Dear Kettering Families:

Welcome to Kettering! We are delighted to have you and your student join our community—one dedicated to all our students' success: in the classroom, the workplace, and in their home communities. University life has the potential to transform adolescents into independent, self-sufficient, productive adults. We recognize that the university experience is truly a family one and we invite you to join us in our work to facilitate your student's successful transition into adulthood and the professions. As we strive to help students grow—academically, personally, and professionally—we aspire to make you full partners in our efforts to educate and prepare your student to make a difference in their world. This partnership, between you, your student, and Kettering—makes possible the fulfillment of your hopes for your student, and ours.

This Parent's Notebook provides parents with lots of information about life at Kettering for new students. (If we've overlooked an important topic, let us know!) As your student progresses, we will provide additional information so that parents remain fully informed about Kettering and what we have to offer—in the classroom, and outside of it. We advise students to get involved as soon as they arrive on campus and we extend that counsel to you. Doing so will enrich your student's Kettering experience, as well as yours.

We consider it a privilege to educate our students and to get to know their families. We look forward to our association with you and your student; one we hope will be rich and fruitful throughout your student's university years, and throughout their life.

Best wishes,

Betsy Homsher
Vice President of Student Life & Dean of Students
bhomsher@kettering.edu
810-762-9872
# Kettering University Parents Binder

## 2015-2016 Academic Calendar

**IMPORTANT DATES TO REMEMBER**

All dates noted apply to both undergraduate and graduate classes – unless otherwise noted.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 9/12</td>
<td>A section new student convocation/orientation</td>
</tr>
<tr>
<td>Jul 13/18</td>
<td>Classes begin/late registration and drop add</td>
</tr>
<tr>
<td>Aug 7 (3pm)</td>
<td>Last day of course withdrawal for partial refund</td>
</tr>
<tr>
<td>Aug 24 (12noon)</td>
<td>Undergraduate student midterm grades due</td>
</tr>
<tr>
<td>Aug 28 (5pm)</td>
<td>Last day for undergraduate course withdrawal - no refund</td>
</tr>
<tr>
<td>Sept 4-7</td>
<td>Labor Day Break (no classes)</td>
</tr>
<tr>
<td>Sept 18 (5pm)</td>
<td>Last day for graduate course withdrawal - no refund</td>
</tr>
<tr>
<td>Sept 22</td>
<td>Last day of classes (fall Friday schedule)</td>
</tr>
<tr>
<td>Sept 23</td>
<td>Reading day</td>
</tr>
<tr>
<td>Sept 24-26/27</td>
<td>Final exam period/term ends</td>
</tr>
<tr>
<td>Oct 5 (12noon)</td>
<td>Final grades due</td>
</tr>
<tr>
<td>Oct 1/4</td>
<td>B section new student convocation/orientation</td>
</tr>
<tr>
<td>Oct 3/9-7</td>
<td>Classes begin/late registration and drop add</td>
</tr>
<tr>
<td>Oct 28 (5pm)</td>
<td>Last day of course withdrawal for partial refund</td>
</tr>
<tr>
<td>Nov 16 (12noon)</td>
<td>Undergraduate student midterm grades due</td>
</tr>
<tr>
<td>Nov 20 (5pm)</td>
<td>Last day for undergraduate course withdrawal - no refund</td>
</tr>
<tr>
<td>Nov 25-27</td>
<td>Thanksgiving break (no classes)</td>
</tr>
<tr>
<td>Dec 11 (5pm)</td>
<td>Last day for graduate course withdrawal - no refund</td>
</tr>
<tr>
<td>Dec 15-16</td>
<td>Follow Thursday/Friday schedule</td>
</tr>
<tr>
<td>Dec 17-19/26</td>
<td>Final exam period/term ends</td>
</tr>
<tr>
<td>Jan 4 (12noon)</td>
<td>Final grades due</td>
</tr>
<tr>
<td>Dec 20-26</td>
<td>Winter break (no classes)</td>
</tr>
<tr>
<td>Jan 11-11/13</td>
<td>Classes begin/late registration and drop add</td>
</tr>
<tr>
<td>Jan 18</td>
<td>Dr. Martin Luther King Jr. Day (no classes)</td>
</tr>
<tr>
<td>Feb 5 (5pm)</td>
<td>Last day of course withdrawal for partial refund</td>
</tr>
<tr>
<td>Feb 22 (12noon)</td>
<td>Undergraduate student midterm grades due</td>
</tr>
<tr>
<td>Mar 4</td>
<td>No classes</td>
</tr>
<tr>
<td>Mar 18 (12noon)</td>
<td>Last day for graduate course withdrawal - no refund</td>
</tr>
<tr>
<td>Mar 22</td>
<td>Last day of classes (fall Friday schedule)</td>
</tr>
<tr>
<td>Mar 23</td>
<td>Reading day</td>
</tr>
<tr>
<td>Mar 24-26/31</td>
<td>Final exam period/term ends</td>
</tr>
<tr>
<td>Apr 1 (12noon)</td>
<td>Final grades due</td>
</tr>
<tr>
<td>Apr 4/4-6</td>
<td>Classes begin/late registration and drop add</td>
</tr>
<tr>
<td>Apr 29 (5pm)</td>
<td>Last day of course withdrawal for partial refund</td>
</tr>
<tr>
<td>May 16 (12noon)</td>
<td>Undergraduate student midterm grades due</td>
</tr>
<tr>
<td>May 20 (5pm)</td>
<td>Last day for undergraduate course withdrawal - no refund</td>
</tr>
<tr>
<td>Jun 10 (12noon)</td>
<td>Final grades due</td>
</tr>
<tr>
<td>Jun 13</td>
<td>Last day of classes (fall Friday schedule)</td>
</tr>
<tr>
<td>Jun 14</td>
<td>Reading day</td>
</tr>
<tr>
<td>Jun 15-17</td>
<td>Final exam period/term ends</td>
</tr>
<tr>
<td>Jun 16</td>
<td>Commencement</td>
</tr>
<tr>
<td>Jun 24 (12noon)</td>
<td>Final grades due</td>
</tr>
<tr>
<td>Jul 26-27</td>
<td>Summer week (no classes)</td>
</tr>
</tbody>
</table>

**Color key**

- Late registration/drop add/withdrawal deadlines
- Finals and Final exams due
- Student days
- Reading days
- Next exam period

**Approved 04/15/14**

**Revised/Announced 04/15/15**
IMPORTANT PHONE NUMBERS: Please call us at 1-800-955-4464 and dial the four digit extension number to find answers to your questions. Or, dial (810)762 and the four digit extension.

- Admissions/Tuition Deposit: 7865
- Advising/Academic Success Center: 9775
- Billing/Student Accounts: 9552
- Campus Safety: 9501
- Cooperative Education and Career Services: 7865
- Counseling: 9650
- Custodial and Maintenance Services: 9750
- Dining & Food Services: 9860
- Disability Services: 9650
- Emergency: 9501
- Financial Aid: 7859
- Greek Life: 9743
- Health and Medical Services: 9650
- Health Insurance: 9650
- Housing/Residence Life: 9537
- Intramural Sports: 9737
- Meal Plans: 9537
- Multicultural Student Initiatives: 9825
- Orientation: 9534
- Parent Support: 9534
- Parking: 9501
- Recreation Center: 9732
- Registrar: 7476
- Student Life: 9871
- Transfer Credits: 9912
- Women’s Resource Center/Women Students: 9873
We encourage students to manage their collegiate experiences on their own. This approach, which takes place in a safe and positive environment, allows students to develop problem-solving and conflict resolution skills. It also provides them an opportunity to learn how to navigate complex institutions and to develop confidence in their ability to self-advocate and act independently; skills requisite to personal and professional success. At the same time, students and their parents should feel free to contact campus leaders when other avenues fail to produce desired results. Contact these campus leaders, when necessary.

**Senior Leadership Team**

**President:** Dr. Robert K. McMahan  
*president@kettering.edu*  
810-762-9864

**Provost:** Dr. James Zhang  
*provost@kettering.edu*  
810-762-7949

**Dean of Students:** Ms. Betsy Homsher  
*bhomsher@kettering.edu*  
810-762-9872

**Finances:** Mr. Tom Ayers  
*tayers@kettering.edu*  
810-762-9787

**Financial Aid:** Mr. Kip Darcy  
*kdarcy@kettering.edu*  
810-762-9511

**Global Campus:** Dr. Christine Wallace  
*cwallace@kettering.edu*  
810-762-9575

**Information Technology:** Ms. Viola Sprague  
*vsprague@kettering.edu*  
810-762-9668

**University Advancement:** Ms. Susan Davies  
*sdavies@kettering.edu*  
810-762-9927
Biochemistry, Biology, Chemical Engineering, Chemistry: 
Dr. Stacy Seeley 
sseeley@kettering.edu 
810-762-9561

Business: Ms. Karen Cayo 
kcayo@kettering.edu 
810-762-7969

Computer Science Dr. John Geske 
igeske@kettering.edu 
810-762-7963

Electrical & Computer Engineering: Dr. James McDonald 
mcdonald@kettering.edu 
810-762-9701

Industrial & Manufacturing Engineering: Dr. Srinivas Chakravarthy 
schakrav@kettering.edu 
810-762-7906

Liberal Studies: Dr. Karen Wilkinson 
kwilkins@kettering.edu 
810-762-7827

Mathematics: Dr. Lezsek Gawarecki 
lgawarec@kettering.edu 
810-762-9557

Mechanical Engineering: Dr. Craig Hoff 
choff@kettering.edu 
810-762-9856

Physics: Dr. Kathryn Svinarich 
ksvinari@kettering.edu 
810-762-7471
Use this page to keep track of your student’s contact information & class schedule

Cell Phone Number______________________________________________________________

Email Address______________________________________________________________

Mailing Address: Your Student’s Name
Kettering University
Thompson Hall, Room #_____
1700 University Avenue
Flint, MI 48504-6214

Suitemate’s Name & Contact Information________________________________________

_________________________________________________________________________

Summer 2015 Class Schedule (Ask your student to forward you a copy and paste it here!)
Dining Plans
All new students to Kettering University are required to participate in Meal Plan A, our full board meal plan, for their first two academic terms. Students can select either of the two options below.

Plan A: Option One
$1,465.00 per academic term
19 Meals
$75 BJ Bucks to be used in any Retail Dining location on campus

Plan A: Option Two
$1,465.00 per academic term
14 Meals
$150 BJ Bucks to be used in any Retail Dining location on campus

After a student completes their first two academic terms, additional dining plan options that feature BJ Bucks are available. BJ Bucks are placed on the student's ID card and can be used to purchase anything in the Sunrise Room, C-Store, Einstein Bros Bagels and BJ's Lounge and Grill without paying Michigan sales tax.

PLAN B: $165 BJ Bucks good for one year (you pay $150)
PLAN C: $330 BJ Bucks good for one year (you pay $300)
PLAN D: $660 BJ Bucks good for one year (you pay $600)

Please note: Plans B, C & D are non-refundable. Plans purchased will be valid for 1 year from date of purchase. Plans not used within a 1 year period will be forfeited.

Dining Facilities
The Sunrise Room is Kettering University's main dining room, and is located on the second floor of the Campus Center. The Sunrise room is an all-you-care-to-eat café. Hours of operation are:

Monday - Friday
Breakfast 7:15 A.M. – 9:30 A.M.
Continental breakfast until 10 A.M.
Lunch 11:30 A.M. – 1:30 P.M.
Dinner 5 P.M. – 6:30 P.M.
Weekend brunch 11:30 A.M. – 1:30 P.M.
A meal exchange option allows a meal plan holder to swipe their card at another dining facility on campus for a meal instead of the Sunrise Room during designated hours.
BJ’S Lounge and Grill is Kettering's late night grill on the first floor of the Campus Center. Hours of operation are:
Monday – Friday 6 P.M. – 1 A.M.
Weekends 5 P.M. – 1 A.M.
Meal exchange for dinner until 8 P.M.

The Sunset C-Store has a variety of grab and go convenience food, retail, grocery, beverage items including Starbucks espresso drinks and Kettering swag. The C-Store is open:
Monday – Friday 8 A.M. – 8 P.M.
Weekends 11 A.M. – 8 P.M.

Einstein Bros Bagels is located across the street from the Campus Center. Hours of operation are:
Monday – Friday, 7 A.M. – 4 P.M.
Weekends 10 A.M. – 2 P.M.
Meal Exchange Breakfast until 11 A.M.
Lunch until 2 P.M.

Holidays
Those students needing food service during closed periods can arrange to pick up extra grab and go items the last day prior to the close period from the C-Store during normal hours. If you would like microwavable foods, arrangements must be made by contacting the Kettering Dining Service office at least one week in advance. BJ Bucks can be used to pay for these items as they are an additional cost.

Special Dietary Needs
Special diets will be provided for students with medical, dietary, or religious needs by contacting our executive chef at 810-762-9861.
Kettering University
Parents Binder

Zelpha McKinnon Wellness Center – HEALTH AND COUNSELING SERVICES
Campus Center – First Floor (1-700)

Business Hours: Monday-Friday 8:00 AM - 4:30 PM
Phone: 810-762-9650
Fax: 810-762-9929
Email: wellness@kettering.edu
Website: www.kettering.edu/wellness-center
Cristina Reed, MA, LPC, Interim Director of Wellness Center
Catherine Zrakovi, LPN, University Nurse
Amanda Lambert, LLPC, University Counselor
Suicide Prevention Hotline – (800) 273-TALK (24/7/365)
Ulliance Student Assistance Program – (855) 774-4700 (24/7/365)
ULifeline: www.ulifeline.org – online mental health resource

HEALTH AND WELLNESS

On-Campus
A licensed practical nurse is available during regular business hours. Students may drop in during business hours or call ahead to make an appointment. Services and programs include, but are not limited to:

- Treatment of minor ailments and injuries (such as scrapes, colds, flu, minor injuries)
- Advise on effective self-care and wellbeing
- Wellness workshops

Where appropriate, the LPN and/or counselor will refer students to a physician at McLaren Family Medicine Residency Center, located less than two miles from campus. Kettering University Campus Safety unit will provide transportation to students at no cost.

Off-Campus
McLaren Family Medicine Center - An Affiliate of Kettering University
3230 Beecher Road, Suite #1
Flint, MI 48532
(810) 342-5656
Business Hours: 8:00 A.M. – 5:00 P.M. Monday, Wednesday, Friday
8:00 A.M. – 6:30 P.M. Tuesday, Thursday

Acute Care Hours: 12:30-1:15 P.M., Monday-Friday (Drop-in; first-come, first-served)

All students, whether referred by the Wellness Center or self-referred, may utilize the services of McLaren Family Medicine Residency Center physicians by making an
appointment or dropping by the Acute Care Clinic during the posted hours. McLaren will bill students’ insurance companies and coordinate insurance benefits and referrals for treatment. Students must present their Kettering ID and health insurance cards at each visit. Students are responsible for co-payments and uncovered costs.

For after-hours care that cannot wait until the Wellness Center and/or McLaren Family Medicine Residency Center are open, please see the Community Resources for local urgent care centers. You will need your identification and insurance card at the visit. Students are responsible for co-payments and uncovered costs.

COUNSELING SERVICES
The Wellness Center provides individual counseling to students who experience psychological, behavioral, or learning difficulties whenever they occur. The counselor is available by appointment. Students can drop by or call the Wellness Center to make an appointment. Some issues counselors can help with include, but are not limited to:

- Relationship conflicts
- Stress and/or other emotional difficulties
- Grief and loss
- Alcohol and other drug use
- Transition to college life
- Harassing and bullying issues
- Workshops on a variety of topics

24/7 Crisis Counseling
Crisis counseling is available by phone at (855) 774-4700. Students in crisis on campus or on a co-op assignment should utilize the Ulliance Student Assistance Program. It provides confidential assistance which is available 24/7, 365 days of the year.

CONFIDENTIALITY
We are not permitted, by law, to disclose any medical information to a parent or guardian without the consent of the student unless the student is mentally incapacitated or threatens to harm him/herself or someone else. When parents call us with a concern, we contact the student directly to request permission to speak with you. If a student wishes to share medical information with their parents, they must complete and submit to the Wellness Center a Release of Information, which may be downloaded at the Wellness Center website.
The following agencies provide supplementary health care and information:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Genesee County Health Department</td>
<td>630 South Saginaw Street, Suite 4</td>
<td>(810) 257-3612</td>
</tr>
<tr>
<td>Genesee Health Systems (formally Genesee County Community Mental Health Services)</td>
<td>420 W. Fifth Avenue</td>
<td>(810) 257-3740</td>
</tr>
<tr>
<td>Genesee Urgent Care</td>
<td>2265 Linden Road</td>
<td>(810) 720-8700</td>
</tr>
<tr>
<td>Genesys Urgent Care</td>
<td>420 S. Saginaw</td>
<td>(810) 762-1550</td>
</tr>
<tr>
<td>YWCA Domestic Violence Safe House</td>
<td>310 E. Third Street</td>
<td>(810) 238-7621</td>
</tr>
<tr>
<td>YWCA of Greater Flint</td>
<td>310 E. Third Street</td>
<td>(810) 238-7621</td>
</tr>
</tbody>
</table>

**Student Health Insurance**

Good health is a necessary condition of academic success. To help our students maintain theirs, Kettering University requires all enrolled students to carry health insurance. This requirement may help prevent your student’s academic progress from being interrupted, halted or seriously impaired if s/he becomes injured or sick.

This requirement can be met in two ways. Students may purchase their own insurance, either as an individual or as a dependent on their parents’ coverage. A second option is to purchase Kettering University’s Student Health Insurance Plan, available through AIG Educational Markets, at a cost of $972.00 for one year’s coverage, July 1, 2015 to June 30, 2016. (The cost of the Kettering insurance plan may vary from year to year).

All new students enrolling in Fall Term (B-section) must complete the online health insurance verification process by **October 31, 2015**. Students who fail to complete the verification by that deadline will automatically be enrolled in the Kettering University Student Health Insurance Plan at a cost of $972.00 for the academic year. No exceptions will be made. (Note that Kettering neither benefits financially from this process nor may legally verify health insurance coverage. Only insurers may do so.)

Students may complete the verification process by visiting the Health Insurance page on the Wellness Center web site at [www.kettering.edu/wellness-center](http://www.kettering.edu/wellness-center) and clicking on the AIG logo. It will take you directly to the AIG Educational Markets website for Kettering University students ([www.studentinsurance.com/schools/mi/kettering](http://www.studentinsurance.com/schools/mi/kettering)). New students must create an account using their Kettering log-in information. The site contains comprehensive instructions on how to verify your insurance.

If your student needs to purchase the Kettering University health insurance, no action need be taken. Your student’s account will be billed automatically.

You may direct questions regarding Kettering University’s Health Insurance Plan to AIG customer service at 888-722-1668. Direct questions related to the verification to the Wellness Center at 810-762-9650 or via email: wellness@kettering.edu
Recreation Services provides facilities and programs to meet the recreational interests of the Kettering University community. Opportunities exist to practice and learn skills which lead to a healthy and satisfying lifestyle. Numerous competitive and cooperative activities provide an ideal environment to test one’s skills and value system. Specific attention is devoted to addressing students’ needs and balancing the academic rigor for which Kettering University is known.

Recreation Services programs and facilities are rooted in student ability and desire. Students are employed to operate facilities and conduct programs. Kettering University students use the recreational opportunities as a stress release mechanism and as a means to fitness.

**Connie & Jim John Recreation Center**

The Recreation Center opened in August of 1995. It features an open multi-sports forum with both wood and synthetic flooring. It includes five volleyball courts or four basketball courts or two tennis courts. This area is also used for indoor soccer, the graduation ceremonies, and the First Robotics competition. Other amenities include: three racquetball/wallyball courts; one squash court; a 1/8 mile suspended jogging track; locker rooms; steam rooms; 25 yard six-lane pool; spa; group exercise room; fitness room with exercise equipment; weight room featuring Cybex equipment; and equipment issue area. The facility is used for formal recreational sports programs (intramurals), informal recreation activities, fitness programs and other Kettering University events.
### Intramural Sports

We offer a variety of traditional and non-traditional intramural sports. These activities are offered in competitive and recreational league formats as well as men’s, women’s and co-ed divisions. The sports are intended to provide social interaction through friendly competition.

<table>
<thead>
<tr>
<th>A-Section Summer</th>
<th>A-Section Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crim Festival of Races</td>
<td>Basketball</td>
</tr>
<tr>
<td>Joints in Motion Race</td>
<td>Indoor Soccer</td>
</tr>
<tr>
<td>Golf</td>
<td>Inner Tube Water Polo</td>
</tr>
<tr>
<td>Women’s Volleyball</td>
<td>Racquetball</td>
</tr>
<tr>
<td>Flag Football</td>
<td>Volleyball</td>
</tr>
<tr>
<td>Sand Volleyball</td>
<td>Wiffleball Home Run Derby</td>
</tr>
<tr>
<td>Softball</td>
<td>Tennis</td>
</tr>
<tr>
<td>Soccer</td>
<td>Table Tennis</td>
</tr>
<tr>
<td>Tennis</td>
<td>Broomball</td>
</tr>
<tr>
<td>Racquetball</td>
<td></td>
</tr>
<tr>
<td>Table Tennis</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>B-Section Fall</th>
<th>B-Section Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>Golf</td>
</tr>
<tr>
<td>Flag Football</td>
<td>Outdoor Soccer</td>
</tr>
<tr>
<td>Indoor Soccer</td>
<td>Sand Volleyball</td>
</tr>
<tr>
<td>Racquetball</td>
<td>Softball</td>
</tr>
<tr>
<td>Dodge ball</td>
<td>Inner Tube Water Polo</td>
</tr>
<tr>
<td>Table Tennis</td>
<td>Volleyball</td>
</tr>
<tr>
<td>Tennis</td>
<td>Wiffleball Home Run Derby</td>
</tr>
<tr>
<td></td>
<td>Tennis</td>
</tr>
<tr>
<td></td>
<td>Racquetball</td>
</tr>
<tr>
<td></td>
<td>Table Tennis</td>
</tr>
</tbody>
</table>
Disability Services

Kettering University provides disability services in compliance with the American with Disabilities Act (1990) and its amendments, along with state and local regulations regarding students, employees, and applicants with disabilities. Under these laws, no qualified individual with a disability shall be denied access to participation in services, programs, and/or activities at Kettering University. In carrying out Kettering's policy regarding disabled members of our community, we recognize mobility, sensory, medical, psychological, and learning disabilities. We attempt to provide reasonable accommodations for these disabilities for all students who meet the criteria described in the Americans with Disabilities Act.

Any Kettering student who has been diagnosed with a physical, medical, psychological, or learning disability, or suspects that s/he may have one, must contact the Wellness Center. The staff will evaluate the required documentation in support of the claim of disability and make an assessment of a student's needs on a case-by-case basis. The Wellness Center will then arrange accommodations for the appropriate services necessary to meet the legal requirements, as required by law. The Center will inform faculty and staff who may be responsible for providing the services and/or accommodations. Each term, students must meet with each professor to arrange individual accommodations.

Comprehensive information about Disability Services, and our documentation requirements, may be found at [http://www.kettering.edu/current-students/student-life/wellness-center/disability-services](http://www.kettering.edu/current-students/student-life/wellness-center/disability-services). Disability Services at Kettering University serves an important role in helping students with disabilities obtain access to academic and programmatic services at the University, as required by the Americans with Disabilities Act (1990) and Section 504 of the Rehabilitation in Education Act of 1973.

Our Philosophy: Self-Advocacy

Kettering University, like all colleges and universities, subscribes to a self-advocacy model of development for students with disabilities. We believe the ability to self-advocate is a fundamental skill for our students to learn, in order to be successful in college and at all stages of their lives. Self-advocacy locates responsibility for disability management with the disabled individual so that students learn how to navigate life’s challenges and obstacles and to seek out the services and resources needed.

Self-advocacy skills include understanding one's strengths and needs, identifying personal goals, knowing the legal rights and responsibilities of disabled persons, and ably communicating these ideas. Parents may best assist their disabled students to acquire these skills by fostering independence and self-sufficiency.
When a student begins college, parents face a major transition. One of the biggest challenges parents confront is shifting from a caretaker’s role, with some authority over your child’s life, to a mentor and advocate who guides a young adult to make his or her own decisions. When the student has a disability, the challenges become even more complex. Disability Services helps students develop personal responsibility, self-advocacy, and self-determination. Parents can help their sons and daughters by reinforcing their sense of independence as they navigate the unfamiliar challenges of a university education.

**How Parents Can Help**

Parents can help their students manage disabilities in these important ways.

- Encourage your son or daughter to take advantage of available disability services. While we do not require disabled students to utilize our services, you and your student should know what services and resources are available.
- Encourage your son or daughter to familiarize him- or herself with the contents of the Disability Services website, particularly our requirements for documenting disabilities. This information may be found at [http://www.kettering.edu/current-students/student-life/wellness-center/disability-services](http://www.kettering.edu/current-students/student-life/wellness-center/disability-services).
- Encourage your son or daughter to meet with Disability Services staff at the start of each academic term. Even students who do not seek accommodations will find it beneficial to discuss their individual circumstances with a staff member. The more we know about how each student is doing, the easier it is for us to facilitate assistance, with or without accommodations.
- Encourage your son or daughter to meet with the Disability Services staff at least once more during the term to check in and let us know if they need any additional services or assistance. It’s a good idea to check in with Disability Services shortly before midterms and a few weeks before finals and end-of-the-term evaluations. Students are, of course, welcome anytime.
- Encourage your son or daughter to speak up for him-or herself and to be his or her own best advocate.
- Encourage your son or daughter to meet regularly with his or her instructors to get feedback as to progress in class. Also, we recommend all students check in with academic advisers at least once each term.

**Confidentiality, Disability Accommodations & Federal Laws: FERPA & HIPAA**

Two federal laws, the [Family Education Rights and Privacy Act](http://www.kettering.edu/current-students/student-life/wellness-center/disability-services) (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) limit significantly the amount of information that Disability Services may share with you about your son or daughter. These federal laws prevent us from telling you whether or not your son or daughter came in for an appointment to discuss disability accommodations, requested a specific accommodation, or obtained an Accommodation Notice to provide to instructors. We may share this information with you only if your son or daughter completes and signs a FERPA Release of Information form and a HIPAA release form, specifying you as the recipient of their Disability Services records. The HIPAA form must be completed in the presence of a Disability Services staff member and signed by both the staff member and the student. Your son or daughter has the
right to nullify this form at any point simply by providing such a request in writing. Even with this signed form on file, Student Disability Services strongly discourages parents from taking on the student’s responsibility for obtaining services and problem solving.

Release forms may be found on the Kettering Website:


**Important Information for Parents and Disabled Students regarding Treatment & Medications**

The counselors at the Wellness Center do not diagnose or treat students for learning disabilities, including Attention Deficit Disorder (ADD) or Attention Deficit Hyperactivity Disorder (ADHD). Students must acquire prescriptions from their personal physicians and obtain them from retail pharmacies, either in their home communities or in Flint. If a Wellness Center health care practitioner suspects a learning disability exists, the student will be referred to a local provider for evaluation and treatment. Or, if the student prefers, s/he may be evaluated by his/her personal physician. All expenses related to evaluation and treatments are the student’s personal responsibility.
Thompson Hall
The Office of Residence Life, located in Frances Willson Thompson Hall, provides a comfortable living environment within the context of a group living and learning atmosphere. Through student interaction and staff support, we provide information and support services to aid in the students’ adjustment to campus life. Throughout the year, programs and activities are provided to help students develop leadership and human-relations skills while providing useful and fun complements to the academic demands of Kettering University.

All new students to Kettering University are required to live in our residence hall for two full academic terms. If a student secures a co-op position within or near the University, s/he also has the option of living in Thompson Hall as long as space is available. Upper class students are encouraged to continue to reside in the residence hall during their time at Kettering. Applications are completed online before the end of their winter or spring term for the upcoming year.

Resident Assistants
There are sixteen different living environments, or units of students, each staffed with an upper class Resident Assistant. The Resident Assistant (RA) is the primary source of information for students living in his/her unit. Each RA is selected through a rigorous application process and training. Students should get to know their RA and utilize their knowledge and experience to guide them through their first year at Kettering. RAs are taught to handle emergency situations and are familiar with campus resources.

Move In Dates
When your student returns for his/her next academic term, the move in dates are:

A-Section Winter 2016 Saturday or Sunday, January 9 or 10, 10 A.M. – 10 P.M.
B-Section Spring 2016 Saturday or Sunday, April 2 or 3, 10 A.M. – 10 P.M.

Laundry
Laundry service is available in Thompson Hall in the basement level near the south end of the building. These self-service machines are operated with a Kettering ID card. At the beginning of each term an allotted number of washes/dries or "swipes" is added to the ID card as part of the room plan. Instructions on how to use the machines and card reader are in the laundry room. Additional swipes can be purchased at the front desk. Users who have lost a swipe or had damage to personal items during the laundry process should contact the company directly for refunds or compensation for loss. Contact information may be found on the laundry machines.
Kettering University
Parents Binder

Thompson Hall Mail
Student mail for all students living in Thompson Hall should be sent to the following address:

Name
Kettering University
Thompson Hall Room #
1700 University Ave.
Flint, MI 48504-6214

Packages that do not fit in a student’s Thompson Hall mailbox are held at Shipping and Receiving, 1-217 AB, 810-762-9590. Your student will receive an email from Shipping and Receiving that s/he has a package for pick up.

Maintenance or Custodial Issues
If a student experiences a maintenance or custodial issue in her/his room or unit in Thompson Hall, s/he must email reslife@kettering.edu to initiate a resolution.

Vacation Periods
Students may not occupy rooms during vacation periods unless approved by the Director of Residence Life. No rooms may be occupied during the breaks after Fall and Spring terms.

Storage
Storage space for student property is available only to those students under contract or application with the Department of Residence Life. Residents are limited to a total of eighteen (18) cubic feet of total storage space per person. This space is 3 feet tall, 3 feet wide and 2 feet deep. This space is reserved for, and limited to, boxes, luggage, trunks and other items as deemed appropriate by the storage contract. Preference is given to out-of-state students.

Visitors/Guests
Any resident of Thompson Hall may have a maximum of two (2) guests in his or her company, regardless of their gender, at any one time. During their stay in the hall, guests must be escorted in the building by the resident at all times. The resident is responsible for the behavior of their guests while on campus.

Guest Housing/Overnight Guests
Guests may not be housed for extended periods of time (more than three [3] consecutive days) in the host(s) room, except upon written permission of the Department of Residence Life. Guests may reside in an available room at a charge of forty dollars ($40) nightly with linens provided, or thirty dollars ($30) nightly without linens. Students must provide 7 days advance notice.

Overnight guests are subject to the guest policy as well as the following additional guidelines:

1) All guests must register at the Thompson Hall front desk, or if the desk is closed with the RA on duty

2) All guests must submit a state issued photo identification to be copied by the staff
3) Guests eighteen (18) and over may stay in the resident's room.

4) Guests between the ages of 16 and 18 may stay overnight only in guest housing. Letters from the parents of both the resident and the guest must be on file with an advance reservation for the guest room.

Living Off Campus

After a student completes the first two academic terms at Kettering University, s/he has the option of living off campus. A number of options are available; local apartment complexes including Campus Village Apartments located across from the campus center; private rental homes and houses owned by fraternities and sororities located near the campus. We recommend students seeking off-campus housing consider these questions when seeking off-campus housing:

- Ask the current renters: How responsive is the landlord to answering your concerns? Have they felt safe in the house?
- Look at the window and door locks - are they all functioning properly? - Are there 2 functioning locks on all doors - deadbolt and doorknob? - When was the last time the locks were changed?
- Do you have functioning smoke detectors throughout the house (including 1 per sleeping room)?
- Are there carbon-monoxide detectors?
- Do they provide adequate fire extinguishers?
- Check out the lighting around the property - is it well lit?
- How long is your commute - when you walk will you feel secure?
- If you plan on walking to and from class will your housemates be willing to walk with you?
- Are all the shrubs and bushes trimmed down and not creating "hiding spots"?
- Are there 2 methods of egress from each sleeping room? Bars on windows are not a good option.
- Are there signs advertising that it is a rental house? Such signs make you a theft target.
- Is there secure parking?
- Does the house have an alarm system?

The Student Life office provides guidance regarding choosing off-campus housing. Students should contact Debbie Stewart, Director of Student Life programs, for further information. She may be reached at 810-762-9679 or dstewart@kettering.edu.
Kettering University provides ample free parking for all members of our community and their visitors. Our Campus Safety officers patrol all parking lots, 24 hours a day, 365 days a year. As a result, incidents—break-ins and minor accidents—occur rarely. In order to protect our students and their property, we require they and their guests follow our policies and procedures, including obtaining the appropriate permits and parking according to our policies. Policy revisions have been made and were put into effect as of July 1, 2014. All students must familiarize themselves with the parking policy and are held accountable for knowing this information.

**GENERAL PROVISIONS**

Parking on campus throughout the year is by permit only with parking lot restrictions for all faculty, staff, students, and visitors as described in this policy. All faculty, staff, students and visitors MUST be currently registered and permits MUST be displayed when parking on campus.

The Office of Campus Safety shall have the power and duty, in accordance with this traffic and parking policy, to place and maintain or cause to be placed such traffic control devices as deemed appropriate to regulate traffic and driving, operating, stopping, standing, and parking of vehicles, bicycles, and other wheeled devices on Kettering University grounds. Kettering University is not responsible for fire, theft, damage to or loss from any vehicle parked on University property or any article left in such vehicles. These regulations are internal administrative policies of the University and do not replace state laws or municipal ordinances.

**VEHICLE PARKING**

No vehicle shall be stopped, left standing, or parked on Kettering University property except in conformity with this policy. Parking areas designated for permit parking shall be used only by vehicles bearing an appropriate annual or temporary permit.

**Parking Permits**

Parking permits are required at all times for vehicles parked or standing on University property.

**Registration for University Parking Permit**

All vehicles must be registered with Campus Safety and shall display a valid University parking permit, with the following exceptions:

1. Vehicles displaying official government seals or license plates.
2. Official Kettering University vehicles displaying the seal or logo of the University or a department of it.
3. Vehicles displaying valid Visitor permits.
4. Vehicles displaying temporary or special permits issued by the Office of Campus Safety.

Parking permits are issued and renewed annually by the Office of Campus Safety. Each employee and student must individually register each vehicle for which a parking permit is needed. Parking permits are not transferrable. Individuals with outstanding fines will not be allowed to register for new permits until all outstanding fines are paid in full. The "registration year" extends from July 1 through June 30. The following items are required to secure a parking permit:
1. Valid driver’s license
2. Valid University photo I.D.
3. Current motor vehicle registration certificate
4. Completed parking permit application
5. Owner’s waiver, if vehicle user is other than the registered owner

Permanent parking permit stickers are available for convertibles and motorcycles. Mopeds should use bike racks and are not required to display a parking permit.

Notification of Change of License Plates or Vehicle or Disposition of Registered Vehicle

The holder of any University parking permit must notify the Office of Campus Safety within one week of the issuance of the new license plates for any vehicle on which the parking permit may be used. If a vehicle bearing a University parking permit is sold, traded, or otherwise disposed of or replaced in use, the registered permit holder shall remove the parking permit in identifiable condition and return it to the Office of Campus Safety. Missing or lost permits must be reported immediately to the Office of Campus Safety.

Types of Parking Permits

There are five (5) parking area categories for which specific permits are issued:
1. Visitor
2. Employee (Faculty and Staff)
3. Student
4. Expanded Access (Student)-$50 fee
5. Recreation Center Affiliate

Recreation Center Affiliate Parking

Parking for non-student, non-employee affiliate members of the Recreation Center is available in Lot #3 adjacent to the Recreation Center Building and requires a Recreation Center affiliate parking permit. Recreation Center affiliate parking permits must be displayed as directed by the Office of Campus Safety and are valid for 3 hours of affiliate member parking per day. These parking permits are valid only during hours when the Recreation Center is open and do not authorize overnight parking on campus.
Overnight Parking

Overnight parking is allowed in Lot #3 only. Overnight parking in all other lots is restricted as follows:

1. Lot #1  No parking from midnight until 6:00 a.m. from December 1 through March 31
2. Lot #2  No parking from midnight until 6:00 a.m. from December 1 through March 31
3. Lot EE  No parking from midnight until 6:00 a.m. from December 1 through March 31

After Hours Parking

Unless posted otherwise (subject to any overnight parking restrictions or posted special event, handicapped, or reserved space restrictions), the following permits:

1. Employee (Faculty and Staff)
2. Student
3. Expanded Access (Student)
4. Visitor

May be used to park in Lots #1, #2, or #3:

1. On official holidays when the University is closed for business.
2. Between the hours of 6 p.m. and 5 a.m. on weekdays.
3. All day on weekends.

Emergencies or Special Events

Special events may cause temporary disruption in parking arrangements on campus for persons parking registered vehicles. During those times, although parking is limited, all registered vehicle must park in accordance with this policy and cones/barricades should not be moved.

Parking Enforcement

Citations are issued for violations of University Parking Policy and regulations are enforced continuously. Parking violations that may result in issuance of a citation or impoundment of a vehicle include:

1. Failure to register a vehicle operated or parked on campus
2. Failure to display a parking permit in the manner specified
3. Parking in restricted locations (e.g. handicapped/disabled person parking area or Expanded Student Access area) without proper parking permit or authorization by Office of Campus Safety
4. Parking across painted stripes
5. Parking outside a designated parking space or standing in aisles
6. Driving contrary to posted regulations
7. Falsification or improper use of registrations, parking permits, or temporary parking passes
8. Overnight parking in a restricted area or without authorization from the Office of Campus Safety
Parking in the Campus Center U-shaped lot without a valid visitors permit, with the exception of the green striped and marked 15-minute spaces (these spaces require a valid Kettering University parking permit).

Except in extreme cases, the violation of more than one regulation in a given instance will result in a citation being issued for the most serious offense. However, vehicles may receive more than one citation within a 24-hour period, if the vehicle is moved or if circumstances warrant as determined by the Office of Campus Safety. Unmoved vehicles may receive additional citations without limit for the same or different infractions in each successive 24-hour period after the issuance of the first citation.

**Penalty for Three or More Violations**

In the event that fines are not paid for a vehicle to which three or more violations have been issued, the vehicle in question will be impounded and stored or otherwise immobilized by a mechanical device at the expense of the operator or owner.

**Towing/Immobilization**

Vehicles parked in Handicapped/Disabled spaces without appropriate state and University permits, that fail to display a valid University parking permit in the manner specified, or against which three or more issued citations have been issued but not paid will be cited and immobilized or removed without prior notification from the campus or other lands of the university under the direction of the Office of Campus Safety.

Towed vehicles will be taken to a private impound lot. The location of the lot may be obtained from the Office of Campus Safety desk located in the Campus Center. All towing costs, daily vehicle storage fees, and all outstanding parking fines must be paid before an impounded car will be released. Vehicles immobilized for nonpayment of parking fines will not be released until all outstanding fines are paid.

Kettering University is not responsible for any loss or damage that occurs during towing or vehicle impound.

**Violation and Fines**

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unauthorized parking in a handicapped/disabled person space</td>
<td>$100</td>
</tr>
<tr>
<td>Obstructing a fire lane, fire exit or fire hydrant</td>
<td>$100</td>
</tr>
<tr>
<td>Removing, tampering with, changing, mutilating or destroying any traffic-control sign, signal, barricade, University marker, traffic citation or vehicle parking permit</td>
<td>$50</td>
</tr>
<tr>
<td>Parking in a restricted area while displaying an improper permit</td>
<td>$25</td>
</tr>
<tr>
<td>Operating a vehicle with excessive speed</td>
<td>$25</td>
</tr>
<tr>
<td>Failure to stop when so directed by a University Campus Safety officer</td>
<td>$25</td>
</tr>
<tr>
<td>All other violations of this traffic and parking policy</td>
<td>$25</td>
</tr>
</tbody>
</table>
Additional fees, including unregistered license plate search $15
Late fee $25

The following offenses subject the offender to possible further disciplinary action:

Falsification of University vehicle registration information $250
Using fictitious, falsely made or altered University vehicle registration $250
parking permit
Operation of a motor vehicle by an individual not eligible to operate a $250
motor vehicle

Payment of Fines

Fines are payable at the Student Accounts office located on the second floor of the
Campus Center. If a cited vehicle has been properly registered (and a valid parking
permit was properly displayed) at the time of a violation and the fine is paid within
fourteen (14) days of the violation date, the fine will be discounted by $10.
Fines are to be paid within fourteen (14) calendar days of the citation date. Failure to
pay a fine within fourteen (14) calendar days will result in a $25 late fee being added to
the fine. Failure to pay within twenty-eight (28) calendar days will result in a second
$25 late fee being added to the accumulated fines. Unresolved citations and fines
may result in financial obligations, vehicle immobilization and/or towing without prior
notification.

Appeals

Any person receiving a violation citation at Kettering University has the right to appeal
the citation or fine by filing a written appeal with the University Parking Appeals Board
comprised of faculty, staff, and students within seven (7) calendar days of the citation
date. Parking Violations Appeals Board decisions are final.
The appeal may be delivered electronically on in person to:

Parking Violations Appeals Board
Office of Campus Safety
Kettering University
1700 University Ave.
Flint, MI 48504
## Parking Area Restrictions

<table>
<thead>
<tr>
<th>Lot/Location</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot #1: Upper lot behind Academic Building</td>
<td>Registered Students Only</td>
</tr>
<tr>
<td>Lot #2: Lower Lot behind Academic Building</td>
<td>Registered Employees and Students who hold an Expanded Access Student Parking permit parked in designed spaces along Dupont Street</td>
</tr>
<tr>
<td>Lot #3: Lot behind Thompson Hall &amp; the Recreation Center</td>
<td>Students, Employees &amp; Visitors; Recreation Center Affiliates</td>
</tr>
<tr>
<td>Lot #4: NE corner of Bluff St. and Cadillac St.</td>
<td>Special Event Parking, as permitted by the Office of Campus Safety</td>
</tr>
<tr>
<td>EE: Lot west of Mott Center</td>
<td>Employees &amp; Visitors Only</td>
</tr>
<tr>
<td>CC1: U-shaped lot East of Campus Center</td>
<td>Registered Visitors Only</td>
</tr>
<tr>
<td>CC2: Spaces west of Chevrolet Avenue and facing Mott Building</td>
<td>Registered Visitors and Employees displaying valid handicapped AND Kettering University parking permits</td>
</tr>
<tr>
<td>CC3: South of Campus Center</td>
<td>University &amp; Designated Service Vehicles and employees and students displaying valid handicapped AND Kettering University parking permits</td>
</tr>
</tbody>
</table>

### Transportation

Campus Safety provides free transportation to students who have been referred by the wellness center for urgent care. Students who need transportation for urgent care after regular business hours should visit the Campus Safety office in the Campus Center to make transportation arrangements, or may call the office at 810-762-9501 and speak with the desk officer on duty.

After dark, students may obtain transportation to locations within a one-mile radius of the Kettering campus as a safe alternative to walking alone. The service is not intended to provide transportation to social events or social venues and under no circumstances do we provide it to partying students.

### Zip Cars

Kettering provides students with access to Zip Cars for limited amounts of time. Students may use the cars to run errands, attend appointments and school-related meetings, etc. (They may not use them for social purposes!) Visit [http://www.zipcar.com/kettering](http://www.zipcar.com/kettering) to join.
We view parents as important members of the Kettering community and our partners in your student’s development. Your support has a significant impact on your student’s success. In fact, studies show that parental and family engagement increases a student’s chances of collegiate success and improves overall satisfaction for all of you. That’s why we want to partner with you to help your sons and daughters develop into independent adults who take charge of their own lives and make decisions with greater and greater confidence.

PARENTS & STUDENT SUCCESS

Kettering University’s academic and co-curricular programs are designed to facilitate our students’ knowledge, growth, and development so that they realize their personal and professional potential and become model scholars, leaders, and citizens. We encourage parents to collaborate with us in this important work as their students emerge from the dependency of childhood to the independence and self-sufficiency of adulthood. Parents play a critical role in this development; indeed, neither students nor the University can succeed without parental support and involvement. Contribute to your student’s success by learning about the undergraduate experience, supporting student learning, and empowering your student to take personal responsibility for his or her academic and social choices. Here’s how you can contribute to your student’s success:

Learn about the student experience and all the resources available Kettering University:

- Students face unique challenges and opportunities, including academic and non-academic expectations that differ from what you may have experienced. Learn about student support services and understand how students can access services; encourage your student to identify and obtain support from appropriate resources. Our Undergraduate Catalog (http://www.kettering.edu/academics/academic-resources/office-registrar/academic-course-catalogs/undergraduate-catalogs), Student Handbook (http://www.kettering.edu/downloads/2015-2016-student-handbook), and website (www.kettering.edu) contain information about all programs, services, resources, and requirements at Kettering University.

Support the University’s goals for student learning and development outcomes:

- Challenge students to identify, define, and solve problems independently.
- Encourage students to set and achieve personal goals and make responsible decisions related to academics, career planning, social interactions, and community engagement.
- Understand and support the University’s commitment to academic excellence and integrity, ethical behavior, diversity, and civility.
- Empower students to examine personal values; encourage students to learn about and respect the values and beliefs of others.
Kettering University
Parents Binder

• Support students as they face uncertainties and learn to perform in complex environments and challenging situations.
• Allow students to accept consequences of their actions and accept responsibility for personal choices.
• Urge students to examine disappointments and unexpected experiences in order to assess what caused them, what can be done about them, and how to avoid them in the future.

Learn when to step in to help your student and when to empower him or her to take personal responsibility

• Mentor and guide your student, rather than direct them or take direct actions on their behalf.
• Know and understand limitations regarding your access to student records, as mandated by federal requirements contained in FERPA and HIPAA.
• Promote self-advocacy by allowing students to make decisions independently.
• Be alert to signs that your student is under significant stress, taking unhealthy risks, or ill. Discuss concerns openly with your student and assist in developing plans to address problems, including accessing Kettering University resources.
• If student's physical or mental health is endangered, contact appropriate campus or community authorities. In cases of perceived imminent danger, call Campus Safety at 810-762-9501. In less serious situations, call the Dean of Students’ office at 810-762-9872. Students, faculty, and staff have access to 24/7 crisis counseling through our Student Assistance Program, 855-774-4700. There is no charge for this service.

Stay informed

• Sign up to receive informative new communications for parents by sending an email to parents@kettering.edu.
• Watch our parents’ website for new features, including news stories, a Q&A section, upcoming deadlines, etc.
• Write or call us with questions or concerns to parents@kettering.edu, 810-762-9871.

Develop an affinity for Kettering University

• Support the University and its efforts to educate your student.
• Participate in campus events; support and encourage students as they learn, perform, lead, or serve through campus and community activities.
• Engage with other parents in understanding the student experience.
• Contribute talent, time, and treasure to the University. Get involved!
For more information about how you can support your student, contact:

Deborah Stewart  
Director, Student Life Programs  
Kettering University  
810-762-9679  
dstewart@kettering.edu

http://www.kettering.edu/current-students/student-life/student-life-programs/parent-information-center

OUR EXPECTATIONS
At Kettering, these principles guide us in our relationships with students and parents:

- We encourage students and their parents to maintain an ongoing, open dialogue and to speak frankly about academic progress and personal responsibility, including the use of alcohol and personal safety issues. Oftentimes, these conversations prove more valuable to our students than the University’s policies and its extensive resources.
- We trust students to manage their own affairs, including decisions about academic, financial, and personal matters.
- We expect students to act responsibly and in accordance with the Kettering University Student Code of Conduct. We hold them accountable for their behavior. When students make mistakes—and they do—we help them learn and grow from their experiences.
- We expect students to take full advantage of all available resources, programs, and services. Faculty and staff stand ready to assist students as they grow into independence, self-sufficiency, and self-determination.
- We afford students privacy in their academic and personal lives. When we become aware of difficult situations, the University allows each student to decide whether or when to involve parents. Federal laws limit educational and medical information we may share with parents once their student enrolls at Kettering (regardless of their age). Note that federal laws (the Family Educational Rights and Privacy Act of 1974/FERPA and the Privacy Rule of the Health Insurance Portability and Privacy Act of 1996/HIPAA) severely limit educational and medical information we may share with parents. FERPA does permit the University to notify parents under certain specified circumstances, such as when a student under the age of 21 violates public laws or university policies relating to the use or possession of alcohol or controlled substances. In rare instances, parental involvement or notification may be appropriate: when a student’s enrollment status changes (on leave, withdrawn, suspended, etc.); when a health or safety emergency exists; or when a student otherwise engages in behavior calling into question the appropriateness of the student’s continued residency in university housing or enrollment in the University.
In these situations, we encourage students to communicate directly with their parents. Where student consent is not sought or available, however, the University may contact parents, to the extent permitted by law.

PARENTS & THEIR ACCESS TO STUDENT RECORDS

Kettering University establishes relationships with its students based on their status as emerging adults and commits itself to fostering their development and self-direction. The University expects its students to assume primary responsibility for their education and well-being. Kettering University also recognizes its obligation to the parents of its students to act in the students’ best interest and communicates with parents to the extent allowed by the federal Family Educational Rights and Privacy Act (FERPA). This act ensures that nearly all communication between a student and Kettering University is considered confidential and that such information about a student's experience can be shared with the parents of an individual student only under very specific circumstances, as defined by the federal law. All rights accorded a student under this law take effect at the time of enrollment in a post-secondary educational program, regardless of the student’s age.

FREQUENTLY ASKED QUESTIONS ABOUT FERPA

What is FERPA?

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, helps protect the privacy of student records. The Act provides for the right to inspect and review education records, the right to seek to amend those records, and to limit disclosure of information from the records. The Act applies to all institutions who receive federal funding, including Kettering University.

Who is protected under FERPA?

Students who are currently enrolled in higher education institutions or formerly enrolled, regardless of their age or status in regard to parental dependency. Parents of students termed "dependent" for income tax purposes may have access to the student's educational records. Deceased students have rights under FERPA as long as they were formerly enrolled. Students who have applied but have not attended an institution do not have these rights.

What access do parents have to their children's educational records, according to FERPA?

The following four statements summarize FERPA's position regarding parental access to their children's records:

- When a student reaches the age of 18 or begins attending a postsecondary institution, regardless of age, FERPA rights transfer from the parent to the student.
- Parents may obtain directory information only at the discretion of the institution.
- Parents may obtain non-directory information only at the discretion of the institution and after it has been determined that their child is legally their dependent.
Parents may also obtain non-directory information by obtaining a signed consent from their child. The Student Consent for Release of Information form is available at http://www.kettering.edu/downloads/student-consent-release-records-0

What are educational records?

According to FERPA, an educational record, with limited exception, is a record which is maintained by the institution, directly related to a student, and from which a student can be identified. Based on this definition, records from virtually all academic, financial, and administrative offices fall under the FERPA umbrella. For example, grades, financial statements, and financial aid information may not be shared with parents without a student’s written consent.

What is directory information?

Institutions may disclose information on a student without violating FERPA through what is known as "directory information." This generally includes a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized sports and activities, weight and heights of athletes, dates of attendance, degrees and awards received, and other similar information. Each institution is required annually to identify what constitutes directory information within its policy. This notice must also provide procedures for students to restrict the institution from releasing his/her directory information.

Who is entitled to student information?

- The student and any outside party, including parents, who has the student's written consent.
- School officials who have "legitimate educational interests," as defined in FERPA.
- Parents of a dependent student as defined by the Internal Revenue Code.
- A judicial order or subpoena which allows the institution to release records without the student's consent; however, a "reasonable effort" must be made to notify the student before complying with the order.

When is the student’s consent not required to disclose information?

There are 13 exceptions:

1. To school officials (as defined in the policy).
2. To schools in which a student seeks to enroll.
3. To federal, state, and local authorities involving an audit or evaluation of compliance with education programs.
4. In connection with financial aid.
5. To state and local authorities pursuant to a state law adopted before November 1974 requiring the disclosure.
Kettering University
Parents Binder

6. To organizations conducting studies for or on behalf of educational institutions.
7. To accrediting organizations.
8. To parents of a dependent student.
9. To comply with judicial order or subpoena.
10. Health or safety emergency.
12. To the student.
13. Results of disciplinary hearing to an alleged victim of a crime of violence.

Students may obtain consent of information release forms from the Kettering University Registrar’s Office. The forms may be found in the Registrar’s Office and online at http://www.kettering.edu/downloads/student-consent-release-records-0

For further information, contact:

Mike Mosher, Interim Registrar
registrar@kettering.edu – 810-762-7476
http://www.kettering.edu/offices-administration/registrar
The Kettering University Professional Cooperative Education Program combines theory taught in the classroom with the hands-on experience gained in the workplace. It is designed to achieve the educational and career goals of students, in conjunction with meeting the future human resource needs of co-op employers. The mandatory component of the program represents a substantial portion of the academic foundation and the student's level of responsibility on the job generally increases as they complete advanced course work and move higher in their academic standing.

Co-op is an academic program, and students must complete five successful co-op terms (three of those after Junior status), and two thesis terms. Kettering students are expected to remain with the same employer throughout the entire program; however, flexible options are available when circumstances warrant the need for reassignment. Students applying for reassignment must meet with their Co-op Manager and prior notification of their current employer is necessary before a new job search process is initiated. Experience has shown that in most cases, it is more advantageous to progress within one organization than to change from one to another; allowing the student's learning curve to continually increase with greater responsibility over time.

A successful co-op experience depends on the cooperation of Kettering University, the participating employer partner and the student. Each has defined responsibilities and expectations. Carefully following these requirements will help ensure that your co-op experience is the best it can be.

Our Requirements

- Student works and meets regularly with their Co-op Manager
- Maintains a current resume, attends job skills seminars and applies for co-op positions
- Is accessible and available for interviews with potential co-op employers
- Notifies the Co-op Manager when employment offer is received and accepted
- Completes an evaluation of the co-op experience at the end of each work term
- Meets the academic expectations of the university and the work performance expectations of the co-op employer

Office of Cooperative Education and Career Services

- Serves as a liaison between the employer partner, the student and the university
- Makes suggestions for appropriate co-op positions
Kettering University
Parents Binder

- Provides information about Kettering University’s academic programs
- Refers resumes and helps with appropriate interview arrangements
- Advises co-op employers on appropriate wages and benefits
- Counsels students on career goals and help match their skills to the employer’s need
- Monitors the quality of the co-op work experience

The Co-op Employer Partner

- Provides a work plan for students and appropriate job descriptions for co-operations
- Works with the Office of Cooperative Education and Career Services to ensure co-op students are enrolled and registered at Kettering University during each work term
- Completes an evaluation of the student’s performance at the end of each work term
- Provides alternating work assignments, with an increased level of challenge and responsibility as the student progresses academically
- Provides a work assignment suitable for a Senior Thesis Project

Our Expectations

Kettering University students are expected to conduct themselves as mature individuals while on campus and in their work environments, communities, and company sponsored housing. We also expect students to uphold the quality and integrity of the co-op program. The Code of Student Conduct applies to students during their work terms.

Parental Support

Parent’s best support their student, and the University’s expectations, by allowing them to pilot the co-op experience on their own with advice and counsel from home, the University, and co-op employers. The experience gained through cooperative employment ensures students learn the skills requisite to professional success: self-advocacy, navigating complex organizations, interpersonal relations, and teamwork.
Parents may stay informed about all things Kettering by familiarizing themselves with the University’s website which contains comprehensive information about academic programs, student life, policies, procedures, and events. Additional sources of information include:

**Parent Emails**: We communicate primarily with students, whom we expect to read, and act upon as necessary, all University email they receive. We also send emails specifically created for parents to keep them informed on many matters of importance. If you would like to receive university communications, send an email to parents@kettering.edu and we will add you to our mailing list. (Note that we will not provide your email address to anyone outside the University, under any circumstances.)

**Parents’ Facebook Page**: Many parents subscribe to the parent page on Facebook, located at https://www.facebook.com/groups/118574403457/?fref=ts Discussions cover a wide variety of topics, from sharing successes to finding accommodations during co-op terms. Join this lively group to meet and communicate with parents who are actively engaged with their students’ Kettering experiences.

**Parents’ Website**: Our parents’ website contains lots of good information about all aspects of life at Kettering University. Visit it at http://www.kettering.edu/current-students/student-life/student-life-resources/parent-information. We update it regularly so check often for new information.
The Student Accounts office, located at 2-312 CC, processes all billings and collections for student accounts. Hours are Monday through Friday from 9 a.m. to 4 p.m. You must present your Kettering University I.D. to pick up your refund check or request information about your account. Cash and checks are accepted methods of payments in the Student Accounts office. For payment plans, online (ACH) or credit card payments, see Payment Plans below.

**Invoices:** Bills are generated four weeks prior to the start of each academic term and weekly thereafter as long as the student still has a balance due. We will e-mail students a notice via their Kettering e-mail address when the most current bill is ready to view on Banner Web/Self Service. Students need to log in with their own username and password. It is their responsibility to regularly check their Kettering email.

**Due Date:** All tuition and fees minus any financial aid are due the first day of classes.

**Late Fees:** A late fee of $300 will be assessed if the account is not settled by 4:00 p.m. on Friday the fourth week of each academic term.

**Payment Plans/Online Payments:** To help meet expenses, we have teamed with Nelnet Business Solutions (NBS) to offer eCashier and enable you to more easily budget your education expenses.

**eCashier** offers a variety of online payment options, including payment in full or monthly budget payments, giving you a convenient, interest-free way to pay for your education expenses. For the **payment plan**, instead of having to pay the tuition in full at the beginning of each term or going into debt, you may budget tuition and other expenses over 2 to 6 months per term. Because **eCashier** is not a loan program, there is no debt, no credit search, and no interest or finance charge assessed by NBS on the unpaid balance. The only cost to you is a $25 per term non-refundable fee to enroll in the plan (if, however, you elect the credit card option, your monthly payment along with a 2.5% convenience fee will be automatically charged to your credit card). For the **payment in full option**, if your payment is coming out of a checking or savings account, there is no fee for processing. If, however, you elect the credit card option, your payment in full plus a 2.5% convenience fee will be automatically deducted from your credit card. (At this time, NBS accepts MasterCard, Discover, American Express and Visa).

For additional information or to take advantage of electronic payments and/or the Tuition Payment Program, please visit [https://kettering.edu/offices-facilities/business-office/information-students/nbsfacts-e-cashier-payment-plan/nbsfacts-e](https://kettering.edu/offices-facilities/business-office/information-students/nbsfacts-e-cashier-payment-plan/nbsfacts-e).
We encourage parents and families to visit Kettering occasionally during academic terms so they have the opportunity to meet their student’s friends and observe, first hand, university life through student eyes. Family Day, held once each year for each section, provides an excellent opportunity to visit, as well as to participate in special workshops that promote student success. Parents also have the opportunity to mingle as a group. Other special events offer additional opportunities for visiting Kettering. These events are advertised on our website and communicated to students and parents who sign up to receive them.

Hotels

These hotels, located near Kettering, offer special discounts to Kettering families. Contact them directly for information about lodging availability and costs.

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>AmericInn</td>
<td>6075 Hill Rd</td>
<td>810-233-9000</td>
</tr>
<tr>
<td>Courtyard by Marriott</td>
<td>5205 Gateway Centre</td>
<td>810-232-3500</td>
</tr>
<tr>
<td>Holiday Inn Gateway Centre</td>
<td>5353 Gateway Centre</td>
<td>810-232-5300</td>
</tr>
<tr>
<td>Holiday Inn Express</td>
<td>3405 Regency Park Dr.</td>
<td>810-695-3000</td>
</tr>
<tr>
<td>Wingate Inn</td>
<td>1359 Grande Point</td>
<td>810-694-9902</td>
</tr>
</tbody>
</table>
The Parent Scholarship Fund

In order to maintain the high level of excellence in experiential education at Kettering University, parental support is critical. Without the generosity of parents of current and former students, tuition would be considerably higher than it is today. Tuition simply does not cover the cost of an elite STEM education. When you invest in Kettering University above and beyond tuition, it demonstrates your belief in the quality of our institution, serving as a catalyst for larger gifts and grants from our alumni and our corporate and foundation partners.

The Parent Scholarship Fund helps provide our students with large university opportunities in a small college setting through scholarship support, extracurricular activities, and research opportunities. Whether large or small, your gift will be combined with the gifts of other parents, making a transformative impact on our students and our institution. Your participation, regardless of amount, matters most.

Please consider making a tax-deductible contribution to the Parent Scholarship Fund. Gifts to the fund can be designated to specific scholarships, academic departments, or programs. You may also choose to make a gift in honor of your student’s graduation when the time comes. By making a gift of $25 or more, a special message from you to your graduate will be included in the Commencement program. Gifts may be made over the phone, online at www.kettering.edu/give, or by check made payable to Kettering University and sent to:

Kettering University
Parent Scholarship Fund
1700 University Avenue
Flint, MI 48504

If you’d like to discuss additional giving opportunities, please contact Caroline Ethington, Director of Philanthropy and Individual Gifts, (810) 762-9917, or by email at cethingt@kettering.edu.
Professors and Students
Kettering faculty, a world-class group of scholars, dedicate themselves to teaching—in the classrooms and outside of them, in formal and informal settings, all over campus. One of the most effective strategies for academic success is for students to get to know their professors and ask for help when they need it. All professors post office hours and are typically available at other times, by appointment. Encourage your student to visit their professors outside of class. The benefits of doing so include academic support, as well as networking opportunities and recommendations for employment and graduate study.

Academic Resources

Academic Success Center
Dr. Natalie Candela, Director
ncandela@kettering.edu - 810-762-9775
http://www.kettering.edu/academics/academic-resources/academic-success-center

The Academic Success Center (ASC) offers a variety of services aimed at assisting students to become successful, self-confident, and independent learners. Kettering faculty and staff work together to help students succeed. Students who may benefit from additional support are routinely referred to the appropriate resources. The resources available within ASC include subject tutoring, writing assistance, individualized success coaching, supplemental instruction, and testing accommodations. Available by appointment or on a walk-in basis, subject tutoring is provided by peer tutors in many math and science courses, while writing assistance is offered by professional consultants. Success coaching, available by appointment only and provided by professional members of the ASC team assists students in developing effective study habits.

Bookstore

Virtual bookstore services are available through Follett at http://www.bkstr.com/ketteringstore/home/en?cm_mmc=Redirect-_VanityURL-_ketteringu.bkstr.com-_345405 You can find the link on the Kettering’s Current Students web page.

Library
Dr. Charles Hanson, Director of Library Services
chanson@kettering.edu - 810-762-7814
http://www.kettering.edu/academics/academic-resources/library

The Kettering University library is prominently located on the second floor of the Academic Building and is comfortably furnished with individual study carrels, group study areas, and a leisure-reading area with current newspapers, magazines, and a large, flat-screen television.

The Library is open 83 hours each week, including on weekends. Reference librarians are available most of those hours. During final exam week, the Library’s hours are extended. Changes in hours are posted on the website and on a sign just outside the Library entrance. A returns drop box is available when the Library is closed.
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Ethics in the University
The mission of Kettering University rests on the premise of intellectual honesty; in the classroom, the laboratory, the examination desk, and in professional settings. The very search for knowledge is impaired without a prevailing ethic of honor and integrity in all scholarly, professional, and personal activities. The principles of honor and integrity make it possible for society to place trust in the degrees we confer, the research we produce, the scholarship we present and disseminate, and the critical assessments we make of the performance of students. In order to achieve our goals of preserving, disseminating, and advancing knowledge, Kettering University expects all members of the community to be open to new ideas, to be governed by truthfulness, and to be considerate of the rights of others. We strive to foster these values in all our endeavors and will employ all possible means to discourage dishonest behavior in any form. We hold students accountable for their choices and actions through the Kettering University Code of Student Conduct, administered by the Vice President of Student Life and Dean of Students.

Academic Integrity
We believe fairness, openness, and intellectual honesty to be the keystones of our educational mission. We foster these qualities in all our endeavors and use all possible means to discourage dishonesty, in any form. All members of the Kettering community should report academic dishonesty to the appropriate faculty person, as well as to the Vice President of Student Life and Dean Students. Academic dishonesty prohibited at Kettering University includes, but is not limited to, the following forms:

Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

Fabrication: Intentional and/or unauthorized falsification or invention of any information or citation in an academic exercise.

Facilitating Academic Dishonesty: Intentionally or knowingly helping or attempting to help another engage in academic dishonesty in any form.

Plagiarism: Intentionally or knowingly representing the words, ideas, or images of another as one’s own in any academic exercise.

Students may avoid any perception of academic dishonesty by following these principles:

• properly acknowledging and citing all use of the ideas, results, or words of others
• properly acknowledging all contributors to a given piece of work, including that of peers
• making sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of unsanctioned materials or unsanctioned collaboration
• obtaining all data or results by ethical means and reporting them accurately without suppressing any results inconsistent with his or her interpretation or conclusions
• treating all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress
Kettering University
Parents Binder

• upholding the canons of the ethical or professional code of the profession for which he or she is preparing.

Adherence to these principles is necessary in order to insure that:

• everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments
• all student work is fairly evaluated and no student has an inappropriate advantage over others
• the academic and ethical development of all students is fostered
• the reputation of the University for integrity in its teaching, research, and scholarship is maintained and enhanced.

Students found to have carried out any form of academic dishonesty are subject to the faculty member’s scrutiny and sanctions, as well as policies and procedures associated with the Code of Student Conduct.

Code of Student Conduct

The Kettering University Code of Student Conduct represents a body of behavioral standards for all students. These standards are strictly and vigorously enforced by the University to ensure members of this educational community a productive, safe, and equitable environment for growth and development. The University expects its students to conduct themselves as mature individuals while enrolled at Kettering wherever they are located, including on campus, at home, and in their work section communities.

Students are expected to comply with all University regulations governing student conduct and the use of University property and facilities. Kettering University has the right to take action and investigate any offense that involves our students, either as victims reporting or students accused of violating the Code of Student Conduct or any federal, state, and/or local laws/ordinances. The Code of Student Conduct extends to students at their places of co-op employment. We expect students to honor their co-op employer’s standards for workplace demeanor and may impose our Judicial Affairs procedures upon any student charged by an employer with workplace misconduct.

Conduct for which students may be subject to judicial action falls into, but is not limited to, the following categories:

1. Endangering people or their property.

2. Obstructing the normal functions of Kettering University or a co-op employer.

3. Theft or damage to property, including intellectual property, of Kettering University, a co-op employer, or any individual.

4. Any willful damage to the reputation or psychological well-being of others.
5. Threatening, intimidating, harassing, coercing, or verbally abusing another.

6. Any physical violence directed at any member of the Kettering University community or a co-op employer’s.

7. Unauthorized entry to, use of, or occupancy of Kettering University facilities or a co-op employer’s.

8. Any dishonesty, cheating, forgery, plagiarism, or alteration of, or misuse of Kettering University documents, records or identification, or a co-op employer’s.

9. Computer misuse, while on academic or work term, at the University or at co-op employment, including but not limited to:
   - Theft or other abuse of computer operations
   - Unauthorized entry into a file to use, read, or change the contents, or for any other purpose
   - Unauthorized transfer of a file or files
   - Unauthorized use of another individual’s identification and/or password[s]
   - Use of computing facilities to interfere with the work of another student, faculty member, or university official
   - Use of computing facilities to send obscene or abusive messages
   - Use of computing facilities to interfere with the normal operation of the University’s or a co-op employer’s computer system

10. Violation of applicable public laws while on Kettering University owned property, University or student-sponsored or supervised functions, a co-op employer’s owned or controlled property, or at a co-op employer-sponsored or supervised function.

11. Possession or use on campus or at a place of co-op employment of firearms, explosives, explosive fuels, dangerous chemicals or other dangerous weapons, except as specifically authorized by Kettering University or a co-op employer.

12. Use, possession, or distribution of narcotics or controlled substances except as expressly permitted by law.

13. Possession or use of alcohol on Kettering’s campus; any underage possession or use of alcohol.

14. Failure to comply with directions of Kettering University or co-op employer officials acting in performance of their duties.

15. Conduct which adversely affects the student’s suitability as a member of the Kettering University and/or co-op employment communities.

The Dean of Students’ office manages investigates and adjudicates all cases of student misconduct. Complete information about our processes may be found in the 2015-16 Student Handbook, located at http://www.kettering.edu/downloads/2015-2016-student-handbook
Many Kettering students receive financial aid, in the form of scholarships, grants, loans, and campus employment. The Financial Aid Office assists students in identifying all sources of funding to help meet the cost of their education. It strives to prepare the best financial aid package available to allow qualified students to pursue an education at Kettering University. Early application for financial assistance is strongly encouraged.

Financial Aid Application Procedure
In order to be considered for all available aid, submit the Free Application for Federal Student Aid (FAFSA) to the Federal Processor by February 15th each year. Any additional information requested by the Financial Aid Office should be submitted as quickly as possible. Late filers may lose valuable award dollars.

On-Campus Employment Opportunities
Numerous opportunities to obtain on-campus employment exist at Kettering University. These opportunities include Federal Work Study (FWS), which is based on financial need and is funded (in part) by the Federal government and Kettering University employment, which is available to students not eligible for FWS positions. Typical jobs include office assistant, grader, lab assistant, computer programming assistant, research assistant, and Recreation Center assistants. Most departments have FWS and/or Kettering University employment opportunities. To determine if your student is eligible for FWS, s/he should contact the Financial Aid Office. Job announcements are posted on the On-Campus Job Postings board, located outside the Student Accounts Office in the Campus Center and online at http://www.kettering.edu/financialAid.

All students working on campus for the first time are required to complete the I9/W4 forms for payroll (available in the Financial Aid Office, 4-700 CC). You are required to submit two types of identification with your completed I9 form. If you have a US Passport, that will satisfy both requirements of identification. Otherwise, please bring the following identification documents with you to campus (one from each of the following groups):

1. Driver’s License/School ID
2. Social Security Card/Birth Certificate
Study-Abroad Opportunities

Kettering University encourages all students to participate in study abroad as part of their undergraduate education. In today’s globalized world, students can benefit from learning about other cultures, mastering a foreign language and experiencing a new academic setting. Studying abroad allows students to widen the scope of their education; it is an experience that all students should be able to put on their resume.

Our study-abroad programs are organized through partnerships with foreign universities, whose staff and faculty members also support our students during their time abroad. To be eligible for study abroad, students must have at least a GPA of 2.5 and cannot have failed a class within a year of program start. Most students study abroad during their Junior II term or their senior year as they must meet the prerequisites for the courses offered by our partner universities. Classes are taken in English, which means that a student does not need to know enough of the foreign language to take classes in it, and the study abroad term is normally as long as a regular Kettering term.

Our most popular study-abroad program currently is with our German partner universities (Esslingen, Furtwangen, Konstanz, Reutlingen, and Ulm) which are located in the state of Baden-Wuerttemberg found in the south-west area of Germany, near Stuttgart. Students attending these programs live in the “center of Europe” with various opportunities to travel and explore.

Other study-abroad program options include China (Tongji University in Shanghai) and Sweden (Linköping University). For these programs, we communicate with the partner university directly to see what options our students have for a specific term. We do not have a set list of courses that are being offered in English and students may have to consider going abroad for a full semester (rather than a regular Kettering term). This means that students should be planning well ahead if they are interested in going to China or Sweden. Future study-abroad options may include England and Brazil.

The Kettering University study-abroad term is meant to be cost neutral. Students pay tuition as if they were on campus; the study-abroad term is a Kettering term just not on Kettering’s campus and courses are pre-approved before the student leaves for their program. Students budget for housing, meals and miscellaneous items just as they would during an academic term at Kettering. Housing and meal costs differ from university to university from student to student. Additional costs are for the flight and travel while abroad. To help with some of these additional costs, all students who are approved for study abroad receive a $1,500 study-abroad stipend and are able to apply for the Oswald Student Fellowship after being admitted into the program by the partner university.
Kettering University
Parents Binder

So, if your student is thinking about completing a study-abroad term:

• Encourage them to come to the Office of International Programs early for more information and application procedures. Planning ahead is crucial for study abroad as prerequisites need to be completed in time and finances need to be finalized.

• Support your student in their decision and encourage their participation! Students who have participated in study abroad describe it as a “life-changing” experience and none have regretted the experience.

• Understand that studying abroad involves additional expenses (for travel and other miscellaneous items), but the Kettering University study-abroad program is meant to be “cost neutral”.

• Help your student prepare for study abroad. While the Office of International Programs provides support services, the student may need assistance in making travel arrangements and completing paperwork including passport and visa (if necessary) applications. Kettering University will assist your student with academic advising, pre-departure orientation, health insurance information and cultural preparations.

• Encourage your student to share important documents that they will be receiving from the Office of International Programs at Kettering University. This includes a study-abroad handbook, partner university specific information, a document of tips from previous study-abroad participants, and things to be aware of when traveling abroad.

• Parents play an important role discussing safety and behavior issues with their student. Keeping in touch while the student is abroad is also essential and during pre-departure orientation all students are encouraged to set up a communication plan with their families – this ranges from e-mails to calling cards to Skype or anything you and your student prefer. It is advisable to agree on a date and time to check in with each other beforehand as students are busy studying, traveling and exploring while they are abroad.

The best way for your son or daughter to get started is by visiting the Office of International Programs at Kettering University to get our brochure and discuss the application process.
The Office of International Programs can be reached by e-mail at international@kettering.edu or phone at 810-762-9869.
Mission

The overall goal of the Office of Multicultural Student Initiatives is to improve the quality of life for multicultural students at Kettering University. Our mission is to:

- Insure that multicultural students are fully prepared to successfully matriculate within the Kettering University curriculum and environment;
- Provide academic supports services for multicultural students that will insure their retention and graduation;
- Increase the pool of multicultural students qualified to pursue math, science, management or engineering degrees by providing quality pre-college programs;
- Work with administrators, staff and faculty to create an environment which reflects the diversity of our society;
- Initiate and implement special activities and events geared toward creating positive self-imaging and professional development skills for multicultural students.

Student Organizations

The Office of Multicultural Student Initiatives services the following student organizations:

- NSBE (National Society of Black Engineers)
  - NSBE’s mission is to increase the number of culturally responsible black engineers who excel academically, succeed professionally and positively impact the community.
- SHPE (Society of Hispanic Professional Engineers)
  - SHPE’s mission is to promote the development of Hispanics in engineering, science and other technical professions to achieve educational excellence, economic opportunity and social equity.
- BUC (Black Unity Congress)
  - BUC organizes activities to unify, stimulate and educate the Kettering Community about the African America culture.
- International Club
The International Club invites you to learn about history, world views, and culture in a fun and comfortable environment.
Information Technology
Viola Sprague, Vice President of Instructional, Administrative, and Information Technology
vsprague@kettering.edu – 810-762-9668
https://www.kettering.edu/offices-administration/information-technology

Information Technology provides support services to students to help them resolve technical problems, get answers to questions, and to recommend equipment and software.

Help Desk
The Help Desk provides technical support for computing resources 8:00 A.M. – 5:00 P.M., Monday through Friday. Students may contact the Help Desk in person (it’s located in 2-340 in the Academic Building) or by phone at 810-237-8324. Students may also send an e-mail to helpdesk@kettering.edu at any time. The support staff replies to support requests during normal business hours.

Recommended Student PC Specifications

Minimum Desktop
Processor: Intel Core2Duo E8400 or AMD Phenom II X3 720
Memory: 4 GB DDR2 6400 RAM
Storage: 120 GB+ hard drive
Video: AMD Radeon HD 4770 or nVidia GeForce 9800 GT
Audio: Any integrated audio card
Peripherals:
- Dual-layer DVD multi-format optical writer
- 1 Gigabit Ethernet port, integrated or discrete

Minimum Laptop
Processor: Intel Core2Duo T5450 or AMD Turion X2 RM-74
Memory: 2 GB of RAM appropriate for the processor type
Video: AMD Radeon Mobility 3200 or nVidia GeForce 8400 GS
Peripherals:
- Dual-Layer DVD multi-format optical writer
- 10/100 ethernet port
- Built in wireless with support for 802.11b/g*

Please Note: The above listed specifications are minimum specifications only. Kettering University does not promote one brand of PC over another; however, Dell does provide a discount price to Kettering University students.
Microsoft Windows 7
Microsoft Office 2007/2010
Secure SSH
Adobe Acrobat Reader
Spyware blocker
Microsoft Windows Internet Explorer 8/Mozilla Firefox

All computers accessing Kettering resources must have an antivirus application. This application must be kept updated at least daily as new viruses are being introduced into the Internet at an alarming rate.

Please Note: Kettering University participates in the Microsoft Student Select program which offers discounted academic pricing on selected Microsoft software for enrolled students. Other software and hardware discounts are also available through the http://www.zones.com/site/home/index.html site. You will be required to authenticate your enrollment at the time of purchase.

*Kettering University has wireless capability in most areas of the campus.
The Office of Student Life Programs serves as a resource for student organizations at Kettering University. The office staff assists student leaders and coordinates the development and implementation of programs which enrich student life and enhance the academic experience at Kettering University. Involvement on campus develops leadership skills, provides opportunities to meet new people and learn new skills, builds campus community and relationships and provides a welcome break from academics.

**Kettering Student Government**

There are four branches of student government at Kettering. The Student Senate is comprised of students from all class levels who are elected to office. The Finance Council, Operations Council and Academic Council are comprised of students who have been appointed by the Student Senate.

**KSG Recognized Athletic Team**

Kettnetic Thunder Ultimate Frisbee Team

**KSG Recognized Clubs and Campus Organizations**

- Aerospace Club
- Airsoft Club (A-section only)
- Asian American Association (B-section only)
- Anime Club (A-section only)
- Aquaneers Scuba Diving Club
- Black Unity Congress
- Chemical Engineering Club
- Chess Club (A-section only)
- Cliffhangers/Rock Climbing Club
- Computer Club (B-section only)
- CRU Christian Club
- Dance Club
- Fencing Club
- Fine and Performing Arts
- Firebirds Automotive Club
- Fitness Club (A-Section only)
- Formula SAE
- Gaming Society (A-section only)
- Golf Club (B-section only)
- Green Engineers Organization
- Grill Club
- Juggling Club (B-section only)
- Just Cricket
- Improv Club
- International Club
Kettering University
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Kagle Leadership Initiatives
Karate/MMA Club
Kettering ALLIES (A-section only)
Kettering Entrepreneur Society
Model United Nations (B-section only)
Mudboggers/Off-Road Club
Open Source Club (A-section only)
Outdoors Club
Paintball Club
Plastics Engineering Club (A-section only)
Physics Club
Pre-Med Club
realSERVICE Community Service Organization
Roadrunners (A-section only)
Soccer Club
Student Alumni Council
Tennis Club
Technician Newspaper
Trap & Skeet Club
WKUF-FM Radio Station

Professional Societies
American Society of Heating, Refrigeration and Air-Conditioning Engineers
American Society of Mechanical Engineers
Institute of Electrical and Electronics Engineers
Institute of Industrial Engineers
National Society of Black Engineers
Society of Plastics Engineers
Society of Physics Students
Society of Automotive Engineers
Society of Hispanic Professional Engineers
Society of Women Engineers
Community Service
Myra Lumpkin, Coordinator of Community Service
mlumpkin@kettering.edu – 810-762-9743
http://www.kettering.edu/current-students/student-life/community-service

Community Service can be an essential part of the university experience. Engaging in the community in which you learn can have very meaningful impact on your student’s academics, and social life. Working in the community allows students to make connections that can last a lifetime. Here at Kettering University, we offer opportunities for students to become civically engaged with the Flint community through numerous opportunities.

The student groups that operate out this office plan and implement events such as “Relay for Life,” an American Cancer Society fundraiser, and “Walk a Mile in Her Shoes,” part of an international march to raise awareness about the serious causes, effects and remedies for sexualized violence.

“Service Saturdays” offer students the opportunity to volunteer within the Flint community. Events, such as neighborhood clean-ups and beautification campaigns, bring together students, faculty, staff, and neighbors in a collaborative community effort. Students may also volunteer to work on community service projects hosted by non-profits around Flint and the region. Our website lists up-to-date opportunities.
Greek Life
Myra Lumpkin, Coordinator of Greek Life
mlumpkin@kettering.edu – 810-762-9743
http://www.kettering.edu/current-students/student-life/greek-life-0

Kettering University has a vibrant Greek community; nearly 40% of our students belong to fraternities and sororities. We encourage parents to familiarize themselves with the traditions, benefits, and features of Greek organizations so they may anticipate what to expect if their students goes Greek.

Greek Life Motto
Civitas, Scientia, Officium, Duces
Community, Knowledge, Service, Leaders

Since 1921, Greeks have played an important role in the lives of students at Kettering University. They have provided a home away from home for many young men and women and supported excellence in academics, athletics, and leadership. Today, the fraternities and sororities at Kettering continue this proud tradition of helping our students excel in all aspects of university life.

Each fraternity and sorority is different; each has something unique to offer to potential members; and all play an active role on the Kettering campus and in the Flint community, through their community service projects and philanthropic activities.

Opportunities Available to Members of our Greek Community:
- Leadership development workshops and opportunities to practice leadership skills.
- Scholarship opportunities and academic support
- A safe, clean, friendly home atmosphere in the chapter house. (Not all chapters have recognized houses)
- Trained and experienced advisers
- Opportunities for personal growth and development
- Professional networks

Our Goals:
- To assist all members of the Greek Community in striving for excellence in all three areas of Greek Life: Pursuit of Knowledge, Civic Engagement/Awareness, and Social Development
- To foster and support leadership: in the classroom, on the athletic field, in the community, and in the work place
- To combine the best attributes of each individual organization to benefit the Greek Community, Kettering University and the Flint community
Grades
Academic excellence is our first priority. Each Greek organization has its own academic standards, which all members must achieve. Also, the University requires that Greeks achieve a minimum 2.5 cumulative GPA and complete a minimum of 12 credits each term. On average, our Greek organizations have higher GPAs than the averages for all male students and all female students. Greek organizations sponsor study nights and other academic events, maintain libraries in their fraternity and sorority houses, and receive guidance from a faculty adviser.

Commitments
Being a part of a Greek organization requires students to commit time and money. Greek organizations expect students to attend meetings and social events, participate in fundraisers, and volunteer in the Flint community. Greeks must learn time management skills to balance these commitments with academics.

Each fraternity or sorority has its own set of financial requirements. All chapters assess member fees and other charges. Additional financial obligations may arise as a condition of Greek membership. You and your student should fully understand and anticipate the financial obligations of Greek life. Individual chapters and the Greek Life office can assist you and your student in determining them.

Hazing
Neither Kettering University nor the national Greek organizations tolerate hazing. Fraternity and sorority leaders, and their advisers, commit to prohibiting all hazing and reporting it if it occurs. Each new member must sign a form making the same commitments. Parents who suspect or have knowledge of hazing incidents should report it immediately to Myra Lumpkin, Coordinator of Greek Life: mrawls@kettering.edu, 810-762-9743.

Fraternities and Sororities
Kettering University hosts 19 different fraternities and sororities on campus.

Fraternities include Alpha Phi Alpha, Beta Theta Pi, Delta Chi, Delta Tau Delta, Lambda Chi Alpha, Kappa Alpha Psi, Phi Delta Theta, Phi Gamma Delta, Pi Kappa Alpha, Sigma Alpha Epsilon, Sigma Chi, Sigma Nu, and Theta Xi.

Sororities include Alpha Kappa Alpha, Alpha Sigma Alpha, Alpha Phi, Alpha Gamma Delta, and Delta Sigma Theta.
Kettering University
Parents Binder

Kettering University recognizes our students’ achievements through a variety of scholarly, leadership, and professional honor societies. Students become eligible by achieving the specific organization’s requirements.

**Alpha Pi Mu** is the national Industrial Engineering honor society. The members of Alpha Pi Mu work responsibly to further the ideals and aims of the engineering profession. The honor is bestowed upon Industrial Engineering students who have superior scholarship and character, demonstrated ability, shown initiative, and possess admirable character.

**Collegiate DECA** is a national organization promoting leadership and career development among those students who are interested in business management. Activities include preparing development conferences at both the state and national level. At the conferences, students participate in competitive events in General Marketing, Financial Services, Human Resources, International Marketing, Marketing Management, Merchandising, Industrial Marketing, Entrepreneurship, and Sales by solving case studies, preparing written plans, taking written exams, and participating in role plays, quiz bowls, and executive interviews.

**Eta Kappa Nu Association** is a national Electrical Engineering honor society and has its Theta Epsilon chapter at Kettering University. Electrical Engineering students in the top quarter of their class are eligible after their junior year. Students ranking in the top third of their class are eligible after they become degreed seniors.

**Gamma Sigma Alpha** of the Delta Zeta chapter recognizes those fraternity men and sorority women who have consistently excelled in the area of academic excellence. This prestigious honor society serves as a beacon for all Greeks to strive for academic success and encourages the pursuit of higher knowledge amongst all students at Kettering.

**Kappa Mu Epsilon (KME) National Mathematics Honor Society** is the Michigan Epsilon Chapter. KME was founded to promote the interest of mathematics among undergraduate students. This is fostered by activities such as outside speakers, films, student presentations, and participation in events such as National Mathematics Awareness Week.

**Leaders Fellowship** is a student leadership endowment established by recent graduates recognizing aspiring student leaders.

**Order of the Engineer** fosters spirit of pride and responsibility in professional engineers.

**Order of Omega:** The Eta Eta Chapter of the Order of Omega recognizes those fraternity men and sorority women who have attained a high standard of leadership.

**Pi Tau Sigma** is a national mechanical engineering honor society. Member selection is based on scholarship, leadership and probable future success in mechanical engineering from the top-ranked junior and senior students.
Rho Lambda is the International Panhellenic Leadership Recognition Society. It honors Panhellenic women who exhibit the highest qualities of leadership and service within their sororities and the Kettering University community. These women foster the ideals and principles of the Panhellenic system throughout their years of sorority affiliation.

The Robots Society was founded in 1927 for the purpose of giving recognition to those students who have demonstrated outstanding leadership, service and citizenship to the student body in co-curricular activities. Scholastic standing is an added criterion for election.

Sigma Alpha Chi is a scholastic honor society founded in 1970 for the purpose of recognizing high scholarship among management students.

Sigma Pi Sigma is a national honor society which exists to honor outstanding scholarship in physics; to encourage interest in physics among students at all levels; to promote an attitude of service of its members towards their fellow students, colleagues, and the public; and to provide a fellowship of persons who have excelled in physics. This honor society is not just for physics majors - any student who has completed at least four physics courses, has a GPA of at least 3.0, and ranks in the top third of their class is eligible.

Tau Beta Pi, a national engineering honor society, has its Michigan Zeta chapter at Kettering University. This association offers appropriate recognition to undergraduate engineering students for distinguished scholarship and exemplary character.

Upsilon Pi Epsilon is an international computer science honor society and has its Michigan Epsilon chapter at Kettering. Its mission is to recognize academic excellence in computer science. Students qualify for membership as seniors by being in the top third of computer science majors in their graduating class and having an overall GPA of 3.5/4.0.
EMERGENCY INFORMATION RESOURCES

While campus emergencies occur rarely at Kettering, we utilize a variety of resources to communicate with students and their parents when circumstances warrant. We ask all students and their families to familiarize themselves with our emergency information resources so they know who to call upon when they need assistance; in an emergency or in their everyday lives at Kettering.

We urge all parents to make emergency plans now with their student so all members of the Kettering community are prepared to respond effectively if a campus emergency should take place. Follow these recommendations for preparing and responding to emergencies.

Prepare

1. Make sure that your student is registered for the KETTERING ALERT emergency notification system. This system makes it possible for us to send critical news and information to the Kettering community during campus emergencies, including weather-related closures. Students may opt-in to receive cell phone, text, and voicemail messages, alerting them to a campus emergency and recommending a course of action to promote safety. Please encourage your student to participate in this emergency notification system by logging into Banner Web, selecting Personal Information, then clicking on Kettering Alert. Only students, faculty, and staff are eligible for this emergency voice and text notification system.

2. Create a plan to get in contact with your student after an emergency. Resources like the American Red Cross Safe and Well List (http://www.redcross.org/find-help/contact-family/register-safe-listing) provide recommendations for making contact during or after an emergency when phone service may not be available. Since phone service may be unavailable, the University recommends that you identify at least two methods for contacting your student after an emergency to see if he or she is safe and well. Campus may not be accessible during or after an emergency, so it is a good idea to make plans in case you will not be able to access campus.

3. Learn about the University’s emergency response guide, the Flint area, and ask questions. Kettering University’s Emergency Response Guide may be found here: https://www.kettering.edu/downloads/emergency-response-guide. These guides are posted throughout campus.

A map of the University is available for download at http://www.kettering.edu/offices-administration/office-vice-president-administration-finance/physical-plant/campus-maps-pla-0. Visit https://www.cityofflint.com/ for more information on the City of Flint.

Finally, if you would like more information, please contact the Student Life office (810-762-9871) or Campus Safety (810-762-9501).
4. **Learn about other personal safety programs on the Kettering campus:**

Kettering University’s Campus Safety is responsible for protecting persons and property on campus, 24/7/365. Officers patrol campus by car and on foot. They also patrol—by car—a one-mile area around campus by car. They work closely with the City of Flint Police Department and other protection agencies along the University corridor to protect members of the Kettering community. They also provide other services, including:

- **Bicycle Registration** - all bicycle riders are encouraged to register their bicycles as a deterrent to crime and to promote safety.
- **Blue Light Emergency Phones** - there are over 15 Emergency Blue Light Telephones located across the campus. These phones only require one button to be pushed and the call will ring directly to Campus Safety and automatically identify the caller's location so assistance can be sent quickly.
- **Safety Escort Service** - students who desire an escort to or from any campus-owned building, parking lot, or location within a one-mile radius of campus may call Campus Safety (810-762-9501), 24/7/365 to arrange a safety escort. Note that this service does not include rides related to social excursions or local amusements. Campus Safety officers **do not serve** as designated drivers for any social event, on or off campus.

5. **Make sure that you prepare yourself for emergencies.** Although you do not live on campus or in the Flint area, you are an important member of the Kettering family. Visit [www.readync.org](http://www.readync.org) for personal emergency preparedness tips.

**Respond**

1. **When an emergency occurs on campus,** visit [https://www.kettering.edu/emergency](https://www.kettering.edu/emergency) for official updates from the University. Bookmark this site in your internet browser now.

2. **Do not drive to campus unless you are told that it is safe to do so.** The University's Emergency Operations Center will coordinate with the Student Life office during an emergency to provide a resource for parents and family members to receive information updates as soon they become available following an emergency incident.

3. **Think positively.** Although cell phones may be down and the campus becomes inaccessible during an emergency, Kettering University is committed to the safety and security of your student. University officials will work diligently with emergency responders and the community to respond immediately to any emergency or natural disaster.

Thank you for taking an active role in your student’s safety and security. We welcome your engagement. Contact the Student Life office (810-762-9871) if you have any questions or comments regarding emergency preparedness and response at Kettering University.
The safety and security of our students is our highest priority and Kettering University is committed to making campus and the surrounding area as safe and secure as possible. Parents have an important role to play in their student’s safety and we actively seek your participation in our efforts. The more parents know about how we work and how you can help us maintain a safe and secure campus, the more successful we will be. We ask that you learn about our operations and resources so that you may coach your student to acquire complete knowledge of them and adopt practices to keep themselves safe.

Our Campus Safety Operation

Kettering University’s Campus Safety department operates 24 hours a day, 365 days a year. We operate three 8-hour shifts; a minimum of three officers are on duty at all times. One officer staffs the desk, located just inside the front doors of the Campus Center, at all times. This officer, among other duties, monitors live video streams from the many security cameras we have around the campus. During each shift, other officers patrol the parking lots and buildings, on foot and in Campus Safety vehicles. They also patrol the neighborhood surrounding the University within a one-mile radius. Campus Safety officers secure our buildings and surrounding property and provide many other security services, including escorts (see below).

Campus Safety works in concert with the Flint Police Department to provide safety and security on and off campus. Campus Safety officers are first responders to all incidents that take place on campus and facilitate emergency responses that occur on Kettering University property. Off campus, they patrol and report emergencies and suspicious activities to the Flint police and other law enforcement agencies. Note that according to State of Michigan laws, Campus Safety officers may not actively intervene in any off-campus criminal activity, including investigating incidents or pursuing, restraining, or arresting suspects. The Flint Police Department or other law enforcement agencies must, by law, manage these situations.

Students’ Safety

Our ability to provide a safe and secure campus depends upon the knowledge, experience, and hard work of our Campus Safety officers, as well as our collaboration with the Flint Police Department. It also depends upon students’ active participation in ensuring their personal safety. We encourage students to take these steps to protect themselves.
Learn about and adjust to life in a new environment. Many of our students are unfamiliar with urban living, which presents unique security challenges. Students who have grown up in suburban or rural areas have not yet developed habits requisite to safety in city life. These include using well-lighted roads, sidewalks, and walkways; locking vehicle and home doors; hiding personal property in vehicle storage spaces (trunks and other compartments); traveling in pairs or groups; and utilizing Campus Safety resources, including our Escort & Shuttle service.

**Campus Safety Services & Resources**

**Escort & Shuttle Service:** This service, available 24/7, provides either a walking escort or transportation to any point on campus or within a one-mile radius of it. Students may access this service by calling Campus Safety, visiting their office in the Campus Center, or utilizing the call boxes located throughout all parking lots and other campus locations. We encourage students to program the Campus Safety telephone number (810-762-9501) into their cell phones. (Note that Escort/Shuttle Services exists to protect members of our community; it is not a means of local transport for any other reason.)

**Building Access:** During regular business hours, all doors on campus are locked or monitored. Access, via ID card, varies depending on one’s need; e.g., all members of the campus community may access all buildings, however, access to offices, labs, etc., within a building may be restricted to those with a demonstrated need. Building access information is available at [https://www.kettering.edu/offices-administration/office-vice-president-administration-finance/campus-safety/building](https://www.kettering.edu/offices-administration/office-vice-president-administration-finance/campus-safety/building).

**Reporting Suspicious Activity:** We encourage students to report suspicious activity, whenever they observe it on or around campus. Campus Safety officers respond directly to suspicious activity on campus and report it to the Flint Police Department when it is observed off campus. Students may call Campus Safety at 810-762-9501 or dial “0” from campus phones, located in all buildings and in Emergency kiosks, located throughout campus.

**What Students Should Do in Case of an Emergency:** We instruct students to call 9-1-1 from personal or campus phones in case of an emergency. Calls to 9-1-1 from personal phones will route the caller to the City of Flint’s central dispatch office. Calls to 9-1-1 from campus telephones are routed to the Campus Safety office. The Campus Safety desk officer will contact the Flint Police Department or other emergency responders, as circumstances warrant.

**Campus Safety Incident Reports:** Students should file a report of any safety incident that occurs. We encourage students to secure themselves first and then report all on- and off-campus personal or property incidents through our Campus Safety Incident Report System, located at [https://okras.kettering.edu/kuapps/f?p=2008:111](https://okras.kettering.edu/kuapps/f?p=2008:111):

Campus Safety follows up on all incident reports directly with all individuals making a report and, when appropriate, with local authorities. Reporting all security related incidents is important because this information makes it possible for us to track as well as to anticipate criminal activity. The reports also help us to connect affected individuals to campus resources that may be of assistance to them, such as the Wellness Center.
Kettering University
Parents Binder

How Kettering University Responds to an Incident On or Near Campus: We have multiple ways to notify students of incidents on or near campus. The methods we use depend, in part, upon the nature of the situation.

In the event of an emergency, members of the University community will be notified using one or more components of our alert system; all are intended to enhance communication with the campus community. These components include Kettering Alert, website alerts, email, voice mail, campus PA announcements, and Emergency Kiosks. Depending on the nature of the emergency, one or more of the following actions may be taken:

- Website alert banners may appear on the Kettering University web pages, directing users to a website announcement.
- Text messages may be sent to cell phones and other devices through Kettering Alert.
- Voice mail, email, and/or the web may be used to update or inform students and others about a situation.
- Our public address speakers may be used, as appropriate, to alert persons in and around our buildings. (All campus buildings feature speakers, inside and outside.)

Not all methods will be used at all times. Campus Safety routinely updates its criteria for escalation of campus notifications through consultations with peers at other colleges and universities, implementation of new technologies, and consideration of changing conditions within the campus community.

Kettering Alert: This electronic system serves as the linchpin of our emergency notification system. We encourage students to enroll in this cell phone and email notification system so they receive urgent, time-critical, real-time information issued by Campus Safety when circumstances warrant it. Students must enroll in Kettering Alert so we can inform them in real-time of critical events on campus. At the beginning of each term, we remind students to enroll in Kettering Alert through Banner Web/Self Service, accessible at https://jweb.kettering.edu/cku1/twbkwbis.P_GenMenu?name=homepage.

We issue alerts only when the situation meets the standard of “imminent danger” to the campus or community. What does this mean? Simply put, a Kettering Alert will be issued when any conditions or dangers exist which may cause serious physical harm immediately or before the imminence of such danger can be eliminated through enforcement or other safety procedures. The decision to issue a Kettering Alert may be made by the President or by Campus Safety alone, or in consultation with the Flint police or other emergency responders. We use Kettering Alerts only when needed to ensure their impact when we do send them; we do not use them for routine communications. We also send Kettering Alerts when weather conditions warrant action on the part of students, faculty, and staff, e.g., when snow or rain conditions make travel to or from the University unsafe.

Kettering University Emergency Information Website: In case of a University-wide emergency, parents may obtain information from the Emergency Information website, located at http://emergency.kettering.edu/.

Students’ Emergency Contact Information: At the beginning of each term, we remind students to update their emergency contact information through Banner Web/Self-Service.
Parents should note that the University is restricted, by federal privacy laws, regarding the types of information we may share with them, even in emergencies. We share all information possible, as allowed.

Training Students

Each term, we provide training and information to all students regarding their personal safety. Some of this training takes place in seminars and workshops; other is communicated via electronic means. Topics include personal and property protection; what to do in case of an emergency; reminders to update Kettering Alert and emergency contact information; how to evaluate off-campus housing regarding safety features; and others. We ask parents to encourage students to take advantage of these training opportunities and to access safety and security information on a regular basis.

Living Off-Campus

For many reasons, including safety, we encourage all students to reside in Thompson Hall throughout their collegiate experience. Students who choose to live off campus should select housing that provides safety and security features. We instruct them to follow these guidelines:

- Check all window and door locks to make sure they function properly. If they don’t, contact the property owner immediately to get them fixed. Each exterior door should have a minimum of two (2) functioning locks: a deadbolt and a doorknob lock. Each window should have a secure, tamper-proof lock on it.
- Insist that broken windows, locks, and doors be fixed immediately.
- Make sure the rental unit is properly lit outside. Property owners should provide lights over all doors, as well as on all sides of the home that are not secured by tamper-proof fencing.
- If shrubs and bushes provide hiding spots, contact the property owner to get them trimmed or removed entirely. Insist they be maintained.
- If your rental unit has an alarm system, use it. If it does not function properly, contact your property owner and insist that it be fixed immediately. If it doesn't have one, ask that one be installed.
- Park your car in a well-lit area. Do not leave any personal items in it--seen or unseen.
- Utilize Campus Safety's Escort Service to and from campus.
- Never open your door until you know who's on the other side. If your entry door does not have a peephole or other device to see who is on the other side, insist that your landlord install one immediately.
- All rental units should have functioning smoke detectors, including one per sleeping room.
- Each sleeping room should have two methods of egress (exit), typically a door and a window that does not have bars on it.
- Property owners should provide an adequate number of functioning fire extinguishers and carbon monoxide detectors in all rental units.
- Once you move into a rental unit, insist all rental signs be removed. Permanent signs violate City of Flint building codes and signal to criminals the presence of students who typically possess easily pawn-able electronics and other devices.
Neither Kettering University nor “KU” may appear on any privately owned rental property. Report these signs to Campus Safety and we will have them removed.

Note that Kettering University neither owns nor operates any off-campus housing, including the Campus Village Apartments (located on Chevrolet Avenue across from the Campus Center). We do, however, allow property owners to advertise available rentals on campus bulletin boards. The University does not investigate, endorse, or guarantee the accuracy of any advertised properties, the quality of the facilities listed, or the listed individuals, companies, or firms. The University does not investigate, endorse, or guarantee the suitability of those who respond to the advertisements. Users of this service communicate and contract with each other individually and at their own risk. The University and employees of Kettering University are not liable for any actions occurring as a result of arrangements made between users of this service or for any errors or omissions made in rental listings posted on campus.

**Campus Safety Reports**

Kettering University’s Campus and Fire Safety Report is available on our website at [https://www.kettering.edu/downloads/annual-campus-safety-report](https://www.kettering.edu/downloads/annual-campus-safety-report). Note that our campus is remarkably safe. We have few on-campus incidents that threaten the safety and security of our students.

**Contact Us**

Don’t hesitate to contact us if you have any questions. Jim Benford, Director of Campus Safety, and the safety officers will happily answer your questions and provide additional information.