Second Year Academic Advisement Center
Room D124  |  (718) 368-5744  |  Mon - Fri 9am - 5pm
Advisors support and promote year-round campus-wide advising, for all majors, creating a supportive environment where students receive guidance, assistance, and clarification about academic, career, and life goals. Advisors also foster an environment that encourages student growth, autonomy, and academic responsibility.

Center for Academic Writing Success (CAWS)
Room L219  |  (718) 368-5405  |  Fall & Spring: Mon -Thu 9am - 8pm & Fri 10am - 3pm Winter & Summer: Mon - Thu 9am - 8pm  |  CAWS.mails@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.

Writing Fellows in CAWS
Room L219  |  (718) 368-5405  |  Fall & Spring: Mon -Thu 9am - 8pm & Fri 10am - 3pm Winter & Summer: Mon - Thu 9am - 8pm  |  CAWS.mails@kbcc.cuny.edu
We are a small group of Ph.D. students from the CUNY Graduate Center here to support those of you enrolled in writing-intensive courses by helping you learn how readers of your writing are interpreting your thinking as it is displayed through your writing. Our hours vary, so come by CAWS to see us!

Center for Math & Technology (CMAT)
Room F206  |  (718) 368-5808  |  Fall & Spring: Mon - Thu 8am - 5pm, Tue & Wed 5pm - 8pm (when classes are in session) Fri 8am - 3pm  |  CMAT@kbcc.cuny.edu
Free walk-in tutoring offered to current KCC students. CMAT provides tutoring for all math courses as well as Computer Science and Computer Programming. The Center also tutors any course with a math component. CMAT provides one-on-one and group tutoring. Additionally, there are 24 computers available for student use, as well as textbooks and calculators to be used on site only.

Registration Help Center
(718) 368-6551  |  Mon - Fri 9am - 5pm  |  registrationhelp@kbcc.cuny.edu
We provide you with registration information and help you get past obstacles that might prevent you from registering for class. We identify any “holds” such as test scores or immunization, so that you can take necessary action to remove them. We also process overloads and repeats for eligible students.

My Turn
Room F219  |  (718) 368-5079  |  Mon - Thu 9am - 4pm & Fri 9am - 1pm
Seniors can attend regular college classes alongside traditional students when they enroll in My Turn. This special TUTION-FREE program is open to New York State residents who are age 60 or older by the first day of class. Retirees, professionals, or individuals with or without a high school or college degree are eligible to participate.

Honors Program
Room M377  |  (718) 368-5365  |  Mon - Fri 9am - 5pm  |  Honors@kbcc.cuny.edu
We provide highly motivated students with a challenging, enriching, and rewarding educational experience. The Honors Program 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 with scholarship applications; provide leadership opportunities, and guidance through the transfer admission process.

Immersion Program
Room D106  |  (718) 368-5358  |  Mon - Thu 9:30am - 3:30pm  |  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 assessment tests.

Tutorial & Academic Support Center
Room L605  |  (718) 368-5118  |  Mon - Thu 9am - 7pm & Fri 8am - 4pm
We offer tutoring services in most subject areas to current students.

ACCELERATED STUDY IN ASSOCIATE PROGRAMS (ASAP)
Room M233  |  (718) 368-5616  |  Mon - Fri 9:30am - 5pm
Accelerated Study in Associate Programs (ASAP) assists students in earning associate degrees as soon as possible by providing financial, academic, and personal supports including personalized advisement, career counseling, tutoring, tuition assistance, MTA MetroCard, and assistance with cost of textbooks.

ASAP also offers special class scheduling options to ensure that ASAP students get the classes they need, are in classes with other ASAP students, and attend classes in convenient blocks of time to accommodate their work schedules. As students approach graduation, they receive special supports to help them transfer to 4-year colleges or transition into the workforce, depending on their goals.

CENTER FOR ECONOMIC & WORKFORCE DEVELOPMENT (CEWD)
Administration Room V229; Programs - Room T7115  |  (718) 368-5778  |  Mon - Fri 9am - 5pm  |  cewd@kbcc.cuny.edu
If you or someone you know are under- or unemployed, we can provide the training and skills necessary to help you advance in your current career, or to 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.

KCC Urban Farm
(718) 368-6578  |  Mon - Thu 9am - 2pm
Located between the T2 and T8 buildings, we are a 1/4 acre farm on campus providing free organic vegetables and food education, volunteer and job opportunities for students available throughout the Spring, Summer & Fall semesters. We also offer free organic vegetables & cooking demos. Come visit us!

COLLEGE ADVANCEMENT (OCA)
Room M243  |  (718) 368-4539  |  Mon - Fri 9am - 5pm
We support, encourage, and promote the academic mission and vision of the College by coordinating all its fundraising for 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.
We are located in the Academic Village Center.

Deferred Action for Childhood Arrival (DACA)*

Family Petitions

Card Renewals; Temporary Protected Status Renewals (TPS)

Adjustment of Status, Change of Status and Green

Citizenship Applications and Fee Waivers Where Eligible

Legal Screening of Eligibility for Immigration Benefits

We offer the following legal services:

- For immigration matters.
- To provide guidance and referrals for more complex applications.
- Individual legal consultations can be scheduled to determine eligibility.
- The filing of Deferred Action for Childhood Arrival, Citizenship, and Change of Status.
- In immigration law. The staff provides legal information and guidance and assists with immigration, residency, and visa matters.

The Center has an on-site attorney and two legal assistants with training and expertise in immigration law. The staff provides legal information and guidance and assists with the filing of Deferred Action for Childhood Arrival, Citizenship, and Change of Status applications. Individual legal consultations can be scheduled to determine eligibility for immigration benefits and to provide guidance and referrals for more complex immigration matters.

The Center offers the following legal services:

- Legal Screening of Eligibility for Immigration Benefits
- Citizenship Applications and Fee Waivers Where Eligible
- Adjustment of Status, Change of Status and Green
- Card Renewals; Temporary Protected Status Renewals (TPS)
- Family Petitions
- Deferred Action for Childhood Arrival (DACA)*

We are located in the Academic Village Center.

FINANCE & ADMINISTRATION

Bursar

Room A205 | (718) 368-5416 | Mon - Fri 9am - 5pm & Tue 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.

Events Management

Room V114 | (718) 368-5040 | Mon - Fri 9am - 5pm

We schedule event venues, help plan campus events, and provide logistical services.

Bookstore

Room U101 | (718) 332-5500 | *Mon - Thu 8:30am - 7pm, Fri 8:30am - 4pm, Sat & 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
- NY Times best sellers, charts, and study guides
- Greeting cards
- Gift cards to the campus bookstore and other major retailers
- Health and beauty aids
- Postage stamps and MetroCards

ON STAGE AT KINGSBOROUGH

Leon M. Goldstein Performing Arts Center | (718) 368-5596 | Mon - Fri 10am - 5pm
www.OnStageAtKingsborough.org

We bring artistically and culturally diverse, multi-disciplinary performances from world-renowned performing artists to the varied communities in and around the college, and serve as a community-gathering place for entertainment and inspiration. Students, staff, and alumni qualify for discounts.
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.

**SCHOLARSHIP OPPORTUNITIES**

Room M101 | (718) 368-4911

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

**Access-Ability Services**

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

If you have a disability and need accommodations/services, including assistive technology and test-taking support, come talk to us in AAS. We facilitate equal 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 at (718) 368-4995.

**Athletics**

Room G110 | (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.

**Center for Career Development & Experiential Learning**

Room C102 | (718) 368-5115 | Mon - Fri 9am - 5pm
careerdevelopment@kbcc.cuny.edu; servicelearning@kbcc.cuny.edu

We provide career counseling, career exploration, and employment opportunities to all matriculated students, as well as alumni. You may also visit us to apply for internships and service learning opportunities. Service Learning is a teaching and learning strategy that integrates meaningful community service opportunities with your coursework. Recruitment events are held every semester, and Career Wave (an online jobs board) is a free resource available to you for applying to jobs and internships.

**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.

**Health Center**

Room A108 | (718) 368-5684 | Mon-Thur 8am - 10pm, Fri 8am - 9:30pm, Sat & Sun 8am - 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.

**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.

**CUNY EDGE PROGRAM**

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

What is the CUNY EDGE Program? CUNY EDGE, formerly known as the COPE program, has expanded its student services to provide new benefits and support for you! CUNY EDGE’s mission is to help CUNY students who are receiving public assistance achieve academic excellence, graduate on time, and find employment.

**College Now**

Room F102 | (718) 368-5170 | Mon - Fri 9am - 5pm

Former COLLEGE NOW students who took Kingsborough classes in high school are encouraged to visit or contact our office if they have any questions about credits earned in the program.

**CUNY LEADS Plus Program**

Room D211 | (718) 368-6639 | Call to confirm hours

CUNY LEADS Plus is a new program for neuro-diverse CUNY students with unique abilities. We offer enhanced individual and group services that help you transition to college, promote academic success, and groom you for realistic employment. We also offer career counseling, social skills training, and a built-in internship for all students who are enrolled in the program. Students must have a documented disability and an open case with Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCESS-VR), or be ACCESS-VR eligible, in order to be considered. (Please contact the CUNY LEADS Plus Program for further information).

**Evening Advisement**

Room M101 | (718) 368-4911 | Call to confirm hours | 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

Freshman Services helps students new to Kingsborough make a comfort-able and successful transition to collegiate life by offering accurate information, support services and a place where they can make a connection with an advisor who will address any concerns. We provide individualized attention and utilize a holistic approach in guiding students toward their academic, personal, and career goals.

**College Now**

Room F102 | (718) 368-5170 | Mon - Fri 9am - 5pm

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**Health Center**

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Men's Resource Center  
Room U218 | (718) 368-5864 | 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 C106 | (718) 368-5472 | Mon - Fri 9-5pm  
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. We 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.

New Start Program  
Room M101 | (718) 368-4911 | Mon - Fri 9am - 5pm | Newstart@kbcc.cuny.edu  
The New Start Program assists students who have experienced academic difficulty at the senior college level. Students in the program are offered specialized counseling and targeted academic advisement designed to assist them in overcoming previous difficulties. Transfer Advisors are available to give students individualized assistance during their time at KCC and provide transfer counseling after graduation.

Opening Doors Learning Communities  
Room E102 | (718) 368-4903 | Mon - Fri 9am - 5pm  
Opening Doors Learning Community offers incoming students a chance to acclimate to the college by providing them with linked classes. These links pair necessary English or Math classes with a Student Development course that introduces the student to their first semester at KCC. Their SD instructor is also their academic advisor for the year, which creates a strong rapport between them.

Integrative Studies Program (ISP)  
Room E106 | (718) 368-5105 | Mon - Fri 9am - 5pm  
Integrative Studies is the next step in Learning Communities for KCC students. We offer linked classes that encompass a variety of majors for a collaborative learning experience. With small class sizes and academic advisement and support, we want students to engage, achieve, and excel in their education.

Student Life  
Room C123 | (718) 368-5597 | Fall & Spring: Mon & Tue 8am - 7pm & Wed - Fri 8am - 5pm; Winter & Summer (And when classes are not in session): Mon - Fri 8am-5pm  
We are the main hub for student engagement and involvement outside the classroom! Stop by the office to find out about clubs/organizations, the Student Ambassador Program, SGA-Student Government, CAB- the Campus Activities Board, KLEAR-Kingsborough Leadership Education and Recognition program, as well as all major student programming and events. We enhance campus life for students while supporting the academic mission of the College.

Text @KCCEvents to 81010 to sign up for texts about upcoming events!

Student Success Center  
Room M201 | (718) 368-5243 | Mon - Fri 9am - 5pm  
The Student Success Center serves as a resource for students, faculty and the community regarding college wide retention initiatives. We are a hub that connects students with available college financial resources, pair freshmen with their first year academic advisor and facilitates student workshops that promote student engagement and the ability to become knowledgeable and responsible for planning their academic career goals. The center's mission is to make sure that each student continues his or her education until degree completion.

Scepter Student Publication  
Room M230 | (718) 368-5603 | Mon - Fri 9am - 5pm  
Scepter, which has been cited for journalistic excellence, is written, produced, managed, and distributed by Kingsborough students. Student journalists report on college news and cover campus activities and sports, review films, music, and books, and write stories of interest to KCC students and faculty. Working with a faculty advisor, there are many areas in which interested students can participate, including editing, reporting, taking photographs, designing and laying out the issues, distributing the paper and handling advertising.

All currently enrolled students are welcome to become involved. Scepter is supported by funds from the KCC Association.

Transfer Success Center  
Room M101 | (718) 368-4911 | Mon - Fri 9am - 5pm (Evening Advisement available: Call to confirm days and times)  
We assist New Start students, incoming transfer students, and first semester transfer students with academic advisement and registration. We also provide transfer-out advisement and assistance with applying for scholarships (transfer-out and private organization's scholarships). The center coordinates Transfer Fairs every semester, hosts Brooklyn College visits and visits from the CUNY Justice Academy Advisor at John Jay College.

Student Wellness Center  
Room A108 (E & F) | (718) 368-5300 | Mon - Thu 9am - 5pm & Fri 9am - 2pm  
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 9am - 5pm  
TRiO provides comprehensive support services including advisement; tutoring; workshops - academic/technology/financial literacy--; counseling; coaching, among other interventions - all to facilitate retention and associate degree attainment. TRiO also provides assistance with transferring to four-year colleges. Program participants must be U.S. citizens or permanent residents.

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 L105; Room L106; Room L107 Mon - Thurs 8am - 10pm & Fri 8am - 5pm | Room M200; Room M224 Mon - Fri 8am - 5pm | (718) 368-6679 | helpdesk@students.kbcc.cuny.edu  
The IT Student Help Desk will assist you with matters regarding CUNYfirst, email, Blackboard, CUNY Portal, WiFi, test scores, lab hours, schedules, and other applications.

**TITLE IX COORDINATOR**  
Room E115 | (718) 368-6896 | Mon - Fri 8:30am - 4:30pm  
The Title IX Coordinator in the Office of Equal Opportunity & Diversity Management 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.

Revised on 2/7/19