Welcome to Kilgore College!

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.

MARCH

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar. 9-13</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Mar. 16-20</td>
<td>Spring Break – extended for students</td>
</tr>
<tr>
<td>Mar. 23</td>
<td>SP2 - First Class Day of Spring 2nd 8-week term</td>
</tr>
<tr>
<td>Mar. 27</td>
<td>SP16 – Classes resume</td>
</tr>
<tr>
<td>Mar. 30</td>
<td>SP2 – Drops for non-attendance/non-participation</td>
</tr>
<tr>
<td>Mar. 30-May 29</td>
<td>Summer I Advisement/Registration – Current Students</td>
</tr>
</tbody>
</table>

APRIL

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr. 6-May 29</td>
<td>Summer I Advisement/Registration – All Students</td>
</tr>
<tr>
<td>Mar 30-Jul 3</td>
<td>Summer II Advisement/Registration – Current Students</td>
</tr>
<tr>
<td>Apr. 6-Jul 3</td>
<td>Summer II Advisement/Registration – All Students</td>
</tr>
<tr>
<td>Mar 30-Aug 12</td>
<td>Fall Advisement/Registration – Current Students</td>
</tr>
<tr>
<td>Apr. 6-Aug 12</td>
<td>Fall Advisement/Registration – All Students</td>
</tr>
<tr>
<td>Apr. 9</td>
<td>Campus Closes 9:30 p.m.</td>
</tr>
<tr>
<td>Apr. 10</td>
<td>Good Friday Holiday (campus closed)</td>
</tr>
</tbody>
</table>

MAY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1</td>
<td>SP2 – Spring 2nd 8-Week Term; Last Day to Drop Class or Withdraw from Enrollment with W</td>
</tr>
<tr>
<td>May 13-14</td>
<td>Final Exams [Exams for Saturday-only classes: May 2; Friday-only classes: May 1]</td>
</tr>
<tr>
<td>May 15</td>
<td>Graduation 2:00 p.m., 6:00 p.m. (TBD in April)</td>
</tr>
<tr>
<td>May 18</td>
<td>Grades Due 10 a.m.</td>
</tr>
</tbody>
</table>

Note: final exams will overlap with the beginning of Summer and May Mini due to the extended Spring Break.

*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.

*Because processing times vary, please begin web installment payment contracts before 11 p.m. Classes not paid by midnight will be dropped.

SUMMER SEMESTERS

MAY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 6</td>
<td>Summer I Early Registration Payment Deadline</td>
</tr>
<tr>
<td>May 11-May 29</td>
<td>(M-F classes) - MAY MINI TERM (All online)</td>
</tr>
<tr>
<td>May 22</td>
<td>Campus Closes 2:45 p.m.</td>
</tr>
<tr>
<td>May 25</td>
<td>Memorial Day Holiday (campus closed)</td>
</tr>
</tbody>
</table>

JUNE

June 1-July 3 | SUMMER I (MTWTh classes will meet on Friday, June 26, due to holiday schedule) |
June 1 (M)    | First Class Day; Schedule Changes 8 a.m. - 4 p.m.    |
June 4 (Th)   | Fourth Class Day; Official Reporting Day             |
June 15 (M)   | Summer I Graduation Application Deadline             |
June 24 (W)   | Summer II Early Registration Payment Deadline        |
June 25 (Th)  | Last Day to Drop Class or Withdraw from Enrollment with W |

JULY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2</td>
<td>Final Exams for Summer I</td>
</tr>
<tr>
<td></td>
<td>Campus closes at 4:00 p.m.</td>
</tr>
<tr>
<td>July 3</td>
<td>Campus closed for Independence Day Holiday</td>
</tr>
<tr>
<td>July 6</td>
<td>Summer I grades due at 10 a.m.</td>
</tr>
<tr>
<td>July 6-Aug 6</td>
<td>SUMMER II</td>
</tr>
<tr>
<td>July 6</td>
<td>First Class Day; Schedule Changes 8 a.m. - 4 p.m.</td>
</tr>
<tr>
<td>July 9</td>
<td>Fourth Class Day; Official Reporting Day</td>
</tr>
<tr>
<td>July 15</td>
<td>Summer II Graduation Application Deadline</td>
</tr>
<tr>
<td>July 30</td>
<td>Last Day to Drop Class or Withdraw from Enrollment</td>
</tr>
</tbody>
</table>

AUGUST

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 6</td>
<td>Final Exams for Summer II; Graduation 6 p.m.</td>
</tr>
<tr>
<td>Aug. 7</td>
<td>Summer II grades due by 10 a.m.</td>
</tr>
<tr>
<td>Aug 24</td>
<td>First Class Day, Fall Semester</td>
</tr>
</tbody>
</table>
Admissions

First Time in College/Transfer Students/Returning Students (not enrolled since Fall 2019)
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 all 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.

December Mini and Spring Transient Students
Transient Students are those previously enrolled at another college or university who attend Kilgore College for the December Mini term or Spring 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 Spring semester. December Mini students should also use the spring 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 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 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:
https://www.kilgore.edu/transcripts

Watson Library

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

• FREE assistance with Research,
• 160 databases,
• over 40,000 physical books,
• over 50,000 digital books,
• computers and printers for assignments and 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!
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 in their offices beginning Nov. 4. 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.

Final Registration
Tuesday, Jan. 7, 2020 from 8:30 p.m.–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 Available Courses Search.

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 smitchri6789.

Your first password:
Your initial password is the word “Student” + your two digit month number and birth day number, 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 the “Student Information” link on the left.

5. Click the “Student Information” link on the left.

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

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

Search for courses by clicking here or going to kilgore.edu and clicking on Courses Search under the Quick Links section.
Students enrolled in at least six hours automatically entered to

WIN A CAR!

Get in the driver's seat at Kilgore College!

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

Sponsored by

MORE INFO AT KILGORE.EDU/CRUISEFORSUCCESS
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 will be August 2019. After the official launch, it will run on an annual cycle…May through April.

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 Cruze 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 Cruze, 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.
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: [http://www.kilgore.edu/academics/online-classes-elearning/online-readiness-quiz](http://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: [http://accesskc.kilgore.edu/ICS/Academic_Education/Course_Search.jnz](http://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).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Name</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>PORT 1310 OT</td>
<td>BUSINESS ENGLISH</td>
<td>TR 12:00 PM-1:20 PM, KC Longview, KC Longview Hendrix Building, Classroom</td>
</tr>
<tr>
<td>PORT 1320 HT</td>
<td>BEG KEYBOARDING</td>
<td>MWF 8:30 AM-9:20 AM, KC Longview, KC Longview Hendrix Building, Classroom</td>
</tr>
<tr>
<td>PORT 1329 W1</td>
<td>BEG KEYBOARDING</td>
<td>Online, Internet</td>
</tr>
</tbody>
</table>

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*

5. **Get Started.** You should logon as soon as the class starts. You cannot logon 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-Friday: 8-11 a.m. and 1-3 p.m.

8. **Take Tests.** All eLearning courses require some monitored/proctored activities. For testing, students may use either KC Testing Center at no additional charge. Student desiring to test at other locations must receive prior approval from their instructor. Some instructors allow use of an online test proctoring service such as Proctor U at the student’s expense. Students using the online test proctoring option can expect to pay approximately $50-75 per course extra for this service. The actual charges may be more or less depending on factors such as length of exam, number of times the service is used and how far in advance the appointment is made.

   *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 approval for the course from the Kilgore College eLearning department at via email: disted@kilgore.edu. Upon approval, courses are subject to a $15 reservation fee.
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 admissions complete, a Counseling advisor will be able enroll in your courses to satisfy the requirements of the selected degree plan. For additional information, please contact Angie Rice, VA Certifying Officer at (903) 988-7420 or arice@kilgore.edu.

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 SS Bldg. Rm 123

To apply for TRIO Services
www.kilgore.edu/trio.asp
December Mini Semester

Earn credits when Kilgore College isn’t in session.
December Mini begins Dec. 16 - Jan. 3.
Monday-Friday except Dec. 25 and January 1.

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

Admissions:
• Students attending KC in the Fall 2019 semester can early register
• KC December 2019 graduates must have an application for the Spring 2020 semester on file in order to enroll in the December Mini, which begins on the Monday after graduation.
• Transient students (coming just for the December Mini) see Page 3.

Registration:
• Current students: opens Nov. 4, 2019
• All students: opens Nov. 11, 2019
• Payment is due at time of registration.
• Registration ends at noon on Thursday, Dec. 12, 2019.

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 7:30 a.m. to noon on Monday, Dec. 16 and 8 a.m. to noon on Tuesday, Dec. 17. Contact the KC Bookstore if special arrangements need to be made.

Logging On:
By the first class day, logon 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 techsup@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 Code</th>
<th>Course Title</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCIS1305.0W01</td>
<td>Business Computer Applications</td>
<td>WEB</td>
<td>WEB</td>
<td>Dennis, Ginger</td>
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<tr>
<td>DRAM2366.0W02</td>
<td>Introduction to Cinema</td>
<td>WEB</td>
<td>WEB</td>
<td>Goodding, Micah</td>
</tr>
<tr>
<td>ENGL1302.0W06</td>
<td>Composition II</td>
<td>WEB</td>
<td>WEB</td>
<td>Laszik, Stephanie</td>
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<tr>
<td>ENGL2333.0W01</td>
<td>World Lit II</td>
<td>WEB</td>
<td>WEB</td>
<td>Lafosse, Gus</td>
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<tr>
<td>GEOG1303.0W02</td>
<td>World Regional</td>
<td>WEB</td>
<td>WEB</td>
<td>Wade, Larry</td>
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<tr>
<td>GOVT2305.0W01</td>
<td>Federal Government</td>
<td>WEB</td>
<td>WEB</td>
<td>Stanglin, Jeffrey</td>
</tr>
<tr>
<td>GOVT2306.0W02</td>
<td>Texas Government</td>
<td>WEB</td>
<td>WEB</td>
<td>Moser, Rick</td>
</tr>
<tr>
<td>HIST1301.0005</td>
<td>US History I</td>
<td>8:00 A.M. – 11:50 A.M.</td>
<td>OMAIN 211</td>
<td>Hunter, Derek</td>
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<tr>
<td>HIST1302.0W01</td>
<td>US History II</td>
<td>WEB</td>
<td>WEB</td>
<td>May, Meredith</td>
</tr>
<tr>
<td>PHIL1301.0W01</td>
<td>Introduction to Philosophy</td>
<td>WEB</td>
<td>WEB</td>
<td>Arandia, Mark</td>
</tr>
<tr>
<td>PHIL2306.0004</td>
<td>Introduction to Ethics</td>
<td>8:00 A.M. – 11:50 A.M.</td>
<td>OMAIN 210</td>
<td>Lewis, Joseph</td>
</tr>
<tr>
<td>PSYC2314.0W01</td>
<td>Lifespan, Growth &amp; Dev</td>
<td>WEB</td>
<td>WEB</td>
<td>Jones, Kelie</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 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 1234 56789, then your username is smitchris6789.

   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.

   User Name: smitchris6789 Password: ****************

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

4. Click My Financial Info

   Student Information
   - CDEC Background Check
   - Dashboard
   - Add/Drop Courses
   - My Unofficial Transcript
   - My Financial Info
   - My Residency

5. Select the correct Year/Term

   Use the Year / Term drop down to select a different year and term to view.

   2019-2020 Spring Semester

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

   Pay in Full with PayNow

   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 1-5 above. At step 6, rather than selecting Pay in Full with PayNow, select Enroll in a College Green Payment Plan.
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 undercharged as a result of that information. 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 undercharged 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.
### 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)

### Special Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</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>Auditing a Course</td>
<td>(tuition and fees same as if enrolled)</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 transaction</td>
</tr>
<tr>
<td>Credit by Exam; for Experience or Departmental Exam (Advanced Placement)</td>
<td>(equal to in-district tuition and fees as if enrolled)</td>
</tr>
<tr>
<td>Distance Learning Fee (web or Hybrid Classes)</td>
<td>$35 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</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>$25/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>Insurance (EDUC 1301 and EDUC 2301 per year)</td>
<td>$30</td>
</tr>
<tr>
<td>Matriculation Fee</td>
<td>$15</td>
</tr>
<tr>
<td>Posting AP Credit to transcript</td>
<td>$25/per course</td>
</tr>
<tr>
<td>Proctoring Fee for TCPP, 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 Comission on Fire Protection</td>
<td>$30/Test</td>
</tr>
<tr>
<td>TSI Assessment - Full Test</td>
<td>$40</td>
</tr>
<tr>
<td>Partial Test (2 sections)</td>
<td>$20</td>
</tr>
<tr>
<td>VCT (Virtual College Texas) Reservation Fee</td>
<td>$15/per course</td>
</tr>
<tr>
<td>Late Fee</td>
<td>$50</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 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:

### Flex Course Refund Schedule

<table>
<thead>
<tr>
<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>1</td>
<td>1st</td>
<td>2nd</td>
<td>N/A</td>
<td>4th Day</td>
</tr>
<tr>
<td>2</td>
<td>1st</td>
<td>2nd</td>
<td>N/A</td>
<td>1 Week, 3 Days</td>
</tr>
<tr>
<td>3</td>
<td>2nd</td>
<td>3rd</td>
<td>4th</td>
<td>2 Weeks, 2 Days</td>
</tr>
<tr>
<td>4</td>
<td>3rd</td>
<td>4th</td>
<td>5th</td>
<td>3 Weeks</td>
</tr>
<tr>
<td>5</td>
<td>4th</td>
<td>5th</td>
<td>6th</td>
<td>3 Weeks, 4 Days</td>
</tr>
<tr>
<td>6</td>
<td>4th</td>
<td>5th</td>
<td>7th</td>
<td>4 Weeks, 3 Days</td>
</tr>
<tr>
<td>7</td>
<td>5th</td>
<td>7th</td>
<td>9th</td>
<td>5 Weeks, 2 Days</td>
</tr>
<tr>
<td>8</td>
<td>6th</td>
<td>8th</td>
<td>10th</td>
<td>6 Weeks</td>
</tr>
<tr>
<td>9</td>
<td>7th</td>
<td>9th</td>
<td>11th</td>
<td>6 Weeks, 4 Days</td>
</tr>
<tr>
<td>10</td>
<td>7th</td>
<td>9th</td>
<td>12th</td>
<td>7 Weeks, 3 Days</td>
</tr>
<tr>
<td>11</td>
<td>8th</td>
<td>10th</td>
<td>14th</td>
<td>8 Weeks, 2 Days</td>
</tr>
<tr>
<td>12</td>
<td>9th</td>
<td>12th</td>
<td>15th</td>
<td>9 Weeks</td>
</tr>
<tr>
<td>13</td>
<td>10th</td>
<td>13th</td>
<td>16th</td>
<td>9 Weeks, 4 Days</td>
</tr>
<tr>
<td>14</td>
<td>10th</td>
<td>13th</td>
<td>17th</td>
<td>10 Weeks, 3 Days</td>
</tr>
<tr>
<td>15</td>
<td>11th</td>
<td>14th</td>
<td>19th</td>
<td>11 Weeks, 2 Days</td>
</tr>
<tr>
<td>16</td>
<td>12th</td>
<td>15th</td>
<td>20th</td>
<td>12 Weeks</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 on 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 2019-20 FAFSA if you are planning to attend classes in the Spring and/or Summer 2020 and a 2020-21 FAFSA if planning to attend in the Fall at www.fafsa.ed.gov. The Kilgore College code is 003580 – step 6 of the FAFSA.

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 AccessKC Financial Aid account to review the correct year. (example: 2019-20 for summer and 2020-21 for next year beginning in the Fall)

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.studentloans.gov. Your FSA ID 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 while 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 eLearning 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. Students may contact the testing center at Kilgore College-Longview at (903) 236-2051 or email: longviewtesting@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; (ii) 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.
• 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.
• SAT administered on or after March 5, 2016: a minimum 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:
• on the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3 or
• STAAR end-of-course (EOC) with a minimum Level 2 score of 4000 on English III shall be exempt from the TSI Assessment required under this for both reading and writing, and a minimum Level 2 score of 4000 on 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 determined by the receiving institution.
• A student who has previously attended any institution and has determined to have met readiness standards by that institution. For students who take the multiple measures compass test, the receiving institution may choose to require additional preparatory coursework/Interventions that will allow them to be proficient in Algebra intensive courses, including MATH 1314/1324/1414 (or their l equivalent). It is the institution’s responsibility to ensure that students are clear of the consequences of successful completion of a math pathway model, which results in meeting the math college readiness standard only specific entry-level freshman math courses.
• A student who is enrolled in a certificate program of one year or less (i.e. One certificates, 42 or fewer semester credit hours or the equivalent) in 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 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 or the Texas National Guard or service as a member of a reserve compmor of the armed forces of the US.
• A student who successfully completes a college preparatory course or 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 core 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 at an institution of higher education. This exemption applies only to the institution of higher education that partners with the school district in which the student 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.
• ESOL Waiver-An institution may grant a temporary waiver from assessment for students with demonstrated limited English proficiency in or 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, 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 will be administered the TSI Assessment.
• Any student who has been determined to be exempt in the areas of reading and writing under subsection (a) or (b) of this section shall be required to enroll in developmental coursework and/or interventions in corresponding area of exemption.

The provisions of §4.54 effective December 3, 2003, 28 TexReg 107 amended to be effective February 28, 2018, 43 TexReg 1059

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

Testing services for web courses:
Exams for Kilgore College’s web courses are proctored in one of the college testing centers and through Proctor U Auto.
• Proctor U Auto is available on campus at the following locations: Libr Zone II, North Zone (longview campus).
• Students taking exams for KC web courses at the Kilgore or Longview testing centers must schedule a testing appointment at least 24 hours prior to 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 www.kilgore.edu/testing-longview.
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
**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. – 7 p.m. (Monday-Thursday)
- 7:45 a.m. – 1:30 p.m. (Friday)
- Hendrix Building
- (903) 753-2642

**December Mini**
- December 16 from 7:30 a.m. – noon
- December 17 from 7:30 a.m. – noon

**Extended Hours**
- January 13-14, 2020, from 7:30 a.m. – 6 p.m.

**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](http://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.

- First day to order online: November 18, 2019
- Pick up online orders beginning January 7, 2020
- First day to use Financial Aid: January 7, 2020
- Last day to order online: January 8, 2020
- Last day to receive refunds: January 17, 2020
- Last day to use Financial Aid: January 28, 2020

**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 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 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.**
Meningitis Vaccination required for new & transfer students under 22 years of age.

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.

Building Abbreviations

AUTOB  Automotive Body Repair Facility  
BANDH  Band Hall  
BSHS  Big Sandy High School  
BSM  Baptist Student Ministries Center  
CANTR  Canterbury Engineering & Sciences Bldg  
CCC  Christian Campus Center  
CHS  Carlisle High School  
COMMA  Communication & Automotive Bldg  
COVIN  Deana Bolton-Cavin Rangerette Gym  
DEVALL  Deval Student Center  
DODSN  W. L. Dodson Auditorium  
ETOM  East Texas Oil Museum  
FARM  KC Agricultural Center  
FBFH  Football Field House  
FIELD  Kilgore College Field  
GLDW  Gladewater High School  
GLMR  Gilmer High School  
HHS  Henderson High School  
HISD  Henderson ISD Admin Building  
HLSV  Hallsville High School  
HSCTR  Health Sciences Center at Laird Hospital  
KCCOM  KC Commons  
KHS  Kilgore High School  
LHS  Longview High School  
LVCOS  KC-Longview Cosmetology Building  
LVHDX  KC-Longview Hendrix Building  
LVIMT  KC-Longview Industrial Maintenance  
LVNTH  KC-Longview North Building  
MASTR  Masters Gymnasium  
MCLRN  McLaurin Administration Building  
MTEN  Mt. Enterprise High School  
MUSAN  Music Annex Building  
NDHS  New Diana High School  
OHS  Overton High School  
OMAIN  Old Main Building  
PARKS  James M. Parks Fitness Center  
POOL  Swimming Pool in Parks Fitness Center  
PORTR  Bonnie Porter Business Admin Building  
PPTH  Pine Tree High School  
RGYM  Rangerette Gym  
SABI  Sabine High School  
SHHS  Spring Hill High School  
SMCS  St. Mary’s Catholic School  
SPEAR  Spear Police Training Facility  
SSUPP  Student Support Building  
STARK  Cruce Stark Hall  
STJHN  R. E. St. John Memorial Stadium  
TECVO  Technical Vocational Building  
THS  Tatum High School  
TSF  Texas Shakespeare Festival Center  
TURK  Anne Dean-Turk Fine Arts Center  
TURNR  Joe H. Turner PE Building  
UGHS  Union Grove High School  
WATSN  Randolph G. Watson Library  
WDFIN  Woodfin Center for Instructional Tech  
WDRUF  Bert E. Woodruff Adult Education Center  
WESLY  Wesley Foundation  
WHITN  Whitten Applied Technology Center  
WOHS  White Oak High School  
WRSK  West Rusk High School

NOTE: Most classes at high schools are open to high school students only.
Campus Directory & Campus Map

Kilgore College, 1100 Broadway, Kilgore, TX 75662

Office Hours:
Monday-Thursday- 7:45 a.m. – 5 p.m.
Friday- 7:45 a.m. – 3:45 p.m.

Main Campus and Switchboard .......................... (903) 984-8531
Admissions & Registrar ..................................... (903) 983-8606
Bookstore ........................................................ (903) 983-8277
Campus Police ................................................. (903) 983-8650
Cashier’s Office ............................................... (903) 983-8108
Counseling ...................................................... (903) 983-8206
eLearning ........................................................ (903) 988-3700
Financial Aid ...................................................(903) 983-8211
Housing ..........................................................(903) 983-8191
Scholarships ....................................................(903) 983-8210
Student Success/New Student Orientation ..........(903) 988-7537
Testing ............................................................(903) 983-8215
Visitors Center .................................................(903) 983-8209
Workforce Development/Continuing Education....(903) 983-8661

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

Campus Buildings
1. Quad Residences (QUAD)
2. Cruce Stark Hall (STARK)
3. Automotive Body Repair (AUTOB)
4. James M. Parks Fitness Center (PARKS)
5. Charles K. & Lyda Devall Student Center (DEVALL)
6. Wesley Foundation (WESLY)
7. Rangerette Showcase Museum (RMUSM)
8. Mazlers Gymnasium (MASTRU)
9. Band Hall (BANDH)
10. Joe H. Turner Physical Education Building (TURNP)
11. Randolph C. Watson Library (WATSN)/Elynn Bone Learning Center (BLC)
12. Christian Campus Center (CCC)
13. Baptist Student Ministries (BSC)
14. Devall Hall (DEVALL)
15. Gussie Nell Davis Rangerette Residence (DAVIS)
16. W.L. Dodson Auditorium (DODSN)
17. Student Support Building (SSUPP)
18. Shepherd Hall (SHEPP)
19. Deana Bolton-Covin Rangerette Gymnasium (ROCYN)
20. Woodfin Center for Instructional Technology (WDFIN)
21. Old Main Building (OMAIN)
22. Stewart H. McLaurin Administration Building (MCLRN)
23. East Texas Oil Museum (ETOM)
24. M. Kenneth Whitten Applied Technology Center (WHITN)
25. Annette Britton Turk Fine Arts Center (TURK)/Van Cliburn Auditorium (VCA)
26. Technical Vocational Building (TEVC)
27. Bonnie Porter Business Administration Building (PORTR)
28. Communication & Automotive (CDMM)
29. Shakespeare Garden
30. Bert E. Woodruff Adult Education Center (WDRUF)
31. Leon Dodgen Physical Plant Center
32. Receiving/Mail Room
33. Health Science Center (HSCTR)
34. Mike Miller Plaza
35. Print Shop and Softball Complex
36. Fire Training Center/Spear Police Training Facility (SPEAR)

Parking Lots:
S. Commuter Student Parking
R. Resident Hall Parking
E. Faculty/Staff Parking
V. Visitor Parking

Campus Police

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Campus Buildings
1. Longview North Building (LVNTH)
2. Hendrix Building (LVHDX)
3. Cosmetology Building (LVCOS)
4. Industrial Maintenance Technology Shop Building (LVIMT)
5. Industrial Maintenance Technology Classroom Building