

# KINGSBOROUGH COMMUNITY COLLEGE

## STUDENT REFERENCE DIRECTORY

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### ACADEMIC AFFAIRS

- **Center for Academic Writing Success (CAWS)**  
Room L219 | (718) 368-5405 | Mon & Weds 9am - 9pm,  
Tues & Thurs 9am - 9:30pm & Fri 9am - 3pm | [CAWS.mails@kbcc.cuny.edu](mailto: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.
- **Center for Math & Technology (CMAT)**  
F206 | (718) 368-5808 | Mon & Thurs 8am - 5pm, Tue & Wed 8am-8pm  
Fri 8am-3pm | [CMAT@kbcc.cuny.edu](mailto:CMAT@kbcc.cuny.edu)  
Free walk-in tutoring is offered to current KCC students. CMAT provides tutoring for all math courses as well as Computer Science and Computer Programming. In addition, The Center tutors any course with a math component. CMAT provides one-on-one and group tutoring. Additionally, there are textbooks, calculators, and 24 computers available for student use. No appointment is necessary.
- **Registration Help Center**  
(718) 368-6551 | Mon - Fri 9am - 5pm | [registrationhelp@kbcc.cuny.edu](mailto:registrationhelp@kbcc.cuny.edu)  
We provide you with registration information and help you get past obstacles that might prevent you from registering from 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 - Thurs 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](mailto: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 - Thurs 9:30am - 3:30pm  
[Immersion@kbcc.cuny.edu](mailto: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.

### ACCELERATED STUDY IN ASSOCIATE PROGRAMS (ASAP)

Room M211 | (718) 368-5616 | Mon - Fri 9:30am - 5pm  
We provide you with a comprehensive array of supports and services to help you successfully graduate in three years or less, to transfer into a Bachelor's degree program, or to pursue a career.

### CENTER FOR ECONOMIC & WORKFORCE DEVELOPMENT (CEWD)

Administration- Room V229 ; Programs - Room T7115 | Mon- Fri 9am - 5pm  
(718)368-4637 | [cewd@kbcc.cuny.edu](mailto:cewd@kbcc.cuny.edu)

If you 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.

### 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

Temporarily relocated to U213/U214 | Mon - Fri 9am - 5pm  
Refer all media inquiries to: (718) 368-5543 or to (917) 588-6305  
[PRandCommunications@kbcc.cuny.edu](mailto: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.

### CUNYFIRST HELP CENTER

(718) 368-6551 (PHONE SERVICE ONLY)

The CUNYfirst Help Center will help troubleshoot your CUNYfirst account.

### 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, Thurs, Fri 9am - 5pm & Tues – 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, Thurs – Fri 9am - 4:45pm & Tues – 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 – Fri 9am - 5pm & Wed 9am - 7pm  
 (\*When classes are in session)  
 If you are eligible to apply for DACA, we will help you to secure the appropriate clearances for legal work authorization, obtaining a Social Security card, and a state identification card.
- **Registrar**  
 Room A101 | (718) 368-5136 | \*Mon – Fri 9am - 5pm & Tues – 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, Thurs, Fri 9am - 5pm & Tue, Wed 9am - 8pm  
 (\*When classes are in session)  
 We will help you determine if you qualify for government benefits and resources, and also 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 - 4:45pm & Tues – 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 – Thurs 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](http://www.OnStageAtKingsborough.org)

We bring artistically and culturally diverse, multi-disciplinary performances 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.

## SERVICE-LEARNING PROGRAM

Room M101 | Mon-Fri 9am-5pm; Tues-Wed 5pm-8:30pm  
[servicelearning@kbcc.cuny.edu](mailto:servicelearning@kbcc.cuny.edu)

This teaching and learning strategy integrates meaningful community service opportunities with your coursework.

## 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

### Academic Advisement Center

Room M201 | (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.

### Access-Ability Services

Room D205 | (718) 368-5175 | Mon, Thurs, 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 G-110 | (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

We provide career counseling, career exploration, and employment opportunities to you. You may also visit us to apply for internships and service opportunities.

Service Learning is a teaching and learning strategy that integrates meaningful community service opportunities with your coursework.

### 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 – Thur 3:30am – 10:30pm

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

We are a licensed early care and education center that offers on-campus child care 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 Services

Room D102 | (718) 368-5975 | Mon, Tues 9am - 7pm Wed, Fri 9am - 5pm & Thurs 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 Program

Room D222 | (718) 368-5161 | Call to confirm hours

Linking Employment, Academics, & Disability Services is a unique program designed to prepare CUNY students with disabilities to make realistic academic and career choices, and develop the skills that will result in successful career outcomes. We provide counseling, and career and life planning services to all students with disabilities. You do not have to be registered with the office of Access-Ability Services to register with CUNY LEADS.

### Evening Advisement

Room M101 | (718) 368-4911 | Call to confirm hours

[EveningAdvisement@kbcc.cuny.edu](mailto: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](mailto: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 Services

Room A108 | (718) 368-5684 | Mon – Thur 8am – 10pm & Fri 8 am-9:30 pm

Sat, Sun 9am - 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) 368-5684 | 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 M101 | (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](mailto: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

We provide opportunities for incoming students to participate in block schedules (Learning Communities) during their first semester of attendance.

### Student Life

Room C123 | (718) 368-5597 | Mon - Tues 8am - 7pm & Wed - Fri 8am - 5pm

We are the main hub for student clubs/organizations, Student Government, the Student Ambassador Program, the KCC GOLD Leadership Initiative, as well as all major student programming. We enhance campus life while supporting the academic mission of the College.

### Scepter Student Publication

Room M230 | (718) 368-5603 | Mon - Fri 8am - 5pm

Scepter is a publication of the students of Kingsborough Community College. It is not a college publication and therefore, the College is not responsible for its content. Student editors have full responsibility for content.

### Transfer Success Center

Room M101 | (718) 368-4911 | Mon-Fri 9am-5pm, Tues-Wed 5pm-8:30pm (Evening Advisement available: Tues and Wed, Call to confirm)

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 organizations' 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) 368-5975 | Mon-Fri 9am-5pm Wed 9am - 5pm Thurs 9am - 6pm & Fri 9am - 5pm

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 8:30am - 5pm

In this unique program, we provide comprehensive support services including individual tutoring, academic, technology, and study skills workshops. We also provide personal and career counseling, advisement, financial aid/literacy, and use of adaptive software—all to help you earn your associate degree and transfer to a four-year institution. You must meet specific eligibility criteria.

Please email all changes and updates to [Kfrancis@kbcc.cuny.edu](mailto:Kfrancis@kbcc.cuny.edu)

Revised: 3/24/17

### 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 L104 | Room L106 | Room L107 | Room M200 | Room M224  
(718) 368-6679 | [helpdesk@students.kbcc.cuny.edu](mailto:helpdesk@students.kbcc.cuny.edu)

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

## TUTORIAL & ACADEMIC SUPPORT CENTER

Room L605 | (718) 368-5118 | Mon - Thurs 9am - 5pm & Fri 8am - 4pm

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

## TITLE IX COORDINATOR

Room V125 | (718) 368-6896 | Mon - Fri 8am - 4pm

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.

