



January 26, 2021

Greetings Students,

As you are settling into your winter semester classes, we thank you for choosing Kalamazoo Valley!

My advice for a successful semester includes staying in close communication with your instructors, completing all of the assigned homework and being an active participant in all of your classes. Keep a close eye on your college email where you will receive important college information and updates. If you need assistance, reach out to your instructors or make an appointment with an advisor or counselor in Student Success Services. You can also [self-schedule](#) your appointment through MyValley.

While we are encouraged by the progress being made to limit the spread of COVID-19 (Coronavirus), we must remain diligent in our precautionary efforts. I have been very clear about our expectations for the use of face coverings, safe social distancing, hand washing, sanitation, daily health screenings and other required protocols to help minimize the spread of germs and disease on our campuses. If you are physically present in any one of our buildings, we expect you to wear a face covering and abide by all the public health guidelines noted above. These guidelines are prominently displayed throughout the college.

I also expect that all members of the college community will conduct themselves peacefully, with the utmost respect for persons and property at all times. Be assured that Kalamazoo Valley Community College will not tolerate violence or disruption of any kind on any of our campus locations and is prepared to protect the safety of our staff, faculty, students and guests. We have been and will continue to remain in contact with local and federal law enforcement agencies and we monitor college social media to stay abreast of any information that would have the potential to directly affect the college. In addition, the college maintains a crisis management plan, which means that Kalamazoo Valley is well positioned to anticipate and react with an appropriate response, to a potential disturbance.

Even with the many challenges facing our world, I continue to be optimistic about the future. The [values](#) that we champion at the college give me great hope for the weeks and months to come.

Creating a safe and healthy environment at the college is a shared responsibility. Practicing public health safety recommendations every day, both on and off campus, and conducting ourselves with dignity and respect will help keep us all safer, all of the time.

Sincerely,



L. Marshall Washington, Ph.D.

President

# FACILITIES SERVICES

Kalamazoo**VALLEY**<sup>™</sup>  
community college

## Incllement Weather Closing Protocols

- **College Closed:** The college is closed for business. All classes, (regardless of teaching and learning modality: face-to-face, virtual or hybrid/blended) and college activities are canceled for the morning, afternoon and evening.
- **Morning Classes Canceled:** Classes starting before 12 p.m. are canceled. Regardless of teaching and learning modality: face-to-face, virtual or hybrid/blended, morning classes are canceled. However, the college is open for business.
- **Afternoon Classes Canceled:** Classes starting between 12 p.m. and 3:59 p.m. are canceled. Regardless of teaching and learning modality: face-to-face, virtual or hybrid/blended, afternoon classes are canceled. However, the college is open for business.
- **Evening Classes are Canceled:** Classes starting between 4 p.m. through the remainder of the evening are canceled. Regardless of teaching and learning modality: face-to-face, virtual or hybrid/blended, evening classes are canceled. However, the college is open for regular business.
- **"Specific" Campus/Locations are Closed, i.e. Arcadia Commons Campus, Bronson Healthy Living Campus, Groves Campus, Texas Township Campus, Kalamazoo Valley Museum:** The college or one or more campuses or facilities will be closed for business. Classes, regardless of teaching and learning modality: face-to-face, virtual or hybrid/blended, are canceled for the day as are all evening activities. All other campuses/facilities will be open and employees should work from their assigned location.
- **Delayed Start:** College Closed until 10 a.m. The college will open for business at 10 a.m. Morning classes (regardless of teaching and learning modality: face-to-face, virtual or hybrid/blended), are delayed. Classes will begin at 10 a.m. or their regularly scheduled time.

The college makes arrangements to have closings announced on these broadcast outlets:

WKZO-Kalamazoo 590

WKMI-Kalamazoo 1360

WQLR-Kalamazoo 1660

WMUK-Kalamazoo 102.1

WKFR-Kalamazoo 103.3

WVFM-Kalamazoo 106.5  
WWMT-TV 3 Kalamazoo  
WOOD-TV 8 Grand Rapids  
WXMI 17 Grand Rapids

You may also call the college's inclement-weather line at 269.488.4750 for an up-to-date report on whether the college is open or check online at [www.kvcc.edu](http://www.kvcc.edu). Students who wish to be notified of college closings or emergencies via text messaging should click on the link for text messages on the My Valley sign-on page.

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### Cougar Cafe Now Open

The Texas Township Campus Cougar Cafe is now serving breakfast and lunch from 7:45 a.m. - 1:30 p.m. Monday through Thursday:

**Breakfast:** Subway breakfast sandwiches, continental breakfast and coffee

**Lunch:** Subway\* sandwiches, soup, pizza and salads, assorted sodas and waters, assorted grab-n-go snack cups

*(\*not all Subway options are available at this time)*

Vending machines remain available for snacks and beverages.

### COVID-19 (Coronavirus) Safety Measures:

Face coverings required

Hand sanitizer available

Distancing made easy with floor dots

One way in, one way out - just follow the arrows

Separate pick-up station for online orders

Regular cleaning of surfaces by staff

Regular staff hand washing

Daily health screening of staff

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Student Life and Engagement   
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### Get Involved on Campus (Virtually)

The Office for Student Life and Engagement is here to connect you with a number of events in our new virtual space. From meeting with transfer colleges, to making a budget, to learning about your strengths - our office offers learning opportunities outside the classroom. Meet new people and connect with campus contacts to make your college experience count. Upcoming events include:

#### Jan. 28 | Student Strengths Connections | 1 - 2 p.m.

Know your top 5 Strengths, but still wondering what it looks like to apply them to your daily life and goals intentionally? Join us for story-telling and conversations of real-world application with students and staff who incorporate Strengths into what they do best every day. [RSVP](#) to receive the Zoom link.

#### Feb. 10 | Western Wednesday | 10 - 11 a.m.

Are you interested in attending Western Michigan University? Connect with advisors and admission representatives from the Office of Admissions from Western Michigan University. [RSVP](#) to get the Zoom link.

### College Social Media

Be sure to like us on [Facebook](#) and follow us on both [Instagram](#) and [Twitter](#) for all of the latest campus news. Check out the [college calendar](#) for upcoming events and activities at the college and in the community.

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## FINANCE AND BUSINESS

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### 2020 1098-T's Available

2020 Form 1098-T may be viewed online by logging into your MyValley account and then choosing "My 1098-T" under the My Links section. Enter 2020 for the tax year and press enter to view your form. Printed copies of Form 1098-T will be mailed no later than February 1, 2021 to your address on file with Kalamazoo Valley Community College.

If you did not have any activity with Kalamazoo Valley in 2020 or your scholarships and grants were more than your payments, you may not have a 1098-T for 2020.

Please see the [1098-T FAQ documentation](#) on the Kalamazoo Valley website for more information regarding Form 1098-T.

Questions regarding the amounts being reported on your 1098-T may be directed to the Paystation at [paystation@kvcc.edu](mailto:paystation@kvcc.edu) or by calling 269.488.4292. If there is an error in your student information, please contact the Admissions, Registration and Records office at [arr@kvcc.edu](mailto:arr@kvcc.edu) or 269.488.4281.

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# STUDENT SERVICES

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## Need Assistance? Student Services can Help!

Students who need assistance should contact the departments below to schedule:

1. Virtual appointments
2. In-person appointments (by appointment only)

**Call or email for an appointment so that we can best serve you. You can also [self-schedule](#) your appointment through MyValley. Click on "Schedule an Appointment with Student Services" under My Links.**

## Student Services Contact List

Admissions, Registration and Records: [arr@kvcc.edu](mailto:arr@kvcc.edu) or 269.488.4281

Advising and Counseling: [counseling@kvcc.edu](mailto:counseling@kvcc.edu) or 269.488.4040

- In-person appointments available
- Virtual drop-ins - no appointment necessary on Tuesdays from 8:30 a.m. - 6:30 p.m. Simply call to get in a virtual line and wait for a call from an advisor or counselor.

Apprenticeships: [apprenticeship@kvcc.edu](mailto:apprenticeship@kvcc.edu) or 269.488.4873

Financial Aid: [finaid@kvcc.edu](mailto:finaid@kvcc.edu) or 269.488.4340

Internships: [intern@kvcc.edu](mailto:intern@kvcc.edu) or 269.488.4635

IT (Computer) Help Desk: [IT@kvcc.edu](mailto:IT@kvcc.edu) or 269.488.4250

- Texas Township Campus Computer Lab  
8 a.m. - 8 p.m. Monday - Thursday  
8 a.m. - 5 p.m. Friday
- Arcadia Commons Computer Lab  
8 a.m. - 5 p.m. Monday - Friday
- Phone and Email Support  
During lab hours (as indicated above)  
10 a.m. - 3 p.m. Saturday and Sunday

Kalamazoo Promise Services: [mmorales@kvcc.edu](mailto:mmorales@kvcc.edu) or 269.488.4515

KVAAP: [kvaap@kvcc.edu](mailto:kvaap@kvcc.edu) or 269.373.7946

Life Resources: [cdunten@kvcc.edu](mailto:cdunten@kvcc.edu) or 269.488.4040

Office of Early/Middle College and Dual Enrollment: [earlymiddlecollege@kvcc.edu](mailto:earlymiddlecollege@kvcc.edu) or 269.488.4509

Office for Student Access: [studentaccess@kvcc.edu](mailto:studentaccess@kvcc.edu) or 269.488.4397

Pay Station: [paystation@kvcc.edu](mailto:paystation@kvcc.edu) or 269.488.4162 (open for in-person payments)

- Make payments online 24/7. Log into MyValley and select the Pay Tuition Bill option under My Links to be directed to the payment portal

- Payment plans are still available for the winter semester. Log into MyValley account and select Payment Plan under My Links to enroll today.

Prior Learning: [lbrooks@kvcc.edu](mailto:lbrooks@kvcc.edu) or 269.488.4873

Student Employment Relations: [careercenter@kvcc.edu](mailto:careercenter@kvcc.edu) or 269.488.4040

Student Strengths Development: [strengths@kvcc.edu](mailto:strengths@kvcc.edu) or 269.488.4040

Student Success Services: [success@kvcc.edu](mailto:success@kvcc.edu) or 269.488.4040

Transfer Resource Services: [ebell@kvcc.edu](mailto:ebell@kvcc.edu) or [lfunk@kvcc.edu](mailto:lfunk@kvcc.edu) or 269.488.4040

Testing Center

(TTC): [testcenter@kvcc.edu](mailto:testcenter@kvcc.edu) or 269.488.4235

- In-person testing by appointment only
- Some remote services available
- 8 a.m. - 7 p.m. Monday - Thursday | 8 a.m. - 5 p.m. Friday

(AWH): [acctestingcenter@kvcc.edu](mailto:acctestingcenter@kvcc.edu) or 269.373.7800

- In-person testing by appointment only
- Some remote services available
- 10 a.m. - 7 p.m. Monday - Thursday | 8 a.m. - 5 p.m. Friday

Tutoring: [learningcenter@kvcc.edu](mailto:learningcenter@kvcc.edu) or 269.488.4397

- Tutoring for math and writing will be available by drop-in remotely
- Remote appointments will also be available for other course offerings.

Veteran Services: [cheidelberg@kvcc.edu](mailto:cheidelberg@kvcc.edu) or 269.488.4040

All students and guests who schedule in-person appointments are required to adhere to **strict safety measures**.

- Face coverings must be worn properly at all times.
- When possible, proper social distancing of a minimum of six feet must be observed.
- Frequent hand washing along with the use of hand sanitizer.
- Completion of a daily **health assessment** prior to arriving on campus.

*Kalamazoo Valley Community College follows the guidance of the Kalamazoo County Public Health Department related to COVID-19 testing. Access the most up-to-date information about testing locations and appointments on its [website](#).*

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# LIBRARIES

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**Scrambling to get Everything you Need this Semester? Let us Simplify Things for You!**

- Don't have access to a computer or internet from home? We have laptops and Wi-Fi hot spots available for students to check out. Fill out an application today!
  - Loaner Laptop [Application](#)
  - Loaner Hot Spot [Application](#)
- Need a calculator for a class? We can loan you one! Find out more [here](#).
- Don't have your textbook yet? We may have a copy available on reserve in the library. You can email us a request for the pages or a chapter you need. Once we print it, you can pick it up in person or get curbside delivery. Click [here](#) for more information or to see if we have the textbook you need.
- Need help with research, citing sources or any other library questions? We offer a wide range of services including phone, email, Zoom by appointment and 24/7 chat. Our contact information and hours are listed below.
- Call: 269.488.4380
- Email: [libraries@kvcc.edu](mailto:libraries@kvcc.edu)
- [Chat](#) with us
- Follow us on [Instagram](#)
- Online: <https://www.kvcc.edu/library/>
- Zoom by appointment, please email

#### Virtual Hours:

Monday - Thursday | 7:30 a.m. - 9 p.m.

Friday | 8 a.m. - 5 p.m.

Saturday | 10 a.m. - 2 p.m.

[Chat](#) with a college librarian 24/7

#### Library Open Hours:

##### Texas Township Campus Library (TTC)

Monday- Friday | 8 a.m. - 5 p.m.

##### Arcadia Commons Campus Library (ACC) (located in Anna Whitten Hall, Room 321)

Monday - Friday | 8:30 a.m. - 4:30 p.m.

#### Curbside Assistance:

##### Texas Township Campus Library (TTC)

Monday - Friday | 8 a.m. - 5 p.m.

## ADVISING & COUNSELING

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#### Helping your Kids Manage through the Pandemic

The COVID-19 (Coronavirus) pandemic can wear anyone down, but children and teens may have an

especially tough time coping emotionally.

Check in with your child often and watch and listen for signs that they are struggling.

Keep in mind that adolescents and young adults may try to hide their struggles because of fear, shame, or a sense of responsibility to avoid burdening others. Younger children may not know how to talk about their feelings but may show changes in their behavior or development.

Some children or adolescents may need more time and space to express their feelings through gradual conversations, while other kids may respond better to activities besides talking, such as painting or drawing or physical activity to express themselves and manage stress.

Parents setting the tone in the household is key for kids and teens to feel a sense of security during this time. Expressing extreme doom or fear can affect kids, and create more anxiety in them. Setting a little time aside each day to spend time with kids can help to make them feel settled and secure. Interactive or quality time activities such as board games, movies, cooking, sports or simple conversation can help a child manage through this time period in a healthy way.

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## CENTER FOR NEW MEDIA

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### **Black Artists Exhibit Call for Entries**

In collaboration with the Black Arts & Cultural Center, the Kalamazoo Institute of Arts and the Metropolitan Kalamazoo branch of the NAACP (National Association for the Advancement of Colored People), Kalamazoo Valley's Center for New Media will host its second Annual Black Arts Exhibit. The virtual event, held in observance of Black History Month, will highlight the works of local Black artists, and provide a shared connection to the rich black cultural heritage in the Kalamazoo area. Digital entries for the February art exhibit should be emailed to [cparks@kvcc.edu](mailto:cparks@kvcc.edu) by 4 p.m. on Jan. 29. All forms of creative art and mediums will be accepted. Images will be posted on the Center for New Media's [Instagram](#) and [Facebook](#) accounts. For Gallery Requirements, Exhibit Guidelines and the Call for Entries form, click [here](#).

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## HUMAN RESOURCES

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### **Part-Time Groundskeeper Position Available**

Do you love working outdoors and need a part-time job? Consider becoming a groundskeeper at Kalamazoo Valley Community College. The college is hiring someone to work 15-29 hours per week with start times and responsibilities varying by season. Assigned duties include snow removal, putting down salt, trash removal for the entire campus, the trimming of trees, shrubs and ornamental grass, lawn mowing and pulling weeds. If you're interested, [apply now](#).

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### **Need something from the Kalamazoo Valley Bookstore?**

Order online at [bookstore.kvcc.edu](http://bookstore.kvcc.edu), 24 hours a day, 7 days a week. Choose in-store pickup or ship for just \$5 (orders ship within two business days).

Pick-up in-store at the Texas Township Campus  
Monday - Friday from 9 a.m. - 5 p.m.

Orders sent to Anna Whitten Hall can be picked up at the front desk, 72 hours after the order is placed.  
Hours are 8 a.m. - 5 p.m. Monday - Friday

**In-Person Assistance** (through Jan. 29)  
Texas Township Campus, Room 4370-4380  
1 - 4 p.m. Monday, Wednesday and Friday  
9 a.m. - 1 p.m. Tuesday, Thursday

Visit the bookstore website [bookstore.kvcc.edu](http://bookstore.kvcc.edu) for additional information.

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