A GUIDE TO YOUR FINANCIAL AID INFORMATION IN CUNYfirst

Learn how to access, view, and manage the financial aid information in your CUNYfirst Student Center:

- VIEW YOUR TO DO LIST & COMPLETE THE SUPPLEMENT FORM
- VIEW YOUR FINANCIAL AID AWARDS & ACCEPT OR DECLINE YOUR FEDERAL WORK-STUDY AWARD
- VIEW YOUR PENDING FINANCIAL AID & YOUR FINANCIAL AID REFUNDS
- ADD YOUR BANK ACCOUNT AND ENROLL IN DIRECT DEPOSIT
- ENROLL IN A TUITION PAYMENT PLAN & VIEW YOUR 1098-T FORM
- VIEW YOUR FEDERAL WORK-STUDY PAYCHECK AND W-2 FORM
- COMPLETE THE DIRECT LOAN PROCESSING FORM
VIEW YOUR TO DO LIST

After you have filed your financial aid applications, the To Do list in your CUNYfirst Self-Service Student Center will alert you if you any outstanding requirements to complete your application. These items must be finalized before you receive a financial aid awards package.

**STEP# 1:** Login to CUNYfirst at: https://home.cunyfirst.cuny.edu.

**STEP# 2:** Select HR/Campus Solutions from the menu on the left.

**STEP# 3:** Navigate to Self Service followed by Student Center. In the To Do List section on the right, you will see the list of outstanding items. If displayed, click the more link to see the additional requirements.

**STEP# 4:** Review the current outstanding items. The items which have an Administrative Function listed as Financial Aid will need to be resolved in order to complete your financial aid application. If you added multiple CUNY Colleges on your FAFSA, you will need to sort and filter by institution to make sure you are viewing items related to the college you attend or plan to attend.

**NOTE:** If you will be attending KBCC, you are only required to resolve the items listed for KBCC. It is not necessary to resolve items listed for other CUNY Colleges in order to finalize your financial aid or conducting other business at KBCC.
By clicking on each **To Do Item**, you can view the details concerning the items, including instructions on how to resolve them, as well as the contact information for the Office of Financial Aid.

**NOTE**: You must resolve each **To Do item** on your **Item List**. Failure to resolve the items will delay final processing and awarding of your financial aid.

The instructions on the **To Do Item Detail** may ask you to download and submit one or more forms to the Office of Financial Aid. To access the required forms, you will need to copy and paste the web address into your web browser. Click on **Return** to go back to your Item List.
COMPLETE THE SUPPLEMENT FORM

One of your To Do items will be to complete the Supplement Form. The Supplement Form is used by CUNY to determine potential eligibility for the New York State Aid to Part-Time Study (APTS) program.

STEP# 1: Login to CUNYfirst at: https://home.cunyfirst.cuny.edu.

STEP# 2: Select HR/Campus Solutions from the menu on the left.

STEP# 3: Navigate to Self Service followed by Student Center.

STEP# 4: In the Finances section on the left, click the Supplement Form link.

STEP# 5: Enter KCC01 for your Institution and 2017 for the Aid Year, then click OK, and provide the requested information on the next screens to complete the Form.
VIEW YOUR FINANCIAL AID AWARDS

Your Student Center provides information about your financial aid awards. The awards are listed for the entire academic year and are also broken down by term.

**STEP# 1:** Login to CUNYfirst at: https://home.cunyfirst.cuny.edu.

**STEP# 2:** Select **HR/Campus Solutions** from the menu on the left.

**STEP# 3:** Navigate to **Self Service** followed by **Student Center**.

**STEP# 4:** Under the **Finances** section, click the **View Financial Aid** link.

**STEP# 5:** On the **Select Aid Year to View** page, you may see listings for multiple aid years and multiple colleges. Click the **Aid Year** link for the college and aid year you wish to view.
STEP# 6: On the **Award Summary** page, you will be able to view your awards for the entire academic year, as well as for individual terms. You can access additional information through several hyperlinks which are explained on the next few pages.

<table>
<thead>
<tr>
<th>Award Description</th>
<th>Category</th>
<th>Offered</th>
<th>Accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal PELL Grant Fall</td>
<td>Grant</td>
<td>2,907.50</td>
<td>2,907.50</td>
</tr>
<tr>
<td>Federal PELL Grant Spring</td>
<td>Grant</td>
<td>2,907.50</td>
<td>2,907.50</td>
</tr>
<tr>
<td>Estimated Tap Spring</td>
<td>Grant</td>
<td>2,400.00</td>
<td>2,400.00</td>
</tr>
<tr>
<td>Initial TAP-Fall</td>
<td>Grant</td>
<td>2,400.00</td>
<td>2,400.00</td>
</tr>
<tr>
<td><strong>Aid Year Totals</strong></td>
<td></td>
<td><strong>10,615.00</strong></td>
<td><strong>10,615.00</strong></td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

**Full-Yr Financial Aid Summary**

**Terms**

<table>
<thead>
<tr>
<th>Term</th>
<th>View Scheduled Disbursement Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017 Spring Term</td>
<td></td>
</tr>
<tr>
<td>Award Description</td>
<td>Category</td>
</tr>
<tr>
<td>Federal PELL Grant Spring</td>
<td>Grant</td>
</tr>
<tr>
<td>Estimated Tap Spring</td>
<td>Grant</td>
</tr>
<tr>
<td><strong>Term Totals</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term</th>
<th>View Scheduled Disbursement Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 Fall Term</td>
<td></td>
</tr>
<tr>
<td>Award Description</td>
<td>Category</td>
</tr>
<tr>
<td>Federal PELL Grant Fall</td>
<td>Grant</td>
</tr>
<tr>
<td>Initial TAP-Fall</td>
<td>Grant</td>
</tr>
<tr>
<td><strong>Term Totals</strong></td>
<td></td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

Your financial aid award is determined from the information provided in your application. If there is no financial aid displayed your application may be in progress. Please check back.

**Full-Yr Financial Aid Summary**

**STEP# 7:** Click on the **Full-Yr Financial Aid Summary** link to see your **Estimated Financial Aid Budget** for the academic year.
**STEP# 8:** Click on the hyperlinked **Budget Amount** to see your **Estimated Financial Aid Budget Breakdown** by Term.

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**Financial Aid**

**Full-Yr Financial Aid Summary**

Financial Aid Year 2016-2017

The information below is a calculation of your estimated need.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Financial Aid Budget</td>
<td><strong>14,870.00</strong></td>
</tr>
<tr>
<td>Expected Family Contribution</td>
<td>0.00</td>
</tr>
<tr>
<td>Estimated Need</td>
<td><strong>14,870.00</strong></td>
</tr>
<tr>
<td>Total Aid</td>
<td><strong>8,215.00</strong></td>
</tr>
</tbody>
</table>

Currency used is **US Dollar**.

This is your financial aid eligibility based on your estimated financial aid (budget) costs, family contribution, and estimated need for this aid year.

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**2016 Fall Term**

<table>
<thead>
<tr>
<th>Category Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and Supplies</td>
<td>600.00</td>
</tr>
<tr>
<td>Activity Fees</td>
<td>61.00</td>
</tr>
<tr>
<td>Consolidated Fees</td>
<td>15.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>125.00</td>
</tr>
<tr>
<td>Housing</td>
<td>2,372.00</td>
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<tr>
<td>Lunch</td>
<td>675.00</td>
</tr>
<tr>
<td>Loan Fees</td>
<td>29.00</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>1,000.00</td>
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<tr>
<td>Supplies Only</td>
<td>158.00</td>
</tr>
<tr>
<td>Tuition</td>
<td>2,400.00</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td><strong>7,435.00</strong></td>
</tr>
<tr>
<td><strong>Total Cost of Attendance</strong></td>
<td><strong>14,870.00</strong></td>
</tr>
</tbody>
</table>

Currency used is **US Dollar**.

The items listed above are based on costs associated with your academic program. These costs are estimates only and are subject to change based on changes to academic standing, as well as other factors impacting tuition and fees.

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STEP# 9: Return to the Award Summary page and, in the Terms section click the View Scheduled Disbursement Dates link.

The Scheduled Disbursements page displays the projected dates your financial aid awards should be disbursed to your student account.

NOTE: The scheduled disbursement dates listed here represent the earliest date those awards can be transferred into your CUNYfirst student account. Your actual disbursement date may be different and will appear when your financial aid is posted to your account. To view the actual disbursement dates, you will need to check the Account Activity page in your Student Center [see page 13 in this booklet].
ACCEPT OR DECLINE YOUR FEDERAL WORK-STUDY AWARDS

For certain types of financial aid such as Federal Work-Study, you will be required to either accept or decline the award.

**STEP# 1:** Login to CUNYfirst at: [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu)

**STEP# 2:** Select **HR/Campus Solutions** from the menu on the left.

**STEP# 3:** Navigate to **Self Service** followed by **Student Center**.

**STEP# 4:** Under the **Finances** section, click the **Accept/Decline Awards** link.

**STEP# 5:** On the **Select Aid Year to View** page, you may see listings for multiple aid years and multiple colleges. Click the **Aid Year** link for the college and aid year you wish to view.
**STEP# 6:** Review your entire awards package. Most of your awards such as PELL, TAP & SEOG will be pre-accepted and require no further action by you. If you are awarded Federal Work-Study however, you **MUST** accept your award(s) by placing a checkmark in the Accept checkbox next to Work-Study award. After checking Accept or Decline, do not forget to click on the **SUBMIT** button.

**NOTE:** If you fail to promptly accept your Federal Work-Study award, you risk losing it. If you wish to decline your PELL, TAP or SEOG award, you must speak to the Office of Financial Aid at your college.

Click on the Award hyperlink to receive more detailed information about the award and its requirements. Below is an example of the Federal Work Study detail screen.

![Federal Work Study Detail Screen](image-url)
VIEW YOUR PENDING AID

The following steps provide instructions for you to view your pending financial aid in CUNYfirst Self-Service.

**NOTE:** Financial aid that is **pending** means that you have been awarded the aid, and it is being used as a credit towards your tuition bill, but it has not actually been paid out.

**STEP# 1:** Login to CUNYfirst at: [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu).

**STEP# 2:** Select **HR/Campus Solutions** from the menu on the left.

**STEP# 3:** Navigate to **Self Service** followed by **Student Center**.

**STEP# 4:** Under the **Finances** section, click the **Account Inquiry** link, then click on the **Summary Tab** to see the details of the **Account Summary**.
**STEP# 5:** Under the **Account Inquiry** tab, you will be able to view your pending financial aid by clicking on the **pending aid** sub-tab. If you have pending financial aid that covers your tuition and fee charges in full, you will not be required to make a payment to the Bursar.

**IMPORTANT NOTE:** Your financial aid awards will NOT appear on your **Account Summary** page for at least 3 business days after you complete your initial enrollment. If you make any changes to enrollment which affect your financial aid eligibility, your recalculated financial aid awards will not appear for 3-5 business days.
VIEW YOUR FINANCIAL AID REFUND

When your awards are disbursed to your CUNYfirst account, they will be applied to any unpaid tuition and fee charges. If you have a financial aid credit balance after the payment of your tuition and fees, you will receive a refund that will either be electronically deposited to your personal bank account if you have set up Direct Deposit or sent to your home address in the form of a paper check if you have not set up Direct Deposit.

Please note: The difference between a disbursement and a refund; your financial aid is disbursed to your CUNYfirst account, not to you personally. Only after all charges on your account are satisfied will you be eligible to receive a refund. A refund appears on your CUNYfirst account 1-2 days after a disbursement is posted. You will receive that refund 3-5 days after it posts. Keep this timeframe in mind when doing your financial planning.

Detailed information about all disbursements and refunds can be seen on your Account Activity page.

View your account activity information by doing the following:

STEP# 1: Login to CUNYfirst at: https://home.cunyfirst.cuny.edu

STEP# 2: Select HR/Campus Solutions from the menu on the left

STEP# 3: Navigate to Self Service followed by Student Center

STEP# 4: Under the Finances section, select the Account Activity link from the drop down menu, then click on the double arrows (»).
The **Account Activity** page will display the activity occurring in your account for the academic year. To view per semester, select the semester from the dropdown list then click **go**.

In this example, the two Scholarships, TAP, SEOG, and the first-half of the Pell grant were disbursed to the student’s account on January 20th. Refunds were processed the next day on January 21st. These refunds were issued to the student on January 23rd. Additionally, a second Pell disbursement was made on March 2nd, another refund was issued on March 3rd, and this refund was issued on March 6th.

**REMEMBER**

**Disbursement** - the transfer of funds into your CUNYfirst Student Account.

**Refund** - the return of funds to you that exceed your tuition and fees. Refunds are issued either as a direct deposit payment to your bank account or mailed to your home as a check. Refunds are made available to you within 3-5 days after the date the refund posts to your account. You need to make allowances in your financial planning to account for the timeframe between the initial disbursement date and the date you may expect to receive your refund.
ENROLL IN DIRECT DEPOSIT IN CUNYfirst SELF-SERVICE

The following steps will assist you to add a Bank Account on Self-Service and enroll in Direct Deposit to receive refunds and work study payments.

**STEP# 1:** Login to CUNYfirst at: [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu).

**STEP# 2:** Select HR/Campus Solutions from the menu on the left.

**STEP# 3:** Navigate to Self Service followed by Campus Finances on the right.

**STEP# 4:** Click on Manage My Accounts.

**STEP# 5:** On the My Accounts page, click the Add Account button. You will then be prompted to enter your Financial Institution’s Details. After entering the required account information, click the Next button.

**NOTE:** Enter the routing number as well as your account number exactly as it appears on your check.
**STEP# 6:** To make the bank account you just added as your direct deposit account, click on **Enroll In Direct Deposit**.

**STEP# 7:** On the **My Direct Deposits** panel, click **Enroll In Direct Deposit**, followed by **Proceed To Enroll In Direct Deposit**.
**STEP# 8:** On the **Enroll in Direct Deposit** panel, choose the Bank Account you wish to enroll in **Direct Deposit** from the drop down menu then click **Next**.

**STEP# 9:** On the **Enroll in Direct Deposit Agreement** page; select the checkbox next to the statement “Yes, I agree to the terms and conditions of this agreement.” and click on **SUBMIT** button.
You have now completed the process to Enroll in Direct Deposit!

<table>
<thead>
<tr>
<th>Account inquiry</th>
<th>Electronic Payments/Purchases</th>
<th>Account Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>direct deposit</td>
<td>1099 tax form</td>
<td>bank accounts</td>
</tr>
</tbody>
</table>

**Enroll in Direct Deposit**

**Result**

✅ Congratulations! You are now enrolled in direct deposit.

View the summary below.

Account Nickname

Test account 6789

[Go To Direct Deposit Summary]
ENROLL IN A TUITION PAYMENT PLAN

You may discover that your financial aid awards will not cover all your tuition and fee charges. The CUNY tuition payment plan allows you to arrange to pay your *out of pocket* tuition charges over a period of up to six months. This means that the burden of having to pay off your entire balance at the start of the academic term is reduced. Enrollment in the payment plan allows you to set up monthly payments with a credit or debit card or with an electronic check (eCheck).

The *Enrollment Fee* to sign up using a Debit/Credit Card is $95 per term, while the enrollment fee to sign up using an eCheck is $40 per term. *The Enrollment Fee is Non-Refundable.*

The following steps provide instructions on how to enroll in a tuition payment plan from CUNYfirst Self-Service:

**STEP# 1:** Login to CUNYfirst at: [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu).

**STEP# 2:** Select **HR/Campus Solutions** from the menu on the left.

**STEP# 3:** Navigate to **Self Service** followed by **Student Center**.

**STEP# 4:** In the **Finances** section, select your institution and click **Enroll/Manage Payment Plan**.

The link will take you to the Nelnet Tuition Pay, Plan enrollment website as shown on the following page. You need to complete the enrollment process and choose your payment method (credit/debit or eCheck).
**STEP# 5:** Select **Payment Plan** from the menu on the left.

**STEP# 6:** On the **Payment Plans** page choose either the Credit/Debit Card or ECheck option from the **Available Payment Plans** then click on **Sign Up for New payment Plan**, and follow the instructions on the next screens to complete the enrollment process.
CUNY is required by the Internal Revenue Service (IRS) to issue the Form 1098-T, Tuition Statement, to students who have made payments towards qualified tuition and related expenses within the reporting tax year. This information will help students or parents of dependent students determine eligibility to claim the American Opportunity Tax Credit or Lifetime Learning Tax Credit. To find out more about Form 1098-T tax incentives, access IRS Publication 970, Tax Benefits for Higher Education, or visit www.cuny.edu/1098tfaq.

You cannot get a Form 1098-T statement if:

- You received federal grants, scholarships or third-party payments that met or exceeded your total tuition amount for the entire calendar year.
- You received loans to cover tuition for a particular semester, but the loans disbursed during a different calendar year.

The following steps provide instructions on how to view your 1098-T form in CUNYfirst Self-Service.

**STEP# 1:** Login to CUNYfirst at: https://home.cunyfirst.cuny.edu.

**STEP# 2:** Select HR/Campus Solutions from the menu on the left.

**STEP# 3:** Navigate to Self Service followed by Student Center.

**STEP# 4:** Under the Finances section, select View 1098-T from the dropdown menu then click on the double arrows (»).
**STEP # 5:** Select the Tax Year link to open the related Form 1098-T. You can download the Form 1098-T in PDF. If you have a pop-up blocker make sure you turn it off to allow the form to appear in a new tab on your browser. *No Data Available* will appear next to the year if you are not eligible for a 1098T Form for that year.

**NOTE:** CUNY offers a paperless Form 1098-T option. To access the paperless form, you must click on **Grant Consent** on the View 1098T page. By consenting to receive an electronic Form 1098-T, you will not receive future paper forms via the mail. If you do not select the electronic option, you will receive a paper Form 1098-T, sent to the mailing address listed on CUNYfirst Self Service.
VIEW YOUR FEDERAL WORK-STUDY PAYCHECK


The following steps provide instructions on how to view your federal work-study paystubs in CUNYfirst Self-Service.

**STEP# 1:** Login to CUNYfirst at: https://home.cunyfirst.cuny.edu.

**STEP# 2:** Select **HR/Campus Solutions** from the menu on the left.

**STEP# 3:** Navigate to **Self Service**, then **Payroll & Compensation**.

**STEP# 4:** Click the **View Paycheck** link.

The View Paycheck page will provide you details regarding each federal work-study paycheck and a link to access the PDF version of the paystub.
VIEW YOUR FEDERAL WORK-STUDY W-2 FORM

If you have worked in the federal work-study program, you will receive a W-2 Form at the end of the calendar year with your taxable earnings. The W-2 form will be mailed to you from the college and will be available for you to access in CUNYfirst.

The following steps provide instructions on how to view your federal work-study W-2 forms in CUNYfirst Self-Service.

**STEP# 1:** Login to CUNYfirst at: [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu).

**STEP# 2:** Select HR/Campus Solutions from the menu on the left.

**STEP# 3:** Navigate to Self Service followed by Payroll & Compensation.

**STEP# 4:** Click the View Work-Study W-2/W-2c Forms.

**STEP# 5:** Click the Year End Form to view and download a PDF version of your W-2 Form.

![View W-2/W-2c Forms](image)

**NOTE:** If you have problems accessing your Federal Work-Study W-2 Form, please visit the Office of Financial Aid and ask to speak to the Work Study Coordinator.
COMPLETE THE DIRECT LOAN PROCESSING FORM

If you want to request a direct loan for the award year, you must complete the Direct Loan Processing Form. Additional requirements to request a direct loan can be viewed on our website at: http://www.kbcc.cuny.edu/sub-financial_aid/Pages/downloadableforms_new.aspx.

The following steps provide instructions on how to access the Direct Loan Processing Form in CUNYfirst Self-Service.

**STEP# 1:** Login to CUNYfirst at https://home.cunyfirst.cuny.edu.

**STEP# 2:** Select HR/Campus Solutions from the menu on the left.

**STEP# 3:** Navigate to Self Service followed by Student Center.

**STEP# 4:** Under the Finances section, click the Direct Loan Processing Form link.

**STEP# 5:** Enter KCC01 for your Institution and 2017 for the Aid Year, then click OK.
STEP# 5: Indicate the loan type by placing checkmarks in the checkbox next to Direct Subsidized Loan or Direct Unsubsidized Loan then type in the amount you wish to borrow for Loan Amount Requested $. You must also indicate how many credits you anticipate you will be registered for in each of the boxes next to Anticipated Credits For Semester(s). For the Loan Period you must answer the questions by indicating either Yes or No for questions 1 through 3. Place a checkmark on the checkbox under the Applicant Certification, then click Save.

You have now completed your Direct Loan Processing Form!
For More Information

Learn more about the opportunities available to finance your college education by visiting KBCC’s Office of Financial Aid Website at: www.kingsborough.edu/sub-financial_aid/Pages/default.aspx

Do you have a question about your financial aid application or award status? E-mail us at: finaid@kbcc.cuny.edu and we will respond promptly to your inquiry (usually within 2-3 business days).
## Important College Contacts at your Fingertips

<table>
<thead>
<tr>
<th>Contact</th>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Financial Aid</td>
<td>Room U-201</td>
<td>(718) 368-4644</td>
</tr>
<tr>
<td>Financial Aid Lab</td>
<td>Room V-201</td>
<td>(718) 368-4978</td>
</tr>
<tr>
<td>Admission’s Office</td>
<td>Room V-102</td>
<td>(718) 368-5676</td>
</tr>
<tr>
<td>Student Help Desk</td>
<td>Rooms L-106/</td>
<td>(718) 368-6679</td>
</tr>
<tr>
<td>Cyber Lounge</td>
<td>Room M-200</td>
<td>(718) 368-6679</td>
</tr>
<tr>
<td>Bursar’s Office</td>
<td>Room A-205</td>
<td>(718) 368-5416</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>Room A-101</td>
<td>(718) 368-5136</td>
</tr>
<tr>
<td>One-Stop Center</td>
<td>Room V-100</td>
<td>(718) 368-6700</td>
</tr>
<tr>
<td>Access-Ability Services</td>
<td>Room D-205</td>
<td>(718) 368-5175</td>
</tr>
<tr>
<td>Health Services</td>
<td>Room A-108</td>
<td>(718) 368-5684</td>
</tr>
<tr>
<td>TRIO</td>
<td>Room D-102</td>
<td>(718) 368-5601</td>
</tr>
<tr>
<td>ASAP Office</td>
<td>Room M-211C</td>
<td>(718) 368-5973</td>
</tr>
<tr>
<td>Freshmen Year Counselors</td>
<td>Room F-123</td>
<td>(718) 368-4806</td>
</tr>
<tr>
<td>Student Advisement</td>
<td>Room M-101</td>
<td>(718) 368-5744</td>
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<tr>
<td>Library</td>
<td>Room L-200</td>
<td>(718) 368-5637</td>
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<tr>
<td>Tutorial Services</td>
<td>Room L-605</td>
<td>(718) 368-5118</td>
</tr>
<tr>
<td>Honors Program</td>
<td>Room 3-377</td>
<td>(718) 368-5365</td>
</tr>
<tr>
<td>Student Life</td>
<td>Room C-123</td>
<td>(718) 368-5597</td>
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<tr>
<td>Career Development</td>
<td>Room C-102</td>
<td>(718) 368-5115</td>
</tr>
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<td>Resources Center Counseling</td>
<td>Room D-102</td>
<td>(718) 368-5601</td>
</tr>
<tr>
<td>Public Safety</td>
<td>Room L-202</td>
<td>(718) 368-4800</td>
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</tbody>
</table>