

KELLOGG COMMUNITY COLLEGE

SPONSORED STUDENT BILLING AUTHORIZATION



STUDENT CONFIDENTIALITY	LAST NAME, FIRST NAME, MIDDLE INITIAL		DATE OF BIRTH	
	CURRENT PHONE		KCC ID NUMBER (K-ID)	
	<p>I understand that as a sponsored student my company/agency may require access to confidential information as a condition of sponsorship. I understand that by completing this form I am agreeing to release the following information:</p> <ul style="list-style-type: none"> Attendance records, which may include sign-in sheets or time clock reports. Academic integrity, which may include misuse of the time clock or cheating. Academic hardship, which may include excessive difficulties with certain areas of study such as math and reading. <p>I understand that this release of information will remain in effect for this semester's information and data.</p>			
	STUDENT SIGNATURE		DATE	

STUDENT GRADES	<p>Further, I understand that as a sponsored student my company/agency may require access to my grades. I understand that by completing this form I am agreeing to release a progress report which will include module start dates, completion dates, and grades (pass or incomplete). I understand that this release of information will remain in effect for this semester's information and data.</p>			
	STUDENT SIGNATURE		DATE	

PROGRAM INFORMATION	PROGRAM NAME		PROGRAM ID#		STUDENT MUST PUNCH TIME CLOCK AT RMTc <input type="checkbox"/> YES <input type="checkbox"/> NO	
	SEMESTER AND YEAR Fall 20 ____ Spring 20 ____ Summer 20 ____ (choose only one)				REGISTERED APPRENTICE <input type="checkbox"/> YES <input type="checkbox"/> NO	
	MODULE NUMBERS:	MODULE NUMBERS:	MODULE NUMBERS:	MODULE NUMBERS:	MODULE NUMBERS:	
	1)	5)	9)	13)	17)	
	2)	6)	10)	14)	18)	
	3)	7)	11)	15)	19)	
	4)	8)	12)	16)	20)	
Students will register for modules per this authorization. See reverse for instructions on calculating contact hours.						

BILLING AND SPONSOR APPROVAL	<ol style="list-style-type: none"> New students must complete a Program Orientation module for each program of study (INEL, INMT, etc.). Billing authorizations for the next semester are due when the student is ready to register for a set of modules. Allow five business days for the authorization to be processed. Each semester sponsored students must complete the KCC registration process online. Students must register for all modules listed on this authorization within the semester identified. KCC will bill students for any registration activity outside the scope of this authorization. The RMTc will invoice the company/agency for completed modules at the end of the semester. Companies will not be billed for incomplete modules. For billing purposes, incomplete modules will be deleted from the student's record at the end of each semester and will need to be re-authorized and re-registered for in the next semester. All modules at the RMTc are competency-based. Students do not complete modules or earn a "Pass" grade until they achieve the minimum competency level established for the module (80%, 90%, or 100%). Competency levels are clearly stated in each module packet. By returning the billing authorization form, the sponsor is authorizing KCC to invoice the company/agency for training costs incurred by the student for the modules listed within the semester identified. 						
	COMPANY/AGENCY NAME						
	STREET			PHONE			
	CITY		STATE	ZIP	FAX		
	AUTHORIZED BY (SIGNATURE)				EMAIL		
	PRINTED NAME				TITLE		DATE

Return this form to: Kellogg Community College / E-Mail rmtc@kellogg.edu / Fax: (269) 962-7370 / Phone: (269) 965-4137

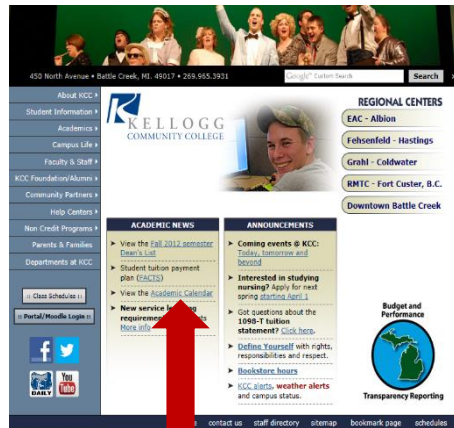
STAFF USE ONLY	XO6	STSP	NEW STUDENT	TIME CLOCK

KELLOGG COMMUNITY COLLEGE

INSTRUCTIONS FOR CALCULATING CREDIT



- Go to the main KCC web page www.kellogg.edu
- Click on Academic Calendar.
- Scroll down to the current semester to find the date when classes end.
- Count the weeks from your start date to the date classes end.



$$\begin{array}{rcl}
 16 & \text{Number of hours you plan to attend per week} \\
 \times 5 & \text{Number of weeks left in the semester} \\
 \hline
 = 80 & \text{Total Contact Hours for the semester} \\
 \div 24 & \text{Divided by 24 Hours per credit hour} \\
 \hline
 = 3.33 & \text{Total credit hours}
 \end{array}$$

Using your program outline count the number of credit hours for the next consecutive modules.

Unit / Module Number	Packet Title	Credit	Contact Hours	Lab Fees	Tuition	Total Cost
<input type="checkbox"/> INEL C910	ELECTRIC ELECTRONICS ORIENTAT		2	0.00	0.00	0.00
UNIT 05 ELECTRICAL SAFETY						
<input type="checkbox"/> INEL 05010	ELECTRICAL SAFETY	0.17	4	3.00	30.26	33.26
	UNIT TOTAL	0.17	4	3.00	30.26	33.26
UNIT 10 MATHEMATICS FOR ELECTRICIANS						
<input type="checkbox"/> INEL 10010	ELECTRICAL MATH 1	0.08	2	13.00	14.24	27.24
<input type="checkbox"/> INEL 10020	ELECTRICAL MATH 2	0.25	6	3.00	44.50	47.50
<input type="checkbox"/> INEL 10030	ELECTRICAL MATH 3	0.25	6	3.00	44.50	47.50
	UNIT TOTAL	0.58	14	19.00	103.24	122.24
UNIT 15 ELECTRICAL THEORY						
<input type="checkbox"/> INEL 15010	ELECTRICAL THEORY	0.25	6	23.00	44.50	67.50
<input type="checkbox"/> INEL 15020	STATIC ELECTRICITY	0.25	6	23.00	44.50	67.50
<input type="checkbox"/> INEL 15030	CALCULATORS AND ELECTRONICS	0.25	6	23.00	44.50	67.50
<input type="checkbox"/> INEL 15040	DEVICES AND SYMBOLS	0.25	6	23.00	44.50	67.50
<input type="checkbox"/> INEL 15050	MULTIMETER	0.33	8	23.00	58.74	81.74
<input type="checkbox"/> INEL 15060	OHM'S LAW	0.33	8	23.00	58.74	81.74
<input type="checkbox"/> INEL 15070	SERIES CIRCUITS	0.33	8	23.00	58.74	81.74
<input type="checkbox"/> INEL 15080	PARALLEL CIRCUITS	0.33	8	23.00	58.74	81.74
<input type="checkbox"/> INEL 15090	COMBINATION CIRCUITS	0.33	8	23.00	58.74	81.74
<input type="checkbox"/> INEL 15100	MAGNETISM	0.25	6	23.00	44.50	67.50
<input type="checkbox"/> INEL 15110	ALTERNATING CURRENT	0.25	6	23.00	44.50	67.50
<input type="checkbox"/> INEL 15120	OSCILLOSCOPE	0.33	8	23.00	58.74	81.74
<input type="checkbox"/> INEL 15130	INDUCTANCE	0.42	10	23.00	74.76	97.76
<input type="checkbox"/> INEL 15140	CAPACITANCE	0.42	10	23.00	74.76	97.76
<input type="checkbox"/> INEL 15150	RLC CIRCUITS	0.33	8	23.00	58.74	81.74
<input type="checkbox"/> INEL 15160	CONDUCTION	0.33	8	23.00	58.74	81.74
<input type="checkbox"/> INEL 15170	THEORY OVERVIEW	0.21	5	23.00	37.38	60.38
	UNIT TOTAL	5.19	125	391.00	923.82	1314.82

Add credit hours for INEL 05010 through INEL 15090

Example:

Student will be attending sixteen hours per week.

There are five weeks left in the semester.

$$16 \times 5 = 80 \div 24 = 3.33$$

You should register for modules INEL 05010 through INEL 15090

Total registered credit hours for the semester would equal 3.40.