

## KBC STUDENT AND ENROLLMENT SERVICES REFERRAL GUIDE

### STUDENT AND ENROLLMENT SERVICES' ADVISORS

#### SES Advisors

- Support and information for faculty advisors
- Placement and Admissions advising
- General advising and referral for non-KPC programs
- Faculty Advisor referral
- Student advocacy
- Crisis intervention
- Student support: e.g. student crisis, bereavement, illness, family situations, behavioral issues
- Referral to community resources for basic needs
- Disability support services and accommodations

#### Financial Aid

- Basic Financial Aid Advising
- Academic Success Reviews
- SAP issues
- VA Course Recommendation Signature Forms
- Add/Drop Signatures
- Financial Aid applications and awards
- Funding sources such as:
  - Vocational Rehabilitation programs
  - Worker's Compensation

#### High School students

- High School Waiver Application forms and signatures
- High School Advising

#### Admissions

- Admissions
- Classes and Registration issues
- Transfer Advising
- Student Records

#### KBC SES INFORMATION AND REGISTRATION SPECIALIST

- General information and forms
- Registration Assistance
- Immediate student help
- High school home school program reimbursement
- Accounts and student payment plans
- Holds on student accounts