Things You Should Know

Continuing Education courses are designed for adults 18 years of age and older with the exception of the College For Kids Program and the SAT/ACT Test Preparation. Programs, requirements, tuition, fees, and classes are subject-to-change without advance notice.

NOTIFICATION OF POLICY
All Continuing Education participants are required to follow the College rules and regulations. These are available from the Office of Public Safety in the Library building in Room L202 and Online at www.kbcc.cuny.edu

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, handicap, veteran, or marital status in its student admissions, employment, access to programs, and administration of its educational policies. Kingsborough Community College has a College Affirmative Action Officer and Coordinator for Title IX, which prohibits sex discrimination in federally-assisted education programs. This Officer is also the College Section 504 Coordinator for the handicapped. The office is located in Room V-125. For more information or complaints call Victoria Ajibade, Chief Diversity Officer at 718-368-6896 or Fax: 718-368-6894.

EMERGENCY SCHOOL CLOSING
In the event of an emergency closing due to severe weather conditions or other emergencies, please call (718) 368-5050 or visit our website at www.kbcc.cuny.edu. The best way to receive emergency closing notification is to sign up for CUNY Alert at: http://www.cuny.edu/news/alert.html

FEES
For each course offered, a course fee is clearly indicated.

- A non-refundable $25 registration fee is required each semester, regardless of the number of courses taken.
- Parking on campus is $2.20 extra and is available on a first-come, first-served basis.
- Course fees do not include textbooks or supplies. We have indicated when a course requires an extra fee for materials. Materials fee must be paid for courses where indicated.
- We accept WIA/ITA Vouchers for most programs.

REFUNDS
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. A full refund (including the registration fee) will be processed if we cancel a class.

- Please allow 4-6 weeks for processing.
- No refunds will be made if class has begun.
- No transfers after the second class session.

ACCOMMODATIONS & ACCESSIBILITY
Requests for accommodations must be submitted with documentation of disability. Submit requests and documentation in advance of your class start date to ensure that reasonable accommodation requests can be processed in a timely manner. Accommodations may take 3-4 weeks to process. Please contact Vickie DiMartino at 718 368-5669.

College Administration, in cooperation with NYCT Paratransit, has established 3 specific Access-A-Ride (AAR) stops at Kingsborough Community College. Each of these locations has specific GPS coordinates along with signage to aide in the successful connection of the AAR vehicle/driver and customer.

When scheduling individual trips or subscription service for Kingsborough Community College please determine if you are traveling to/from one of these locations and ask AAR Reservation Agent (Trip Planner) to:

- Use the PLACES FILE to locate the address for 'Kingsborough Community College' and ...
  - A-Administration Building OR
  - T Building OR
  - MAC - Lighthouse

If you experience any difficulty during the reservation process, please ask to speak with a supervisor.


REGISTRATION FEE WAIVER
Kingsborough Community College faculty, staff and Alumni Association members are exempt from paying the $25 registration fee for classes offered through the Office of Continuing Education, when registering in person with a current Kingsborough ID card.

Full refunds (minus the $25 non-refundable registration fee) are available in a timely manner, if we cancel a class.

- Please allow 4-6 weeks for processing.
- No refunds will be made if class has begun.
- No transfers after the second class session.

TUITION REIMBURSEMENT
Reimbursement by Employer or Union may be possible. The College will accommodate requests for letters of support for reimbursement.

TAX DEDUCTION OF EXPENSES
An income tax deduction is allowed for expenses of education undertaken to maintain and improve professional skills. Please consult your accountant.

IDENTIFICATION
All Continuing Education students are required to carry an updated photo identification card at all times. A Photo identification card is issued by Kingsborough Community College in Rooms L202 and L22.

CERTIFICATE PROGRAMS
In order to earn a certificate, you must meet an 80% attendance requirement, receive a passing grade, and complete all assignments. Most certificate programs are approved by the NYS Department of Education for the training of veterans and others eligible in accordance with Section 1775, Title 38, U.S. Code.

STUDENT ADMISSION
Kingsborough Community College reserves the right to deny admission to any student if in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the College or the college community. That judgment will be based on an individualized determination taking into account any information the College has about the crime committed by the student and the particular circumstances of the College, including the presence of a child care center, public school or public school students on campus. In addition, the College may consider factors such as the amount of time since the crime was committed, the amount of jail time served by the student, the number of years the student was on probation or parole, whether the student has satisfied probation or parole requirements at the time of the student’s application, whether the student has completed drug, alcohol, sex offender or other treatment, and what work or educational experience the student has had after the conviction. Finally, if the student is known to have been assisted by a CUNY-sponsored or other re-entry program or initiative, the College will consult with a counselor or representative with said program.

How To Register

MAIL
You can mail in your registration prior to the start of class. Complete the form on page 37 and mail with your check or money order (payable to KCC CONTINUING ED) or credit card information to:

Continuing Education - Room T-8206
Kingsborough Community College
2001 Oriental Boulevard, Box C
Brooklyn, NY 11235-2333

Time permitting, we will confirm your registration by mail prior to the first class.

FAX: 718-368-5200
Fax registrations are accepted using Visa, MasterCard or Discover, seven days a week, 24 hours a day.

PHONE: 718-368-5050
Phone registrations are accepted using Visa, MasterCard or Discover, Monday through Thursday from 9:30am-4:30pm.

ONLINE: www.kbcc.cuny.edu
Just click on Continuing Education, Visa, MasterCard or Discover accepted.

IN PERSON
See page 38 for registration dates and locations.

Daytime walk-in:
Mon, March 19, 2018 through Fri, Apr. 27, 2018 from 9am-4pm in Room A-205 in the Administration Building, 2nd floor. Cash, check, money order, debit card, Visa, MasterCard or Discover accepted.

Example walk-in:
Monday, May 28 - Memorial Day

KINGSBOROUGH COMMUNITY COLLEGE
Office of Continuing Education
Tel: 718-368-5050 Fax: 718-368-5200
www.kbcc.cuny.edu/continuinged