academically or economically disadvantaged, are majoring in nontraditional programs for their gender, or have English as their second language are considered special populations and may see the Special Populations Vocational Counselor located in the Counseling Center, Devall Student Center. For more information call (903) 983-8682.

## Testing Services

The Testing Center in Kilgore is located on the 2nd floor of the Devall Student Center. The Kilgore Testing Center is an authorized testing site for a variety of tests including various national and state standardized testing programs, institutional examinations for local placement, and credit by examination. For most testing, the Testing Center requires advance registration or appointment. Students may direct inquiries concerning testing to the Testing Center at (903) 983-8215 or email: [testing@kilgore.edu](mailto:testing@kilgore.edu).

## Student Employment Services

**On-Campus Employment for Students Enrolled in Any Program or Course of Study.** The following types of on-campus employment may be available for students:

1. The Federal College Work-Study Program is a federally-funded, campus-based financial aid program with a limited number of funds for students who have documented financial need and who are making satisfactory academic progress, and wish to earn money to supplement their income while attending classes. Application and detailed information are available from the Office of Financial Aid and Scholarships. Phone (903) 983-8210.
2. The Student Assistant Program is a federally funded, campus-based financial aid program provided through Carl Perkins funds. This program provides jobs for a limited number of occupational education students such as single parents, disadvantaged students, and students enrolled in nontraditional majors. Additional information about this program is available from the Special Populations Office. Phone (903) 983-8683.
3. A limited amount of institutional funding is available to employ students who are not eligible for the Federal College Work-Study Program. Student employment may also be available through various instructional departments and campus offices for students with specific skills or knowledge. Appropriate supervisors are responsible for managing this program.

## Job Placement Services for Student Employment Off Campus.

Services provided to students and employers:

- Assist current and former students and graduates in finding part-time and full-time employment.
- Conduct job-readiness training including resume writing and job search workshops.
- Assist area employers in locating full and part-time employees.
- Register job openings.
- Post job announcements across campus and online.
- Arrange campus recruiting sessions.
- Provide employers with student resumes.
- Provide interview space for employers.
- Host job fairs.

Students may register in person for placement opportunities at the Job Placement office, Devall Student Center, 2nd floor, Monday-Friday from 8:00 a.m. to 4:00 p.m. Necessary registration documents such as consent forms, the job placement application and a sample resume are available online. Students may fill out these documents by going to the Job Placement office website at [www.kilgore.edu/studentemployment](http://www.kilgore.edu/studentemployment). Upon completing all required documents, please call the Job Placement office at (903) 983-8678 for an appointment.

## Learning Resources

**Randolph C. Watson Library.** Located on the mall in the center of the Kilgore campus, the Watson Library provides spacious reading and study areas. The library consists of over 85,000 volumes and 20,000 audiovisual items and 250 serial titles. Access to approximately 70 databases that include encyclopedias, subject-specific full text databases and indexes that include over 7,000 full text journals, are available through the library's web page (<http://library.kilgore.edu>). The library has computer workstations and laptop computers available for use in the library with Internet access for research, and offers wireless capability for personal lap tops. A computerized circulation system provides up-to-the-minute data on the status of library materials. A team of four professional librarians and three support staff provide services that include interlibrary loan, bibliographic instruction, reference and cooperative borrowing privileges through the Forest Trail Library Consortium and TexShare. For the most current information, please visit the library's web page or call (903) 983-8237.

## Bone Learning Center

Located on the second floor of the Randolph C. Watson Library, the Bone Learning Center is a comprehensive computer lab consisting of a general-use lab for all students and three developmental labs. The **general-use lab** provides state-of-the-art Internet-accessible computers as well as Internet hookups for laptop computers. It is staffed by an instructional assistant.

Adjacent to the general-use lab are the **Developmental Reading and Writing Labs**. Staffed by English and/or reading instructors, these labs operate primarily for students who are enrolled in developmental English and/or reading courses that have required lab time, for students who are assigned to non-course-based remediation, for those who may be referred by any English and/or reading instructor, or on an individual basis.

The third section of the Bone Learning Center is the **Developmental Math Lab** staffed by Mathematics instructors and student tutors. It is designed for students enrolled in Math 0304 and Math 0306, to develop or improve basic skills in arithmetic and algebra and to prepare them to pass the mathematics portion of the Texas Higher Education Assessment (THEA) test.

The hours for the Library and **general-use lab** of the Bone Learning Center:

Monday - Thursday .....	7:30 a.m. to 9:00 p.m.
Friday .....	7:30 a.m. to 4:00 p.m.
Sunday .....	2:00 p.m. to 5:00 p.m.

The hours for **Math lab** in the Bone Learning Center are:

Monday - Thursday .....	8:00 a.m. to 8:00 p.m.
Friday .....	8:00 a.m. to 2:00 p.m.
Sunday .....	2:00 p.m. to 5:00 p.m.

The hours for **Writing and Reading labs** in the Bone Learning Center are:

Monday - Thursday .....	8:00 a.m. to 7:30 p.m.
Friday .....	8:00 a.m. to 1:00 p.m.
Sunday .....	Closed

\*Fall and Spring semester hours only. Please check the library's web page for Summer and between semester hours.

## Distance Learning

We offer three different modes of distance education:

- On-line or Web-based courses: Since course work is completed over the Internet, *students must possess computer skills including email, basic word processing and a familiarity with the Internet in order to be successful*. Some courses may require you to come to campus for testing unless an approved alternative is arranged.
- Telecourses: Videotapes/DVD's that you can view when your schedule allows are used in place of classroom lectures. All you need is a television and a VCR or DVD player. Students complete assignments with the help of a study guide and text. Kilgore College instructors may also conduct live review sessions on campus several times during the semester. Videotapes/DVD's are available for checkout at the Kilgore College Randolph C. Watson Library. Testing for each unit is performed on the Kilgore College campus, unless an approved alternative is arranged.
- Interactive Television (ITV) Courses: Courses are taught in our videoconferencing distance learning classrooms in Kilgore and Longview. The instructor will teach live from the sending site, while students at the receiving site can interact with the instructor and the students at the sending site using the videoconferencing equipment in their classroom.

For up to the minute information about Distance Education at Kilgore College and answers to frequently asked questions, visit our web site at: <http://kcfac.kilgore.cc.tx.us>. **Orientation materials are online. See details in the Semester Schedule Bulletin.**

**Virtual College of Texas (VCT).** Kilgore College is a participant in the Virtual College of Texas. Students enroll locally at Kilgore College and study with students across Texas. Visit [www.vct.org](http://www.vct.org) for a list of available courses. If you find a course you are interested in, the next step is to request the course from the Kilgore College Distance Education department at (903) 988-3702 or email: [disted@kilgore.edu](mailto:disted@kilgore.edu). Students are NOT required to attend the distance education orientation session for VCT classes.

**Distance Education Orientation.** Online orientation for web-based courses and telecourses is required each semester. Students are not required to complete orientation for Interactive Video (I TV) courses or Virtual College of Texas (VCT) courses. See the Semester Schedule Bulletin or distance learning website <http://kcfac.kilgore.cc.tx.us> for specific information.

### **QUEST Program (Quick Education for a Successful Tomorrow)**

The QUEST Program provides services to non-traditional, adult students who want to complete their associate of arts or associate of science degree. A fast-paced, hybrid, high-tech series of core curriculum courses are offered two nights per week to assist these students in completing their education. Participants must have computer and Internet access and must have completed their developmental courses. For more information, call (903) 988-3732.

### **Special Resources, Tutoring and Mentoring Services**

**Adult Resource Center.** The ARC provides support services to all students enrolled in occupational/technical programs, such as tutoring, a computer lab, and assistance for students needing help with study skills, life skills, and career selection. The ARC is open during regular daytime hours and evening hours by appointment. For additional information, contact the Adult Resource Center Manager at (903) 983-8689.

**TRIO FAST Track Program.** (Fostering Academic Success and Transfer) provides support services to U.S. citizens and permanent residents enrolled at Kilgore College that are identified as first generation, low income, and/or students with disabilities. The purpose is to assist students in completing their associate's degree and transferring to a four-year college to further their education. Support services include individual counseling, advising, tutoring services, mentoring services, career exploration, access to computer lab, laptop loan program, financial aid assistance, visits to four-year colleges and universities, and participation in cultural enrichment activities. There are limited spots available each year. To apply for participation in the FAST Track Program, call (903) 988-7592.

**Student Success Programs.** The purpose of the Student Success Programs is to provide and coordinate academic and support services for all Kilgore College students as they make the transition to college life. Support services include:

- Free tutoring
- Computer and Internet access
- Tape recorder loan program
- Study skills counseling
- Study skills tapes and viewing facilities
- Student Success Guide/Planner
- Study skills course – ORIE 0100, Achieving College Excellence
- Summer Orientation

Students may come by the Student Success office or call (903) 988-7536.

**Services for Students with Disabilities.** The college provides services to students with documented disabilities. The Special Populations Counselor who can be reached at (903) 983-8682, serves as a clearinghouse for all students with disabilities. These services may include, but are not limited to, accommodations

in class, tutoring, interpreting for the deaf, readers, scribes, notetakers, and taped texts. Students seeking accommodations must contact the Special Populations Counselor and provide the necessary documentation in a timely manner.

**Support Services For Special Populations Students.** Kilgore College offers support services to students who are vocational majors, are classified as a special population, and have economic need. Special populations students include single parents, displaced homemakers, persons with disabilities, students in majors non-traditional for their gender, limited English proficiency and academically disadvantaged students. Qualified students may apply for assistance with childcare, textbooks, transportation or part time work prior to the beginning of each semester. For additional information contact the Special Populations Coordinator in the Student Support Building at (903) 983-8683.

## College Health Services

**Student Health Services.** For emergency first aid, a trainer is available in the Parks Fitness Center. A nurse is available in the Parks Fitness Center at certain hours to be posted in campus buildings and in *The Flare* at the beginning of each academic year. Student health services are available at no cost.

**Emergency Medical Services at Other Hours.** The student requiring emergency medical treatment when the campus nurse is not on duty may go to Roy H. Laird Memorial Hospital, Kilgore, where the college has made arrangements for treatment of KC students. Likewise, the college has made arrangements with certain Kilgore physicians to treat students on an emergency basis. For medical services rendered at the hospital and by Kilgore physicians, the student is responsible for all charges.

**Student Health Insurance.** The college offers each student an opportunity to purchase a health and accident insurance policy at a reasonable charge from a reputable insurance carrier. This policy covers the student and the student's dependents. An application and additional information concerning this coverage is available from the Office of the Vice President of Student Development in the Devall Student Center. Phone (903) 983-8189.

## KC Police Department

The KC Police Department is composed of certified law enforcement officers who have the authority to enforce all local, state and federal laws and college regulations. Officers are on duty on a 24-hour basis. The department serves the college community by helping to maintain a safe and secure environment for each person and his/her possessions while on campus and to assist staff, students, and visitors with minor vehicle problems. Police officers are visible on campus in marked vehicles. See the *Kilgore College Student Handbook* for more information or call (903) 983-8650.

## Vehicle Parking

The student who plans to park a vehicle on campus must register the vehicle and affix a parking permit to the rear window or rear bumper of the vehicle. Permits are obtained from the Kilgore College Police Department. When registering a vehicle a student must provide the license plate number of the vehicle that will be used on campus. A student parking in an unauthorized area may be issued a parking citation. A student's vehicle will be impounded at the owner's expense if more than three violations have been issued. For further information concerning parking/traffic violations and the payment of fines consult the *Student Handbook*.

## Housing and Food Services

Kilgore College maintains three residence halls with space for approximately 450 students. Residents choose one of three meal plans offered for meal service. Please refer to page 23 for more housing information.

Commuter students may purchase a meal plan thru the Cashier's Office. Student may contact the Director of Food Services in the cafeteria to purchase Ranger Bucks to use in the cafeteria to purchase Ranger Bucks to use in the cafeteria or in the snack bar. For more information, please call the Director at (903) 983-8286 or visit the Director in the cafeteria.

## Student Center

The Devall Student Center is the hub of many student activities on campus. Student Services such as: Admissions, Registration, Financial Aid, Counseling, Housing, Student Life, the cafeteria and the campus bookstore are all found in this convenient facility. A game room, lounges, an ATM, and mail center are centrally located for students use. For additional information call (903) 988-7521.

## The Bookstore

The KC Bookstore, located in the Devall Student Center, sells textbooks, supplies, articles of clothing, souvenirs, and miscellaneous items. The Bookstore accepts cash, personal checks, money orders as well as MasterCard, Visa, American Express and Discover charge cards. The Bookstore is open from 7:45 a.m. to 4:30 p.m. Monday through Thursday and from 7:45 a.m. to 4:00 p.m. Friday. The Bookstore will be open until 7:00 p.m. through the 12th class day of long semesters. The phone number is (903) 983-8277.

KC-Longview also has a full service bookstore. Hours of operation are 7:45 a.m. to 7:00 p.m. Monday through Thursday and from 7:45 a.m. to 1:30 p.m. Friday. The phone number is (903) 753-2642.

**Returning Textbooks.** When a student finds it necessary to return a textbook to the Bookstore for refund, the student **must** present the cash register receipt for the original purchase and the unmarked, undamaged textbook. Refunds on textbooks will be made through the **12th** class day on long semesters and the 4th class day on all others.

**Procedure for Buying Back Textbooks.** The Bookstore may buy back selected used, current-edition textbooks if these books are in good condition. Prices for individual textbooks are based on present stock level, projected utilization, and/or used textbooks maintained by the Bookstore.

## **Parks Fitness Center**

Parks Fitness Center is located on the Kilgore campus. This facility is available to currently enrolled students and includes tennis courts, an Olympic-size heated swimming pool, racquetball courts, basketball/volleyball courts, a 22-station Nautilus area, weight room, an aerobics studio, an indoor walking/running track, and a gymnastics room. Any student registered for twelve or more semester hours (six or more for summer term) may present his/her student I.D. to use these facilities at no charge during designated recreation hours. Part time students may pay a discounted fee for the use of the center. Additional information about the use of these recreational facilities, hours of operation, and special recreational offerings is available at (903) 983-8630 or (903) 983-8631.

## **Early Childhood Center.**

The Early Childhood Center, located at the corner of Hwy. 259 and Brook Dr. in Kilgore, provides early childhood care and education for children from the ages of eighteen months to five years. The center also serves as a learning laboratory for KC students enrolled in the Child Development/Early Childhood Professions Program. The Center is licensed by the State of Texas and is nationally accredited by the National Academy of Early Childhood Programs. The Center is open September through May from 7:15 a.m. to 5:30 p.m. Additional information about the services of the center is available at (903) 983-8293.

## **Student Activities**

Kilgore College offers a variety of student activities, including student organizations, performing groups, intercollegiate athletics, intramurals and student publications. For more information on student activities contact the Coordinator of Student Activities located in the Devall Student Center or telephone (903) 988-7521.

**Did You  
Know?**

***Need a KC transcript?***

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# CONTINUING EDUCATION

Continuing Education consists of self-improvement courses and avocational courses. These noncredit courses are designed for developing personal traits, improving self-image, and enriching leisure activities. Occupational courses and programs are also offered. Workforce Development provides customized contract training, professional skills courses, pre-employment screening, and assessment services for business and industry.

Additional information concerning Continuing Education offerings may be obtained by calling the Kilgore Campus at (903) 983-8661 or KC – Longview at (903) 753-2642. To inquire about Workforce Development, call (903) 983-8288. The East Texas Police Academy may be reached at (903) 983-8172. The Fire Academy may be reached at (903) 983-8662. The KC Commercial Driving Academy may be reached at (903) 983-8288.

**Admission.** Usually no admission requirements exist for students registering for non-credit courses. For information regarding registration and class cancellations, please see the current Continuing Education Class Schedule.

**Registration.** Students may register no more than 60 days prior to class starting. Since some classes have limited enrollment size and classes are filled on a “first-come-first-served” basis, early registration is advisable. Students may register by mail or in person at the Woodruff Adult Education Center, 220 N. Henderson Blvd, Kilgore, Texas 75662 or in Longview at KC-Longview, 300 S. High St, Longview, Texas 75602.

**Transcripts.** The Kilgore Continuing Education office at 220 North Henderson Boulevard and the Longview Continuing Education office at 300 South High Street issue official continuing education transcripts according to the provisions of the federal Family and Educational Privacy Act of 1974. The offices will not honor a transcript request without the student’s signature. The student must clear all financial and other obligations to the college before the college will release the transcript.

To request a continuing education transcript, the student should complete the ***Kilgore College Transcript Request*** form and indicate the number of copies requested in the ***Non-Credit CEU*** transcript field of the form.

Kilgore College does not charge for transcripts. A student’s written consent is required if the transcript is picked up by a third party.

## Withdraws / Transfers / Refunds

**To withdraw formally** from a Continuing Education class, a student must *contact the center where the course is offered* either by phone or in person during working hours.

**Only one transfer is allowed** to another course **prior to the second-class meeting day.**

For refunds, see Refund Policy or check the current course schedule for refund dates.

## Special Programs

**East Texas Police Academy.** The East Texas Police Academy is licensed by the Texas Commission on Law Enforcement Officer Standards and Education and approved by the Texas Higher Education Coordinating Board. Schools offered include the Basic Peace Officer Certification Course (640 hours), Basic Jailer Certificate Course (96 hours) and many specialized courses in law enforcement that are necessary for upgrading and maintaining the high standards of individual officers and law enforcement agencies. Visit the East Texas Police Academy web site at [www.easttexaspoliceacademy.org](http://www.easttexaspoliceacademy.org).

**Kilgore College Fire Academy.** Recognized by the State of Texas as an Exemplary Program, the Kilgore College Fire Academy is approved by the Texas Higher Education Coordinating Board, and accredited by the State Firemen and Fire Marshal's Association, and the Texas Commission on Fire Protection. The Academy offers certification schools for the Texas Volunteer Firefighter Certification, and the 470-hour Basic Firefighter I & II Certification course. Kilgore Fire Academy also offers the following **on-line** courses: the 470-hour Basic Fire Academy, Arson Investigator, Fire Inspector, Driver/Operator - Pumper, Fire Officer I & II, and Instructor Levels I, II, and III. For application and further information, please call (903) 983-8177.

**Kilgore College Commercial Driving Academy.** Recognized and approved by the State of Texas and by the Texas Higher Education Coordinating Board. The academy offers CDL Class "A" Training and other professional development courses to enhance and reinforce skills of experienced drivers. For further information, please call (903) 983-8288.

**Adult Basic Education, GED Preparation, English as a Second Language. Exam Preparation and Literacy Training.** Kilgore College offers a full array of tuition-free classes for adults, ages 18 and above, to help improve their lives. Services range from literacy to twelfth-grade level instruction, as well as English as a Second Language (ESL) at basic and advanced levels.

Classes provide opportunities to prepare for the GED exam; to learn to read, write, and speak English in an ESL program; to prepare for college entrance exams; as well as pre-employment, military entrance, and other pre-college level exams; and to improve basic reading, writing, and math skills for any adult who seeks to do so.

Adults who successfully complete any of these programs often find themselves better prepared for college entrance or the work force, with an increased likelihood of improved job opportunities, better income, and higher self-esteem. These classes are headquartered at the Kilgore College-Longview but are also held in a number of other locations throughout the area. Call (903) 988-3738 or (903) 753-2642 ext. 3738 for further information.

