SOME FREQUENTLY ASKED QUESTIONS

1. HOW WILL I KNOW WHEN I’M REGISTERED? HOW DO I FIND OUT WHERE MY CLASS MEETS?

If you register by mail or fax, make a note of the date and time when your class will meet. If you have registered early, you will receive written confirmation of your registration, including the location of your first class. Parking permits are sent out separately from the Business Office. If you do not hear from us, call (718) 368-5050. Course confirmations and class locations are available if you register in person or by phone.

2. WHAT HAPPENS IF A COURSE IS CLOSED OR CANCELLED?

If a course is closed or cancelled, the Office of Continuing Education will make every effort to notify you by telephone, mail or e-mail. You will be given the choice of transferring to another course or obtaining a full refund. Please make sure your contact information is complete and correct.

3. WHAT IF I CHANGE MY MIND OR CAN’T ATTEND A COURSE?

Full refunds (minus the $25 non-refundable registration fee) will be processed, upon written request to the Continuing Education Office at least 2 days before the course begins. No refunds will be made once a course has begun.

4. WHAT SHOULD I BRING TO THE FIRST CLASS SESSION?

For your first class session, paper and pencil are all that you’ll need, unless otherwise noted. You may want to delay purchasing text(s) until you’ve met and been advised by your instructor. In some courses, instructors distribute lists of recommended, but not required books or suggested supplies. Required textbooks for courses identified with a (T) in the title are available at the Kingsborough Community College Campus Bookstore. Check with the bookstore for their hours: 718-368-5500.