

General Information

HOW TO REGISTER

ALL STUDENTS

All students, regardless of status, *must be admitted* to Kingsborough Community College in order to register for classes.

CURRENTLY ENROLLED STUDENTS

Currently enrolled students register for future terms based on their appointment times. Appointment times are visible on the Student Self-Service page of CUNYfirst.

TRANSFER STUDENTS

Transfer students should bring copies of their course enrollments and grades (transcripts or official grade reports) to academic planning and advisement, as well as to registration. Transcripts filed with the Admission and/or Registrar's Office will not be available for registration/advising purposes.

VISITING STUDENTS FROM OTHER UNITS OF THE CITY UNIVERSITY OF NEW YORK (CUNY)

Matriculated students from any unit of the City University are admitted through the Kingsborough Registrar's Office upon presentation of a valid and completed ePermit issued by the home college. Permit students are not guaranteed enrollment in any courses.

VISITING STUDENTS FROM COLLEGES OR UNIVERSITIES OTHER THAN CUNY

Visiting students from colleges or universities other than CUNY must complete an admission application. Existing health requirements related to measles, mumps and rubella, as well as meningococcal disease, must be met prior to registration.

WHAT YOU MUST KNOW FIRST

All students are expected to seek academic advisement and planning prior to registration. An advisement period will be provided during the Fall term for Spring registration and Summer registration. Academic advisement and planning for the Winter module will be available at that time as well.

All currently registered students will also receive notification on their College e-mail. You cannot register before your appointed time. You cannot register if you have an outstanding obligation to the College and a service indicator (hold) has been placed on your record.

NOTE: All information in this Schedule is in effect at the time of publication. It may be subject to change without notice when circumstances dictate.

WEB REGISTRATION INSTRUCTIONS

CUNYfirst is the student system of record, and this will impact several aspects of your experience as a Kingsborough student, from registering for classes to accessing your student records.

The instructions below have been created to guide you through the CUNYfirst system.

I. Check your Kingsborough College email account for important notices about CUNYfirst.

If you have not activated your Kingsborough email account please do so now. Type the following web address in your internet web browser address bar. <http://www.kingsborough.edu/newemail>

II. Claim Your CUNYfirst account

Your CUNYfirst account is now activated. Please make note of your username and password and keep them in a safe place. You will need to update your password every 90 days. A reminder will be emailed to you at 85 days. You will not be able to re-use one of your four previous passwords. Your password cannot be changed for five days after you last changed your password.

#1 Go to <https://home.cunyfirst.cuny.edu>

#2 Click [First Time User](#)

#3 Enter:

First Name

Last Name

Date of Birth. You must type forward slashes (e.g., 01/01/1997).

Social Security Number (last 4 digits)

#4 Type the word(s) you see in the box. This feature, called "CAPTCHA," will help keep out computer programs that are designed to break a system's security CAPTCHA figures may be difficult to read. If so, click on the red reload button to the right.

#5 Click OK

#6 Select your Challenge Questions and Answers – you need five of them. Choose each question from the drop down, and then type in your answer.

Make your answer memorable and not changeable. Don't repeat questions. Answers are not case-sensitive and must be at least two characters long.

#7 Choose your password.

Your password must be at least eight characters long, and contain at least one UPPERCASE character AND at least one numeral (1, 2, 3, etc.) or symbol (&, %, ?, etc.).

#8 After you've entered your password and confirmed it, click OK.

III. Log in to CUNYfirst

After you have claimed your account, you will receive a confirmation screen with your username and CUNYID. Your CUNYfirst username typically will be your first name and last name, with a dot in-between the two names. Added to that would be the last two digits of your CUNYID. For example, John Smith would be john.smith12.

Your password is the password you created when you claimed your account.

- #1: Go to <https://home.cunyfirst.cuny.edu>
- #2: Enter Username / Password
- #3: Click Submit

You are now logged into CUNYfirst.

Need Help?

Forgot Your Password?

Visit [CUNYfirst](#) website, choose “Forgot your Password,” and follow the instructions.

WHAT IS AVAILABLE IN CUNYFIRST?

Navigate to: Self Service > Student Center

- **ENROLLMENT**
Enroll for courses and change your program (add/drop/swap).
- **OPEN SECTIONS**
Check for open sections
- **SCHEDULE/GRADES**
Check your schedule and grades.
- **TRANSCRIPT**
Display your unofficial transcript.

Note: Official transcripts must be requested in writing from the Registrar's Office; your original ink signature is required to order a transcript. You may also order transcripts online, click on the “ORDER ONLINE 24/7” link and you will be directed to our online ordering system.

- **SEMESTER BILL**
Check your tuition and view financial aid information. Pay tuition and fees using a credit card.

Note: Prior balance information may be understated. Please contact the Bursar's Office at A-205 or call (718) 368-5416 for questions about your bill.
- **VIEW PERSONAL INFORMATION**
Provides links to Campus Community self-service transactions. The Home Address, Mailing Address, Mobile Phone and Campus email will display.
- **HOLDS**
Provides a list of service indicators (holds). You may click on the Details link to get more information.
- **ENROLLMENT DATES**
Provides a list of enrollment (registration) dates. You may click the “details” link to view your enrollment date to enroll in classes via self-service.

HOW DO I FINALIZE MY REGISTRATION?

Students who register must make arrangements for payment of their tuition and fees or to have their financial aid applied. The payment deadline is provided by the Bursar. Remember to view your tuition charges and to print a copy of that screen.

WHERE CAN I GO FOR ASSISTANCE?

For Technical Assistance contact IT Help Desk at (718) 368-6679, or send an e-mail to helpdesk@kbcc.cuny.edu

HOW MUCH TIME WILL I HAVE IN CUNYFIRST?

You will automatically be timed out if there is no activity for 20 minutes. This protects your privacy and saves valuable computer resources. CUNYfirst is available 24 hours a day 7 days a week.

A REMINDER ABOUT SIGNING OUT:

If you are using a computer on campus or in a public area to access CUNYfirst, be certain to sign out completely when you are done. This will prevent the next person using the computer from accessing your record.

HEALTH REGULATIONS AND SERVICES

BEFORE REGISTRATION ALL STUDENTS MUST ALSO COMPLY WITH THE REQUIREMENTS OF TWO NEW YORK STATE PUBLIC HEALTH LAWS (NYSPHL).

NYSPHL #2165 requires all students who were born after December 31, 1956 to submit to the College proof of immunity against measles, mumps and rubella.

NYSPHL #2167 requires the College to distribute information to all students on meningococcal disease (or meningitis) and a response form. Upon receipt of this information, students must complete and return the response form to the College.

The above information requested by law should be submitted to the Office of Health Services at least two weeks prior to registration.

Students enrolled in the Nursing or Surgical Technology Program need additional immunizations and tests which must be completed prior to attending clinical affiliations.

The College requires signed authorization by students, parents or legal guardians to release medical records. Students who are under 18 years of age need a parent or legal guardian to sign the release for them.

First aid, emergency treatment, psychological counseling and referral, educational, preventive and advisory services are available. Registered Nurses are in attendance whenever classes are in session. Any accident or illness incurred during school hours or en route to the College should be reported immediately to the Office of Health Services.

NOTE: The College does not monitor individual student participation in physical education or athletics. Students are responsible for following the advice of their physician(s) in these matters. The College will take no responsibility whatsoever for any injury which may be suffered should a student participate without medical advice or against medical advice. Furthermore, the College will not be responsible for any injury suffered as a result of a physical incapacity.

VETERANS, DEPENDENTS, ACTIVE MILITARY MEMBERS AND RESERVISTS

For information and assistance regarding educational benefits from the Veterans Administration, please contact Tara Yarczower, Certifying Officer and Veterans Program Specialist. She is available to answer any inquiries and assist when needed by appointment or walk-in. Office hours are Monday, Wednesday, Thursday, 9:00 AM to 5:00 PM; Tuesday, 10:00 AM to 7:00 PM; and Friday, 10:00 AM to 3:00PM in Room C-106. Students are able to walk-in, but be aware that being seen is not guaranteed. If you need to be seen, it is best to make an appointment. Appointments can be made by calling 718-368-5472 or by coming to the Military and Veteran Affairs Office in Room C-106.

Claims for educational benefits whether **NEW** or **CONTINUING** can be established for:

Post 9/11 G.I. Bill	Chapter 33
Montgomery G.I. Bill	Chapters 30, 1606, 1607
Dependents Educational Assistance	Chapter 35
Vocational Rehabilitation	Chapter 31

In order to receive your benefits for each term or module, you **must** submit the following documents to the Veterans Affairs Certifying Official after your registration has been completed in order to receive benefits:

- *Tuition Bill*
- *Course Schedule*
- *Certificate of Eligibility*
- *Discharge Papers DD214*
- *Academic Advisement Plan*

If you **change** your address, email address, type of benefit, major or schedule at any point in time (this includes dropping, adding, swapping courses/sections, or withdrawing from a class or classes) after you submit your documentation, you **MUST** provide an updated schedule.

Failure to do so will **negatively** impact the amount you are awarded and can result in a debt to the VA. Non-compliance with college retention standards will result in **loss of benefit eligibility**.

VESID Students

New York State VESID students may not be required to pay all their tuition and fees, provided the College has an approved voucher from VESID by the time of registration which states the amount the agency will pay. **HOWEVER, VESID STUDENTS SHOULD CONTACT THE BURSAR'S OFFICE PRIOR TO REGISTRATION TO DISCUSS THEIR STATUS.**

CUNY PERMIT STUDENTS

Permit students are matriculated students currently enrolled in other CUNY Colleges. Students who wish to attend classes at Kingsborough Community College on permit should contact their Home College Registrar's Office for information on CUNY's ePermit process or apply through their CUNYfirst account. Cancelling a permit does not cancel your course registration; you must delete or withdraw from your course registration.

NURSING STUDENTS

The academic requirements in the Nursing Curriculum are demanding and students are cautioned to plan their work schedules or extracurricular activities with this in mind.

Clinical Nursing students incur the expense of purchasing a required uniform and equipment necessary for clinical practice in health care agencies. These students also pay a fee for standardized testing throughout the program. The cost of required textbooks, uniform and equipment is approximately \$758.00 for the first semester. Additional textbooks are required for subsequent classes. Malpractice insurance, approximately \$37.00/year, and health requirements are required on an annual basis.

RESIDENCE

To be eligible for the resident tuition rate and New York State financial aid, you must be a citizen, green card holder or non-resident of the United States who meets certain criteria, and have been a legal resident of New York State for at least 12 consecutive months prior to the first day of classes. Applicants who live in a county outside New York City but within New York State must submit a Certificate of Residence from their county. This certificate must be issued no earlier than two months prior to registration and submitted no later than at registration. For a Certificate of Residency application, please call the Bursar's Office. Some students may be asked to provide documentation of their New York City or State residency. F-1 and J-1 visa holders are ineligible for in-state tuition rates.

Non-citizen permanent residents of the United States must bring their green cards or other proof of permanent residency to the Office of Admission **before the first day of classes** in order to be eligible for the resident tuition rate. Some students in other Immigration and Naturalization Service categories may be eligible for the resident tuition rate.

GENERAL INFORMATION

1. The number of credits or equated credits for each course is indicated with course title and description.
2. Equated credits pertain to non-credit, developmental courses. (See appropriate course description.)
3. Students who already possess at least an Associate Degree or its equivalent will be charged tuition according to their residency and matriculation status.
4. Senior Citizens (60 years of age and over) who present proof of age and residence do not pay tuition. However, a **non-refundable** \$80.00 registration fee (inclusive of the Consolidated Services Fee) is due. Non-City (state residents) must submit a valid Certificate of Residence.

IMPORTANT REGISTRATION REMINDERS

- When preparing for registration, work out several alternate programs (courses and sections); some classes may be closed or unavailable when you register.
- All students are expected to attend classes regularly. Students are advised not to skip classes to attend college functions such as registration or program changes, etc.
- Courses numbered 081XX are Independent Study Courses. The subject matter of these courses varies, even within the same department. Be sure to check each individual section with a 081XX course number and ask a department representative for a complete description of the course.

FRESHMEN MAY NOT REGISTER FOR "81" COURSES.

- Enrollment in courses is subject to availability of space. The College reserves the right to cancel, change or add courses and/or sections. You are encouraged to check your schedule before the semester begins to determine if your courses may have been changed.
- The calendar, program and requirements set forth in this Schedule are necessarily subject to change without notice at any time at the discretion of the Administration.
- All tuition and fee schedules are in effect at the time of publication. However, they are necessarily subject to change without notice, at any time, upon action by the Board of Trustees of The City University of New York, regardless of the tuition and fee schedules in effect at the time of registration.
- All students who attend classes at Kingsborough Community College are required to maintain the “Rules and Regulations for the Maintenance of Public Order” as printed in the current College Catalog.
- The College expects that students will spend two hours and five minutes of outside preparation, study, and work, for each hour of classroom instruction. In those few courses that require independent study, outside work in addition to the two hours and five minutes will be required as assigned by the instructor.
- Kingsborough Community College is an equal opportunity and affirmative action institution. It is Kingsborough’s policy to provide equal educational opportunities in its student admissions, employment, access to programs, and administration of educational policies. The College does not discriminate on the basis of age, gender, sexual orientation, religion, race, color, creed, national or ethnic origin, alienage, citizenship status, disability, transgender status, genetic predisposition, veteran status, marital status, or status as a pregnant or parenting student. The College also maintains an environment free of harassment on the basis of any of these grounds, including sexual harassment or retaliation.
- Kingsborough’s non-discrimination, sexual misconduct and affirmative action policies are in accordance with Title VI and Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; the Age Discrimination in Employment Act of 1967; Section 503 and Section 504 of the Rehabilitation Act of 1973; the Fair Labor Standards Amendments of 1974; the Immigration Reform and Control Act of 1986; the Americans with Disabilities Act of 1990; the Civil Rights Act of 1991; New York State and New York City Human Rights Laws; and provisions of Anti-Discrimination in Collective Bargaining Agreements of the City University of New York.

- The Chief Diversity Officer serves as Kingsborough's Affirmative Action Officer, the Section 504/ADA Coordinator for persons with disabilities, and Title IX Coordinator (Title IX prohibits gender discrimination and sexual harassment within federally assisted education programs). The Chief Diversity Officer manages the College's Office of Equal Opportunity and Diversity Management (OEO), a division of the Office of the President. You may contact OEO by email at AskOEO@kbcc.cuny.edu; by telephone at (718) 368-6896; or by visiting Room V-125 in the Academic Village (The V Building).

OFFICES	ROOM NUMBER	TELEPHONE NUMBER
Academic Advisement Center	D-124	368-5744
Academic Scheduling	A-113	368-5686
Admission Office	V-102	368-5676
Admission Information Center	V-103	368-4600
Bookstore	U-101	368-5500
Bursar	A-205	368-5416
Cafeteria	U-100	368-5959
Career Development Center	C-102	368-5115
Child Care Center	V-105	368-5868
Dean of Students	A-216	368-5563
CUNYfirst Help Center		368-6551
Emergency - Medical	L-202	368-4800
Emergency - Security	Main Gate	368-4800
Evening Advisement (after 5:00 P.M.)	M-101	368-4911
Financial Aid	U-201	368-4644
Freshman Year Experience	F-123	368-4806
Gymnasium	G-201	368-5696
Health Services (Nurse)	A-108	368-5684
International Student Affairs	V-101	368-6800
Library - Circulation	L-201	368-5637
Library - Reference	L-201	368-5632
New Americans Center	V-101	368-5600
Opening Doors	E-102	368-4903
Registrar	A-101	368-5136
Public Safety	L-202	368-5069
Student Counseling	D-102	368-5975
Student IT Helpdesk	L-106	368-6679
Testing	T-602	368-4975
Veterans	C-106	368-5978
Village Center	V-Lobby	368-6700

HOLIDAYS AND EMERGENCY COLLEGE CLOSING

Holidays on which the College is scheduled to be closed and no classes are to be held are listed in the academic calendar, available on the College's web page <http://www.kbcc.cuny.edu>

Receive text or voice alerts of emergencies or weather related closings via cell or home phone or e mail by signing up for CUNY Alert. Go to www.kingsborough.edu to register. Continuing students as well as new applicants can register for CUNY Alert.

ANNUAL NOTIFICATION TO STUDENTS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student’s education records. Students should submit to the appropriate official written requests that identify the record(s) they wish to inspect.
- The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

“THE STUDENT’S RIGHT-TO-KNOW AND CAMPUS SECURITY ACT”

In accordance with “The Student’s Right-To-Know and Campus Security Act,” the following are Kingsborough Community College’s graduation rates of first-time, full-time degree-seeking students:

Number of Students Entering in 2013-2014 2534

Number of 2013-2014 Entrants after Three Years

Graduated	715 (28%)
Still Enrolled	403 (16%)
Transferred Without Graduating	305 (12%)

IMPORTANT NOTICE OF POSSIBLE CHANGES

The Board of Trustees of The City University of New York reserves the right to make changes of any nature in the academic programs and requirements of The City University of New York and its constituent colleges. All programs, requirements, and courses are subject to termination or change without advance notice. Tuition and fees set forth in this publication are similarly subject to change by the Board of Trustees of The City University of New York.

SERVICE INDICATORS

The following offices are responsible for Service Indicators that may be placed on your record. All clearances should be updated on-line by the responsible office, and if necessary, a paper clearance form may be issued.

SERVICE INDICATORS	OFFICE	LOCATION	PHONE
A, AI, AK, AL, APG, AQ, G, GR, TFL	ADMISSION	V-102	368-5676
ADV	ADVISEMENT	D-124 F-123	368-5744 368-4806
BCK, BCR, BUR, BUV, DNC, NOB, NOC, NOL, RCK, SCA, SFR, WO	BURSAR	A-205	368-5416
ATB, FAR, FIN, FNB, FNR	FINANCIAL AID	U-201	368-4644
MEN, MMR, NC, PC	HEALTH SERVICES	A-108	368-5684
ISS	INTERNATIONAL STUDENTS	V-101	368-6800
L	LIBRARY	L-201	368-5637
CBC, CBP, D, DCN, DIS, DR1, DR2, POA, PTH, R, REG, TAE	REGISTRAR	A-101	368-5136
DOS	DEAN OF STUDENTS	A-216	368-5563
GS, TST	TESTING	T-602	368-4975
MIL, VAD, VAS	VETERANS AFFAIRS	C-106	368-5978

FALL 2017-A SEMESTER INFORMATION

LATE REGISTRATION/ PROGRAM CHANGES

Students who have applied late will be allowed to use CUNYfirst for late registration; however, course availability cannot be guaranteed.

Opportunities to change your program will also be severely limited. Please note that Late Registration and Change of Program fees will be charged.

FINANCIAL AID [12 Week Session]

New York State Financial Aid Programs:

TUITION ASSISTANCE PROGRAM (TAP)

To be eligible for a TAP award, YOU MUST:

- ❖ Be matriculated as a full-time student (minimum of 12 credits)
- ❖ Register for 12 or more credits in your major/curriculum by the ADD/DROP period of the 1st session
- ❖ Carry at least 3 degree credits the first semester of TAP eligibility
- ❖ Carry at least 6 degree credits after the first TAP payment
- ❖ Be a citizen or qualifying non-citizen
- ❖ Be a resident of New York State
- ❖ Have a New York State net taxable income of less than \$80,000 for dependent students; less than \$10,000 for independent students
- ❖ Not be in default on any State or federal student loans or on any repayment of state awards
- ❖ Maintain good academic standing
- ❖ Have achieved a "C" average after the second academic year
- ❖ It is the student's responsibility to make sure he or she is registered for 12 credits every semester
- ❖ Have a U.S. high school diploma, or earn a high school equivalency diploma through Test Assessing Secondary Completion (TASC) – formerly known as GED – or pass a federally approved Ability To Benefit test (ATB). The ATB test must be taken and passed prior to the first day of classes of the 12 Week Session.

AID FOR PART-TIME STUDY (APTS)

To be considered for an APTS award, YOU MUST:

- ❖ Be matriculated as a part-time student (6 – 11.5 credits)
- ❖ Register for courses in your major/curriculum (plan)
- ❖ Be a citizen or qualifying non-citizen
- ❖ Be a resident of New York State
- ❖ Have a New York State net taxable income of \$50,550 or less for dependent students, or \$34,250 or less for independent students
- ❖ Not be in default on any State or federal student loans or on any repayment of state awards
- ❖ Maintain good academic standing
- ❖ Have achieved a "C" average after the second academic year

Please refer to the attached link for Progress and Pursuit Charts http://www.kbcc.cuny.edu/sub-financial_aid/Pages/tap.aspx

State Education Law has been amended to create a Part-Time Tuition Assistance Program for students attending the State University of New York (SUNY), the City University of New York (CUNY), and not-for-profit, independent degree-granting colleges.

To be eligible for Part-Time TAP, a student must be a freshman in the 2008-09 academic year or thereafter, have earned 12 credits or more in each of two consecutive semesters, and maintain a "C" average.

Part-Time TAP is similar to the CUNY PT Pilot, which began in 2000 and allows for partial TAP payment for students taking 6-11 credits.

Part-Time TAP should not be confused with the Aid for Part-Time Study Program (APTS), which is a different program and has different eligibility requirements.

Students receiving TAP, PTAP or APTS for the first time beginning FALL 2007 and after MUST have a U.S. high school diploma or GED or must pass the ATB exam.

Kingsborough Policy: Departmental waivers and course substitutions must be submitted to the TAP office on, or before, the first day of classes.

REDUCTION OR LOSS OF FINANCIAL AID

How does withdrawing from my courses affect my aid?

Financial aid is awarded with the expectation that you will attend school for the entire period for which you are registered. Withdrawing from classes can have both short-term and long-range effects on your eligibility to receive the financial aid payments you applied for. For example, you may discover after withdrawing from a class that your tuition charges remain the same, but your financial aid is reduced or eliminated. You may also be asked to pay back money you received in a financial aid payment because you subsequently withdrew from your classes. Then again, you might find that you are not eligible to receive a payment in the current semester because you had too many withdrawals in past semesters. These situations can leave you having to pay tuition bills and other school expenses out of your own pocket.

We do suggest that you speak with your professors and an academic advisor if you think you have to withdraw from a class. Decisions related to your academic program should not be based solely on financial considerations, and an advisor can perhaps lead you to a better solution -- one that doesn't require you to withdraw.

NEW YORK STATE TUITION ASSISTANCE PROGRAM (TAP)

If you meet the TAP definition of full-time between the first day of classes and the end of the add/drop period and have been charged for each of those classes, you may be able to keep your TAP award for that term even if you subsequently withdraw from those classes. Your original award amount may be adjusted to reflect any recalculated tuition.

To continue receiving TAP or other New York State awards, you must meet the State's academic performance requirements every semester you receive a payment. Excessive numbers of withdrawals in any TAP-supported semester may affect your ability to meet the academic performance requirements and endanger your ability to continue receiving TAP. To learn more about the TAP academic performance requirements please visit our website at http://www.kbcc.cuny.edu/sub-financial_aid/Pages/tap.aspx.

FEDERAL Grants and Loans

Based on your eligibility, Financial aid awards, such as Pell Grant, FSEOG or Direct Loans, are based on whether you are enrolled full-time (12 or more equated credits), 3/4 time (9-11 equated credits), half-time (6-8 equated credits), or less than half-time (1-5 equated credits) as of the end of the add/drop period. The last day to add/drop courses is our certification of enrollment date, 7th day of classes for the term, at which time we will lock in your enrollment status for the entire term. For example, if you start the semester as full-time, but fall to part-time by the end of the add/drop period, your financial aid awards will be adjusted to a part-time amount based on your eligibility.

On the 7th business day from the 1st day of classes, your enrollment status is locked for the term which means your financial aid award amounts will be based on your enrollment at that time. If you subsequently withdraw from part or all of your courses, we are required to process a Federal Return of Title IV calculation which will determine how much of your aid you earned and how much we are required to return to the Federal government. This is a Department of Education Federal policy that the college is required to follow. If you withdraw from all your classes after your financial aid has been paid, the College will determine if you have to repay any portion of your Federal awards under this same policy. In general, you must attend classes for more than 60% of the term to be entitled to 100% of your Federal financial aid.

All course withdrawals recorded on your permanent record may affect your eligibility to meet Federal satisfactory academic performance requirements and could result in a loss of Federal and State eligibility in some future semester.

What happens if I registered for courses and never attend?

To qualify for Federal or State financial aid, you must complete registration and begin attending your classes. If you receive a payment (made to the College or made to the student as a refund) for classes you know you have never attended (**WN grade is assigned**), you must return it immediately to Kingsborough Community College. To avoid receiving an overpayment of financial aid, it is important that you drop your courses before the 1st day of classes if you know well in advance that you will not be attending the college. You will be held responsible for any charges and overpayments of financial aid that you received and do not return due to failure to start attendance at Kingsborough Community College. For more information on grades and refund policies, please view the College Catalog at <http://www.kbcc.cuny.edu/sub-registration/Pages/catalog.aspx>.

As a consequence, this action may result in a financial liability to the College that ***must be satisfied by the student***. Consult with the Financial Aid Office (U-201) as to the effect such a change may have on your current semester entitlement and future awards for Federal and New York State funds.

RETURN OF TITLE IV FUNDS

Students are awarded Title IV Federal aid with the assumption that they will complete the entire period for which they were awarded. The Higher Education Act of 1965, as amended, requires students to earn Title IV funds on a pro rata basis. When a student ceases enrollment in all courses in a given session or module after the session or module begins, the U.S. Department of Education requires schools to determine if the student earned some portion of the federal aid awarded.

Based on your eligibility, financial aid awards, such as Pell Grants, FSEOG, or Direct Loans, are based on whether you are enrolled full-time (12 or more equated credits), $\frac{3}{4}$ time (9 to 11 equated credits), half-time (6 to 8 equated credits), or less than half-time (1 to 5 equated credits) as of the seventh day of classes. This day is the Financial Aid Certification of Enrollment Date, when the Office will lock in your enrollment status for the entire term (the 12-week session and the 6-week module). For example, if you start the term as full-time, but fall to part-time by the end of the seventh day of classes, your financial aid awards will be adjusted to a part-time amount based on your eligibility.

Courses that are dropped after the seventh day of classes, but before the official withdrawal period begins, will be assigned a grade of WD for financial aid purposes. A student who receives all “W” type grades (W, WA, WD or WU) in a given session or module will have the federally mandated Return of Title IV Aid (R2T4) calculation performed. Based on this calculation, a portion of the aid may need to be returned to the Federal government, and the student might incur a balance due to the College. The WU grade in a given session or module will have the federally mandated Return of Title IV Aid (R2T4) calculation performed.

Based on this calculation, a portion of the aid may need to be returned to the Federal government, and the student might incur a balance due to the College.

****IN ORDER FOR A STUDENT TO RECEIVE FINANCIAL AID FOR SESSION 2, THE STUDENT MUST BE PRE-REGISTERED BY THE BEGINNING OF SESSION 1. ****

FEDERAL PELL GRANTS

- The Fall Session (Session 1) and the Winter Session (Session 2) are considered the Fall Term.
- The Spring Session (Session 1) and the Summer Session (Session 2) are considered the Spring Term.
- In order to receive PELL for a 6 week session, you must be pre-registered for that session by the 7th day of the term.
- All students must register for 12 or more credits in their major concentration for both sessions by the end of the 7th day of the term.
- Financial Aid for the term will be disbursed during Session 1. Please note the following changes:

If you are part-time in Session 1 and do not pre-register for Session 2 by the end of the 7th day of Session 1, you will not receive any additional Financial Aid for Session 2.

If you pre-register for Session 2 and do not attend, you will be responsible to pay back any Financial Aid received for Session 2 classes.

EXIT INTERVIEW

All student loan recipients who will complete degree requirements and/or withdraw during the FALL 2017-A (Session 1) or FALL 2017-B (Session 2) must schedule a loan exit interview with the Financial Aid Office during office hours.

TUITION AND FEES (FALL 2017)

TUITION AND FEES SET FORTH IN THIS PUBLICATION ARE SUBJECT TO CHANGE BY THE BOARD OF TRUSTEES OF THE CITY UNIVERSITY OF NEW YORK.

AT REGISTRATION

Tuition and fees **must be paid in full** by 9/6/17 by cash, check, or money order. Personal checks must have the student's name printed legibly and the last four digits of the Social Security number or full EmplID on the front of the check. The fees listed below are in effect as of the date of this Schedule's publication. **HOWEVER, ALL FEES ARE SUBJECT TO CHANGE BY ACTION OF THE CUNY BOARD OF TRUSTEES.**

NOTE: Checks not honored by the bank and returned to the College unpaid will be considered bad checks. The penalty is \$20.00, and the student may be barred from classes. In addition, future personal check payments will be prohibited. No student will be permitted to register for a new term unless, and until, all indebtedness to the College is resolved.

TUITION IS CHARGED EACH SEMESTER AND IS PAYABLE AT REGISTRATION.

Provided a confirmed award is on file, New York State TAP Award reduces a student's liability on the day of registration.

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RESIDENT

FULL TIME (12 to 18 credits/equated credits)

	<u>Tuition</u>	<u>Activity Fee*</u>	<u>Technology Fee*</u>	<u>Consolidated Fee*</u>
Degree	\$2,400.00	\$85.00	\$125.00	\$15.00
Non-Degree	\$265.00/credit	\$85.00	\$125.00	\$15.00

PART TIME (1 to 11 credits/equated credits)

Degree	\$210.00/credit	\$42.50	\$62.50	\$15.00
Non-Degree	\$265.00/credit	\$42.50	\$62.50	\$15.00

NON-RESIDENT

FULL TIME (12 or more credits/equated credits)

	<u>Tuition</u>	<u>Activity Fee*</u>	<u>Technology Fee*</u>	<u>Consolidated Fee*</u>
Degree	\$320.00/credit	\$85.00	\$125.00	\$15.00
Non-Degree	\$420.00/credit	\$85.00	\$125.00	\$15.00

PART TIME (1 to 11 credits/equated credits)

Degree	\$320.00/credit	\$42.50	\$62.50	\$15.00
Non-Degree	\$420.00/credit	\$42.50	\$62.50	\$15.00

To qualify for Resident tuition rates, an individual must have:

Resided in NY State for 12 consecutive months and within the NY City limits for 6 consecutive months, immediately preceding the first day of classes.

Resided in NY State for 12 consecutive months immediately preceding the first day of classes and presented a valid Certificate of Residence from their county to the Office of the Bursar.

***FEES ARE NON-REFUNDABLE**

TUITION AND FEES (PER SEMESTER)

(CONTINUED)

International Students who have an alien registration card must present it to the Admission Office, Room V-102, to determine residency status for tuition purposes **prior to the first day of classes.** Tuition is charged according to residency and matriculation status.

Students on permit from another CUNY unit will pay tuition at their Home College.

FULL-TIME (12 or more credits and/or 12 or more equated credits) New York City/New York State residents with a Certificate of Residence who have a valid TAP Award Certificate need not pay the full amount of tuition at registration. They pay the difference between the total tuition and fees and their semester TAP Award. TAP and Pell Grant students **MAY LOSE ELIGIBILITY** for Financial Aid if they fall below required credit load or do not meet academic requirements. Full-time students who drop to part-time (fewer than 12 credits and/or 12 equated credits) during the 100% refund period may **NOT** be eligible for a TAP Award that semester. Students who withdraw from all classes during the drop/add (deletion period) or refund period will not be entitled to (eligible for) a PELL Grant. For details and information, see Page II - Financial Aid.

Students are responsible for all additional costs if an unpaid balance must be forwarded to a third-party collection agency. These costs include (but are not limited to) agency fees, attorney fees, interest and court costs. In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in a student's credit report.

FEES AND EXPENSES FOR CLINICAL NURSING STUDENTS

Students are advised to refer to the Nursing Department website for up-to-date information on fees and expenses.

Students are required to purchase their own books. Clinical Nursing students incur the expense of purchasing a required uniform, school patch for the uniform, and equipment necessary for clinical practice in health care agencies. Books and the school patch are available at the campus bookstore. The approximate cost by term average \$758.00.

ESTIMATED COSTS OF PERSONAL EXPENSES FOR 2017-2018:

LIVING AT HOME OR WITH RELATIVES

Tuition & Fees	\$5,201.00
Books & Supplies	\$1,516.00
Transportation	\$1,280.00
Personal Expenses	\$1,987.00
Lunch	\$1,450.00
Room & Board	\$4,766.00
TOTAL	\$16,200.00

LIVING AWAY

Tuition & Fees	\$5,201.00
Books & Supplies	\$1,516.00
Transportation	\$1,280.00
Personal Expenses	\$4,825.00
Food	\$3,702.00
Housing	\$11,540.00
TOTAL	\$28,064.00

SPECIAL FEES - NON-REFUNDABLE

a.	Application Fee.....	\$65.00
	Transfer Students Application Fee	\$70.00
b.	Special or Makeup Examinations (College permission to take an exam at other than scheduled times)	
	First Examination.....	\$25.00
	Additional Examinations	\$5.00 each
c.	Transcripts (Other than CUNY)	\$7.00 each
	(Certified check or money order only for mailed requests; cash, certified check or money order for in-person requests.)	
d.	Duplicate Receipt	\$10.00
e.	Senior Citizens (60 or over as of the first day of classes with proof of age and N.Y.C./N.Y.S. residence) pay an administrative registration fee plus a Consolidated Services Fee	\$80.00 per semester
f.	Readmission to the College	\$20.00
	(payable when applying for readmission)	

PENALTY FEES

a.	Late Registration (for enrollment after the last day of regular registration).....	\$25.00
b.	Program Change*	\$18.00
	* This fee is waived when:	
	1. the College initiates the change	
	2. a course is dropped without replacement	
c.	Non-Payment/Late Payment Service Fee.....	\$15.00
d.	Payment reprocessing (payment with a personal check which is not honored by the bank).....	\$20.00
e.	Reinstatement Fee.....	\$25.00

REFUND SCHEDULE

TUITION REFUND

OFFICIAL Withdrawal (from one or all courses) is required in order to obtain a tuition refund. Consult the College Catalog. The date that the OFFICIAL withdrawal is entered by the student in CUNYfirst self-service (or filed with the Registrar's Office, A-101) determines the percentage of the refund due.

CUNY REFUND SCHEDULE

The refund schedule is also available on the College's web page at www.kbcc.cuny.edu

<u>OFFICIAL WITHDRAWAL DATE</u>	<u>TUITION DUE TO COLLEGE</u>	<u>REFUND DUE TO STUDENT</u>
<u>Up to, and including, Wednesday, 09/06/17</u>	NONE	100%
<u>Thursday, 09/07/17* - Tuesday, 09/12/17</u>	25%	75%
<u>Wednesday, 09/13/17 – Monday, 09/18/17</u>	50%	50%
<u>Tuesday, 09/19/17 – Saturday, 09/23/17</u>	75%	25%
<u>Sunday, 09/24/17 and later</u>	100%	NONE

*First day of classes is Thursday, 09/07/17

WITHDRAWALS

Students should consult the College Calendar for the last day to withdraw without academic penalty. **A \$20.00 fee is required when filing for Readmission.**

New students who completely withdraw (deletion) from all courses should contact the Admissions Office (V-102) regarding reactivating their application for the following semester. Otherwise, a new admission application must be filed for reactivation for the following semester.

ACADEMIC CALENDAR

The Official Academic Calendar is available on the College's web page at www.kbcc.cuny.edu

SEMESTER OFFICE HOURS

Office hours during the Module differ from those during the 12 week semester. **REMEMBER**, offices are closed evenings when classes are not in session.

ADMISSION INFORMATION CENTER

Office Hours: Monday through Friday

Room V-103 368-4600

9:00 AM – 5:00 PM

ADMISSION OFFICE

Office Hours: Monday through Friday

Tuesday and Wednesday Evening

(When classes are in session)

Room V-102 368-5676

9:00 AM – 5:00 PM

5:00 PM – 7:00 PM

REGISTRAR

Office Hours: Monday through Friday

* Tuesday and Wednesday Evening

(When classes are in session)

Room A-101 368-5136

9:00 AM – 4:45 PM

in Room V-100, 5:00 PM – 7:45 PM

BURSAR

Office Hours: Monday through Friday

Tuesday and Wednesday Evening

(When classes are in session)

Room A-205 368-5416

9:00 AM – 4:45 PM

5:30 PM – 8:15 PM

FINANCIAL AID

Office Hours: Monday through Friday

Counselors are available: Monday-Friday

Tuesday and Wednesday Evening

(When classes are in session)

Room U-201 368-4644

9:00 AM – 5:00 PM

10:00 AM – 4:00 PM

5:00 PM – 8:00 PM

ACADEMIC SCHEDULING

Office Hours: Monday through Friday

Saturday and Sunday

(When classes are in session)

Room A-113 368-5686

8:30 AM – 10:00 PM

8:30 AM – 4:30 PM

VILLAGE CENTER

Office Hours: Monday through Friday

Tuesday and Wednesday Evening

(When classes are in session)

Room V-100 368-6700

9:00 AM – 4:45 PM

5:00 PM – 7:45 PM

HEALTH SERVICES

Office Hours: Monday through Thursday

Friday

Saturday and Sunday

(When classes are in session)

Room A-108 368-5684

8:00 AM – 10:00 PM

8:00 AM – 9:30 PM

9:00 AM – 3:00 PM

* Please call 718-368-5088 to make special arrangements for evening pick up of letters, diplomas, etc.

REGISTRATION CREDIT LIMIT

During the six-week FALL 2017-B Session (WINTER 2018), students will be permitted to register for two courses (not to exceed eight [8] credits) subject to space availability.

LATE REGISTRATION/CHANGE OF PROGRAM

Late Registration and Change of Program occur on the first day of the session. Course availability will be very limited. Students will register/change program using CUNYfirst. Late Registration and Change of Program fees will be charged.

HOW TO REGISTER

Students will register for Winter 2018 courses at the same time they register for Fall 2017 courses. Registration for the winter session will then reopen in November. As always, students will be allowed to add/drop sections through the first day of classes depending on class availability.

FINANCIAL AID [6 WEEK SESSION]

Eligible full-time matriculated students and New York State residents who are registered for 12 or more credits in the FALL 2017 SEMESTER do not have to pay tuition in the WINTER 2018 Session. Aid for Part-Time Study (APTS) is available to students taking a total of 6 to 11 credits between the FALL 2017 Semester and WINTER 2018 Session combined. For further information, go to the Financial Aid Office, Room U-201.

All tuition due must be settled at the time of registration either by payment, approved Financial Aid or a combination of both. The appropriate refund will be made when Federal PELL and TAP have been approved and accepted.

Students must not be in default on a Federal Student Loan or owe any repayment of over-awarded funds.

Students must maintain Satisfactory Academic Progress and complete their degree requirements within a maximum time frame in order to be eligible to receive Federal Financial Aid. Students in degree programs will receive payment of Federal funds only for a maximum of 30 equated credits. ESL (English as a Second Language) courses are not counted. For further information, go to the Financial Aid Office, Room U-201.

Student's Satisfactory Academic Progress (SAP) will be measured at the end of each spring term. If a student does not meet SAP, his or her eligibility for Title IV aid will be terminated. To regain eligibility, a student must appeal and have the appeal approved. If approved, the student will be placed on Financial Aid probation.

TUITION AND FEES

TUITION and FEE SCHEDULE

This schedule applies only to the six-week FALL 2017-B (WINTER 2018) module. Registration is limited to those students who have satisfied in full all prior financial obligations due to the College.

EACH KINGSBOROUGH COMMUNITY COLLEGE SEMESTER CONSISTS OF A 12 WEEK TERM IN CONJUNCTION WITH THE FOLLOWING 6 WEEK MODULE.

TUITION and STUDENT ACTIVITY FEES

Matriculated resident students only who registered in the **12 WEEK FALL 2017-A SESSION** and paid for **full-time** (12 or more credits/equated credits) may attend the succeeding **6 WEEK FALL 2017-B (WINTER 2018)** without additional tuition and fees.

Non-resident, non-degree and all part-time students must pay for any additional credits/equated credits in accordance with their residency status (see chart below).

All students who will become full-time (12 or more credits/equated credits) with the 6 Week B Session registration must pay the difference between their full-time charges and part-time tuition rates charged in the 12 Week A Session. \$42.50 is due for the Student Activity Fee (difference between \$85.00 full-time and \$42.50 part-time charge). \$62.50 is due for the Technology Fee (difference between \$125.00 and \$62.50 part-time charge).

Students not registered for the 12 Week A Session who wish to register for the 6 Week B Session which immediately follows will be charged the part-time tuition rate.

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RESIDENT

FULL TIME (12 to 18 credits/equated credits)

	<u>Tuition</u>	<u>Activity Fee*</u>	<u>Technology Fee*</u>	<u>Consolidated Fee*</u>
Degree	\$2,400.00	\$85.00	\$125.00	\$15.00
Non-Degree	\$265.00/credit	\$85.00	\$125.00	\$15.00

PART TIME (1 to 11 credits/equated credits)

Degree	\$210.00/credit	\$42.50	\$62.50	\$15.00
Non-Degree	\$265.00/credit	\$42.50	\$62.50	\$15.00

NON-RESIDENT

FULL TIME (12 or more credits/equated credits)

	<u>Tuition</u>	<u>Activity Fee*</u>	<u>Technology Fee*</u>	<u>Consolidated Fee*</u>
Degree	\$320.00/credit	\$85.00	\$125.00	\$15.00
Non-Degree	\$420.00/credit	\$85.00	\$125.00	\$15.00

PART TIME (1 to 11 credits/equated credits)

Degree	\$320.00/credit	\$42.50	\$62.50	\$15.00
Non-Degree	\$420.00/credit	\$42.50	\$62.50	\$15.00

* Fees are not refundable

TUITION AND FEES (continued)

To qualify for Resident tuition rates, an individual must have:

Resided in NY State for 12 consecutive months and within the NY City limits for 6 consecutive months, immediately preceding the first day of classes.

Resided in NY State for 12 consecutive months immediately preceding the first day of classes and presented a valid Certificate of Residence from their county to the Office of the Bursar.

TUITION AND FEES SET FORTH IN THIS PUBLICATION ARE SUBJECT TO CHANGE BY THE BOARD OF TRUSTEES OF THE CITY UNIVERSITY OF NEW YORK.

SPECIAL FEES - NON-REFUNDABLE:

a.	Application Fee	
	Entering Freshmen.....	\$65.00
	Transfer Students.....	\$70.00
b.	Special or Makeup Examinations	
	(College permission to take an exam at other than scheduled times)	
	First examination.....	\$25.00
	Additional examinations	\$5.00 each
c.	Transcripts - other than CUNY.....	\$7.00 each
	(Certified check or money order only for mailed requests; cash, certified check or money order for in person requests.)	
d.	Duplicate Receipt.....	\$10.00 each
e.	Senior Citizens (60 or over as of the first day of class with proof of age and residence). Non-City (state residents) must submit valid certificate of residence.	
	Registration Fee and Consolidated Services Fee.....	\$80.00 per semester
f.	Readmission to the College.....	\$20.00
	(payable when applying for readmission)	

PENALTY FEES

a.	Late Registration.....	\$25.00
	(to enroll after last day of regular registration)	
b.	Program Change *.....	\$18.00
	*This fee is waived when:	
	1. the College initiates the change;	
	2. a course is dropped without replacement.	
c.	Payment Reprocessing.....	\$20.00
	(payment with a personal check which is not honored by the bank)	
d.	Non-Payment Service Fee.....	\$15.00

TUITION REFUND SCHEDULE FOR 6 WEEK COURSES

The refund schedule is also available on the College's web page at www.kbcc.cuny.edu

<u>OFFICIAL WITHDRAWAL DATE</u>	<u>TUITION DUE TO COLLEGE</u>	<u>REFUND DUE TO STUDENT</u>
<u>Up to, and including, Monday, 01/01/18</u>	NONE	100%
<u>Tuesday, 01/02/18* – Saturday, 01/06/18</u>	50%	50%
<u>Sunday, 01/07/18 – Wednesday, 01/10/18</u>	75%	25%
<u>Thursday, 01/11/18 and later</u>	100%	NONE

* First day of classes is Tuesday, 01/02/18

The date a program change or withdrawal form is filed with the Registrar's Office, not the last date of attendance in class, is considered the official date of withdrawal from a course or from the College. No portion of the special fees, or penalty fees, is refundable, except in the case where a student's registration is cancelled or courses have been withdrawn by the college.

MODULE OFFICE HOURS

Office hours during the Module differ from those during the 12 week semester. **REMEMBER**, offices are closed evenings when classes are not in session.

ADMISSION INFORMATION CENTER

Office Hours: Monday through Thursday

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9:00 AM – 5:00 PM

ADMISSION

Office Hours: Monday through Thursday
Tuesday and Wednesday Evening
(When classes are in session)

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5:00 PM – 7:00 PM

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Office Hours: Monday through Thursday
* Tuesday and Wednesday Evening
(When classes are in session)

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in Room V-100 5:00 PM – 7:45 PM

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ACADEMIC CALENDAR

The Official Academic Calendar is available on the College's web page at www.kbcc.cuny.edu