

Student^{quick} Reference Directory

ACADEMIC AFFAIRS

Second Year Academic Advisement Center

Room D124 | (718) 368-5744 | Mon - Fri 9am - 5pm

Advisors support and promote year-round campus-wide advising, for all majors, creating a supportive environment where students receive guidance, assistance, and clarification about academic, career, and life goals. Advisors also foster an environment that encourages student growth, autonomy, and academic responsibility.

Center for Academic Writing Success (CAWS)

Room L219 | (718) 368-5405 | Fall & Spring: Mon -Thu 9am - 8pm & Fri 10am - 3pm
Winter & Summer: Mon - Thu 9am - 8pm | CAWS.mails@kbcc.cuny.edu

We help you develop essential skills in reading, writing, and critical thinking. We also help you identify common writing mistakes, think through your ideas, and revise and edit your work.

Writing Fellows in CAWS

Room L219 | (718) 368-5405 | Fall & Spring: Mon -Thu 9am - 8pm & Fri 10am - 3pm
Winter & Summer: Mon - Thu 9am - 8pm | CAWS.mails@kbcc.cuny.edu

We are a small group of Ph.D. students from the CUNY Graduate Center here to support those of you enrolled in writing-intensive courses by helping you learn how readers of your writing are interpreting your thinking as it is displayed through your writing. Our hours vary, so come by CAWS to see us!

Center for Math & Technology (CMAT)

Room F206 | (718) 368-5808 | Fall & Spring: Mon - Thu 8am - 5pm, Tue & Wed 5pm - 8pm (when classes are in session) Fri 8am - 3pm | Winter & Summer: Mon - Thu 8:30am - 7pm | CMAT@kbcc.cuny.edu

Free walk-in tutoring offered to current KCC students. CMAT provides tutoring for all math courses as well as Computer Science and Computer Programming. The Center also tutors any course with a math component. CMAT provides one-on-one and group tutoring. Additionally, there are 24 computers available for student use, as well as textbooks and calculators to be used on site only.

Registration Help Center

(718) 368-6551 | Mon - Fri 9am - 5pm | registrationhelp@kbcc.cuny.edu

We provide you with registration information and help you get past obstacles that might prevent you from registering for class. We identify any "holds" such as test scores or immunization, so that you can take necessary action to remove them. We also process overloads and repeats for eligible students.

My Turn

Room F219 | (718) 368-5079 | Mon - Thu 9am - 4pm & Fri 9am - 1pm

Seniors can attend regular college classes alongside traditional students when they enroll in My Turn. This special TUITION-FREE program is open to New York State residents who are age 60 or older by the first day of class. Retirees, professionals, or individuals with or without a high school or college degree are eligible to participate.

Honors Program

Room M377 | (718) 368-5365 | Mon - Fri 9am - 5pm | Honors@kbcc.cuny.edu

We provide highly motivated students with a challenging, enriching, and rewarding educational experience. The Honors Program is open to students with a minimum 3.2 GPA. Courses exercise students' drive in critical thinking, independent research, analytical writing, oral debate, and public speaking. We also assist with scholarship applications; provide leadership opportunities, and guidance through the transfer admission process.

Immersion Program

Room D106 | (718) 368-5358 | Mon - Thu 9:30am - 3:30pm | Immersion@kbcc.cuny.edu

Serving incoming freshmen and currently enrolled students, the Immersion Program offers three different summer sessions. Developmental classes can be completed before the fall semester begins. Immersion courses are designed to help you pass CUNY assessment tests.

Tutorial & Academic Support Center

Room L605 | (718) 368-5118 | Mon - Thu 9am - 7pm & Fri 8am - 4pm

We offer tutoring services in most subject areas to current students.

ACCELERATED STUDY IN ASSOCIATE PROGRAMS (ASAP)

Room M233 | (718) 368-5616 | Mon - Fri 9:30am - 5pm

Accelerated Study in Associate Programs (ASAP) assists students in earning associate degrees as soon as possible by providing financial, academic, and personal supports including personalized advisement, career counseling, tutoring, tuition assistance, MTA MetroCard, and assistance with cost of textbooks.

ASAP also offers special class scheduling options to ensure that ASAP students get the classes they need, are in classes with other ASAP students, and attend classes in convenient blocks of time to accommodate their work schedules. As students approach graduation, they receive special supports to help them transfer to 4-year colleges or transition into the workforce, depending on their goals.

CENTER FOR ECONOMIC & WORKFORCE DEVELOPMENT (CEWD)

Administration Room V229; Programs - Room T7115 | (718) 368-5778 | Mon - Fri 9am - 5pm
cewd@kbcc.cuny.edu

If you or someone you know are under- or unemployed, we can provide the training and skills necessary to help you advance in your current career, or to continue toward achieving a higher educational goal. A series of workforce development programs and initiatives focusing on the culinary arts, urban farming and the healthcare fields, will help to meet these goals.

KCC Urban Farm

(718) 368-6578 | Mon -Thu 9am - 2pm

Located between the T2 and T8 buildings, we are a 1/4 acre farm on campus providing free organic vegetables and food education, volunteer and job opportunities for students available throughout the Spring, Summer & Fall semesters. We also offer free organic vegetables & cooking demos. Come visit us!

COLLEGE ADVANCEMENT (OCA)

Room M243 | (718) 368-4539 | Mon - Fri 9am - 5pm

We support, encourage, and promote the academic mission and vision of the College by coordinating all its fundraising for through relationships with alumni, faculty and staff retirees, and external constituencies. Contact us if you have questions about fundraising on campus.

Alumni Relations

Room M243 | (718) 368-6725 | Mon - Fri 9am - 5pm

We provide alumni with a lifelong connection to the College and a variety of events and social activities that are beneficial to alumni and students, and help support the advancement efforts of the college.

COMMUNICATIONS & MARKETING

Room M386 | Mon - Fri 9am - 5pm | (718) 368-6760
PRandCommunications@kbcc.cuny.edu

We are the college's official media response voice and brand managers. We coordinate advertising, graphic design, media pitches, provide news and information, access to subject matter experts, and provide guidance in the usage of the college's brand and identify elements.

ENROLLMENT MANAGEMENT

Room A217 | (718) 368-5650 | Mon - Fri 9am - 5pm

We are responsible for all services and programs that help you stay on track throughout and beyond the admissions process.

Admissions Information Center

Room V103 | (718) 368-4600 | Mon - Fri 9am - 5pm

We provide information about KCC before you apply, and help you through the application and admissions process.

Financial Aid

Room U201 | (718) 368-4644 | Mon, Thu, Fri 9am - 5pm & Tue - Wed 9am - 8pm
(*When classes are in session)

We assist current and prospective students and their families in obtaining the necessary financial resources to attend Kingsborough Community College.

International Student Affairs

Room V101 | (718) 368-6800 | Mon - Fri 9am - 5pm

If you are an international student, we can help you with administrative services related to immigration, residency, and visa matters.

One Stop

Room V100 | (718) 368-6700 | Mon, Thu - Fri 9am - 4:45pm & Tue, Wed 9am - 7:45pm
(*When classes are in session)

We can help you with concerns about Admissions, Financial Aid, Registrar processes, and ID validation.

The New Americans Center

Room V101 | (718) 368-5600 | Mon, Thu, Fri 9am - 5pm & Tue, Wed 9am - 7:30pm

The New Americans Center (NAC) provides free, safe, and confidential legal immigration services to Kingsborough Community College and those in the surrounding Brooklyn communities.

The Center has an on-site attorney and two legal assistants with training and expertise in immigration law. The staff provides legal information and guidance and assists with the filing of Deferred Action for Childhood Arrival, Citizenship, and Change of Status applications. Individual legal consultations can be scheduled to determine eligibility for immigration benefits and to provide guidance and referrals for more complex immigration matters.

The Center offers the following legal services:

- Legal Screening of Eligibility for Immigration Benefits
- Citizenship Applications and Fee Waivers Where Eligible
- Adjustment of Status, Change of Status and Green
- Card Renewals Temporary Protected Status Renewals (TPS)
- Family Petitions
- Deferred Action for Childhood Arrival (DACA)*

We are located in the Academic Village Center.

Registrar

Room A101 | (718) 368-5136 | *Mon - Fri 9am - 5pm & Tue - Wed 5pm - 7:45pm
(Room V-100) (*When classes are in session)

We maintain academic records for all students, and are responsible for your registration into classes after admission.

Single Stop

Room V231 | (718) 368-5411 | Mon, Thu, Fri 9am - 5pm & Tue, Wed 9am - 7pm
(*When classes are in session)

We will help you determine if you qualify for government benefits and resources, and provide you with access to FREE legal, financial, and tax preparation expertise. We also provide access to new and gently used clothing.

Testing Office

Room T602 | (718) 368-4975 | Mon - Fri 9am - 4:55pm

Freshman students: The University requires that all degree-seeking students take the CUNY Assessment Tests before registering for classes. If your test scores do not meet the established standard for an exemption, you may be required to register for non-credit bearing remedial courses to help you advance to college level courses.

FINANCE & ADMINISTRATION

Bursar

Room A205 | (718) 368-5416 | Mon - Fri 9am - 5pm & Tue & Wed 5:30pm - 8pm
(Evening hours when classes are in session)

We obtain and process the data necessary to provide accurate billing information, and maintain your tuition accounts and the College's receivables. Parking: A parking permit is necessary if you would like to park on campus. Visit the Bursar's office to find out about student parking.

Events Management

Room V114 | (718) 368-5040 | Mon - Fri 9am - 5pm

We schedule event venues, help plan campus events, and provide logistical services.

Bookstore

Room U101 | (718) 332-5500 | *Mon - Thu 8:30am - 7pm, Fri 8:30am - 4pm,
Sat & Sun closed. (*When classes are in session.)

All required and recommended textbooks, most of which are available in both new and used format, as well as in rentable and/or available in digital format

- Year-round textbook buyback services
- Course-required supplies, such as lab coats, dissecting kits, and culinary arts attire; school, art, technology, and office supplies
- KCC apparel and gifts
- NY Times best sellers, charts, and study guides
- Greeting cards
- Gift cards to the campus bookstore and other major retailers
- Health and beauty aids
- Postage stamps and MetroCards

ON STAGE AT KINGSBOROUGH

Leon M. Goldstein Performing Arts Center | (718) 368-5596 | Mon - Fri 10am - 5pm
www.OnStageAtKingsborough.org

We bring artistically and culturally diverse, multi-disciplinary performances from world-renowned performing artists to the varied communities in and around the college, and serve as a community-gathering place for entertainment and inspiration. Students, staff, and alumni qualify for discounts.

PUBLIC SAFETY

Room L202 | (718) 368-5069/ON-CAMPUS EMERGENCIES, Dial 7777

We work with all departments to monitor incidents and conditions affecting the student body, and maintain safety and security protocols on campus.

Our Peace Officers, in accordance with Section 2.10, subsection 79 of the New York State Criminal Procedure Law, have the powers of arrest as other New York State Law Enforcement personnel. We also share information about crime and other pertinent data with the local police precinct, and from whom we request assistance when necessary.

SCHOLARSHIP OPPORTUNITIES

Room M101 | (718) 368-4911

We specialize in Transfer-Out-Scholarships (school-based scholarships) and periodically advertise scholarships sponsored by private organizations.

STUDENT AFFAIRS

Room A216 | (718) 368-5563 | Mon - Fri 9am - 5pm

Access-Ability Services

Room D205 | (718) 368-5175 | Mon, Thu, Fri 9am - 5pm & Tue, Wed 9am - 8pm

If you have a disability and need accommodations/services, including assistive technology and test-taking support, come talk to us in AAS. We facilitate equal access to all KCC programs and services.

Assessment and Care Team (ACT)

We focus on the safety, health, and well-being of our students, faculty, and staff. The ACT Team identifies, investigates, assesses, refers, monitors, and responds to behaviors that may pose a threat to the college community. Contact Public Safety to make a report at (718) 368-4995.

Athletics

Room G110 | (718) 368-5737 | Mon - Fri 9am - 5pm

We provide opportunities to help you reach your athletic potential through a variety of intercollegiate teams. We also offer a comprehensive program in our award-winning gym and pool facility throughout the school year covering many sports.

Center for Career Development & Experiential Learning

Room C102 | (718) 368-5115 | Mon - Fri 9am - 5pm
careerdevelopment@kbcc.cuny.edu; servicelearning@kbcc.cuny.edu

We provide career counseling, career exploration, and employment opportunities to all matriculated students, as well as alumni. You may also visit us to apply for internships and service learning opportunities. Service Learning is a teaching and learning strategy that integrates meaningful community service opportunities with your coursework. Recruitment events are held every semester, and Career Wave (an online jobs board) is a free resource available to you for applying to jobs and internships.

Child Development Center

Room V105 | (718) 368-5868

Toddler Program: Mon - Fri 8am - 5:10pm

Nursery and Preschool Program: Mon - Fri 7am - 5:30pm

PKA Program (DOE Preschool for All): Mon - Fri 9am - 3:20pm

Evening Program (ages 3-9): Mon - Thu 3:30am - 10:30pm

Saturday Program (ages 3-9): 8am - 4pm

We are a licensed early care and education center that offers on-campus childcare services for children of students. We provide care for children ages 18 months - 9 years of age. (Registration is necessary.)

College Discovery Program

Room L516 | (718) 368-5520 | Mon - Fri 9am - 5pm

We provide you with academic, financial, and counseling assistance if you are a first-time-to-college student who might otherwise be excluded due to academic or economic circumstances.

CUNY EDGE PROGRAM

Room T4216 | (718) 368-4660 | Mon - Fri 9am - 5pm

What is the CUNY EDGE Program? CUNY EDGE, formerly known as the COPE program, has expanded its student services to provide new benefits and support for you! CUNY EDGE's mission is to help CUNY students who are receiving public assistance achieve academic excellence, graduate on time, and find employment.

College Now

Room F102 | (718) 368-5170 | Mon - Fri 9am - 5pm

Former COLLEGE NOW students who took Kingsborough classes in high school are encouraged to visit or contact our office if they have any questions about credits earned in the program.

Counseling Center

Room D102 | (718) 368-5975 | Mon, Tue 9am - 7pm Wed, Fri 9am - 5pm & Thu 9am - 6pm

We provide free and confidential services to all current KCC Students, as well as consultation to faculty and staff. Our services are specifically geared to helping you with personal and emotional concerns that may interfere with achieving your academic goals

CUNY LEADS Plus Program

Room D211 | (718) 368-6639 | Call to confirm hours

CUNY LEADS Plus is a new program for neuro-diverse CUNY students with unique abilities. We offer enhanced individual and group services that help you transition to college, promote academic success, and groom you for realistic employment. We also offer career counseling, social skills training, and a built-in internship for all students who are enrolled in the program. Students must have a documented disability and an open case with Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR), or be ACCES-VR eligible, in order to be considered. (Please contact the CUNY LEADS Plus Program for further information).

Evening Advisement

Room M101 | (718) 368-4911 | Call to confirm hours | EveningAdvisement@kbcc.cuny.edu

We provide evening students with supportive academic services, including advisement, curriculum changes, course withdrawals, career, and transfer counseling.

Freshman Services

Room F123 | (718) 368-4806 | Mon - Fri 9am - 5pm | Freshman.Services@kbcc.cuny.edu

Freshman Services helps students new to Kingsborough make a comfortable and successful transition to collegiate life by offering accurate information, support services and a place where they can make a connection with an advisor who will address any concerns. We provide individualized attention and utilize a holistic approach in guiding students toward their academic, personal, and career goals.

Food Pantry

Room T4-265 | (718) 368-4660 | Mon - Fri 10am - 4pm

The Food for Thought program hosts a food pantry if you need supplemental food assistance. We provide FREE packaged, non-perishable food items as well as fresh produce (when available) to help you prepare nutritious meals at home.

Health Center

Room A108 | (718) 368-5684 | Mon-Thu 8am - 10pm, Fri 8am - 9:30pm, Sat & Sun 8am - 3pm

We provide emergency health care, medical records review, storage and retrieval, medical consultations, health related referrals, health education, and advisory and preventative health services.

Men's Resource Center

Room U218 | (718) 368-5864 | Mon - Fri 9am - 5pm

We help to build dynamic leaders through a multi-tiered mentoring program, career workshops, academic support services, and networking opportunities with staff, faculty, and peers.

Office of Military and Veteran Affairs

Room C106 | (718) 368-5472 | Mon - Fri 9-5pm

We serve the needs of prospective and enrolled active military personnel (students), veterans, and their dependents and survivors who are eligible to receive education benefits under various Department of Veteran Affairs (DVA) programs. We help them to navigate educational entitlements and ease the transition from military life into college life. We supplement recruitment and retention efforts, various counseling and advisement services, academic program information, and certify eligible students to receive DVA education benefits.

New Start Program

Room M101 | (718) 368-4911 | Mon - Fri 9am - 5pm | Newstart@kbcc.cuny.edu

The New Start Program assists students who have experienced academic difficulty at the senior college level. Students in the program are offered specialized counseling and targeted academic advisement designed to assist them in overcoming previous difficulties. Transfer Advisors are available to give students individualized assistance during their time at KCC and provide transfer counseling after graduation.

Opening Doors Learning Communities

Room E102 | (718) 368-4903 | Mon - Fri 9am - 5pm

Opening Doors Learning Community offers incoming students a chance to acclimate to the college by providing them with linked classes. These links pair necessary English or Math classes with a Student Development course that introduces the student to their first semester at KCC. Their SD instructor is also their academic advisor for the year, which creates a strong rapport between them.

Integrative Studies Program (ISP)

Room E106 | (718) 368-5105 | Mon - Fri 9am - 5pm

Integrative Studies is the next step in Learning Communities for KCC students. We offer linked classes that encompass a variety of majors for a collaborative learning experience. With small class sizes and academic advisement and support, we want students to engage, achieve and excel in their education.

Student Life

Room C123 | (718) 368-5597 | Fall & Spring: Mon & Tue 8am - 7pm & Wed - Fri 8am - 5pm; Winter & Summer (And when classes are not in session): Mon - Fri 8am-5pm

We are the main hub for student engagement and involvement outside the classroom! Stop by the office to find out about clubs/organizations, the Student Ambassador Program, SGA- Student Government, CAB- the Campus Activities Board, KLEAR- Kingsborough Leadership Education and Recognition program, as well as all major student programming and events. We enhance campus life for students while supporting the academic mission of the College.

Text @KCCEvents to 81010 to sign up for texts about upcoming events!

Student Success Center

Room M201 | (718) 368-5243 | Mon - Fri 9am - 5pm

The Student Success Center serves as a resource for students, faculty and the community regarding college wide retention initiatives. We are a hub that connects students with available college financial resources, pair freshmen with their first year academic advisor and facilitates student workshops that promote student engagement and the ability to become knowledgeable and responsible for planning their academic career goals. The center's mission is to make sure that each student continues his or her education until degree completion.

Scepter Student Publication

Room M230 | (718) 368-5603 | Mon - Fri 9am - 5pm

Scepter, which has been cited for journalistic excellence, is written, produced, managed, and distributed by Kingsborough students. Student journalists report on college news and cover campus activities and sports, review films, music, and books, and write stories of interest to KCC students and faculty. Working with a faculty advisor, there are many areas in which interested students can participate, including editing, reporting, taking photographs, designing and laying out the issues, distributing the paper and handling advertising.

All currently enrolled students are welcome to become involved. Scepter is supported by funds from the KCC Association.

Transfer Success Center

Room M101 | (718) 368-4911 | Mon - Fri 9am - 5pm (Evening Advisement available: Call to confirm days and times)

We assist New Start students, incoming transfer students, and first semester transfer students with academic advisement and registration. We also provide transfer-out advisement and assistance with applying for scholarships (transfer-out and private organization's scholarships). The center coordinates Transfer Fairs every semester, hosts Brooklyn College visits and visits from the CUNY Justice Academy Advisor at John Jay College.

Student Wellness Center

Room A108 (E & F) | (718) 368-5300 | Mon - Thu 9am - 5pm & Fri 9am - 2pm

We encourage, educate, facilitate, and connect you with resources so that through education and outreach, you can make informed decisions about your health and well-being.

TRiO Student Support Services

Room D205 | (718) 368-5175 | Mon - Fri 9am - 5pm

TRiO provides comprehensive support services including advisement; tutoring; workshops - academic/technology/financial literacy-; counseling; coaching, among other interventions - all to facilitate retention and associate degree attainment. TRiO also provides assistance with transferring to four-year colleges. Program participants must be U.S. citizens or permanent residents.

Women's Center

Room M382 | (718) 368-4700 | Mon - Fri 9am - 5pm

We provide a welcoming, supportive environment to explore educational, professional and lifestyle issues specifically addressing these matters from a woman's perspective.

STUDENT CONDUCT

Room A216 | (718) 368-5563

We are responsible for acting on behalf of the college and the office of the Dean of Student Affairs in matters pertaining to student conduct and discipline. We handle instances of alleged student misconduct and academic dishonesty on campus.

STUDENT HELPDESK

Room L105; Room L106; Room L107 Mon - Thurs 8am - 10pm & Fri 8am - 5pm | Room M200; Room M224 Mon - Fri 8am - 5pm | (718) 368-6679 | helpdesk@students.kbcc.cuny.edu

The IT Student Help Desk will assist you with matters regarding CUNYfirst, email, Blackboard, CUNY Portal, WiFi, test scores, lab hours, schedules, and other applications.

TITLE IX COORDINATOR

Room E115 | (718) 368-6896 | Mon - Fri 8:30am - 4:30pm

The Title IX Coordinator in the Office of Equal Opportunity & Diversity Management is your resource for information regarding sexual misconduct, and complaint procedures regarding sexual assault, discrimination and/or violence. The Title IX Coordinator is responsible for handling all Title IX complaints, as well as providing any mandatory trainings regarding Title IX policy and guidelines.