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
  o Service Learning
  o 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
  o 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