I am thrilled with your decision to attend KC. We know that you have many options available when it comes to pursuing your educational goals and dreams. Kilgore College faculty and staff do not take your trust in us lightly and we strive to provide you with quality learning experiences, support services, and optimal student activities.

There is something for everyone at Kilgore College. Whether you are seeking an Associate of Art or Science degree to transfer to a four-year college or university, or you want to obtain an Associate of Applied Science degree to enter a career field with cutting edge technology, Kilgore College is the place for you.

If I could offer just one piece of advice ... I encourage you to ask questions and seek assistance from faculty and staff. Every person on this campus stands ready to help you successfully navigate the college experience.

Warm wishes for an abundance of personal and professional success.

Dr. Brenda S. Kays,
President, Kilgore College
## Calendar

Refund/withdrawal dates apply to semester-length classes only. See flex course refund schedule on page 8 for information on classes of varying lengths.

### NOVEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 1 (M)</td>
<td>Spring Admissions Application Priority Date; Spring Financial Aid Priority Date</td>
</tr>
<tr>
<td>Nov. 1-Dec. 2</td>
<td>Spring and December Mini Advisement/Registration – Current Students</td>
</tr>
<tr>
<td>Nov. 8-Dec. 2</td>
<td>Spring and December Mini Advisement/Registration – All Students</td>
</tr>
<tr>
<td>Nov. 12 (F)</td>
<td>Fall 16 Week Last day to Drop Class or Withdraw from Enrollment with a W</td>
</tr>
<tr>
<td>Nov. 23 (T)</td>
<td>Campus Closes 4:00 p.m. (no evening classes)</td>
</tr>
<tr>
<td>Nov. 24-26 (W-F)</td>
<td>Thanksgiving Holidays (campus closed)</td>
</tr>
</tbody>
</table>

### DECEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec. 1 (W)</td>
<td>December Mini Early Registration Payment Deadline</td>
</tr>
<tr>
<td>Dec. 8-9 (W-Th)</td>
<td>Final Exams (Exams for Friday-only classes: Dec.3; Saturday-only classes: Dec. 4)</td>
</tr>
<tr>
<td>Dec. 9 (Th)</td>
<td>Cafeteria Closes 6:00 p.m. Residence Halls Close 10 p.m. (graduates may spend the night)</td>
</tr>
<tr>
<td>Dec. 10 (F)</td>
<td>Grades Due 10 a.m. Campus Closes 2:45 p.m. Graduation 6 p.m.</td>
</tr>
<tr>
<td>Dec. 13-29</td>
<td>Mini-Term 3-week classes Final Exams (Grades due Jan. 3 at 10 a.m.)</td>
</tr>
</tbody>
</table>

### JANUARY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 3 (M)</td>
<td>All Offices Open</td>
</tr>
<tr>
<td>Jan. 10 (M)</td>
<td>Spring Convocation</td>
</tr>
<tr>
<td>Jan. 11 (T)</td>
<td>Final Registration for the Spring 1 term and the 16-week term 8:00 a.m. - 6:00 p.m. Final Registration Payment due by midnight or classes will be dropped. Last Day to Pay without Late Payment Fee (reinstatement and late payment fees will apply to schedules added back after each non-payment drop)</td>
</tr>
<tr>
<td>Jan. 12 (W)</td>
<td>Drop Unpaid Classes (no schedule changes or payment accepted)</td>
</tr>
<tr>
<td>Jan. 13 (Th)</td>
<td>Reinstatement and Late Payment Fees Begin</td>
</tr>
<tr>
<td>Jan. 14 (F)</td>
<td>Campus Closes 2:45 p.m.</td>
</tr>
<tr>
<td>Jan. 17 (M)</td>
<td>Residence Halls Open 9 a.m.; Cafeteria Opens 12 noon Martin Luther King, Jr. Day Holiday (campus closed)</td>
</tr>
<tr>
<td>Jan. 18 (T)</td>
<td>First Class Day for Spring 1 8-week term &amp; 16-week term</td>
</tr>
<tr>
<td>Jan. 18-19 (T-W)</td>
<td>Schedule Changes 8 a.m. - 6:00 p.m.</td>
</tr>
<tr>
<td>Jan. 23 (S)</td>
<td>Dual Credit Payment Deadline (online payments remain open through midnight)</td>
</tr>
<tr>
<td>Jan. 25 (T)</td>
<td>SP1 – Spring 1st 8-Week Term; Official Reporting Day</td>
</tr>
</tbody>
</table>

### FEBRUARY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb. 2 (W)</td>
<td>S16 – Spring 16-Week – (12th Class Day); Official Reporting Day</td>
</tr>
<tr>
<td>Feb. 3-8</td>
<td>No registration activity</td>
</tr>
<tr>
<td>Feb. 8 (T)</td>
<td>Spring 1 and Spring 16 week drop for non-payment</td>
</tr>
<tr>
<td>Feb. 11 (F)</td>
<td>Student Services Staff Planning Day (no service/limited service in Student Services Offices)</td>
</tr>
<tr>
<td>Feb. 14 (M)</td>
<td>S16 – Spring 16-Week – (20th Class Day) - Last Day for Refunds for 16-week classes (see refund dates in the Spring registration guide)</td>
</tr>
<tr>
<td>Feb. 25 (F)</td>
<td>SP1 – Spring 1st 8-Week Term; Last Day to Drop Class or Withdraw from Enrollment with W</td>
</tr>
</tbody>
</table>

### MARCH

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar. 1 (T)</td>
<td>Presidential Scholarship Deadline (for Fall 2022)</td>
</tr>
<tr>
<td>Mar. 8-9 (T-W)</td>
<td>SP1 - Final Exams for Spring 1st 8-week term</td>
</tr>
<tr>
<td>Mar. 10 (Th)</td>
<td>SP1 - Grades Due for Spring 1st 8-week term 10 a.m.</td>
</tr>
<tr>
<td>Mar. 11 (F)</td>
<td>Campus Closes 2:45 p.m.</td>
</tr>
<tr>
<td>Mar. 14-18 (M-F)</td>
<td>Spring Break (campus closed)</td>
</tr>
<tr>
<td>Mar. 21 (M)</td>
<td>SP2 - First Class Day of Spring 2nd 8-week term</td>
</tr>
<tr>
<td>Mar. 28 (M)</td>
<td>SP2 – Spring 2nd 8-Week Term; Official Reporting Day</td>
</tr>
</tbody>
</table>

\* Payment due by midnight. Web registration and web payment close at midnight on payment deadline dates. Because processing times vary, begin web installment payment contracts before 11 p.m.
# Calendar

## APRIL

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr. 1 (F)</td>
<td>Summer Admissions Application Priority Date; Scholarship Priority Deadline (for Fall 2022)</td>
</tr>
<tr>
<td>Apr. 8 (F)</td>
<td>S16 – Spring 16-Week Last Day to Drop Class or Withdraw from Enrollment with W</td>
</tr>
<tr>
<td>Apr. 4-May 16</td>
<td>May Mini Advisement/Registration</td>
</tr>
<tr>
<td>Apr. 4-June 3</td>
<td>Summer I Advisement/Registration – Current Students</td>
</tr>
<tr>
<td>Apr. 11-June 3</td>
<td>Summer I Advisement/Registration – All Students</td>
</tr>
<tr>
<td>Apr. 4-Jul. 8</td>
<td>Summer II Advisement/Registration – Current Students</td>
</tr>
<tr>
<td>Apr. 11-Jul. 8</td>
<td>Summer II Advisement/Registration – All Students</td>
</tr>
<tr>
<td>Apr. 4-Aug. 12</td>
<td>Fall Advisement /Registration – Current Students</td>
</tr>
<tr>
<td>Apr. 11-Aug. 12</td>
<td>Fall Advisement/Registration – All Students</td>
</tr>
<tr>
<td>Apr. 14 (Th)</td>
<td>Campus Closes 9:30 p.m.</td>
</tr>
<tr>
<td>Apr. 15 (F)</td>
<td>Good Friday Holiday (campus closed)</td>
</tr>
<tr>
<td>Apr. 29 (F)</td>
<td>SP2 – Spring 2nd 8-Week Term; Last Day to Drop Class or Withdraw from Enrollment with W</td>
</tr>
</tbody>
</table>

## MAY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1 (S)</td>
<td>May Mini Registration Payment Deadline</td>
</tr>
<tr>
<td>May 2 (M)</td>
<td>Drop May Mini Unpaid Classes (no registration, schedule changes, or payment accepted)</td>
</tr>
<tr>
<td>May 11-12 (W-Th)</td>
<td>Final Exams (Exams for Saturday-only classes: May 7; Friday-only classes-May 6)</td>
</tr>
<tr>
<td>May 12 (Th)</td>
<td>Cafeteria Closes 6:00 p.m. Residence Halls Close 10 p.m. (graduates may spend the night)</td>
</tr>
<tr>
<td>May 13 (F)</td>
<td>Graduation 2:00 p.m., 6:00 p.m.</td>
</tr>
<tr>
<td>May 16 (M)</td>
<td>Grades Due 10 a.m.</td>
</tr>
<tr>
<td>May 16-June 2</td>
<td>Mini-Term 3-week classes; Final Exams June 2nd (Grades due Jun. 3 at 10 a.m.)</td>
</tr>
<tr>
<td>May 27 (F)</td>
<td>Campus Closes 2:45 p.m.</td>
</tr>
<tr>
<td>May 30 (M)</td>
<td>Memorial Day Holiday (campus closed)</td>
</tr>
</tbody>
</table>

## JUNE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 6-July 28</td>
<td>SUMMER EVENING CLASSES</td>
</tr>
<tr>
<td>June 6-July 8</td>
<td>SUMMER I (MTWTh classes; Final Exams Friday, July 8)</td>
</tr>
<tr>
<td>June 6 (M)</td>
<td>First Class Day; Schedule Changes 8 a.m. - 4 p.m.</td>
</tr>
<tr>
<td>June 9 (Th)</td>
<td>Fourth Class Day; Official Reporting Day</td>
</tr>
<tr>
<td>June 15 (W)</td>
<td>Summer I Graduation Application Deadline</td>
</tr>
<tr>
<td>June 30 (Th)</td>
<td>Last Day to Drop Class or Withdraw from Enrollment with W</td>
</tr>
<tr>
<td>June 30 (Th)</td>
<td>Summer II Early Registration Payment Deadline</td>
</tr>
</tbody>
</table>

## JULY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1 (F)</td>
<td>Campus closes at 2:45 p.m.</td>
</tr>
<tr>
<td>July 4 (M)</td>
<td>Campus closed for Independence Day Holiday</td>
</tr>
<tr>
<td>July 8 (F)</td>
<td>Final Exams for Summer I.</td>
</tr>
<tr>
<td>July 11 (M)</td>
<td>Summer I grades due at 10 a.m. First Class Day Summer II; Schedule Changes 8 a.m. - 4 p.m.</td>
</tr>
<tr>
<td>July 14 (Th)</td>
<td>Fourth Class Day; Official Reporting Day</td>
</tr>
<tr>
<td>July 15 (F)</td>
<td>Summer II Graduation Application Deadline</td>
</tr>
</tbody>
</table>

## AUGUST

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 4 (Th)</td>
<td>Last Day to Drop Class or Withdraw from Enrollment with W</td>
</tr>
<tr>
<td>Aug. 11 (Th)</td>
<td>Final Exams for Summer II; Graduation 6 p.m.</td>
</tr>
<tr>
<td>Aug. 12 (F)</td>
<td>Summer II grades due by 10 a.m.</td>
</tr>
<tr>
<td>Aug. 22 (M)</td>
<td>First Class Day</td>
</tr>
</tbody>
</table>
Admissions

First Time in College/Transfer Students/Returning Students (not enrolled since Spring 2021)
Submit an application online on our website at www.kilgore.edu. Select the "Apply Today" tab found on the top center of the homepage’s toolbar.

Pre-Registration Checklist

• State-mandated testing is required prior to registration unless documentation of exemption is on file. See the testing section for more information.

• Official transcripts should be on file prior to registration. All transcripts must be received within the first two weeks of the semester to avoid future registration holds.

• Transcripts should be sent from institution to institution. Hand-carried transcripts may be considered for acceptance if in a sealed high school/college letterhead envelope and are no older than six months.

• Check the status of your tuition classification, test scores and transcripts through AccessKC on our website: www.kilgore.edu. AccessKC is found under the Quick Links area, midway down the left side of the college’s homepage. Once logged in, choose the Admissions Status on the Registration menu.

• Get your Bacterial Meningitis vaccination. Texas state law requires new and former students at all public and private colleges and universities under the age of 22 to receive a Bacterial Meningitis vaccination. Students must provide documentation of receiving the shot within the last five years—ten days prior to registering for classes.

May Mini and Summer Transient Students
Transient Students are those currently enrolled at another college or university who attend Kilgore College for the May Mini term or Summer semester only and then return to their previous college or university. Transient Students cannot use financial aid awarded by their home institution at Kilgore College.

When applying for admission, use ApplyTexas, and select the Summer semester. May Mini students should also use the summer admissions application. On ApplyTexas, select the Non Degree-Seeking Academic major option. Also indicate you are a transient, seeking a degree elsewhere on the application. If a transient student decides to continue at Kilgore College, the student must reapply as a transfer student and meet all transfer admission requirements.

Students must request an official transcript from the school which they are currently attending to be sent to Kilgore College. Proof of other prerequisites may be required if the student has attended more than one college. All visiting students should consult their academic advisor to ensure the applicability of courses prior to KC registration. It is the responsibility of the transient student to request an official KC transcript be sent to their home institution: www.kilgore.edu/transcripts

Watson Library

Kilgore College Watson Library is dedicated to helping students succeed in college. We offer:

• FREE assistance with Research
• 152 databases
• over 40,000 physical books
• over 90,000 digital books
• computers and printers for assignments
• leisure materials

Printing is ten cents / page B&W, 25 cents / page for color. The library is also a great place to grab a cup of coffee and study or hang out for a while. Welcome to Watson Library!

Visit https://library.kilgore.edu/
Registration Steps

General Registration Steps
• If there are no developmental requirements, register online through AccessKC on our website (www.kilgore.edu) or schedule an appointment with the Counseling Center at (903) 983-8206, faculty advisor in Kilgore, or KC-Longview (903) 753-2642, if taking courses at that location. AccessKC is found under the Quick Links area, midway down the left side of the college’s homepage.

• If there are developmental requirements, make an appointment for early registration with the Counseling Center or faculty advisor in Kilgore or KC-Longview, if taking courses at that location.

• Faculty advisors are available by appointment. Please contact your advisor for an appointment as soon as possible.

New Students
Make an appointment for registration with the Counseling Center in Kilgore or KC-Longview if taking a course at that location. First time in college students and those transferring with less than 12 hours are required to attend New Student Orientation. Visit the New Student Orientation page at www.kilgore.edu/orientation for more information.

Current/Returning/Transfer Students
• Follow general registration steps

• Transcripts originally required for admission that have not been furnished, and any financial obligation to the college, will block registration.

Dual Credit Students
• See your high school counselor for forms and information.

• All registration is completed through the Office of Admissions and Registrar in Kilgore or KC-Longview. Visit www.kilgore.edu/dualcredit

Final Registration
Tuesday, January 11, 2021 - 8 a.m. to 6 p.m.
• Registration is at the Devall Student Center on the Kilgore campus and at KC-Longview Hendrix Building.

• Students must take at least one class at KC-Longview in order to register there.

• Students enrolling in a degree/certificate program offered only through KC-Longview must register there.

Search for Available Courses

1. Access the Kilgore College website at www.kilgore.edu, select Current Students tab, and then select Course information then Available Courses Search.

Course Search

Add/Drop Courses - Course Search

Term:
2021 - 2022 Spring Semester
Department
All
Course Number Range:

2. Use the drop-down boxes to search by Term, Department, Course Number Range and other variables and then press “Search” at the bottom.

3. Listing of available courses should appear.

PLEASE NOTE: Kilgore College reserves the right to change instructors, room locations, cancel classes or make other changes to the class schedule at any time as deemed necessary by the administration and/or instructional area.
How to Register Online

**AccessKC**

Kilgore College's online student services system is called AccessKC. Services include Registration, Payment, Account Status, Class Schedules, Course Availability, Degree Audit, Demographic Information, Financial Aid, Grade Report, PIN Maintenance and Unofficial Transcripts.

All KC students may access AccessKC, but registration is only available if you are a returning or transfer student who has no developmental requirements. First-time college students, dual credit students, and students with developmental requirements are not allowed to register through AccessKC.

1. Access the Kilgore College website at www.kilgore.edu and click the AccessKC link located on the home page under the Quick Links section.

2. Log into AccessKC using your student ID, KC username, and password.

   **Your username is:**
   - The first four letters of your last name
   - The first four letters of your first name
   - The LAST four digits of your KC ID number (Not your social security number, but the college-issued ID number) Example: If your name is Chris Smith and your KC ID is 123456789, then your username is smithchr6789.

3. Once logged in, choose the “Academics” menu at the top.

4. Click the "Student Information" link on the left.

5. Click the "Student Information" link on the left.

   **CDEC Background Check**
   **Dashboard**
   **Add/Drop Courses**
   **My Unofficial Transcript**
   **My Residency**

6. Use the Add/Drop Courses form to search for the class you wish to register.

7. Check the box in the add column for each course you want to register and then click the “Add Courses” button at the bottom of the page.

![Course Search](image_url)
Students enrolled in at least six hours automatically entered to WIN A CAR!

GET IN THE DRIVER’S SEAT AT KILGORE COLLEGE!

- Earn points by doing the right things.
- KC students enrolled half-time or more are eligible.
- Helps you achieve your educational goals and dreams.

*Sponsored by PATTERSON CHEVROLET - KILGORE

MORE INFO AT WWW.KILGORE.EDU/CRIUSEFORSUCCESS
CRUISE FOR SUCCESS FAQ

What is Cruise for Success?
Cruise for Success is a part of Focus to Finish, and it’s the ULTIMATE student incentive program! It is Kilgore College’s way of encouraging student success by giving students an opportunity to win prizes as a reward for doing things that are proven to increase overall success in college.

When will it start?
The official launch of the Cruise for Success program was in 2019. Sophomore Dani Moreno won the car. The program runs annually from May through April. The next drawing is set for April 29th, 2021.

Who is eligible?*
Cruise for Success is open to Kilgore College students who are enrolled at least half-time (6 semester credit hours or more) during a given semester. Students must be in good academic standing with a minimum 2.0 cumulative GPA.

I’m a Kilgore College student! How do I register?
All students who are enrolled in at least 6 semester credit hours are automatically enrolled, with points awarded based on the number of semester credit hours taken in a given semester during the contest cycle.

What are “points”? Points are how we track Cruise for Success student involvement and entries. Every point earned gives a student one entry into the Cruise for Success drawing pool. There is no limit to the number of points that a student may earn during the contest cycle.

How do I earn points?
Examples of how points are awarded include, but are not limited to:

- Enrollment: 1 point per semester credit hour (minimum 6 semester credit hours) per semester during the contest cycle.
- Successful completion: 3 points per class for successfully completing a class with a grade of A, B, or C.
- Student Success Course: 2 points for enrollment and successful completion of EDUC 1300, 1 point for enrollment and successful completion of COLS 0300.
- Attending academic, service, career development, or other success-related events and programs: 2 points per event.
- Use of Zone tutoring services: 2 points per visit.
- Attending cultural (theatre production, dance or music concert, etc.), student activity, or other on-site events: 1 point per event.
- On-campus employment: 1 point per semester (with supervisor recommendation).
- Active involvement in registered student organizations: 2 points per semester (with leader recommendation).
- Living on campus: 1 point per semester.
- Enrolling in a December or May mini term class: 2 points.

(Note: May enrollment will count for the following year’s award).

I attended a KC event, but could not sign in. How do I get points?
We will do our best to provide Cruise for Success connectors at every eligible college event.

How do I win?
For every point earned during the contest cycle, students are granted one entry into the Cruise for Success drawing. Monthly winners will be drawn directly from this pool. In late April, finalists for the grand finale who have accumulated the greatest number of points will also be drawn from this same pool. In late April, finalists will attend the Focus to Finish Finale for the grand prize drawing. All finalists will receive prizes.

What can I win?
The grand prize is a brand new Chevrolet Trax courtesy of Patterson Chevrolet Kilgore inclusive of all taxes, registration, and fees (NOTE: recipient will be responsible for all income taxes). Monthly prizes will range from $50 to $250. Finalist prizes will range from $500 to $1,000.

Do I have to be present to win?
For all monthly awards, there is no need to be present. Everyone chosen as a finalist for the grand finale will be contacted to ensure attendance at the event and must be present to win. In the event that a student is unable to attend the grand finale drawing, an alternate finalist will be selected.

If I win a drawing during the year, am I still eligible to win the car?
Students may win only one monthly prize each year. Students who win a monthly prize are still eligible for the grand finale drawing in April, based on their total number of points earned.

I graduate in December. Am I still eligible?
That depends. Students are only eligible while currently enrolled at least part time (6+ semester credit hours) as a KC student.

I am a Dual Credit Student. Am I still eligible?
Yes! The 6 semester credit hour minimum must still be met for the semester, but dual credit students are eligible.

What’s the catch?
There is absolutely no catch! Kilgore College wants to reward students for doing the right things that lead to personal success both during their time at KC as well as into the future.

I’ve seen the KC Chevrolet Trax, courtesy of Patterson Chevrolet Kilgore, at Cruise for Success and Focus to Finish events. Can the car come to my event?
Yes! Contact KC Marketing with event information including the date, time, location, and nature of the event with inquiries.

How can I get more information?
More information is available online at: www.kilgore.edu/cruiseforsuccess

*KC Employees and/or dependent children exercising the tuition waiver are not eligible to win.

Kilgore College hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of this student incentive program at any time, and from time to time, without notice, in any manner that the administration or Board of Trustees of Kilgore College deems to be in the best interest of Kilgore College.
**eLearning (Online and Hybrid Classes)**

Students should follow these steps to locate, enroll and get started in eLearning courses:

1. **Check your Skills.** Find out if you are ready for online classes by taking this short assessment: [https://www.kilgore.edu/academics/online-classes-elearning/online-readiness-quiz](https://www.kilgore.edu/academics/online-classes-elearning/online-readiness-quiz)
   
   Good typing skills can contribute to your success. Test your speed here: [https://www.keyhero.com/free-typing-test/](https://www.keyhero.com/free-typing-test/)

2. **Find eLearning Classes.** Search for available courses at: [https://accesskc.kilgore.edu/ICS/Academic_Education/Course_Search.jnz](https://accesskc.kilgore.edu/ICS/Academic_Education/Course_Search.jnz). The first course in the example below is a traditional, classroom-based course. The section number (the last the digits in the course code) are all numbers. The second course shown has an “H” in the section number identifying it as a hybrid class – it meets in the classroom at the times listed and also requires work to be completed online. The last example lists “Online, Internet” in the schedule, meaning that it is an online class (but will still require some proctored testing).

3. **Check your Resources.** Students taking online or hybrid courses must have access to a well-running, virus-free, hi-speed internet-connected computer.

   Some courses may have special software requirements and on-site requirements – be sure to check the course listings for these requirements before registering.

   All eLearning courses require some monitored/proctored activities.

   **See #8 Below.**

4. **Register for Classes.** Follow the same procedures for enrolling in Kilgore College eLearning courses as you do for traditional courses. If you cannot find the course you need in an online format, see information about the Virtual College of Texas below in #9 below.

5. **Get Started.** You should log on as soon as the class starts. You cannot log on before the class starts. The eLearning course website is [https://kilgore.blackboard.com](https://kilgore.blackboard.com)

   Your Blackboard user ID is the first four letters of your last name + the first four letters of your first name + the last four numbers of your student ID. Example: lastfirs1234.

   Your Blackboard password is “Student” with a capital “S” plus your two-digit month and two-digit day of birth. Example: Student0109

6. **Get Oriented.** Complete the orientation course listed in the “My Courses” area of Blackboard.

7. **Get Help.** If you are having problems that cannot be resolved with your instructor, contact the eLearning help desk:

   - Via email: techsupr@kilgore.edu
   - By phone: (903) 988-3701

   **Regular Help Desk Hours:**
   
   Monday-Thursday, 8 a.m. to Midnight & Friday 8 a.m. to 3:45 p.m.; Saturday 5 p.m.; to Midnight

8. **Take Tests.** All eLearning courses require some monitored/proctored activities. For testing, students may use the KC Testing Center. Students desiring to test at other locations must receive prior approval from their instructor. Some instructors use the online test proctoring service Proctor U. Students can use either of these testing options at no additional charge.

9. **Online Course Sharing Through Digitex:**

   KC is now a member of the new course sharing company called Digitex, formerly known as the Virtual College of Texas (VCT). It is a statewide consortium that provides course sharing between community colleges in Texas. If you are unable to take a course at KC because the course is not offered during the current semester, you may be able to take the course online from another college through Digitex. You will pay all tuition and fees for your course to KC and will take the course online from a college that is teaching the needed course. Upon completion of the course, your grades are automatically sent back to KC and appear on your KC transcript. Proctored exams may be completed at the KC Testing Center, an approved high school, or other approved off-campus locations. Contact the Distance Education office at KC for registration information at 903-988-3701 or djohnson@kilgore.edu. Clicking on this link will direct you to our new portal for Digitex courses. [https://www.collegeconsortium.org/institutions/kilgore-college](https://www.collegeconsortium.org/institutions/kilgore-college)
**STUDENT SUPPORT SERVICES**

Services Provided by TRiO

- Individualized academic advising, personal, career, and transfer counseling
- Tutor and Computer lab designated for TRiO students with free printing
- Four-year college campus visits and cultural enrichment activities
- Textbook Donation Drive and Lending Services for participants
- Workshops to support successful students
- Assistance with completing FAFSA and scholarship applications

For more information, please contact Bindy Tice, Director at (903) 988-7590, by email at btice@kilgore.edu, or in the Student Support Building, Rm 123

To apply for TRIO Services

[www.kilgore.edu/trio](http://www.kilgore.edu/trio)

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**Veterans Affairs**

Students who are eligible for either Veteran's Education or Hazlewood Benefits, will start the process with the Veterans Certifying Officer in the Office of Financial Aid. Depending on the program, you will still need to complete the Admissions process. Once you are accepted for admissions, an advisor will enroll you in the course(s) which will satisfy your specific degree requirements. For additional information, please contact Angie Rice, VA Certifying Officer at (903) 988-7420 or arice@kilgore.edu
December Mini Semester

Earn credits when Kilgore College isn't in session.

December Mini begins December 13, 2021.

Based upon content and rigor, we recommend students take only one class during the May Mini.

Admissions:
• Students attending KC in the Fall 2021 semester can early register.

Registration:
• Current students: Registration opens Nov. 1, 2021
• All students: Registration opens Nov. 8, 2021
• Payment is due at time of registration.
• Web-Based Classes/Testing Fee Information Proctor U online testing service is required at additional charge. Details at www.proctoru.com/portal/kilgore. There will be a separate testing expense (estimated $50-75 per course).

Books:
The KC Bookstore will be open from 8:00 a.m. to 5:00 p.m Dec. 13-14, 2021. Contact the KC Bookstore if special arrangements need to be made.

Logging On:
On the first class day, log on at https://kilgore.blackboard.com. Logon instructions are on the Blackboard home page.

Getting Help with Web Classes:
Contact the eLearning Help Desk between 8 a.m. - 3:45 p.m. Monday through Friday. Call (903) 988-3701 or email techsupr@kilgore.edu. Contact your instructor if you need help outside of these times.

Courses have minimum enrollment requirements and are subject to cancellation due to low enrollment. Please monitor your account for any cancellations.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCIS 1305</td>
<td>BUSINESS COMPUTER APPLICATIONS</td>
<td>Dennis, Ginger</td>
<td>WEB</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>COMPOSITION I</td>
<td>Gale, Bonnie</td>
<td>WEB</td>
</tr>
<tr>
<td>ENGL 1302</td>
<td>COMPOSITION II</td>
<td>Laszik, Stephanie</td>
<td>WEB</td>
</tr>
<tr>
<td>GOVT 2305</td>
<td>FEDERAL GOVERNMENT</td>
<td>Moser, Rick</td>
<td>WEB</td>
</tr>
<tr>
<td>GOVT 2306</td>
<td>TEXAS GOVERNMENT</td>
<td>Stanglin, Jeff</td>
<td>WEB</td>
</tr>
<tr>
<td>HIST 1302</td>
<td>U.S. HISTORY II</td>
<td>May, Meredith</td>
<td>WEB</td>
</tr>
<tr>
<td>MUSI 1306</td>
<td>MUSIC APPRECIATION</td>
<td>Kaan, Jonathan</td>
<td>WEB</td>
</tr>
<tr>
<td>GEOG 1303</td>
<td>WORLD/REGIONAL GEOGRAPHY</td>
<td>Wade, Larry</td>
<td>WEB</td>
</tr>
<tr>
<td>PHIL 2306</td>
<td>INTRODUCTION TO ETHICS</td>
<td>Arandia, Mark</td>
<td>WEB</td>
</tr>
<tr>
<td>PSYC 2314</td>
<td>LIFESPAN, GROWTH &amp; DEVELOPMENT</td>
<td>Boyd, Yulonda</td>
<td>WEB</td>
</tr>
</tbody>
</table>
Payment Information

Making a Payment
Payment of tuition and fees is due by the deadlines listed in the semester calendar. Registration is not complete until payment is received or financial aid is applied. Payment for classes added to an already existing schedule is due at the time the course is added.

A student may pay by cash, check or money order payable to KC. Visa, MasterCard, and Discover credit/debit card payments are accepted. The college will accept checks for the amount of transaction only and will not accept two-party checks, payroll checks, or postdated checks.

AccessKC
Payments on student accounts can be made online using College Green.

1. Access the Kilgore College website at www.kilgore.edu and click the AccessKC link located at the top left of the home page.

2. Log into AccessKC using your student ID KC username and password.

Your username is:
- The first four letters of your last name
- + The first four letters of your first name
- + The LAST four digits of your KC ID number (Not your social security number, but the college-issued ID number)

Example: If your name is Chris Smith and your KC ID is 123456789, then your username is smitchri6789.

Your first password:
Your initial password is the word “Student” + your two digit month number and two digit day number of your birth day, using double digits for each. For example, if you were born on May 6, your password is Student0506. NOTE: Student has the S capitalized! It will not work unless you do the cap. The rest are lower case.

3. Once logged in, choose the “Academics” menu at the top

4. Click My Financial Info

5. On the right click Click Calculate your Balance.

6. Select the correct Year/Term

   2021-2022 Spring semester

7. Then scroll down to the bottom of the screen and select Pay in Full with Pay Now

College Green Payment Plan Installment Payments
An Installment payment is available for the payment of tuition and fees through the College Green Payment Plan on AccessKC. See College Green Payment Plan online for more details at www.kilgore.edu/payment-options.
To Enroll in a College Green Payment Plan follow steps 1-6 above. At step 7, rather than selecting Pay in Full with PayNow, select Enroll in a College Green Payment Plan.
**Fall 2021 Simplified Chart for Estimating Tuition by Residency Status**

<table>
<thead>
<tr>
<th>Semester Hours</th>
<th>In District</th>
<th>Out of District</th>
<th>Non-Resident of State</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$90</td>
<td>$169</td>
<td>$219</td>
</tr>
<tr>
<td>2</td>
<td>$190</td>
<td>$338</td>
<td>$438</td>
</tr>
<tr>
<td>3</td>
<td>$270</td>
<td>$507</td>
<td>$657</td>
</tr>
<tr>
<td>4</td>
<td>$360</td>
<td>$676</td>
<td>$876</td>
</tr>
<tr>
<td>5</td>
<td>$450</td>
<td>$845</td>
<td>$1,095</td>
</tr>
<tr>
<td>6</td>
<td>$540</td>
<td>$1,014</td>
<td>$1,314</td>
</tr>
<tr>
<td>7</td>
<td>$630</td>
<td>$1,183</td>
<td>$1,533</td>
</tr>
<tr>
<td>8</td>
<td>$720</td>
<td>$1,352</td>
<td>$1,752</td>
</tr>
<tr>
<td>9</td>
<td>$810</td>
<td>$1,521</td>
<td>$1,971</td>
</tr>
<tr>
<td>10</td>
<td>$900</td>
<td>$1,690</td>
<td>$2,190</td>
</tr>
<tr>
<td>11</td>
<td>$990</td>
<td>$1,859</td>
<td>$2,409</td>
</tr>
<tr>
<td>12</td>
<td>$1,080</td>
<td>$2,028</td>
<td>$2,628</td>
</tr>
<tr>
<td>13</td>
<td>$1,170</td>
<td>$2,197</td>
<td>$2,847</td>
</tr>
<tr>
<td>14</td>
<td>$1,260</td>
<td>$2,366</td>
<td>$3,066</td>
</tr>
<tr>
<td>15</td>
<td>$1,350</td>
<td>$2,535</td>
<td>$3,285</td>
</tr>
<tr>
<td>16</td>
<td>$1,440</td>
<td>$2,704</td>
<td>$3,504</td>
</tr>
<tr>
<td>17</td>
<td>$1,530</td>
<td>$2,873</td>
<td>$3,723</td>
</tr>
<tr>
<td>18</td>
<td>$1,620</td>
<td>$3,042</td>
<td>$3,942</td>
</tr>
<tr>
<td>19</td>
<td>$1,710</td>
<td>$3,211</td>
<td>$4,161</td>
</tr>
<tr>
<td>20</td>
<td>$1,800</td>
<td>$3,380</td>
<td>$4,380</td>
</tr>
</tbody>
</table>

**NOTE:** Tuition and fees are subject to change.

**Residency Status Policy**

**Residency Status**

The college will require the student to sign an oath of residency as part of the admission process. It is the student’s responsibility to use the proper residence classification. If there is any question as to right of classification as a resident of Texas or the Kilgore College District, it is the student’s obligation, prior to or at the time of registration to raise the question with appropriate administrative officials of the college. The student should report any change in residency status to the Office of Admissions and Registrar before registration. Likewise, a student classified as a non-resident will remain in that status until the student has requested reclassification and the Office of Admissions and Registrar has officially approved the request. If inaccurate or fraudulent information is provided by the student to document residency status, the student will be held liable for repayment of any tuition/fees that were under-charged as a result of that information. Reclassification requests must be initiated by the student. Residency status changes are not made automatically.

For reclassification to be effective for a specific semester, the request for reclassification and any documentation must be submitted to the Office of Admissions and Registrar on or before the official reporting date (ORD) of the semester. The ORD may be found in the college academic calendar or by calling the Office of Admissions and Registrar at (903) 983-8606.

**Documentation of Basis for Texas Residency Status**

Classification as a Texas resident requires that the student substantiate residence in Texas for the immediate twelve months preceding registration. Factors other than time in the state may affect residency classification. For example, the legal home address of a student who is dependent for income tax purposes is the address of the parent/guardian claiming the student.

Also, students who come to Texas for the purpose of education are ineligible to claim Texas residency for tuition purposes. A complete evaluation of individual circumstances is provided at the time of application for admission. Additional information is available from the Office of Admissions and Registrar.
Residency Status Policy

Documentation of Basis for In-District Residency Status
All Texas residents are classified as out-of-district until sufficient information is on file to verify in-district residency. The legal home address of a student who is dependent for income tax purposes is the address of the parent/guardian claiming the student. Exceptions may be made in cases in which a parent/guardian who does not claim the student lives in-district. Documents acceptable for verifying in-district residency may include, but are not limited to, a permanent Texas driver's license, a property tax receipt, a lease agreement and a utility bill. To be considered for in-district status, you must be a resident of the State of Texas domiciled within the Kilgore College District composed of the school districts of Kilgore, Sabine, Gladewater, White Oak, Leverett's Chapel, Overton and West Rusk County Consolidated.

Waiver for Property Ownership
The Board of Trustees has waived the difference between out-of district resident rates and in-district rates for a person and his or her dependents who own residential real estate in the Kilgore College District. Additional information for required documentation is available from the Office of Admissions and Registrar.

Repeat Fee – Third Attempt or More of a Course
There is a $70 per semester credit hour charge for those hours attempted for the third or more time. The charge will appear on the student's statement as "Repeat 3 Charge." A three hour class being attempted for the third time or more will cost an extra $210.

Excessive Developmental Hour Fees for 18+ Hours
A $70 per semester credit hour charge will be assessed for developmental hours taken in excess of 18 hours. The charge will appear on the student's statement as "Excess Develop Charge." When a student registers for the 19th hour of developmental classes, it will cost an additional $70 per developmental hour.

Course Drop Limits
Students entering college for the first time in Fall 2007 or after are subject to Senate Bill 1231 passed by the Texas Legislature in May 2007. This law limits students to a total of six drops in their entire college career in Texas public institutions, unless the courses were dropped in order to withdraw from school or for certain approved reasons. To be counted toward the total, drops must appear on the transcript and be signified by a grade of "W." Students are required to select a primary reason for withdrawing from a course at the time the course is dropped. The following are approved reasons that do not count in the drop total:
• personal illness
• care of sick, injured, or needy person
• death of family member or close friend
• called to active military duty
• family member or close friend called to active military duty
• change in work schedule
• transportation problems
• personal/family obligations
• withdrawal from school
• administratively withdrawn by instructor or other college personnel

Drops from the following courses will not count in the drop total:
• courses taken prior to high school graduation
• developmental courses
• lab/clinical courses that must be taken in conjunction with a lecture
• all courses in the following departments: College Success Strategies (COLS, ORIE); Religion (RELI)

<table>
<thead>
<tr>
<th>Special Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accuplacer ESL</td>
<td>$40</td>
</tr>
<tr>
<td>ADN Standardized Test (per semester)</td>
<td>$150</td>
</tr>
<tr>
<td>ATI TEAS</td>
<td>$185</td>
</tr>
<tr>
<td>Auditing a Course (tuition and fees same as if enrolled)</td>
<td></td>
</tr>
<tr>
<td>Checks, Returned</td>
<td>$30</td>
</tr>
<tr>
<td>Cengage Computer Competency Test</td>
<td>$35</td>
</tr>
<tr>
<td>Credit Card Convenience Fee</td>
<td>$2 per transactions</td>
</tr>
<tr>
<td>Credit by Exam; for Experience or Departmental Exam (Advanced Placement) (equal to in-district tuition and fees as if enrolled)</td>
<td></td>
</tr>
<tr>
<td>Distance Learning Fee (web or Hybrid Classes)</td>
<td>$40 per course</td>
</tr>
<tr>
<td>e-Service Fee</td>
<td>$5 per course</td>
</tr>
<tr>
<td>Excess Developmental</td>
<td>$70 per semester hour</td>
</tr>
<tr>
<td>FAX</td>
<td>$5</td>
</tr>
<tr>
<td>Hepatitis B Vaccination (health occupations students if needed)</td>
<td>$150</td>
</tr>
<tr>
<td>HESI (Nursing Entrance Test)</td>
<td>$65</td>
</tr>
<tr>
<td>High Cost Workforce Development Course Fee</td>
<td>$35/ per semester hour</td>
</tr>
<tr>
<td>Insurance (EMT per year)</td>
<td>$70</td>
</tr>
<tr>
<td>Insurance (Health Occupations per year)</td>
<td>$30</td>
</tr>
<tr>
<td>Matriculation Fee</td>
<td>$15</td>
</tr>
<tr>
<td>Official Transcript</td>
<td>$6</td>
</tr>
<tr>
<td>Posting AP Credit to transcript</td>
<td>$25/ per course</td>
</tr>
<tr>
<td>Proctoring Fee for TCFP, CLEP, Correspondence, TSI Vouchers</td>
<td>$30/test</td>
</tr>
<tr>
<td>Reinstatement Fee**</td>
<td>$25</td>
</tr>
<tr>
<td>Repeat Three</td>
<td>$70/per semester hour</td>
</tr>
<tr>
<td>Specialist Test in PowerPoint (POFI 1341)</td>
<td>$89</td>
</tr>
<tr>
<td>Texas Commission on Fire Protection</td>
<td>$30/test</td>
</tr>
<tr>
<td>TSI Assessment - Full Test Partial Test (2 sections)</td>
<td>$40</td>
</tr>
<tr>
<td>ACT Workkeys NCRC Certification</td>
<td>$50</td>
</tr>
<tr>
<td>ACT Workkeys Basic Package</td>
<td>$65</td>
</tr>
</tbody>
</table>

NOTE: Fees are subject to change. **Special fees are non-refundable. Applies to classes added back after each non-payment drop after late registration.
Withdrawal & Refund Info

Withdrawal/Refund Policy
The student is personally responsible for withdrawing from enrollment. Students wishing to withdraw from a class or from school must do so through the Office of Admissions and Registrar in Kilgore or the KC-Longview office. Requests received after close of business will be processed the next business day. Students eligible to web register may withdraw from classes online through the end of Late Registration. Students who withdraw once the semester begins may be required to re-pay a portion of financial aid already received.

Students withdrawing prior to the first day of the semester and through the 12th class day of the semester will receive no grade. After that time, the student receives a grade of “W” through the 12th week of the semester. Students may not withdraw after the 12th week of the semester. Flex class withdrawal dates vary (see flex withdrawal/refund schedule below). While instructors may withdraw students for excessive absences, the ultimate responsibility for withdrawing is on the student. Students who fail to officially withdraw may receive a grade of “F” for the semester and may have to re-pay financial aid.

Refund Schedule
According to the following percentage schedules, the college calculates refunds for courses dropped or for withdrawal from school within the first 20 class days of a long semester or seven class days of a summer term:

<table>
<thead>
<tr>
<th>Flex Course Refund Schedule</th>
<th># of Weeks in Class</th>
<th>Last Class Day to Drop Without a Grade</th>
<th>Last Class Day for 70% Refund</th>
<th>Last Class Day for 25% Refund</th>
<th>Last Day to Drop With W (75% of Class)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 16 week</td>
<td>Prior to the first class day</td>
<td>1/17</td>
<td>* 100%</td>
<td>1/17</td>
<td>1/17</td>
</tr>
<tr>
<td></td>
<td>During the first 15 class days</td>
<td>1/18 - 2/7</td>
<td>70%</td>
<td>1/18 - 2/7</td>
<td>1/18 - 2/7</td>
</tr>
<tr>
<td></td>
<td>During 16th through 20th class days</td>
<td>2/8 - 2/14</td>
<td>25%</td>
<td>2/8 - 2/14</td>
<td>2/8 - 2/14</td>
</tr>
<tr>
<td></td>
<td>After the 20th class day</td>
<td>2/15</td>
<td>None</td>
<td>2/15</td>
<td>2/15</td>
</tr>
<tr>
<td>Spring 1 – 8 Week</td>
<td>Prior to the first class day</td>
<td>1/17</td>
<td>* 100%</td>
<td>1/17</td>
<td>1/17</td>
</tr>
<tr>
<td></td>
<td>During the first 8 class days</td>
<td>1/18 - 1/27</td>
<td>70%</td>
<td>1/18 - 1/27</td>
<td>1/18 - 1/27</td>
</tr>
<tr>
<td></td>
<td>During 9th through 10th class days</td>
<td>1/28 - 1/31</td>
<td>25%</td>
<td>1/28 - 1/31</td>
<td>1/28 - 1/31</td>
</tr>
<tr>
<td></td>
<td>After the 10th class day</td>
<td>2-1</td>
<td>None</td>
<td>2-1</td>
<td>2-1</td>
</tr>
<tr>
<td>Spring 2 – 8 Week</td>
<td>Prior to the first class day</td>
<td>3/20</td>
<td>* 100%</td>
<td>3/20</td>
<td>3/20</td>
</tr>
<tr>
<td></td>
<td>During 9th through 10th class days</td>
<td>3/31 - 4/1</td>
<td>25%</td>
<td>3/31 - 4/1</td>
<td>3/31 - 4/1</td>
</tr>
<tr>
<td></td>
<td>After the 10th class day</td>
<td>4 - 4</td>
<td>None</td>
<td>4 - 4</td>
<td>4 - 4</td>
</tr>
</tbody>
</table>

NOTE: Class day is defined as the day the semester or session is designated to begin and each school day thereafter. The official beginning date for flex classes is listed on AccessKC and on statement of account. The above timetable applies to all refunds, including refunds to early registered students who withdraw before classes start. No refunds will be made earlier than this schedule.
Ranger Card

You’ll use your Ranger Card often, so make sure to carry it with you at all times. Also, be sure you update the sticker on your card each semester in order to use it on campus at the following locations. You’ll need it to:

• Receive financial aid disbursements
• Sell textbooks
• Purchase food through your meal plan
• Check out books from the library
• Attend athletic events
• Receive student discounts from participating merchants
• Sign in for testing services

Kilgore College and Herring Bank have teamed up to offer you a convenient, one-card solution with the Ranger Card. The Ranger Card is a MasterCard Debit Student ID which allows you free access to Herring Bank ATMs and to make no-fee purchases at merchant locations that accept MasterCard or pin-based transactions. It’s the easy way to access cash and make purchases on and off campus.

A Herring Bank College checking account offers you:

• No monthly service fee
• Easy access to free Herring Bank ATMs and around campus
• Free access to online banking and mobile app – Check balances and view your checking account statement online from anywhere you have internet access by visiting https://www.herringbank.com/student/rangercard/.
• Get paid faster – when you request direct deposit of your financial aid and/or direct deposit of your paycheck

Visit the Ranger Card office (KCPD) to get your Ranger Card. Use your new Ranger Card, your official student ID, for all of your on-campus needs and to access your Herring Bank checking account.

Access your account online: www.rangercard.com

Financial Aid

Steps to Completing Financial Aid

1. Submit a KC Admissions Application. Submit one of the following:
   • Official High School Transcript or notarized Home School transcript
   • GED (with all sections passed)

NOTE: All transfer students must submit official transcripts for all previously attended colleges.

2. Complete the 2021-22 FAFSA if you are planning to attend classes in the Spring. Complete the 2022-23 FAFSA if you are planning to attend the Fall at www.studentaid.gov. The school code for Kilgore College is 003580.

3. Check your AccessKC Financial Aid account periodically to determine the required documents needed to award and your current status.

4. Check your AccessKC Financial Aid account periodically to review and accept your award package.

NOTE: Please remember to change the year in the drop down box in your Access Financial Aid account to review the correct year. (example:2021-22 for this school year)

5. Any student wanting Federal Student Loans in their awards package must complete the Master Promissory Note and undergraduate Entrance Loan Counseling online at www.studentaid.gov. Your FSA ID and password used to complete the FAFSA will be required.

6. Students must maintain Satisfactory Academic Progress standards each semester for eligibility. More information on this can be found at www.kilgore.edu/financial-aid.

IMPORTANT NOTE: students submitting all required documentation by November 1st will have awards in place for Spring/Summer.

7. Be sure to complete a Scholarship application and submit it to the Financial Aid Office. Kilgore College offers many scholarships to eligible applicants.

This will STOP you from receiving funds:

• KC has not received a FAFSA or the FAFSA is not processed
• Missing required documents
• You are on Financial Aid Suspension
• Student is in DEFAULT on Federal Student Loans as indicated by the FAFSA
• Official High School / Home School transcript or GED is not on file with the Registrar’s Office
• Student has a HOLD on their account

The Texas Success Initiative (TSI) requires that all students entering a public college or university for the first time be tested in the areas of reading, writing and math before registering for any college-level classes unless exempt. Students are encouraged to take the TSI Assessment as early as possible. For a schedule of available test dates, contact the Testing Center on the Kilgore campus at (903) 983-8215 or visit www.kilgore.edu/testing. For testing at KC-Longview, call (903) 236-2051.

Testing services are available on the main campus in Kilgore and at KC-Longview. The testing center in Kilgore is located on the 2nd floor of the Devall Student Center in Longview, the center is located in the Hendrix Building. Both centers are authorized testing sites for a variety of tests including various national and state standardized testing programs, institutional examinations for local placement, and credit by examination. They are also responsible for proctoring exams for e-Learning courses taught through KC. All testing requires an appointment at least 24 hours in advance and valid photo ID must be presented. Students may direct inquiries to the Kilgore Testing Center at (903) 983-8215 or email: testing@kilgore.edu. Longview students may contact the testing center at Kilgore College Longview at (903) 236-2051 or email: longview@testing@kilgore.edu.

For more information on available services, hours of operation, and testing rules and requirements, please visit the appropriate webpage:

Kilgore Testing Center: https://www.kilgore.edu/testing-kilgore

Longview Testing Center: https://www.kilgore.edu/testing-longview

Testing procedures for first-time or new students:
1. Students are required to have a Kilgore College application for admission on file in the Registrar’s Office at least 48 hours before taking the TSI Assessment.
2. Students must participate in a pre-assessment activity and provide proof of completion. KC’s PAA is available at https://www.tsipreview.com/welcome/KilgoreCollege.
3. Schedule a test date according to the test availability.
4. Pay the testing fee ($40/$20 partial) at the Cashier’s Office in Devall Student Center or at the Cashier’s office if testing at KC-Longview prior to testing.

Texas Success Initiative (TSI) Exemptions
The following students shall be exempt from the requirements of Texas Education Code; Title 19: Chapter 4-subchapter C, whereby exempt students shall not be required to provide any additional demonstration of college readiness and shall be allowed to enroll in any entry-level freshman course. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions: The qualifying standards are as follows:

- **ACT:** composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment;
- **SAT:** (i) SAT administered prior to March 5, 2016: a combined critical reading (formerly “verbal”) and math score of 1070 with a minimum of 500 on the critical reading test for both reading and writing sections of the TSI Assessment; a combined critical reading (formerly “verbal”) and math score of 1070 with a minimum of 500 on the math test for the math section of the TSI Assessment. (ii) SAT administered on or after March 5, 2016: a minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) test for both reading and writing sections of the TSI Assessment; a minimum score of 530 on the math test for the math section of the TSI Assessment. There is no combined score. Mixing or combining scores from the SAT administered prior to March 5, 2016 and the SAT administered on or after March 5, 2016 is not allowed.
- For a period of three (3) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
  - on the eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the math test and 89 on the reading test. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
  - STAAR end-of-course (EOC) with a minimum Level 2 score of 4800 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum Level 2 score of 4000 on the Algebra II
  - A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
  - A student who transfers to an institution from a public, private, or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.
  - A student who has previously attended any institution and has been determined to have met readiness standards by that institution. For students meeting non-Algebra intensive readiness standards in math, institutions may choose to require additional preparatory coursework/interventions for Algebra I, or any other college-level mathematics courses, including MATH 1314/1324/1414 (or their local equivalent). It is the institution’s responsibility to ensure that students are clearly informed of the consequences of successful completion of a math pathways model, which results in meeting the math college readiness standard only for specific entry-level freshman math courses.
  - A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
  - A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
  - A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the US or the Texas National Guard or service as a member of a reserve component of the armed forces of the U.S.
  - A student who successfully completes a college preparatory course under Texas Education Code §28.014 is exempt for a period of twenty-four (24) months from the date of high school graduation with respect to the content area of the course. The student must enroll in the student’s first college-level course in the exempted content area in the student’s first year of enrollment in an institution of higher education. This exemption applies only at the institution of higher education that partners with the school district in which the student is enrolled to provide the course. Additionally, an institution of higher education may enter into a Memorandum of Understanding with a partnering institution of higher education to accept the exemption for the college preparatory course.
  - An institution may exempt a non-degree-seeking or non-certificate-seeking student.
  - ESL Waiver—An institution may grant a temporary waiver from the assessment for students with demonstrated limited English proficiency in order to provide appropriate ESOL/ESL coursework and interventions. The waiver must be removed after the student attempts 15 credit hours of developmental ESOL coursework at a public junior college, public technical institute, or public state college; 9 credit hours of developmental ESOL coursework at a general academic teaching institution; or prior to enrolling in entry-level freshman coursework, whichever comes first, at which time the student would be administrated the TSI Assessment.
  - Any student who has been determined to be exempt in mathematics, reading, and/or writing under subsection (a) or (b) of this section shall not be required to enroll in developmental coursework and/or interventions in the corresponding area of exemption.

The provisions of §4.54 effective December 3, 2003, 28 TexReg 10753; amended to be effective February 28, 2018, 43 TexReg 1059

**SPECIAL NOTICE**
Students enrolling in Level-one Certificate Programs at Kilgore College must test for advising purposes only.

**Testing services for web courses:**
Exams for Kilgore College’s web courses are proctored through Proctor U Auto.

- Proctor U Auto is available on campus at the following locations: Library, Zone II, North Zone (Longview campus).

- Students taking exams at the Kilgore or Longview testing centers must schedule a testing appointment at least 24 hours prior to the desired testing date and arrive with a valid photo ID.

- For complete testing center guidelines for web-based (eLearning) courses visit the testing center webpage at www.kilgore.edu/testing-kilgore or www.kilgore.edu/testing-longview.

In response to COVID-19, the Texas Higher Education Coordinating Board (THECB) has authorized the use of alternative methods of placement in lieu of the TSI(A Texas Success Initiative Assessment) or other test scores for student that do not have test scores and may not have access to TSI(A testing.

At KC, we will use a holistic method (review of high school transcripts, discussions with students, etc.) to effectively place students in courses however; students enrolled under this waiver are required to take the TSI(A prior to the end of the semester (TAC, Rule 4.55).
Applying for Graduation

Degrees/certificates are not awarded automatically. Students must submit a graduation application by the following dates:

<table>
<thead>
<tr>
<th>Graduation Application Deadline</th>
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<tbody>
<tr>
<td>Fall Semester (December graduate)</td>
<td>August 15-October 1</td>
</tr>
<tr>
<td>Spring Semester (May graduate)</td>
<td>January 15-March 1</td>
</tr>
<tr>
<td>Summer I Semester (July graduate)</td>
<td>May 1-June 15</td>
</tr>
<tr>
<td>Summer II Semester (August graduate)</td>
<td>May 1-July 15</td>
</tr>
</tbody>
</table>

How to Apply for Graduation
Log on to AccessKC –
• Go to Quick Links section
• Select “Graduation Application”
• Complete the application

Review Degree Audit
Check to see that you have met the requirements for graduation by reviewing your Degree Audit in AccessKC:
• You may want to visit with your advisor or the Counseling Center in Kilgore or Longview

New Student Orientation

Online orientation is MANDATORY for all first-time college students and those students transferring with less than 12 hours of college credit.

How do I register in advance for an orientation session?
Go to www.kilgore.edu/orientation and follow the directions. If you don’t have computer access, you may go to the library, or The Zone computer lab to use a computer. In order to complete the New Student Orientation, you must have already received your Kilgore College Student ID number. If you have questions, please call (903) 988-7491

KC CONNECTION

Tuition discount for dual credit students

With the KC Connection tuition discount, incoming dual credit students straight from high school will receive an amazing tuition discount of 40% off!

Without the discount, the estimated costs for 12 hours with in-district tuition & fees are only $1,032, but with KC Connection in-district students will pay ONLY $619!

KILGORE.EDU
Bookstore

Bookstore Hours & Location
Kilgore Campus
7:30 a.m. – 5 p.m. (Monday-Thursday)
7:30 a.m. – 3 p.m. (Friday)
DeVall Student Center - 1st Floor
(903) 983-8277

KC-Longview
7:45 a.m. – 6 p.m. (Monday-Thursday)
7:45 a.m. – 1:30 p.m. (Friday)
Hendrix Building
(903) 753-2642

General information
Attention Parents: If you wish to purchase textbooks for students with your credit card, you may use our website. The textbooks may be picked up with no waiting in line. If you have questions, call (903) 983-8278

Buy Your Books Online at www.kcbookstore.com
No waiting in line to pick up your textbooks. If your account in AccessKC shows a credit, then you may use your Financial Aid to purchase textbooks online.

Spring I & Spring II 2021
• First day to Order Online: Nov 22
• Pick up Online orders beginning: Jan 4th
• First Day to use Financial Aid In-Store: Jan 4th
• Last Day to order Online using Financial Aid: Jan 11th
• Last Day for a Full Refund: Jan 24th

Extended Hours (Kilgore Location)
• Tuesday Jan. 11th 7:30AM to 6PM
• Monday Jan 18th 7:30AM to 6PM

BOOKSTORE RETURN POLICY
The ORIGINAL RECEIPT is required for all returns and/or exchanges. All refunds will be issued in the form of original payment. Items purchased by check cannot be refunded until 5 business days after the purchase. Credit or debit card refunds must be issued to the same card.

FOR TEXTBOOKS:
Spring & Fall Semesters
Textbooks purchased or rented from the bookstore may be returned for a full refund through the 5th class day of each semester if they are in the same condition they were originally sold. All sales are final after the 5th class day. All refunds will be issued back to the original payment method.

Add/Drop Exception: Textbooks may be returned and/or exchanged until the 12th class day if a Drop Slip for the course is presented.

New Textbooks must be free of markings and the original wrap, packaging, box, etc. must be unopened and intact.

Used books may be returned if they are in the same condition they were originally sold.

Access codes and software must be unopened and unused.

Summer, Mini, and Flex Semesters
Textbooks purchased or rented from the bookstore may be returned for a full refund through the 2nd class day of each semester if they are in the same condition they were originally sold. All sales are final after the 2nd class day. All refunds will be issued back to the original payment method.

Add/Drop Exception: Textbooks may be returned and/or exchanged until the 4th class day if a Drop Slip for the course is presented. New Textbooks must be free of markings and the original wrap, packaging, box, etc. must be unopened and intact. Used books may be returned if they are in the same condition they were originally sold. Access code and software must be unopened and unused.

FOR GENERAL MERCHANDISE:
All sales are final for clearance items, barcharts, and reference/test prep books. All other merchandise, excluding electronics, may be returned and/or exchanged within 30 days of the purchase date must be in the same condition they were originally sold, and clothing must still have all tags attached.

FOR ELECTRONICS:
All sales are final for computers, laptops, tablets, or external hard drives. If your item breaks or is defective it must be handled through the manufacturer warranty, or other outside resources. Calculators, headphones, cables, flash drives, and other electronics may be returned and/or exchanged within 30 days of the purchase date and must be in the same condition they were originally sold.

Textbook Buyback Guidelines:
• Has the instructor selected the book for next semester?
• Does the bookstore have enough copies already?
• Demand determines value
• Has a new edition been published?
• Is the book in saleable condition?

Fall and Spring buybacks take place during the week of finals.
Texas state law requires the following:
All entering students under 22 years of age must provide documentation of receiving an initial bacterial meningitis vaccination dose or booster within the last 5 years. This includes all new and transfer students, as well as former students who are re-enrolling after a break in enrollment. Students must show proof of having the vaccination at least 10 days prior to the start of the semester.

What is the deadline for receiving the vaccine?
The vaccination must have been administered within the 5-year period immediately preceding the first semester of enrollment and at least 10 days prior to the start of the semester. Students may not register until documentation of vaccination is on file.

How do I prove I have received the vaccination?
You must provide a copy of your vaccination record to the Office of Admissions and Registrar (do not submit originals). Kilgore College will not return vaccination records submitted nor provide copies for use at other schools. Records may be mailed, faxed, or delivered in person to the Office of Admissions and Registrar.

An acceptable record of vaccination is one of the following:
1. A vaccination record that includes the signature or stamp of a physician or his/her designee or public health personnel. Must include month, day, and year the vaccination was administered.
2. An official immunization record generated from a state or local health authority.
3. An official record received from school officials, including a record from another state.

Go online to www.kilgore.edu/meningitis for additional information including exemptions, locations to get the shot and other helpful links.
KC-Longview,
300 S. High, Longview, TX 75601

Office Hours:
Monday-Thursday- 7:45 a.m. – 7 p.m.
Friday- 7:45 a.m. – 2:30 p.m.

Offices .................................................(903) 753-2642