



## Office of Student Affairs

Updated 6/24/20

### **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](mailto: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](mailto:aas@kbcc.cuny.edu)

ASAP: 718-368-5616, [ASAP@kbcc.cuny.edu](mailto:ASAP@kbcc.cuny.edu)

College Discovery: 718-368-5520, [College.Discovery@kbcc.cuny.edu](mailto:College.Discovery@kbcc.cuny.edu)

CUNY EDGE: 718-368-4660, [Gerald.maitre@kbcc.cuny.edu](mailto:Gerald.maitre@kbcc.cuny.edu)

Business Academy: 718-368-5683, [Business.Academy@kbcc.cuny.edu](mailto:Business.Academy@kbcc.cuny.edu)

Education & Justice Academy: 718-368-4911, [Education&Justice.Academy@kbcc.cuny.edu](mailto:Education&Justice.Academy@kbcc.cuny.edu)

Health & STEM Academy: 718-368-4903, [HealthandSTEM.Academy@kbcc.cuny.edu](mailto:HealthandSTEM.Academy@kbcc.cuny.edu)

Liberal Arts Academy: 718-368-4806, [LiberalArts.Academy@kbcc.cuny.edu](mailto:LiberalArts.Academy@kbcc.cuny.edu)

TRiO Student Support Services: 718-368-5175, [faith.fogelman@kbcc.cuny.edu](mailto:faith.fogelman@kbcc.cuny.edu)

#### **ACCESS-ABILITY SERVICES**

Access-Ability Services (AAS) will continue to ensure that KCC students with disabilities are provided with accommodations, supportive counseling, and academic advisement. If you wish to register with AAS, you may do so from home; please contact our office and we will walk you

through the process. You may call 718-368-5175 or email [aas@kbcc.cuny.edu](mailto:aas@kbcc.cuny.edu) for more information.

### **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. For questions please email Damani Thomas, Athletic Director-Damani.Thomas@kbcc.cuny.edu

### **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](mailto:HelpDesk@Students.kbcc.cuny.edu)

### **BOOKSTORE**

The College Bookstore will be closed. If you have any questions regarding a recent order, please email [1079mgr@follett.com](mailto:1079mgr@follett.com) . If you still need a book, please check our [KCC LIBRARY RESOURCES](#) or companies such as [REDSHELF](#), [AMAZON](#), or [BARNES & NOBLES](#)

### **CAFETERIA**

The Cafeteria is closed. There are still vending machines available throughout campus.

### **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 is closed. For more information please call 718.368.5868.

## **COLLEGE DISCOVERY PROGRAM**

COLLEGE DISCOVERY The College Discovery (CD) Program will work remotely. During this time the CD academic advisement, tutoring and recruitment services will communicate with students online, through telephone, and different virtual platforms (Zoom, blackboard, etc). Students will have the opportunity to schedule appointments via remind.com or use their KBCC email to reach CD counselors, tutors and staff. CD staff will send daily reminders to students offering its services and support. CD will check phone messages daily to answer students' questions. CD will outreach to potential Fall 2020 students and will hold 24+ virtual information sessions from April to August. College Discovery will continue to meet with their students via remote access. For more information, please call 718.368.5520 or email us at: [College.discovery@kbcc.cuny.edu](mailto:College.discovery@kbcc.cuny.edu)

## **COMPUTER & INTERNET ACCESS**

There will be limited access to the college. If you need a laptop or tablet device, please request one via your [INSIDE KCC Student Laptop RSVP](#)

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 [Counselingandhealth.services@kbcc.cuny.edu](mailto:Counselingandhealth.services@kbcc.cuny.edu)

## **Emergency or Crisis**

For immediate individual mental health assistance please call Confidential 24/7 Mental Health Helplines:

### **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**

The **Summer 2020** module will be in distance-learning mode, and will remain so through the end of the summer module. 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**

Please review the Academic Calendar [HERE](#). The LAST DAY to withdraw online to receive grade of "W" is August 1<sup>st</sup>.

### **CUNY EDGE**

CUNY EDGE will continue to meet with their students remotely. Please contact your advisor to make an appoint, for more information call 718.368.4660 or [Gerald.maitre@kbcc.cuny.edu](mailto: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 you 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](mailto: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**

Grab and go bags are available via Public Safety at the Front Gate. For an questions please email [student.affairs@kbcc.cuny.edu](mailto:student.affairs@kbcc.cuny.edu) or call 718-368-6713

### **HEALTH CENTER**

The Health Center will be closed. To submit paperwork, including MMR, call 718.368.5684 or email [Dorothy.gale@kbcc.cuny.edu](mailto: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](mailto: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. Log into your [INSIDE KCC Student Laptop RSVP](#)

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](mailto: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.

The Men's Resource Center meets weekly every Wednesdays at 1:00 p.m. via Zoom. These sessions will be a mix of our ongoing workshops such as:

- The Black Experience (facilitated by Mr. Levy Moore)
- Back to Basics (facilitated by Mr. Kaiqwon King)
- Woosah Wednesdays (facilitated by Mr. Eddy Roland)
- Be the Leader (facilitated by Dr. Michael Rodriguez)

It is a time to reconnect, hang out, and simply vibe with others students and staff. During the Summer Session the Men's Resource Center host its annual MRC Summer Institute. This event is two weeks of daily dynamic, engaging and impactful workshops designed to help participants

discover their authentic selves and enhance critical thinking. If you are interested in attending email Dr. Michael Rodriguez for details.

### **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](mailto: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](mailto:Tara.Yarczower@kbcc.cuny.edu). Academic Advisors can be reached at [Nicole.Pagano@kbcc.cuny.edu](mailto:Nicole.Pagano@kbcc.cuny.edu) or [Tinesi.Philogene@kbcc.cuny.edu](mailto: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](mailto:erick.myssura@kbcc.cuny.edu), [nyozi.fraser@kbcc.cuny.edu](mailto:nyozi.fraser@kbcc.cuny.edu) or [juliana.edwards@kbcc.cuny.edu](mailto: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](mailto:student.affairs@kbcc.cuny.edu) .

### **SHUTTLE BUS**

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

### **SINGLE STOP (ACCESS RESOURCE CENTER)**

Whether in the office or remote, Single Stop is committed to their students and campus community. All services remain to be fully functional to ensure we are supporting every student through distance learning. You can fill out an intake through our website to see what benefits you may be entitled to. Benefit screenings, financial support, legal assistance and tax referrals are all offered. Allow Single Stop to service you outside of your academics! COMPLETE A SINGLE STOP INTAKE FORM HERE

### **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](mailto:scholarships.kcc@kbcc.cuny.edu)

## **STUDENT LIFE**

The Office of Student Life will continue to enhance your academic experience at KCC while functioning virtually and will also work to assist students with finding ways to engage with their peers while not on campus. Check out our social media for information about engagement opportunities. Also make sure to check your student emails often so you always know what is being offered to you. If there is something you're looking for that you haven't found, reach out and let us know! We will do our best to accommodate your requests. The Student Life team continues to work remotely and we are still accessible to you by phone 718-368-5597 Monday-Thursday, 9am-5pm and via email any time at [studentlife@kbcc.cuny.edu](mailto:atstudentlife@kbcc.cuny.edu). Check out our social media pages for the most up-to-date information: [www.facebook.com/KCCOfficeofStudentLife](https://www.facebook.com/KCCOfficeofStudentLife) or IG: [@KCCStudentLife](https://www.instagram.com/KCCStudentLife).

## **STUDENT UNION & INTERCULTURAL CENTER**

The SU&IC is working to be a support to students during this time as we experience distance learning. The SU&IC will be working with faculty to offer co-curricular programming and academic enrichment in digital and virtual platforms. Our on-campus supports and programs such as KCC Sense, Breezeway Bites, and our Interfaith forums will also be developing offerings to accommodate distance learning. Questions and concerns can be directed to [helen.nasser@kbcc.cuny.edu](mailto:helen.nasser@kbcc.cuny.edu)

## **TRiO STUDENT SUPPORT SERVICES**

Students should contact TRiO's senior counselor, Alena Kestin, [alena.kestin@kbcc.cuny.edu](mailto:alena.kestin@kbcc.cuny.edu) for immediate concerns or e-mail the director for other inquiries, [faith.fogelman@kbcc.cuny.edu](mailto:faith.fogelman@kbcc.cuny.edu)

## **TUTORING SERVICES**

Tutoring services will be available, please visit their [WEBSITE](#) for more information or email [tutorialservices@kbcc.cuny.edu](mailto:tutorialservices@kbcc.cuny.edu)

## **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 remotely. Please work with your current supervisor or email [finaid@kbcc.cuny.edu](mailto:finaid@kbcc.cuny.edu)