

KRC ADVISING REFERRAL GUIDE

KRC CAMPUS SERVICES

Campus Services houses the Counseling and Advising offices, Student Services, and the Business Office.

COUNSELING AND ADVISING OFFICES: KPC FACULTY COUNSELORS

Advising Coordination

- Support and information for faculty advisors
- Placement and Admissions advising
- General advising and referral for non-KPC programs
- Faculty Advisor referral
- Advising Desk student help

Counseling:

- Mental health issues
- Referrals for mental health
- Student advocacy
- Crisis intervention
- Student support: e.g. student crisis, bereavement, illness, family situations, behavioral issues
- Referral to community resources for basic needs

Financial Aid Appeals:

- Academic Success Reviews
- SAP issues

New Student Orientations (NSO's)

- Coordinate and present on-campus NSO
- Online NSO

High School students

- High School Waiver Application forms and signatures

- High School Advising and Signatures Sessions

STUDENT SERVICES: DIRECTOR OF STUDENT SERVICES

Admissions:

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

Financial Aid:

- Financial Aid applications and awards
- Student Employment paperwork
- Veteran's benefits paperwork

Career and Community Engagement Center:

- Career information
- Resumes and interview preparation
- Community engagement
 - Service Learning
 - Internships

Student Services Information (Front Desk):

- General information and forms
- Immediate student help

Evening Coordinator:

- Help for faculty and students Monday-Thursday evenings
- Can perform several Student Services functions

KPC Student Health Center (services are limited to students with 6 face-to-face credits or more. However students taking 3-5 credits can opt to pay the student health fee):

- General health screening and advice
- Basic First Aid supplies

- Prescriptions
- Referral for lab tests
- Birth Control
- Vaccinations

THE BUSINESS OFFICE

- Accounts and student payment plans
- Holds on student accounts
- Funding sources such as:
 - Vocational Rehabilitation programs
 - Worker's Compensation
- High school home school program reimbursement
- KPC Bookstore

KRC LEARNING CENTER

- Disability support services and accommodations
- Testing Services
 - Accuplacer
 - Ability to Benefit Accuplacer
 - Proctored exams
 - Make up exams
 - CLEP testing
 - Other tests as requested
- Tutoring and Academic Support Services
 - Individual tutoring appointments
 - Math Lab and online Math support
 - Online Writing Lab

- Adult Basic Education Programs
 - GED tutoring and examinations
- English as a Second Language Programs
- Youth for Understanding Foreign Student Exchange Program

THE DIRECTOR'S LINE

THE DIRECTOR'S LINE: **262-0342**

- Students can leave anonymous comments and concerns at this number for any campus