

Frequently Asked Questions

Academic Advising/Counseling

Where do I go to set up or reschedule an appointment with a counselor?

You can schedule an appointment with a counselor through Student Services. Visit room C2100, call 815-825-9375 or schedule online by clicking [here](#).

What's the difference between an appointment with an advisor and the Open Advising Lab?

The open Advising Lab has College staff available to help answer quick questions that relate to placement test scores, recommendation of courses for the following semester, guidance towards campus resources, assist with myKC, and assistance understanding your program evaluation so you can track your academic progress. A one-on-one appointment with a counselor is a private appointment between you and a counselor related to your academic, career, or personal goals.

How many credits do I have?

You can view how many credits you have towards your degree by logging into myKC, then Kishwaukee College Self-Service," select "Student Planning," and "View My Progress." You can also schedule an appointment with an academic advisor/counselor in Student Services to review your credits. Visit C2100, call 815-825-9375, or set up a time [online](#) to make an appointment.

Where can I find more information about the programs Kishwaukee College Offers?

A listing of all College programs and information about each program is available [here](#). You can also review specific program coursework in the [College Catalog](#).

You are encouraged to set up an appointment with an academic advisor/counselor or contact that academic department directly.

How do I know if the college course I am taking at XYZ University will transfer to Kishwaukee College?

Transfer credits from another institution will have to be evaluated by the Admissions Analyst in Student Services. Evaluations may take 1-4 weeks after submission of official transcripts. Transfer credits must be earned at a regionally accredited institution.

How do I know what classes will transfer from Kishwaukee College to another institution?

It is strongly recommended you consult with a Kishwaukee College academic advisor/counselor regarding your requirements to transfer. Many Illinois Articulation Initiative (IAI) approved courses are transferable to Illinois Public Institutions, but it's encouraged that you also speak to an admissions representative at your desired transfer institutions to learn more about how credits will transfer. More information is available on the transfer pages of the [website](#), including links to many Illinois schools' transfer requirements.

How do I register for classes?

To register, current students need to login to myKC. Go to "Kishwaukee College Self-Service," click on "Student Planning." Under Plan Your Degree & Register for Classes, select the "Timeline" tab. Next to the timeline button is a "Schedule." This allows you to see classes set up like a week plan. With this you can determine which classes conflict with each other and which times you would most prefer to take a class. To add a course to your schedule you can go to

the “Course Catalog”. When you find a course you would like to take, click on it and there will be a button that says “View Available Sections.” Find a section you would like to take and add the section to your schedule. The class will then show in your schedule and timeline. It will be yellow until you register for it by clicking on it and registering. As soon as you click “register,” it will turn green.

If you are not a current student, you will need to apply by filling out the Student Information Form available [here](#).

I am having trouble registering for a class, why can't I register?

Registration for a class will depend on a few things. Those things could include restrictive standing, financial aid reasons, placement testing, prerequisites met for a class, conduct related or money owed to the institution. Please call us at 815-825-9375 and we would be happy to assist you.

What does it mean to be on restrictive standing?

Students who drop below the minimum GPAs required for good standing are placed on restricted standing status until they raise their GPAs to or above the appropriate GPA required for good standing. Students on restricted standing must meet with an academic advisor each term prior to official enrollment. For additional information in regards to policies and procedures involving academic standing, please see the [Course Catalog](#).

Where can I find a listing of all Fall/Spring/Summer course offerings?

You can find a list of available credit courses by clicking on “Search Classes” on the top of the College homepage or clicking [here](#).

When do late start classes begin?

Late start classes vary by start date, but usually start within 12 weeks of a 16 week semester.

How do I drop a class?

There are two ways to drop a class. Stop by Student Services, C2100, to fill out the add/drop form or via myKC. To drop via myKC, go to “Kishwaukee College Self-Service,” select “Student Planning,” click on the “Schedule” tab under Plan Your Degree & Register for courses. If you wish to DROP a class you have registered for, you must click the **Drop** button under the desired course. *****NOTE: You cannot drop courses after the withdrawal period*****

What is the difference between dropping a class and withdrawing from a class?

If a student wants to be removed from a registered course before the class begins or within the first 12% of the course, it would be considered a drop. No record of a dropped course will show on a student’s academic record. Deadlines for dropping a course can be found [here](#).

If a student would like to be removed from a course they are registered for after the drop refund deadlines ([Important Dates and Deadlines](#)), then it would be considered a withdrawal. Withdrawing from a class can affect a student’s academic record including financial aid, enrollment status, veteran benefits, or the amount owed to the institution. Withdrawals must be completed in person and requires a meeting with an Academic Advisor. Please stop by Student Services, C2100, or call 815-825-9375.

I have to drop for medical reasons, what do I need to do?

If you have to drop your classes for medical reasons, you can do so by stopping by the Student Services Office, C2100, and filling out the add/drop form or via the processes described above in myKC. If it is past the refund period and you

want to request a refund for your courses, you will have to stop by Student Services, C2100, to pick up the Tuition Appeal form.

Why was I dropped from a class?

You may have been dropped from a class because of non-payment or non-attendance or you have not met the prerequisites for the course(s).

I have missed two weeks of class, what do I do?

Check in with the instructor to see if they will allow you to remain in the class if you haven't already been dropped. If the instructor allows you to stay in the class you do not have to do anything regarding registration. If you are not allowed to stay in the class you will have to formally drop the course. There are two ways to drop a class: stop by Student Services, C2100, to fill out the add/drop form or via myKC as described above.

I didn't know I was enrolled in a class that started two weeks ago, what do I do?

You can view a copy of your class schedule by going to "Kishwaukee College Self-Service," click on "Student Planning." Under Plan Your Degree & Register for Classes, click on the "Schedule" tab. It is your responsibility as a student to know when your classes start and end.

How do I change my degree curriculum code?

You can change your degree curriculum code by stopping by Student Services, C2100 and filling out the Change of Program Form located [here](#).

I am having a problem with an instructor, who do I talk to about my concern?

All students are encouraged to first utilize informal discussion to resolve any problems encountered at the College.

1. When appropriate the student is encouraged to talk directly to the faculty or staff member in an effort to resolve the issue.
2. If the student prefers to talk to someone other than the direct faculty or staff member involved, they are encouraged to present the complaint to their assigned academic advisor.

What does it cost to attend Kishwaukee College?

The tuition and fee rates are available on the website at <https://www.kish.edu/admissions-financial/tuition-fees>. The site also provides a downloadable Excel document that allows you to plug in potential classes to estimate your tuition.

What type of [payment options](#) are available at Kishwaukee College?

- [Financial Aid](#)
- Kishwaukee College [Payment Plan](#)
- Academic Achievement/Foundation/Athletic [Scholarships](#)
- The Workforce Innovation and Opportunity Act [\(WIOA\)](#)
- [Student Employment](#) Information

How do I apply for graduation?

If you are thinking of graduating in December or in May review your program requirements and progress by logging into myKC. To locate your program progress in myKC: Click on “Kishwaukee College Self-Service” under Applications and click on “Student Planning.” Select “Progress” (Make certain you are in the correct academic program). If not, please complete a Change of Program form available in the Student Services Office (C2100). If you are unsure about your program requirements and have questions, please make an appointment with an academic advisor/counselor at 815-825-9375 or visit the Advising Lab (C2110) M-TH from 9am-2pm.