



Office of Student Affairs

Updated 3/21/20

STUDENT GUIDE FOR DISTANCE-LEARNING

This guide will continue to be updated, please check back regularly.
Visit our [KCC COVID-19 WEBSITE](#) for updates and announcements.

Below you will find more information on various topics to help transition into our distance-learning mode. If you have any additional questions, please email student.affairs@kbcc.cuny.edu

WHAT IS DISTANCE-LEARNING?

Distance-learning is a method having course content delivered to you in a format other than face to face meetings on the KCC campus. For the most part, your instructors will be using various features of Blackboard to conduct online discussions and have you submit work for your classes

ACADEMIC ADVISEMENT

Students are encouraged to work with their faculty to become comfortable with distance-learning. Don't be afraid to reach out to them via email if you have questions.

Advisors are available via phone, email and live-chat options to answer any questions and provide support. To locate your advisor, check [CUNYfirst](#) or in [Starfish](#). If you have questions, contact your program or academy listed below:

Access-Ability Services, 718-368-5175, aas@kbcc.cuny.edu

ASAP: 718-368-5616, ASAP@kbcc.cuny.edu

College Discovery: 718-368-5520, College.Discovery@kbcc.cuny.edu

CUNY EDGE: 718-368-4660, Gerald.maitre@kbcc.cuny.edu

Business Academy: 718-368-5683, Business.Academy@kbcc.cuny.edu

Education & Justice Academy: 718-368-4911, Education&Justice.Academy@kbcc.cuny.edu

Health & STEM Academy: 718-368-4903, HealthandSTEM.Academy@kbcc.cuny.edu

Liberal Arts Academy: 718-368-4806, LiberalArts.Academy@kbcc.cuny.edu

TRiO Student Support Services: 718-368-5175, faith.fogelman@kbcc.cuny.edu

ACCESS-ABILITY SERVICES

Access-Ability Services will continue to support students' needs an accommodations remotely.
Please call 718-368-5175 or email aas@kbcc.cuny.edu

ATHLETICS

The spring 2020 athletic season has been suspended by both the CUNY Athletic Conference and NJCAA. Student-athletes can continue to work with their coaches and athletic department for any questions or concerns they may have.

BLACKBOARD

BLACKBOARD will be used to deliver course content and to interact with your faculty. BLACKBOARD is available through CUNY.EDU or download the BLACKBOARD App.

For more information on using BLACKBOARD, visit the links below:

- How to login to BLACKBOARD ([VIDEO](#)) ([PDF](#))
- How to use the BLACKBOARD Mobile App ([VIDEO](#)) ([PDF](#))
- How to update your email on BLACKBOARD ([PDF](#))

You can register for BLACKBOARD training [HERE](#).

You can also watch the BLACKBOARD training [HERE](#)

If you have technical questions or concerns, please contact the [HELP DESK](#) at 718-368-6679 or HelpDesk@Students.kbcc.cuny.edu

BOOKSTORE

The College Bookstore will be closed. Open book orders that still need to be fulfilled, will be shipped overnight to the students' home address, free of charge. If you have any questions regarding a recent order, please call 718.332.6900 or kingsboroughCUNY@bkstr.com or 1079mgr@follett.com

CAFETERIA

The bookstore will be closed. If you have any questions regarding a recent order, please call 718.332.6900 or kingsboroughCUNY@bkstr.com or 1079mgr@follett.com

CAMPUS ACCESS

There will be limited access to the campus. Public Safety will work with the various office to ensure students who need to access the Food Pantry, laptops, etc. are granted permission.

CAMPUS ACTIVITIES & EVENTS

Per guidelines issued by CUNY, non-essential gatherings and community events have been cancelled and will be reevaluated monthly. Visit the [COVID-19 WEBSITE](#) for more information.

CHILD DEVELOPMENT CENTER

The Child Development Center will be open from 9:00am-3:30pm. For more information please call 718.368.5868.

COLLEGE DISCOVERY PROGRAM

College Discovery will continue to meet with their students via remote access. For more information, please call 718.368.5520

COMPUTER & INTERNET ACCESS

There will be limited access to the college, please continue to check the IT website for lab availability [HERE](#)

Access to BLACKBOARD is also available through the BLACKBOARD Mobile App, for more information on about the BLACKBOARD APP visit the following link:

- How to use the BLACKBOARD Mobile App ([VIDEO](#)) ([PDF](#))

COUNSELING CENTER

Counselors in the Counseling Center, Student Wellness Center, and Women's Center will be available to speak with you remotely weekdays between the hours of 9am-5pm.

To reach a counselor in the Counseling Center, call 718-368-5975

To reach a counselor in the Women's Center, call 718-368-4700

To reach a counselor in the Student Wellness Center, call 718-368-5300

Or email Counselingandhealthservices@kbcc.cuny.edu

Emergency or Crisis

If you are experiencing an emergency or crisis, please call 911 or go to the nearest emergency room.

If you are on campus and experiencing a crisis or emergency ask a public safety officer for help, or go to the Public Safety office for help (Room L202), or call the Public Safety at 718-368-5069 or 718-368-7777.

Other resources (confidential 24/7mental health hotline)

- NYC Well 1-888-NYC-WELL or Text WELL to 65173
- National Suicide Prevention Lifeline (Suicide Prevention) 1-800-273- 8255
- Trevor Lifeline (LGBTQIA suicide prevention) 1-866-488-7386 or Text START to 678678
- LifeNet Crisis Hotline 1-800-543-3638
- Safe Horizon (domestic violence resource) 1-800-621-4673
- National Domestic Violence hotline 1-800-799-7233

COURSES

Effective, Thursday, March 19, all instruction will resume in distance-learning mode, and will remain so through the end of the spring semester. Students should check their email and visit the [KCC COVID-19 WEBSITE](#) for further details and to remain informed.

Continue to email and outreach to your faculty for course specific information, deadlines, and meeting times. Review your course syllabus for specific contact information.

COURSE WITHDRAWAL

The course withdrawal period has been extended to June 4th. Grade of “W” will be assigned to students who officially drop a class.

CUNY EDGE

CUNY EDGE will continue to meet with their students remotely. Please contact your advisor to make an appointment, for more information call 718.368.4660 or Gerald.maitre@kbcc.cuny.edu

CUNYfirst

For more information on using CUNYfirst, visit the links below:

- How to activate your CUNYfirst account ([PDF](#))
- How to reset your CUNYfirst password ([PDF](#))

EMAIL

To claim your KCC email account, visit [HERE](#)

FINANCIAL AID

For those receiving financial aid, *distance learning vs. on-campus learning does not have an effect on how much financial aid you will be receiving*. The Financial Aid Office is now set up to assist you remotely. It is important that you attend and continue participating in your courses so that your financial aid does not get impacted. If you are thinking of withdrawing from a course, please do the following:

- Speak to your academic advisor. Your academic advisor will determine if your financial aid will be affected.
- Contact financial aid representative

Below are ways to contact the Office of Financial Aid:

- Financial Aid Inquiry – [Click Here](#) Your inquiries will be responded within one business day
- Email - finaid@kbcc.cuny.edu

If you need to submit documents, click on the links below:

2019-2020 paperwork – [Click Here](#)

2020-2021 paperwork – [Click Here](#)

FOOD PANTRY

The food pantry will be open on Wednesdays from 9am-12pm. Grab and go bags will also be available for the spring semester. For more information, email student.affairs@kbcc.cuny.edu

GRADUATION

Students who are eligible for June 2020 graduation should continue their coursework as outlined. You can apply for June 2020 graduation from March 16 – April 20. For more information on graduation filling visit the [GRADUATION WEBSITE](#).

Plans for KCC's Commencement Exercises are still being discussed, check our [COVID-19 WEBSITE](#) for updates.

HEALTH CENTER

The Health Center will be closed. To submit paperwork, including MMR, call or For more 718.368.5684 or email Dorothy.gale@kbcc.cuny.edu

INTERNATIONAL STUDENTS

International students will be able to take online courses and retain their visa status. The Department of Homeland Security has authorized international students to take a full load of online instruction in response to the coronavirus outbreak. Please contact the International Students Office for more information at 718.368.6800 or isa@kbcc.cuny.edu .

INSIDE KCC

For more information on INSIDE KCC, visit the link below:

- How to reset your INSIDE KCC account ([PDF](#))

LAPTOPS

Laptops are available on a first come first serve basis. Visit inside.kingsborough.edu

It is important to note that BLACKBOARD can be accessed via the BLACKBOARD mobile app ([VIDEO](#)) ([PDF](#)).

LIBRARY

The library will be CLOSED but has numerous online resources. For more information visit their website [HERE](#) or call 718.368.5632, email reference.desk@kbcc.cuny.edu , or via Twitter at @KBCCLibrary

MEN'S RESOURCE CENTER

The Men's Resource Center will continue to meet with students via remote access. For more information, please call 718.368.5864.

MILITARY AND VETERAN AFFAIRS

MAVA will continue to support Active Military, Reservists, Veterans and their Dependents, Spouses and Survivors via email, telephone, and WebEx workshops. For general questions, email VASO@kbcc.cuny.edu or call 718-368-5472. Documents for VA education benefits certification can be emailed to us at Tara.Yarczower@kbcc.cuny.edu. Academic Advisors can be reached at Nicole.Pagano@kbcc.cuny.edu or Tinesi.Philogene@kbcc.cuny.edu

NEW AMERICAN CENTER

NAC will continue to service students through email and phone. NAC will continue to process student's paperwork and work with students remotely. Please contact the office for any questions you may have. Student can email: erick.myssura@kbcc.cuny.edu, nyozi.fraser@kbcc.cuny.edu or juliana.edwards@kbcc.cuny.edu

PARKING PERMITS

You can apply either for a refund or a credit towards the fall semester. If you wish to apply for a refund, you will need to bring your Parking Permit to the Bursar's Office, A205.

If you wish to have this credited to the for Fall 2020 semester, please provide your FULL NAME, EMPLID ID, and KCC email address to student.affairs@kbcc.cuny.edu .

SHUTTLE BUS

The Shuttle Bus service from Brighton Beach, Coney Island, and Sunset Park has been suspended.

SINGLE STOP

Single Stop will continue to provide services to students through Webex, email and phone. Snacks and food will be accessible throughout the week through Public Safety. Please email single stop for any emergencies. For inquiries: singlestop@kbcc.cuny.edu

STUDENT EMERGENCY GRANT FUNDS

Are you experiencing a Financial Emergency?

The Carroll and Milton Petrie Foundation Student Emergency Grant Fund provides financial assistance to KCC students *who are currently enrolled, are in good academic standing and are facing **short-term, non-recurring** financial emergencies.*

To find out more about eligibility, please visit our [SCHOLARSHIP PAGE](#) to access the application. Application and documentation must be sent to scholarships.kcc@kbcc.cuny.edu

STUDENT LIFE

The Office of Student Life will host remote events, workshops, and hangouts. For more information, call 718.368.5597.

TRIO STUDENT SUPPORT SERVICES

Students should contact TRiO's senior counselor, Alena Kastin, alena.kastin@kbcc.cuny.edu for immediate concerns or e-mail the director for other inquiries, faith.fogelman@kbcc.cuny.edu

TUTORING SERVICES

Tutoring services will be available, please visit their [WEBSITE](#) for more information

WELLNESS CENTER

You can speak to a counselor in the Student Wellness Center remotely weekdays between the hours of 9am-5pm.

To reach a counselor in the Student Wellness Center, call 718-368-5300

WOMEN'S CENTER

You can speak to a counselor in the Women's Center remotely weekdays between the hours of 9am-5pm.

To reach a counselor in the Student Wellness Center, call 718-368-4700

WORK-STUDY

KCC Work-Study students will be able to continue their work in their respective offices.