The Academic Advisement Center supports and promotes campus-wide advising year round while to maintain a supportive environment where academic advising is a holistic process through which serve as facilitators of communication who work with students to encourage them to become more knowledgeable and responsible for planning their academic career. Advisors will also provide accurate and updated information to students regarding general college policies and procedures, referrals to campus services and other departments throughout the year.

Policy and Procedures for Advising

- Appointments can be scheduled, at anytime, in room M201 or by calling 718-368-5744.
  
  (Students who major in Allied Health programs can schedule appointments in room M101 or M201 by calling 718-368-4911.)

- If you cannot keep your scheduled appointment, please call the Advisement Center as soon as possible to cancel or reschedule.

- Check your KCC email regularly for important updates sent to you by the college.

- If you are sent to the Advisement Center by a faculty member or other your Advisor who referred you.

Students’ Roles and Responsibilities – What Your Advisor Can Expect

In order to take advantage of the academic services available at Kingsborough, students are expected to:

- Schedule regular advising appointments each semester and/or module.

- Be on time for scheduled appointments.

- Be courteous and plan ahead by cancelling or rescheduling appointments if necessary.

- Come to appointments with prepared questions or issues to discuss with their Advisor.

- Accept responsibility for short and long-term decisions and actions.

- Keep a record of their academic progress and completed goals.

- Familiarize themselves with Kingsborough’s academic calendar each semester and/or module – paying close attention to important deadline dates.

- Seek help when needed and use appropriate campus resources.

Academic Advisors’ Roles and Responsibilities: What Your Advisees Can Expect

Academic Advisors are expected to:

- Maintain confidentiality when working with students one on one.

- Assist students with exploring their education and career goals.

- Information regarding general college policies and procedures, referrals to campus services and other administrative departments.

- Assist in program planning that will lead to realistic life choices and long-term goals.

- Assist students with scheduling department, and general education requirements each semester and/or module.

Academic Advising Resources

1. Kingsborough Community College Online Catalog (Click here)

2. Career Services (Click Here)

Sign on to CUNYfirst - from anywhere, anytime - will allow students to manage their academic careers and financial accounts in real time and more. It will give faculty additional tools to enhance their interaction with students. It is also designed to give staff access to powerful processes that connect with finance, student administration and human resources functions necessary to operating the nation’s largest urban university.

Make an appointment today! All you need is your EMPLID #