

# General Information

## HOW TO REGISTER

### ALL STUDENTS

All students, regardless of status, *must be admitted* to Kingsborough Community College in order to register for classes.

### CURRENTLY ENROLLED STUDENTS

Currently enrolled students register for future terms based on their appointment time. That appointment is communicated to students through the mail. Please be certain the Registrar's Office has your current address.

### TRANSFER STUDENTS

Transfer students should bring copies of their course enrollments and grades (transcripts or official grade reports) to academic planning and advisement, as well as to registration. Transcripts filed with the Admission and/or Registrar's Office will not be available for registration/advising purposes.

### VISITING STUDENTS FROM OTHER UNITS OF THE CITY UNIVERSITY OF NEW YORK (CUNY)

Matriculated students from any unit of the City University are admitted through Kingsborough's Registrar's Office upon presentation of a valid and complete permit issued by the home college. Permit students are not guaranteed enrollment in any courses.

### VISITING STUDENTS FROM COLLEGES OR UNIVERSITIES OTHER THAN CUNY

Visiting students from colleges or universities other than CUNY must complete an admission application. Existing health requirements related to measles, mumps and rubella, as well as meningococcal disease, must be met prior to registration.

### WHAT YOU MUST KNOW FIRST

All students are expected to seek academic advisement and planning prior to registration. An advisement period will be provided during the spring term for fall registration and winter pre-registration. Academic advisement and planning for the Summer Module will be available at that time as well.

All students will be advised of their registration appointment through the mail and currently registered students will also receive notification on their College e-mail. You **CANNOT** register before your appointed time. You cannot register if you have an outstanding obligation to the College and a hold or "stop" has been placed on your record.

**NOTE:** All information in this Schedule is in effect at the time of publication. It may be subject to change without notice when circumstances dictate.

# Web Registration Instructions

## HOW DO I GAIN ACCESS TO THE SYSTEM?

To access eSIMS you must go through the CUNY Portal at [www.cuny.edu](http://www.cuny.edu) If you do not have a CUNY Portal account you can create one on the portal Log-In page.

### **eSIMS REGISTRATION WORKSHEET**

1. Prepare the worksheet below, entering the course registration codes, courses and sections. Have alternative sections chosen and alternative courses chosen in case of any problems.
2. eSIMS is available through your CUNY portal account.
3. For registration, click on the “Registration” option and select the desired semester.
4. You may now enter registration codes for up to five (5) courses. Click the “Submit” button.

	4-DIGIT REG CODE	COURSE	NUMBER	SECTION	MEETING TIMES
Example	9999	ART	00100	D01A	M-TH 8 AM

eSIMS will process your selection(s). A warning message will be displayed if a problem is encountered. Courses for which you have successfully registered will appear as “CURRENTLY REGISTERED”.

You may ADD additional sections, view your schedule or view your bill status. To add additional sections, enter the registration codes into the “Enter the Course Registration Code(s)” boxes and click the “Submit” button.

- To review your schedule, click on the Schedule/Grades option on the side bar and select the appropriate semester.
- To view your bill status, click on the “Semester Bill” option on the side bar and select the appropriate semester.
- To pay your bill by credit card, choose the “Pay Now” button on the bill screen.

5. To sign off eSIMS, click on the “Sign Off” option on the side bar menu.

## WHAT IS MY PIN?

A PIN is required to access several Kingsborough applications. At times, you may also be able to access eSIMS directly; you then will need your eSIMS PIN. Your PIN will be assigned to you by the College, initially. We urge you to change your college assigned PIN to a 6 digit numeric combination that you will remember whenever you wish to access your DegreeAudit, CPE exam results or to sign up for a parking pass. Keep your PIN (and your portal account information) in a secure place. If you lose or forget your PIN, please come to the Registrar's Office to be assigned another. **YOU MUST PRESENT YOUR VALIDATED KINGSBOROUGH COMMUNITY COLLEGE IDENTIFICATION CARD** to obtain a new PIN. Or, you can log on to the college's home page and use our PIN retrieval system (if you have a KCC e-mail account).

PLEASE NOTE: This PIN is not your FAFSA (Free Application for Federal Student Aid) PIN or your portal account password.

## WHAT IS AVAILABLE IN eSIMS?

- **REGISTRATION**  
Register for courses and change your program (add/drop).
- **OPEN SECTIONS**  
Check for open sections (Note: The listing is refreshed every 90 minutes.)
- **SCHEDULE/GRADES**  
Check your schedule and grades.
- **TRANSCRIPT**  
Display your unofficial transcript.

Note: Official transcripts must be requested in

writing from the Registrar's Office; your original ink signature is required to order a transcript.

- **SEMESTER BILL**  
Check your tuition and view financial aid information. Pay tuition and fees using a credit card.

*Note:* Prior balance information may be understated. Please contact the Bursar's Office at A-205 or call at (718) 368-5416 for questions about your bill.

- **CHANGE PIN**  
Change your PIN.
- **SIGNOFF**

## ***HOW DO I REGISTER?***

When you select the registration option, you may add up to five (5) courses at a time, and then continue with additional courses. Enter the 4-digit course code for each course/section request and then click Submit. If the course is available, a message will appear - **CURRENTLY REGISTERED**. Be certain to always verify that you entered all four digits of the course number to ensure that you are requesting the correct section. Use the **RESET** option to clear the entries in the course code boxes if you make an error.

If there is a registration problem, a message will appear at the top of the page. If a course is closed or cancelled, check for open sections by clicking on the "View Open Sections" option. You may continue adding more courses or replacing your courses until you have registered for the number of credits that you require.

Once registered, you will also be given the option to drop a section or to replace a section with another section. Use the **DROP** or **REPLACE** option. When the semester begins, using the **DROP / ADD** option may create significant tuition liabilities. **USE THE TAKE / REPLACE OPTION INSTEAD.**

## ***WHAT IS THE REPLACE OPTION?***

The REPLACE option permits you to drop a section but only if the section you want to add is available. This "swap" option ensures that you do not lose a course while attempting to add another.

To use this option, click the REPLACE button next to the course you wish to drop. eSIMS will then ask for the course code of the section that you wish to take. Enter the 4-digit course code for the section you want to add and then press the REPLACE button.

If the section you want to add is available, it will be added to your schedule and the section you wish to drop will be removed. If the section you want to add is NOT available, no action will be taken and a message will confirm this.

You can use only one REPLACE option at a time. Consequently, if you have more than one REPLACE request, you must enter one set of courses, process the request, and then enter the second request.

## ***WHAT REGISTRATION PROBLEMS MIGHT I ENCOUNTER?***

eSIMS will provide you with a warning message when a problem is encountered. It is important that you read the screen carefully. Some of the more common messages are the following:

### **An office has placed a STOP on your record:**

The system will direct you to a particular office that has placed a STOP on your record. In most cases, you will not be able to register until ALL STOPS on your record have been cleared. See the list of STOPS, page XIII in the General Section of this Schedule.

### **You have a time conflict:**

The sections you have chosen overlap in time. Choose one section. Check the "View Open Sections" option for another section that does not conflict with the section(s) you have chosen.

### **A section is closed:**

There are no more seats available in the section you have selected. Check the "View Open Sections" option for another section.

### **A section is cancelled:**

The College has cancelled the section you have chosen. Check the "View Open Sections" option for another section.

### **A course requires permission from the department:**

Registration permission must be obtained from the department or from the Help Center at (718) 368-6551 and entered into the system prior to your registration in eSIMS.

### **You have exceeded the maximum credit limit:**

You have exceeded the eighteen (18) credit maximum limit for a major term (Spring/Fall) or have exceeded the eight (8) credit maximum limit for a module (Summer/Winter). You should consult with your academic advisor who will review the feasibility of an overload and will explain the procedure to follow to obtain the required permission. Contact the Help Center at (718) 368-6551.

## ***HOW CAN I REVIEW MY SCHEDULE?***

Select the Schedule/Grades option to review your schedule. You will see a grid showing the classes for which you registered by each day of the week. Remember that some courses meet at different times on different days. The grid will also reflect the starting and ending dates of the term.

## ***HOW DO I FINALIZE MY REGISTRATION?***

Students who register must make arrangements for payment of their tuition and fees or to have their financial aid applied. The payment deadline is provided by the Bursar. Remember to view your tuition charges and to print a copy of that screen.

### ***HOW MUCH TIME WILL I HAVE IN eSIMS?***

You will automatically be timed out if there is no activity for 10 minutes. This protects your privacy and saves valuable computer resources. eSIMS is usually available from 7:00 am until 2:00 am the following morning. Note that interruptions may occur; however, they are *usually* short in duration.

### ***A REMINDER ABOUT SIGNING OFF:***

If you are using a computer on campus or in a public area to access eSIMS, be certain to sign off completely when you are done. This will prevent the next person using the computer from accessing your record.

# HEALTH REGULATIONS AND SERVICES

## BEFORE REGISTRATION ALL STUDENTS MUST ALSO COMPLY WITH THE REQUIREMENTS OF TWO NEW YORK STATE PUBLIC HEALTH LAWS (NYSPHL).

**NYSPHL #2165** requires all students who were born after December 31, 1956 to submit to the College proof of immunity against measles, mumps and rubella.

**NYSPHL #2167** requires the College to distribute information to all students on meningococcal disease (or meningitis) and a response form. Upon receipt of this information, students must complete and return the response form to the College.

**The above information requested by law should be submitted to the Office of Health Services at least two weeks prior to registration.**

Students enrolled in the Nursing or Surgical Technology Program need additional immunizations and tests which must be completed prior to attending clinical affiliations.

The College requires signed authorization by students, parents or legal guardians to release medical records. Students who are under 18 years of age need a parent or legal guardian to sign the release for them.

The College reserves the right to reject an applicant because of an existing health condition if the College Medical Officer believes it is necessary and in the best interest of the student and the College.

First aid, emergency treatment, psychological counseling and referral, educational, preventive and advisory services are available. Registered Nurses are in attendance when classes are in session. A clinical psychologist and college physician will see students and college personnel with specific problems or questions by appointment. Any accident or illness incurred during school hours or en route to the College should be reported immediately.

**NOTE:** The College does not monitor individual student participation in physical education or athletics. Students are responsible for following the advice of their physician(s) in these matters. The College will take no responsibility whatsoever for any injury which may be suffered should a student participate without medical advice or against medical advice. Furthermore, the College will not be responsible for any injury suffered as a result of a physical incapacity.

# VETERANS, MILITARY MEMBERS AND RESERVISTS

For information and assistance regarding educational benefits from the Veterans Administration, please contact Peaches L. Diamond, J.D., the Veterans Affairs Certifying Officer. She is available by appointment, during registration and throughout the year to assist with the processing of new and continuing claims. Office hours are Monday through Friday, 9:00 A.M. to 5:00 P.M., in Room D-205.

Claims for educational benefits whether NEW or CONTINUING can be established for:

Montgomery G.I. Bill	Chapters 30, 1606, 1607
Montgomery G.I. Bill (Post 9/11)	Chapter 33
Dependents Educational Assistance	Chapter 35
Vocational Rehabilitation	Chapter 31

In order to receive your benefits for each term/module, a copy of your **BURSAR'S BILL/ REGISTRATION CONFIRMATION FORM** must be submitted to the Veterans Affairs Student Office certifying officer after your registration **has been completed in order to receive benefits.**

During the term/module please advise the Veterans Affairs Certifying Officer of any change in enrollment status; specifically, an increase or decrease in credits as well as change of address or phone number. Your failure to provide this information may negatively impact the amount of your award.

Students receiving V.A. educational benefits must comply with College retention standards. Failure to comply will result in loss of benefit eligibility. Any course, which has been previously passed, may NOT be repeated.

## VESID STUDENTS

New York State VESID students may not be required to pay all their tuition and fees, provided the College has an approved voucher from VESID by the time of registration which states the amount the agency will pay. **HOWEVER, VESID STUDENTS SHOULD CONTACT THE BURSAR'S OFFICE [ROOM A-205, (718) 368-5416] PRIOR TO REGISTRATION TO DISCUSS THEIR STATUS.**

## CUNY PERMIT STUDENTS

Permit students are matriculated students currently enrolled in other CUNY Colleges. Students who wish to attend classes at Kingsborough Community College on “permit” should contact their Home College Registrar’s Office for information on CUNY’s ePermit process or apply through their CUNY Portal account. Cancelling a permit does not cancel your course registration; you must delete/withdraw from your course registration.

## NURSING STUDENTS

The academic requirements in the Nursing Curriculum are demanding and students are cautioned to plan their work schedules or extracurricular activities with this in mind.

Clinical Nursing students incur the expense of purchasing a required uniform and equipment necessary for clinical practice in health care agencies. These students also pay a fee for standardized testing throughout the program. The cost of required textbooks, uniform and equipment is approximately \$560.00 for the first semester. Additional textbooks are required for subsequent classes. Malpractice insurance, approximately \$22.00/year, and health requirements are required on an annual basis. The fee for standardized testing is approximately \$185.00 for the entire program.

## RESIDENCE

To be eligible for the resident tuition rate and New York State financial aid, you must be a citizen, green card holder or non-resident of the United States who meets certain criteria, and have been a legal resident of New York State for at least twelve consecutive months prior to the first day of classes. Applicants who live in a county outside New York City but within New York State must submit a Certificate of Residence from their county. This certificate must be issued no earlier than two months prior to registration and submitted no later than at registration. For a Certificate of Residency application, please call the Bursar’s Office. Some students may be asked to provide documentation of their New York City or State residency. F-1 and J-1 visa holders are ineligible for in-state tuition rates.

Non-citizen permanent residents of the United States must bring their green cards or other proof of permanent residency to the Office of Admission **before the first day of classes** in order to be eligible for the resident tuition rate. Some students in other Immigration and Naturalization Service categories may be eligible for the resident tuition rate.

## GENERAL INFORMATION

1. The number of credits or equated credits for each course is indicated with course title and description.
2. Equated credits pertain to non-credit, developmental courses. (See appropriate course description.)
3. Students who already possess at least an Associate Degree or its equivalent will be charged tuition according to their residency and matriculation status.
4. Senior Citizens (60 years of age and over) who present proof of age and residence do not pay tuition. However, a non-refundable \$80.00 registration fee (inclusive of the Consolidated Services Fee) is due. Non-City (state residents) must submit a valid Certificate of Residence.

## The CUNY Proficiency Exam (CPE) INFORMATION

- **ALL** CUNY students are required to take the CPE once 45 credits have been completed. Passing the exam is a graduation requirement for the associate's degree. Students with a bachelor's degree or higher from an American or international accredited program are exempt. Proof of the degree must be presented upon applying to CUNY.
- To be eligible for the examination, students must be in good academic standing (cumulative GPA of 2.00 or higher) and must have passed both the CUNY ACT Reading Exam and the CUNY ACT Writing Exam or have been exempt.
- The CPE is given four times a year, once each semester and module. However, not all testings are open to all students.
- Students may take the CPE three times. Beyond a third time, students appeal to take it additional times.
- The CPE is designed to resemble typical college assignments in which writing is produced in response to reading material, data, or observations.
- It is highly recommended that students taking the CPE for the first time attend a CPE orientation and a workshop for each task on the CPE. The schedules for both are on the Kingsborough CPE web page.

**For more information and a sample test:** [www.cuny.edu/cpe](http://www.cuny.edu/cpe)

**If you have questions about CPE test procedures (receiving test letters, test materials, or test schedules):** Office of Testing, T-602, (718) 368-4975.

**If you need to apply for an appeal related to a missed test:** Dr. Carmen Rodriguez, M-386, (718) 368-5029.

**If you need other information about the CPE, contact the CPE Liaisons:** Prof. Ronna Levy, L-107, (718) 368-5455 and/or Prof. Maria Scordaras, D-106, (718) 368-5358.

# IMPORTANT REGISTRATION REMINDERS

- When preparing for registration, work out several alternate programs (courses and sections); some classes may be closed or unavailable when you register.
- All students are expected to attend classes regularly. Students are advised not to skip classes to attend college functions such as registration or program changes, etc.
- Courses preceded by “+” are Basic Courses. These courses consist of fundamental and basic concepts. Some basic courses require prerequisite courses or Department permission. Consult the College Catalog.
- Courses preceded by “#” are Developmental Courses.
- Courses numbered 081XX are Independent Study Courses. The subject matter of these courses varies, even within the same department. Be sure to check each individual section with a 081XX course number and ask a department representative for a complete description of the course.

## FRESHMEN MAY NOT REGISTER FOR "81" COURSES.

- Enrollment in courses is subject to availability of space. The College reserves the right to cancel, change or add courses and/or sections. You are encouraged to check your schedule before the semester begins to determine if your courses may have been changed.
- The calendar, program and requirements set forth in this Schedule are necessarily subject to change without notice at any time at the discretion of the Administration.
- All tuition and fee schedules are in effect at the time of publication. However, they are necessarily subject to change without notice, at any time, upon action by the Board of Trustees of The City University of New York, regardless of the tuition and fee schedules in effect at the time of registration.
- All students who attend classes at Kingsborough Community College are required to maintain the “Rules and Regulations for the Maintenance of Public Order” as printed in the current College Catalog.
- The College expects that students will spend approximately two hours of outside preparation, study and work for each hour of classroom instruction. In those few courses that require independent study, work in addition to the two outside hours will be required as assigned by the instructor.
- Kingsborough Community College is an Equal Opportunity and Affirmative Action Institution. The College does not discriminate on the basis of age, sex, sexual orientation, religion, race, color, national or ethnic origin, alienage or citizenship, disability, transgender, genetic predisposition, carrier status, veteran or marital status in its student admissions, employment, access to programs, and administration of educational policies.
- The Affirmative Action Officer, the Section 504/ADA Coordinator for persons with disabilities, and coordinator for Title IX, which prohibits sex discrimination in federally assisted education programs, can be contacted in the Office of the Vice President for Finance and Administration, Room A-209.

<b>OFFICES</b>	<b>ROOM NUMBER</b>	<b>TELEPHONE NUMBER</b>
Academic Departments (See the last page of each department's course offering in this <u>Schedule</u> .)		
Academic Advisement Center	M-201	368-5744
Academic Scheduling	A-113	368-5686
Admission Office	A-112	368-5676
Admission Information Center	F-123	368-4600
Bookstore	U-101	368-5500
Bursar	A-205	368-5416
Cafeteria	U-100	368-5959
Career Development Center	C-102	368-5115
Child Care Center	V-105	368-5868
Dean of Students	A-216	368-5563
eSIMS Help Center		368-6551
Emergency - Medical	L-202	368-4800
Emergency - Security	Main Gate	368-4800
Evening Advisement (after 5:00 P.M.)	M-101	368-4911
Financial Aid	U-201	368-4644
Freshman Year Experience	F-102	368-4806
Gymnasium	G-201	368-5696
Health Careers & Retention Center	M-101	368-4911
Health Services (Nurse)	A-108	368-5684
Library - Circulation	L-201	368-5637
Library - Reference	L-201	368-5632
Opening Doors	E-102	368-4903
Registrar	A-101	368-5136
Public Safety	L-202	368-5069
Student Counseling	D-102	368-5975
Student IT Helpdesk	L-117	368-6679
Testing	T-602	368-4975
Veterans	D-205	368-5472
Village Center	V Lobby	368-6700

## **HOLIDAYS AND EMERGENCY COLLEGE CLOSING**

Holidays on which the College is scheduled to be closed and no classes are to be held are listed in the academic calendar, available from the Registrar's Office, A-101, or on the College's web page <http://www.kbcc.cuny.edu>

Receive text or voice alerts of emergencies or weather related closings via cell or home phone or e mail by signing up for CUNY Alert. Go to [www.kingsborough.edu](http://www.kingsborough.edu) to register. Continuing students as well as new applicants can register for CUNY Alert.

# ANNUAL NOTIFICATION TO STUDENTS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records. Students should submit to the appropriate official written requests that identify the record(s) they wish to inspect.
- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## “THE STUDENT’S RIGHT-TO-KNOW AND CAMPUS SECURITY ACT”

In accordance with “The Student’s Right-To-Know and Campus Security Act,” the following are Kingsborough Community College’s graduation rates of first-time full-time degree-seeking students:

<b>Number of Students Entering in 2006-2007</b>	1847
<b>Number of 2006-2007 Entrants after Three Years</b>	
Graduated	379 (21%)
Still Enrolled	306 (17%)
Transferred Without Graduating	350 (19%)

### IMPORTANT NOTICE OF POSSIBLE CHANGES

**The Board of Trustees of The City University of New York reserves the right to make changes of any nature in the academic programs and requirements of The City University of New York and its constituent colleges. All programs, requirements, and courses are subject to termination or change without advance notice. Tuition and fees set forth in this publication are similarly subject to change by the Board of Trustees of The City University of New York.**

# STOPS

The following offices are responsible for “STOPS” that may be placed on your record. All clearances should be updated on-line by the responsible office, and if necessary, a paper clearance form may be issued.

<b>STOP CODES</b>	<b>OFFICE</b>	<b>LOCATION</b>	<b>PHONE</b>
A, AA - AX, G, GD, GF, GR, GT, G2, 3C, 3H, 4A	ADMISSION	A112	368-5676
B, BC, BN, B7 - B9; CERTIFICATE OF RESIDENCY	BURSAR	A205	368-5416
C3	ACADEMIC PROGRAMS	M386	368-5029
DH - DI, D1 - D9, L4 - L9, N1 - N5, RA, O1 - O5, U1 - U3	OPENING DOORS	E102	368-4903
CD	COLLEGE DISCOVERY	L516	368-5520
F, FC - FT, GL, NL, 3D - 3F	FINANCIAL AID	U201	368-4644
H, I, MG	HEALTH SERVICES	A108	368-5684
IS	INTERNATIONAL STUDENTS	V114	368-6800
L	LIBRARY	L201	368-5637
C1 - C2, D(DISMISSAL), R, RC, RF, RI, RS, RV	REGISTRAR	A101	368-5136
DI, S, I3	DEAN OF STUDENTS	A216	368-5563
SD	STUDENT DEVELOPMENT	D102	368-5975
SG	STUDENT LIFE	C123	368-5597
A0 - A2, C1 - C2, EW, PP, RA, SL, V0	FRESHMAN YEAR EXPERIENCE	F102	368-4806
GS, T, TM - TR, TW	TESTING	T602	368-4975
DA	ACCESS-ABILITY	D205	368-5175

# **FALL2010-A SEMESTER INFORMATION**

## **LATE REGISTRATION/ PROGRAM CHANGES**

Students who have applied late will be allowed to use eSIMS for late registration. COURSE AVAILABILITY CANNOT BE GUARANTEED. Opportunities to change your program will also be severely limited. Late Registration and Change of Program fees will be charged.

# FINANCIAL AID

New York State Financial Aid Programs:

## TUITION ASSISTANCE PROGRAM (TAP)

To be eligible for a TAP award, YOU MUST:

- ❖ Be matriculated as a full-time student (minimum of 12 credits)
- ❖ Register for 12 or more credits in your major/curriculum by the ADD/DROP period of the 1<sup>st</sup> session
- ❖ Carry at least 3 degree credits the first semester of TAP eligibility
- ❖ Carry at least 6 degree credits after the first TAP payment
- ❖ Be a citizen or qualifying non-citizen
- ❖ Be a resident of New York State
- ❖ Have a New York State net taxable income of less than of \$80,000 for dependent students, less than \$10,000 for independent students
- ❖ NOT be in default of a Federal Student Loan
- ❖ Maintain good academic standing
- ❖ Have achieved a "C" average after the second academic year

## AID FOR PART-TIME STUDY (APTS)

To be considered for an APTS award, YOU MUST:

- ❖ Be matriculated as a part-time student (6 – 11.5 credits)
- ❖ Register for courses in your major/curriculum
- ❖ Be a citizen or qualifying non-citizen
- ❖ Be a resident of New York State
- ❖ Have a New York State net taxable income of \$50,550 or less, for dependent students, or \$34,250 or less, for independent students.
- ❖ NOT be in default of a Federal Student Loan
- ❖ Maintain good academic standing
- ❖ Have achieved a "C" average after the second academic year

State Education Law has been amended to create a Part-Time Tuition Assistance Program for students attending the State University of New York (SUNY), the City University of New York (CUNY) and not-for-profit independent degree-granting colleges.

To be eligible for Part-Time TAP, student must be a freshman in the 2008-09 academic year or thereafter, have earned 12 credits or more in each of two consecutive semesters, and maintain a "C" average.

Part-Time TAP is similar to the CUNY PT Pilot which began in 2000 and allows for partial TAP payment for students taking 6-11 credits.

Part-Time TAP should not be confused with the Aid for Part-Time Study Program (APTS) which is a different program and has different eligibility requirements.

**NOTE: Students receiving TAP or PTAP for the first time beginning SPRING 2007 and after MUST have a U.S. high school diploma or GED or must pass the ATB exam.**

## **REDUCTION OR LOSS OF FINANCIAL AID**

Financial Aid recipients who used Federal Pell and TAP funds toward tuition expenses and who fall below established credit requirements because of withdrawal or cancellation of a course(s) (e.g. a change from full-time to less than full-time or half-time to less than half-time) may have their financial aid reduced or terminated.

As a consequence, this action may result in a financial liability to the College that *must be satisfied by the student*. Consult with the Financial Aid Office (U-201) as to the effect such a change may have on your current semester entitlement and future awards for Federal funds. Consult with the TAP Office (P-204) regarding how such a reduction in credits/hours will affect your TAP award.

## **RETURN OF TITLE IV FUNDS**

In accordance with the Federal Title IV regulations, students who receive federal funds and totally withdraw from classes or stop attending (officially or unofficially) before the 60% point of the semester may have to repay a portion of their Title IV funds to the federal government and/or the College. Title IV funds include Federal Pell Grant, Federal SEOG, ACG, Federal Perkins Loan and Federal Direct Loan, but does not include Federal Work-Study.

Any money that needs to be returned is considered a federal overpayment. You must either repay the amount in full to the college, or make satisfactory arrangements with the Department of Education.

You will not be eligible to receive any Federal Title IV funds if you do not repay the money you owe. In addition, a stop will be placed on your college records, and you will be prevented from any further registration.

**\*\*IN ORDER FOR STUDENTS TO RECEIVE FINANCIAL AID FOR SESSION II, THE STUDENT MUST HAVE ATTENDED SESSION I. \*\***

## **FEDERAL PELL GRANT**

This is available to all matriculated students enrolled for 1 or more credits. Students must be in good academic standing and must meet income guidelines.

If you are only attending one session your Pell grant enrollment will be locked in at 1<sup>st</sup> census date. If you plan to attend both sessions your Pell grant enrollment will be locked in at the 2<sup>nd</sup> session census date.

## **EXIT INTERVIEW**

All student loan recipients who will complete degree requirements and/or withdraw during the FALL 2010-A or FALL 2010-B session must schedule a loan exit interview with the Financial Aid Office during office hours.

# TUITION AND FEES (PER SEMESTER)

TUITION AND FEES SET FORTH IN THIS PUBLICATION ARE SUBJECT TO CHANGE BY THE BOARD OF TRUSTEES OF THE CITY UNIVERSITY OF NEW YORK.

## AT REGISTRATION

Tuition and fees **must be paid in full** on the day indicated on the registration receipt by either cash, check, money order or credit card (the College accepts American Express, Discover Card and/or MasterCard over the Internet via e-SIMS. Convenience fee will apply.) Personal checks must have the student's name printed legibly and the last four digits of their Social Security number on the front of the check. The fees listed below are in effect as of the date of this Schedule's publication. **HOWEVER, ALL FEES ARE SUBJECT TO CHANGE BY ACTION OF THE CUNY BOARD OF TRUSTEES.**

**NOTE:** Checks not honored by the bank and returned to the College unpaid will be considered bad checks. The penalty is \$15.00 and the student may be barred from classes. In addition, future personal check payments will be prohibited. **No student will be permitted to register for a new term unless, and until, all indebtedness to the College is resolved.**

## TUITION IS CHARGED EACH SEMESTER AND IS PAYABLE AT REGISTRATION.

Provided a confirmed award is on file, New York State TAP Award reduces a student's liability on the day of registration.

KINGSBOROUGH COMMUNITY COLLEGE, UNDER THE JURISDICTION OF THE CITY UNIVERSITY OF NEW YORK, PROVIDES FOR REDUCED TUITION RATES FOR NY CITY AND STATE RESIDENTS. PLEASE REFER TO THE RESIDENCY REQUIREMENTS AT THE BOTTOM OF THE TUITION/FEE CHART.

### RESIDENT

FULL TIME (12 to 18 credits/equated credits)

	<u>Tuition</u>	<u>Activity Fee*</u>	<u>Technology Fee*</u>	<u>Consolidated Fee*</u>
Degree	\$1,575	\$60.00	\$100.00	\$15.00
Non-Degree	\$180.00/credit	\$60.00	\$100.00	\$15.00

PART TIME (1 to 11 credits/equated credits)

Degree	\$135.00/credit	\$27.00	\$50.00	\$15.00
Non-Degree	\$180.00/credit	\$27.00	\$50.00	\$15.00

### NON-RESIDENT

FULL TIME (12 or more credits/equated credits)

	<u>Tuition</u>	<u>Activity Fee*</u>	<u>Technology Fee*</u>	<u>Consolidated Fee*</u>
Degree	\$210.00/credit	\$60.00	\$100.00	\$15.00
Non-Degree	\$280.00/credit	\$60.00	\$100.00	\$15.00

PART TIME (1 to 11 credits/equated credits)

Degree	\$210.00/credit	\$27.00	\$50.00	\$15.00
Non-Degree	\$280.00/credit	\$27.00	\$50.00	\$15.00

To qualify for Resident tuition rates, an individual must have:

Resided in NY State for 12 consecutive months and within the NY City limits for 6 consecutive months, immediately preceding the first day of classes.

Resided in NY State for 12 consecutive months immediately preceding the first day of classes and presented a valid Certificate of Residence from their county to the Office of the Bursar.

**\*FEES ARE NON-REFUNDABLE**

# TUITION AND FEES (PER SEMESTER)

(CONTINUED)

**Foreign Students** who have an alien registration card must present it to the Admission Office, Room A-112, to determine residency status for tuition purposes **prior to the first day of classes.** Tuition is charged according to residency and matriculation status.

Students on permit from another CUNY unit will pay tuition at their Home College.

FULL-TIME (12 or more credits and/or 12 or more equated credits) New York City/New York State residents with a Certificate of Residence who have a valid TAP Award Certificate need not pay the full amount of tuition at registration. They pay the difference between the total tuition and fees and their semester TAP Award. TAP and Pell Grant students **MAY LOSE ELIGIBILITY** for Financial Aid if they fall below required credit load or do not meet academic requirements. Full-time students who drop to part-time (fewer than 12 credits and/or 12 equated credits) during the 100% refund period may **NOT** be eligible for a TAP Award that semester. Students who withdraw from all classes during the drop/add (deletion period) or refund period will not be entitled to (eligible for) a PELL Grant. For details and information, see Page II - Financial Aid.

Students are responsible for all additional costs if an unpaid balance must be forwarded to a third party collection agency. These costs include (but are not limited to) agency fees, attorney fees, interest and court costs. In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in a student's credit report.

# FEES AND EXPENSES FOR CLINICAL NURSING STUDENTS

Students are advised to refer to the Nursing Department web site for up-to-date information on fees and expenses.

Students are required to purchase their own books. Clinical Nursing students incur the expense of purchasing a required uniform, school patch for the uniform, and equipment necessary for clinical practice in health care agencies. Books and the school patch are available at the campus bookstore. The approximate annual costs average \$560.00.

## ESTIMATED COSTS OF PERSONAL EXPENSES FOR 2010 - 2011

### LIVING AT HOME

Tuition & Fees		\$ 3,500.00
Books & Supplies		\$ 1,146.00
Transportation		\$ 918.00
Personal		\$ 2,764.00
Lunch	\$ 1,020.00	
Entertainment, Apparel, Other	\$ 1,744.00	
Room & Board		\$ 1,740.00
	<b>TOTAL</b>	<b>\$ 10,068.00</b>

### LIVING AWAY

Tuition & Fees		\$ 3,500.00
Books & Supplies		\$ 1,146.00
Transportation		\$ 918.00
Housing		\$ 7,425.00
Food		\$ 2,936.00
Lunch	\$ 1,020.00	
Other	\$ 1,916.00	
Personal		\$ 3,806.00
	<b>TOTAL</b>	<b>\$ 19,731.00</b>

## SPECIAL FEES - NON-REFUNDABLE

a.	Application Fee.....	\$65.00
	Transfer Students Application Fee .....	\$70.00
b.	Special or Makeup Examinations (College permission to take an exam at other than scheduled times)	
	First Examination.....	\$25.00
	Additional Examinations .....	\$ 5.00 each
c.	Transcripts (Other than CUNY) .....	\$ 7.00 each
	(Certified check or money order only for mailed requests; cash, certified check or money order for in person requests.)	
d.	Duplicate Receipt .....	\$ 5.00
e.	Senior Citizens (60 or over as of the first day of classes with proof of age and N.Y.C./N.Y.S. residence) pay an administrative registration fee <b>plus</b> a Consolidated Services Fee .....	\$80.00 per semester
f.	Readmission to the College .....	\$10.00
	(payable when applying for readmission)	
g.	Cooperating Teacher (includes Consolidated Services Fee) .....	\$40.00 per semester
h.	Accelerated Study Fee for Resident Matriculated Students for academic credits in <b>excess</b> of 18:	
	Less than or equal to 2 Academic Credits	\$ 100.00
	Greater than 2 but less than or equal to 4 Academic Credits	\$ 230.00
	Greater than 4 but less than or equal to 6 Academic Credits	\$ 460.00
	Greater than 6 Academic Credits	\$ 690.00

## PENALTY FEES

a.	Late Registration (for enrollment after the last day of regular registration).....	\$ 25.00
b.	Program Change*.....	\$ 18.00
	* This fee is waived when:	
	1. the College initiates the change	
	2. a course is dropped without replacement	
c.	Non-Payment/Late Payment Service Fee.....	\$ 15.00
d.	Payment reprocessing (payment with a personal check which is not honored by the bank).....	\$ 15.00
e.	Reinstatement Fee.....	\$ 25.00

# REFUND SCHEDULE

## TUITION REFUND

OFFICIAL withdrawal (from one or all courses) is required in order to obtain a tuition refund. Consult the College Catalog. The DATE that the OFFICIAL withdrawal is filed with the Registrar's Office (A-101) determines the percentage of the refund due.

## CUNY REFUND SCHEDULE

The refund schedule is also available on the College's web page at [www.kbcc.cuny.edu](http://www.kbcc.cuny.edu)

<u>OFFICIAL WITHDRAWAL DATE</u>	<u>TUITION DUE TO COLLEGE</u>	<u>REFUND DUE TO STUDENT</u>
Through and including, Sunday, 09/12/10	NONE	100%
Monday, 09/13/10* - Monday, 09/20/10	25%	75%
Tuesday, 09/21/10 – Friday, 09/24/10	50%	50%
Saturday, 09/25/10 – Wednesday, 09/29/10	75%	25%
Thursday, 09/30/10 and later	100%	NONE

\*First day of classes is Saturday, 09/11/10

## WITHDRAWALS

Students should consult the College Calendar for the last day to withdraw without academic penalty. **A \$10.00 fee is required when filing for Readmission.**

New students who completely withdraw (delete) from all courses should contact the Admission Office (A-112) regarding reactivating their application for the following semester. Otherwise, a new admission application must be filed if you do not reactivate for the following semester.

## ACADEMIC CALENDAR

The Official Academic Calendar is available on the College's web page at [www.kbcc.cuny.edu](http://www.kbcc.cuny.edu)

# SEMESTER OFFICE HOURS

Office hours during the Module differ from those during the 12-week semester. **REMEMBER**, offices are closed evenings when classes are not in session.

## **ADMISSION INFORMATION CENTER**

Office Hours: Monday through Friday

Room F-123 368-4600

9:00 AM – 5:00 PM

## **ADMISSION**

Office Hours: Monday through Friday

Wednesday Evening

(When Classes are in Session)

Room A-112 368-5676

9:00 AM – 5:00 PM

5:00 PM - 7:15 PM

## **REGISTRAR**

Office Hours: Monday through Friday

\*Tuesday and Wednesday Evening

(When Classes are in Session)

Room A-101 368-5136

9:00 AM – 5:00 PM

in Room V-100, 5:00 PM – 8:00 PM

## **BURSAR**

Office Hours: Monday through Friday

Tuesday and Wednesday Evening

(When Classes are in Session)

Room A-205 368-5416

9:00 AM - 4:45 PM

5:30 PM - 8:15 PM

## **FINANCIAL AID**

Office Hours: Monday through Friday

Tuesday and Wednesday Evening

(When Classes are in Session)

Room U-201 368-4644

9:00 AM – 5:00 PM

5:00 PM - 8:00 PM

## **ACADEMIC SCHEDULING**

Office Hours: Monday through Friday

Saturday and Sunday

(When Classes are in Session)

Room A-113 368-5686

8:30 AM - 10:00 PM

8:30 AM – 4:30 PM

## **VILLAGE CENTER**

Office Hours: Monday through Friday

Tuesday and Wednesday Evening

(When Classes are in Session)

Room V-100 368-6700

9:00 AM – 4:45 PM

5:00 PM – 7:45 PM

## **HEALTH SERVICES**

Office Hours: Monday through Thursday

Friday

Saturday and Sunday

(When Classes are in Session)

Room A-108 368-5684

8:00 AM – 10:00 PM

8:00 AM – 9:30 PM

9:00 AM – 5:00 PM

\* Please call 718-368-4971 to make special arrangements for evening pick up of letters, diplomas, etc.

# **REGISTRATION CREDIT LIMIT**

During the six-week FALL 2010-B Session, students will be permitted to register for two courses (not to exceed eight [8] credits) subject to space availability.

## **LATE REGISTRATION/CHANGE OF PROGRAM**

Late Registration and Change of Program occurs on the first day of the session. Course availability will be very limited. Students will register/change program using eSIMS. Late Registration and Change of Program fees will be charged.

## **HOW TO REGISTER**

At the time registration opens for the Fall 2010-A term, currently registered students can also pre-register for the following module by selecting courses from a master class list. These course selections will not have specific meeting dates or times associated with them. Then, once registration opens in November, continuing and new students will be able to select specific sections with meeting dates and times. There is no guarantee that you will be able to register for the same course you previously selected. All master courses will be deleted prior to the start of module classes.

# **FINANCIAL AID**

Students receiving a Federal Pell Grant award, who take a course or courses during the WINTER 2011 module which brings the level of credits attempted anywhere from 2 to 12 credits or equated credits, may have their Federal Pell Grant prorated to reflect the increase or decrease in credit load. If you plan to attend both sessions your Pell grant enrollment will be locked in at the 2<sup>nd</sup> session census date.

Eligible full-time matriculated students and New York state residents who were registered for 12 or more credits in the FALL 2010 SEMESTER do not have to pay tuition in the WINTER 2011 Session. Aid for Part-Time Study (APTS) is available to students taking a total of 6 to 11 credits between the FALL 2010 Semester and WINTER 2011 session combined. For further information, come to the TAP Office, room P-204.

All tuition due must be settled at the time of registration either by payment, approved financial aid or a combination of both. The appropriate refund will be made when Federal PELL and TAP have been approved and accepted.

Students must not be in default on a Federal Student Loan or owe any repayment of over-awarded funds.

Students must maintain satisfactory academic progress and complete their degree requirements within a maximum time frame in order to be eligible to receive Federal Financial Aid. Students in degree programs will receive payment of federal funds only for a maximum of 30 equated credits. ESL (English as a Second Language) courses are not counted. For further information, come to the Financial Aid Office, U-201.

# TUITION AND FEES

## TUITION and FEE SCHEDULE

This schedule applies only to the six-week FALL 2010-B WINTER 2011 Module. Registration is limited to those students who have satisfied in full all prior financial obligations due to the College.

EACH KINGSBOROUGH COMMUNITY COLLEGE SEMESTER CONSISTS OF A 12-WEEK TERM IN CONJUNCTION WITH THE FOLLOWING 6-WEEK MODULE.

## TUITION and STUDENT ACTIVITY FEES

*Matriculated resident students only* who registered in the **12-WEEK FALL 2010-A SESSION** and paid for **full-time** (12 or more credits/equated credits) may attend the succeeding **6-WEEK FALL 2010-B** without additional tuition and fees.

*Non-resident, non-degree and all part-time students* must pay for any additional credits/equated credits in accordance with their residency status (see chart below).

*All students* who will become full-time (12 or more credits/equated credits) with the 6-Week B Session registration must pay the difference between their full-time charges and part-time tuition rates charged in the 12-Week A Session. Thirty-three dollars (\$33.00) is due for the Student Activity Fee (difference between \$60 full-time and \$27 part-time charge). Fifty dollars (\$50.00) is due for the Technology Fee (difference between \$100.00 and \$50.00 part-time charge).

Students not registered for the 12-Week A Session who wish to register for the 6-Week B Session which immediately follows will be charged the part-time tuition rate.

KINGSBOROUGH COMMUNITY COLLEGE, UNDER THE JURISDICTION OF THE CITY UNIVERSITY OF NEW YORK, PROVIDES FOR REDUCED TUITION RATES FOR NY CITY AND STATE RESIDENTS. PLEASE REFER TO THE RESIDENCY REQUIREMENTS AT THE BOTTOM OF THE TUITION/FEE CHART.

### RESIDENT

FULL TIME (12 to 18 credits/equated credits)

	<u>Tuition</u>	<u>Activity Fee*</u>	<u>Technology Fee*</u>	<u>Consolidated Fee*</u>
Degree	\$1,575	\$60.00	\$100.00	\$15.00
Non-Degree	\$180.00/credit	\$60.00	\$100.00	\$15.00

PART TIME (1 to 11 credits/equated credits)

Degree	\$135.00/credit	\$27.00	\$50.00	\$15.00
Non-Degree	\$180.00/credit	\$27.00	\$50.00	\$15.00

### NON-RESIDENT

FULL TIME (12 or more credits/equated credits)

	<u>Tuition</u>	<u>Activity Fee*</u>	<u>Technology Fee*</u>	<u>Consolidated Fee*</u>
Degree	\$210.00/credit	\$60.00	\$100.00	\$15.00
Non-Degree	\$280.00/credit	\$60.00	\$100.00	\$15.00

PART TIME (1 to 11 credits/equated credits)

Degree	\$210.00/credit	\$27.00	\$50.00	\$15.00
Non-Degree	\$280.00/credit	\$27.00	\$50.00	\$15.00

\* Fees are not refundable

## **TUITION AND FEES (continued)**

To qualify for Resident tuition rates, an individual must have:

Resided in NY State for 12 consecutive months and within the NY City limits for 6 consecutive months, immediately preceding the first day of classes.

Resided in NY State for 12 consecutive months immediately preceding the first day of classes and presented a valid Certificate of Residence from their county to the Office of the Bursar.

***TUITION AND FEES SET FORTH IN THIS PUBLICATION ARE SUBJECT TO CHANGE BY THE BOARD OF TRUSTEES OF THE CITY UNIVERSITY OF NEW YORK.***

**SPECIAL FEES - NON-REFUNDABLE:**

a.	Application Fee	
	Entering Freshmen.....	\$ 65.00
	Transfer Students.....	\$ 70.00
b.	Special or Makeup Examinations (College permission to take an exam at other than scheduled times)	
	First examination.....	\$ 25.00
	Additional examinations .....	\$ 5.00 each
c.	Transcripts - other than CUNY.....	\$ 7.00 each
	(Certified check or money order only for mailed requests; cash, certified check or money order for in person requests.)	
d.	Duplicate Receipt.....	\$ 5.00 each
e.	Senior Citizens (60 or over as of the first day of class with proof of age and residence). Non-City (state residents) must submit valid certificate of residence.	
	Registration Fee and Consolidated Services Fee.....	\$ 80.00 per semester
f.	Cooperating Teacher.....	\$ 30.00 per semester
	(inclusive of Consolidated Services Fee)	
g.	Readmission to the College.....	\$ 10.00
	(payable when applying for readmission)	

**PENALTY FEES**

a.	Late Registration.....	\$ 25.00
	(to enroll after last day of regular registration)	
b.	Program Change *.....	\$ 18.00
	*This fee is waived when:	
	1. the College initiates the change;	
	2. a course is dropped without replacement.	
c.	Reinstatement Fee.....	\$ 15.00
d.	Payment Reprocessing.....	\$ 15.00
	(payment with a personal check which is not honored by the bank)	
e.	Non-Payment Service Fee.....	\$ 15.00
f.	Debts.....	
	(no student will be permitted to register for a new term unless, and until, any indebtedness is cleared)	

## TUITION REFUND SCHEDULE FOR 6-WEEK COURSES

The refund schedule is also available on the College's web page at [www.kbcc.cuny.edu](http://www.kbcc.cuny.edu)

<u>OFFICIAL WITHDRAWAL DATE</u>	<u>TUITION DUE TO COLLEGE</u>	<u>REFUND DUE TO STUDENT</u>
Up to, and including, Sunday, 01/02/11	NONE	100%
<u>Monday, 01/03/11* – Monday, 01/10/11</u>	50%	50%
<u>Tuesday, 01/11/11 – Friday, 01/14/11</u>	75%	25%
<u>Saturday, 01/15/11 and later</u>	100%	NONE

\* First day of classes is Monday, 01/03/11

The date a program change or withdrawal form is filed with the Registrar's Office, not the last date of attendance in class, is considered the official date of withdrawal from a course or from the College. No portion of the special fees, or penalty fees, is refundable, except in the case where a student's registration is canceled or courses have been withdrawn by the college.

## FALL 2010-B WINTER SESSION TUITION REFUND SCHEDULE (FOR LESS THAN 6-WEEK COURSES)

<u>DATE OF FORMAL WITHDRAWAL FROM COURSE(S) OR THE COLLEGE</u>	<u>4-WEEK COURSES</u>	<u>3-WEEK COURSES</u>	<u>2-WEEK COURSES</u>
Before Scheduled Opening Date	100%	100%	100%
From 1st through 4th Calendar Day after the Scheduled Opening Date	50%	50%	50%
Between the 5th and 9th Calendar Day after the Scheduled Opening Date	25%	None	None
Beyond the 9th Calendar Day after the Opening Date	None	None	None

Should the fourth or ninth day fall on a weekend or holiday, the refund would be extended to the next business day.

# MODULE OFFICE HOURS

Office hours during the Module differ from those during the 12-week semester. **REMEMBER**, offices are closed evenings when classes are not in session.

## **ADMISSION INFORMATION CENTER**

Office Hours: Monday through Thursday

Room F-123 368-4600

9:00 A.M. – 5:00 PM

## **ADMISSION**

Office Hours: Monday through Thursday

Wednesday Evening

(When Classes are in Session)

Room A-112 368-5676

9:00 A.M. – 5:00 PM

5:00 P.M. - 7:15 PM

## **REGISTRAR**

Office Hours: Monday through Thursday

\*Tuesday and Wednesday Evening

(When Classes are in Session)

Room A-101 368-5136

9:00 A.M. – 5:00 PM

in Room V-100 5:00 PM – 8:00 PM

## **BURSAR**

Office Hours: Monday through Thursday

Tuesday and Wednesday Evening

(When Classes are in Session)

Room A-205 368-5416

9:00 A.M. - 4:45 PM

5:30 P.M. - 8:15 PM

## **FINANCIAL AID**

Office Hours: Monday through Thursday

Tuesday and Wednesday Evening

(When Classes are in Session)

Room U-201 368-4644

9:00 A.M. – 5:00 PM

5:00 P.M. - 8:00 PM

## **ACADEMIC SCHEDULING**

Office Hours: Monday through Thursday

Room A-113 368-5686

8:30 A.M. - 10:00 PM

## **VILLAGE CENTER**

Office Hours: Monday through Thursday

Tuesday and Wednesday Evening

(When Classes are in Session)

Room V-100 368-6700

9:00 A.M. – 4:45 PM

5:00 P.M. – 7:45PM

## **HEALTH SERVICES**

Office Hours: Monday through Thursday

Room A-108 368-5684

8:00 A.M. – 10:00 P.M.

\* Please call 718-368-4971 to make special arrangements for evening pick up of letters, diplomas, etc.

# ACADEMIC CALENDAR

The Official Academic Calendar is available on the College's web page at [www.kbcc.cuny.edu](http://www.kbcc.cuny.edu)