

# KINGSBOROUGH COMMUNITY COLLEGE

## STUDENT <sup>quick</sup> REFERENCE DIRECTORY

### ACADEMIC AFFAIRS

#### Center for Academic Writing Success

Room L219 | (718) 368-5405 | Mon – Thurs 8am - 10pm, Fri 8am - 3pm, & Sat 10:20am - 3pm | [caws@kbcc.cuny.edu](mailto:caws@kbcc.cuny.edu)

We help you develop essential skills in reading, writing, and critical thinking. We also help you identify common writing mistakes, think through your ideas, and revise and edit your work.

#### Registration Help Center

(718) 368-6551 | Mon – Fri 9am - 6pm | [registrationhelp@kbcc.cuny.edu](mailto:registrationhelp@kbcc.cuny.edu)

We process special permission requests for prerequisite or restriction waivers. We also process special permission requests to register for an overload or excess number of credits.

#### My Turn

Room F219 | (718) 368-5079 | Mon – Thurs 9am - 4pm & Fri 9am - 1pm

Retirees, professionals, or individuals with or without a high school or college degree can participate in this special tuition-free college education program open to New York State residents who are 60 years of age or older by the first day of class. Seniors can attend regular college classes alongside traditional students.

#### Associate Provost Office

Room M386 | (718) 368-5029 | Mon – Fri 9am - 6pm | [AssociateProvostOffice@kbcc.cuny.edu](mailto:AssociateProvostOffice@kbcc.cuny.edu)

We will help you with matters relating to academic appeals, including grade changes, withdrawals, transfer credit evaluation, credit overloads, and reinstatements. We also manage the Dean's List, the Immersion Program, writing intensive requirement, and coordinate co-curricular programming including KCC Reads and Eco-Festival.

#### Honors Program

Room M377 | (718) 368-5365 | Mon – Fri 9am - 5pm | [Honors@kbcc.cuny.edu](mailto:Honors@kbcc.cuny.edu)

We provide highly-motivated students with a challenging, enriching, and rewarding educational experience. It is open to students with a minimum 3.2 GPA. Courses exercise students' drive in critical thinking, independent research, analytical writing, oral debate, and public speaking. We also assist you with scholarship applications, provide leadership positions, and guidance through the transfer admission process.

#### Immersion Program

Room D106 | (718) 368-5358 | Mon – Thurs 9:30am - 3:30pm | [Immersion@kbcc.cuny.edu](mailto:Immersion@kbcc.cuny.edu)

Serving incoming freshmen and currently-enrolled students, the Immersion Program offers three different summer sessions. Developmental classes can be completed before the fall semester begins. Immersion courses are designed to help you pass CUNY tests.

### ACCELERATED STUDY IN ASSOCIATE PROGRAMS (ASAP)

Room M211 | (718) 368-5616 | Mon – Fri 9:30am - 5pm

We provide you with a comprehensive array of supports and services to help you successfully graduate in three years or less, to transfer into a Bachelor's degree program, or to pursue a career.

### CENTER FOR ECONOMIC & WORKFORCE DEVELOPMENT (CEWD)

Room V229/D109 | (718) 368-4637 | Mon – Fri 9am - 5pm | [cewd@kbcc.cuny.edu](mailto:cewd@kbcc.cuny.edu)

If you are under- or unemployed, we can provide the training and skills necessary to help you advance in your current career, or continue toward achieving a higher educational goal. A series of workforce development programs and initiatives, focusing on the culinary arts, urban farming and the healthcare fields, will help to meet these goals.

### COLLEGE ADVANCEMENT (OCA)

Room M243 | (718) 368-5940 | Mon – Fri 9am - 5pm

We support, encourage, and promote the academic mission and vision of the College by coordinating all fundraising for the College through relationships with alumni, faculty and staff retirees, and external constituencies. Contact us if you have questions about fundraising on campus.

#### Alumni Relations

Room M243 | (718) 368-6725 | Mon – Fri 9am - 5pm

We provide alumni with a lifelong connection to the College and a variety of events and social activities that are beneficial to alumni and students, and help support the advancement efforts of the College.

### COMMUNICATIONS & GOVERNMENT RELATIONS

Room A228 | (718) 368-6760 | Mon – Fri 9am - 5pm | [Communications@kbcc.cuny.edu](mailto:Communications@kbcc.cuny.edu)

We are the College's official media spokesperson. We also coordinate all branding and marketing messages, provide news, information, access to subject matter experts, and guide all departments in the proper usage of the College's brand and identity elements. Government Relations coordinates outreach to public and elected officials.

### CUNYFIRST HELP CENTER

(718) 368-6551 (PHONE SERVICE ONLY)

The CUNYfirst Help Center will help you troubleshoot your CUNYfirst account.

### ENROLLMENT MANAGEMENT

Room V100 | (718) 368-6700 | Mon – Fri 9am - 5pm

We are responsible for all services and programs that help you stay on track throughout and beyond the admissions process.

- **Admissions Information Center**  
Room V103 | (718) 368-4600 | Mon – Fri 9am - 5pm  
We provide information about KCC before you apply, and help you through the application and admissions process.
- **Financial Aid**  
Room U201 | (718) 368-4644 | Mon, Thurs, Fri 9am - 5pm & Tues – Wed 9am - 8pm  
We assist current and prospective students and their families in obtaining the necessary financial resources to attend Kingsborough Community College.
- **Food Pantry**  
Room T4-265 | (718) 368-4660 | Mon – Fri 10am - 4pm  
The Food for Thought program hosts a food pantry if you need supplemental food assistance. We provide FREE packaged, non-perishable food items as well as fresh produce (when available) to help you prepare nutritious meals at home.
- **International Student Affairs**  
Room V101 | (718) 368-6800 | Mon – Fri 9am - 5pm  
If you are an international student, we can help you with administrative services related to immigration, residency, and visa matters.
- **One Stop**  
Room V100 | (718) 368-6654 | Mon, Thurs – Fri 9am - 4:45pm & Tues – Wed 9am - 7:45pm  
We can help you with concerns about Admissions, Financial Aid, Registrar processes, and ID validation.
- **The New Americans Center**  
Room V101 | (718) 368-5600 | \*Mon – Fri 9am - 5pm & Wed 9am - 7pm  
(\*When classes are in session)  
If you are eligible to apply for DACA, we will help you to secure the appropriate clearances for legal work authorization, obtaining a Social Security card, and a state identification card.
- **Registrar**  
Room A101 | (718) 368-5136 | \*Mon – Fri 9am - 5pm & Tues – Wed 5pm - 7:45pm (Room V-100) (\*When classes are in session)  
We maintain academic records for all students, and are responsible for your registration into classes after admission.
- **Single Stop**  
Room V231 | (718) 368-5411 | Mon, Thurs, Fri 9am - 5pm & Tue, Wed 9am - 8pm  
We will help you determine if you qualify for government benefits and resources, and also provide you with access to cost-free legal, financial, and tax preparation expertise. We also provide access to new and gently-used clothing.
- **Testing Office**  
Room T602 | (718) 368-4975 | Mon – Fri 9am - 4:55pm  
Freshman students: The University requires that all degree-seeking students take the CUNY Assessment Tests before registering for classes. If your test scores do not meet the established standard for an exemption, you may be required to register for non-credit bearing remedial courses to help you advance to college level courses.

## FINANCE & ADMINISTRATION

- **Bursar**  
Room A205 | (718) 368-5416 | Mon – Fri 9am - 4:45pm & Tues – Wed 5:30pm - 8pm (Evening hours when classes are in session)  
  
We obtain and process the data necessary to provide accurate billing information, and maintain your tuition accounts and the College's receivables.  
**Parking:** A parking permit is necessary if you would like to park on campus. Visit the Bursar's Office to find out about student parking. (See hours above)
- **Bookstore**  
Room U101 | (718) 332-6900/5500 | \*Mon – Thurs 8:30am - 7pm, Fri 8:30am - 5pm, Sat call to check & Sun closed. (\*When classes are in session.)
  - All required and recommended textbooks, most of which are available in both new and used format, as well as in rentable and/or available in digital format
  - Year-round textbook buyback services
  - Course-required supplies, such as lab coats, dissecting kits, and culinary arts attire; school, art, technology, and office supplies
  - KCC apparel and gifts
  - General reading books and study aids
  - Greeting cards
  - Gift cards to the campus bookstore and other major retailers
  - Health and beauty aids
  - Postage stamps and MetroCards

## PERFORMING ARTS CENTER (PAC)

- Room A112 | (718) 368-5596 | Mon – Fri 10am - 5pm  
[www.OnStageAtKingsborough.org](http://www.OnStageAtKingsborough.org)
- We bring artistically and culturally diverse, multi-disciplinary performances to the varied communities in and around the college, and serve as a community gathering place for inspiration and conversation. KCC students qualify for discounts to performances.

## PUBLIC SAFETY

- Room L202 | (718) 368-5069/ON-CAMPUS EMERGENCIES, Dial 7777
- We work with all departments to monitor incidents and conditions affecting the student body, and maintain safety and security protocols on campus. Our Peace Officers, in accordance with Section 2.10, subsection 79 of the New York State Criminal Procedure Law, have the powers of arrest as other New York State Law Enforcement personnel. We also share information about crime and other pertinent data with the local police precinct, and from whom we request assistance when necessary.

## SERVICE-LEARNING PROGRAM

- Room C102 | (718) 368-5115 | Mon – Fri 9am - 5pm  
Evening hours: Tue – Thurs 5pm - 8:30 pm | [servicelearning@kbcc.cuny.edu](mailto:servicelearning@kbcc.cuny.edu)
- This teaching and learning strategy integrates meaningful community service opportunities with your coursework.

## SCHOLARSHIP OPPORTUNITIES

- Room C102 | (718) 368-5115 | Call to confirm hours
- We specialize in Transfer-Out-Scholarships (school-based scholarships) and periodically advertise scholarships sponsored by private organizations.

## STUDENT AFFAIRS

Room A216 | (718) 368-5563 | Mon – Fri 9am - 5pm

### Academic Advisement Center

Room M201 | (718) 368-4911 | Mon – Thurs 9am - 8pm

We support and promote year-round campus-wide advising, creating a supportive environment, through which you receive guidance, assistance and clarification about your academic, career, and life goals.

### Access-Ability Services

Room D205 | (718) 368-5175 | Mon, Thurs – Fri 9am - 5pm &  
Tue - Wed 9am - 8pm

If you have a disability, we arrange for appropriate accommodations and assistance, including assistive technology and test-taking support, as well as appropriate access to all KCC programs and services.

### Assessment and Care Team (ACT)

We focus on the safety, health, and well-being of our students, faculty, and staff. The ACT Team identifies, investigates, assesses, refers, monitors, and responds to behaviors that may pose a threat to the college community. Contact Public safety to make a report (718)368-4995.

### Athletics

Room G-110 | (718) 368-5737 | Mon – Fri 9am - 5pm

We provide opportunities to help you reach your athletic potential through a variety of intercollegiate teams. We also offer a comprehensive program in our award-winning gym and pool facility throughout the school year covering many sports.

### Career Development Center & Service Learning, Transfer/NewStart

Room C102 | (718) 368-5115 | Mon – Fri 9:30am - 5pm  
Evening hours (during semesters): Tues – Thurs 9:30am - 8:30pm

We provide career counseling, career exploration, transfer out options, and employment opportunities to you.

### Child Development Center

Room V105 | (718) 368-5868 |

Toddler Program: Mon – Fri 8am - 5:10pm & Sat 9am - 4:00pm  
Preschool and Pre K: Mon – Fri 8am - 9:30pm & Sat 9am - 4:00pm

We are a licensed early care and education center that offers on-campus child care services for children of students. We provide care for children between the ages of 2 years, 6 months and 5 years of age. (Registration is necessary.)

### College Discovery Program

Room L516 | (718) 368-5520 | Mon – Fri 9am - 5pm

We provide you with academic, financial, and counseling assistance if you are a first-time-to-college student who might otherwise be excluded due to academic or economic circumstances.

### College Opportunity to Prepare for Employment (COPE)

Room T4216 | (718) 368-4660 | Mon – Fri 9am - 5pm

If you receive any form of public assistance, we will provide comprehensive support services if you are enrolled in a full-time, approved associate degree program.

### Counseling Services

Room D102 | (718) 368-5975 | Mon, Tues, Thurs, Fri 9am - 6pm &  
Wed 9am - 5pm

We provide FREE and confidential services to all current KCC students, as well as consultation to faculty and staff. Our services are specifically geared to helping you with personal and emotional concerns that may interfere with achieving your academic goals.

### Evening Advisement

Room M101 | (718) 368-4911 | Call to confirm hours  
[EveningAdvisement@kbcc.cuny.edu](mailto:EveningAdvisement@kbcc.cuny.edu)

We provide evening students with supportive academic services, including advisement, curriculum changes, course withdrawals, career, and transfer counseling.

### Freshman Services

Room F123 | (718) 368-4806 | Mon – Fri 9am - 5pm  
[Freshman.Services@kbcc.cuny.edu](mailto:Freshman.Services@kbcc.cuny.edu)

We are responsible for the advisement and registration of incoming and first semester freshmen, helping to make a comfortable and successful transition to collegiate life.

### Health Services

Room A108 | (718) 368-5684 | Mon – Fri 8am – 10pm & Sat, Sun 9am - 3pm

We provide emergency health care, medical records review, storage and retrieval, medical consultations, health related referrals, health education, and advisory and preventative health services.

### Men's Resource Center

Room U218 | (718) 368-5684 | Mon – Fri 9am - 5pm

We help to build dynamic leaders through a multi-tiered mentoring program, career workshops, academic support services, and networking opportunities with staff, faculty, and peers.

### Office of Military and Veteran Affairs

Room M101 | (718) 368-5472 | Mon, Wed, Thurs, & Tues 12:30pm - 8:30pm

We serve the needs of prospective and enrolled active military personnel (students), veterans, and their dependents and survivors who are eligible to receive education benefits under various Department of Veteran Affairs (DVA) programs, and help them to navigate educational entitlements and ease the transition from military life into college life. We supplement recruitment and retention efforts, various counseling and advisement services, academic program information, and certify eligible students to receive DVA education benefits.

### Opening Doors Learning Communities

Room E102 | (718) 368-4903 | Mon – Fri 9am - 5pm

We provide opportunities for incoming students to participate in block schedules (Learning Communities) during their first semester of attendance.

## Student Life

Room C123 | (718) 368-5597 | Mon – Tues 8am - 7pm & Wed – Fri 8am - 5pm

We are the main hub for student clubs/organizations, Student Government, the Student Ambassador Program, the KCC GOLD Leadership Initiative, as well as all major student programming. We enhance campus life while supporting the academic mission of the College.

## Scepter Student Publication

Room M230 | (718) 368-5603 | Mon – Fri 8am - 5pm

Scepter is a publication of the students of Kingsborough Community College. It is not a college publication and therefore, the College is not responsible for its content. The student editors have full responsibility for content.

## Student Success Center

Room M101 | (718) 368-4911 | Mon – Fri 9am - 5pm

(Evening advisement hours available Tues, Wed and Thurs. Call to confirm.)

The Advisors for Special Populations serve current and prospective students in choosing a career in the health field. We work with you individually to discuss major selection, academic progress, career, and academic opportunities.

## Student Wellness Center

Room A108 (E & F) | (718) 368-5975 | Mon, Tues 9am - 7pm  
Wed 9am - 5pm Thurs 9am - 6pm & Fri 9am - 5pm

We encourage, educate, facilitate, and connect you with resources so that through education and outreach, you can make informed decisions about your health and well-being.

## TRiO Student Support Services

Room D205 | (718) 368-5175 | Mon – Fri 8:30am - 5pm

In this unique program, we provide comprehensive support services including individual tutoring, academic, technology, and study skills workshops, personal and career counseling, advisement, financial aid/literacy, and use of adaptive software—all to help you earn your associate degree and transfer to a four-year institution. You must meet specific eligibility criteria.

## Women's Center

Room M382 | (718) 368-4700 | Mon – Fri 9am – 5pm

We provide a welcoming, supportive environment to explore educational, professional and lifestyle issues specifically addressing these matters from a woman's perspective.

## STUDENT CONDUCT

Room A216 | (718) 368-5563

We are responsible for acting on behalf of the College, and the Office of the Dean of Student Affairs in matters pertaining to student conduct and discipline. We handle instances of alleged student misconduct and academic dishonesty on campus.

## STUDENT HELPDESK

Room L106 | (718) 368-6679 (PHONE SERVICE ONLY)

The IT Help Desk will assist you with matters regarding email, Blackboard, CUNY Portal, test scores, lab hours and schedules, and other applications.

## TUTORIAL SERVICES

Room L605 | (718) 368-5118 | Mon – Thurs 9am - 5pm & Fri 8am - 4pm

We offer tutoring services in most subject areas to current students.

## TITLE IX COORDINATOR

Room V125 | (718) 368-6896 | Mon – Fri 8am - 4pm

The Title IX coordinator is your resource for information regarding sexual misconduct, and complaint procedures regarding sexual assault, discrimination and/or violence. The Title IX Coordinator is responsible for handling all Title IX complaints, as well as providing any mandatory trainings regarding Title IX policy and guidelines.

Please email all changes and updates to [KFritz@kbcc.cuny.edu](mailto:KFritz@kbcc.cuny.edu)

THE OFFICE OF COMMUNICATIONS AND GOVERNMENT RELATIONS  
09/15

