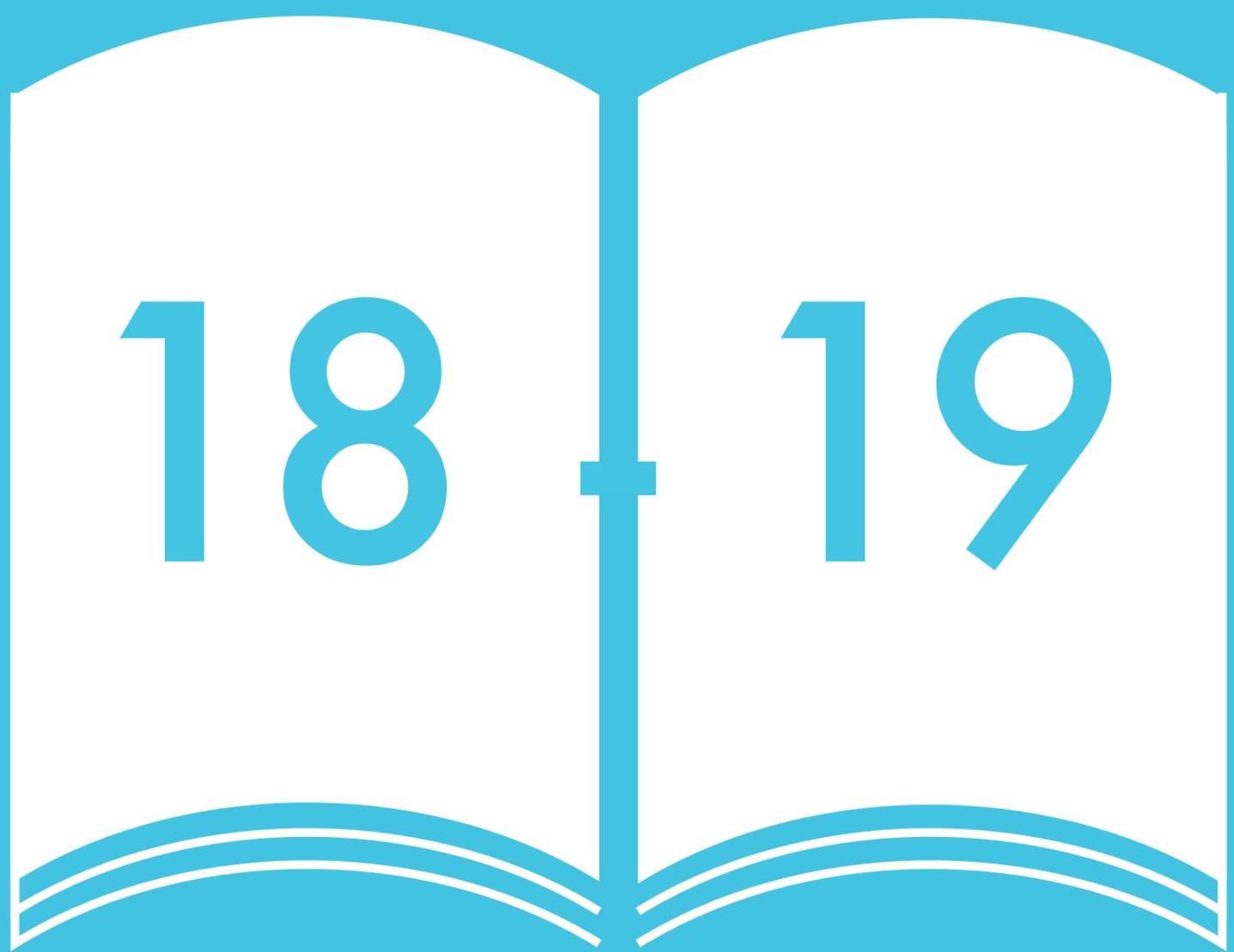


student handbook

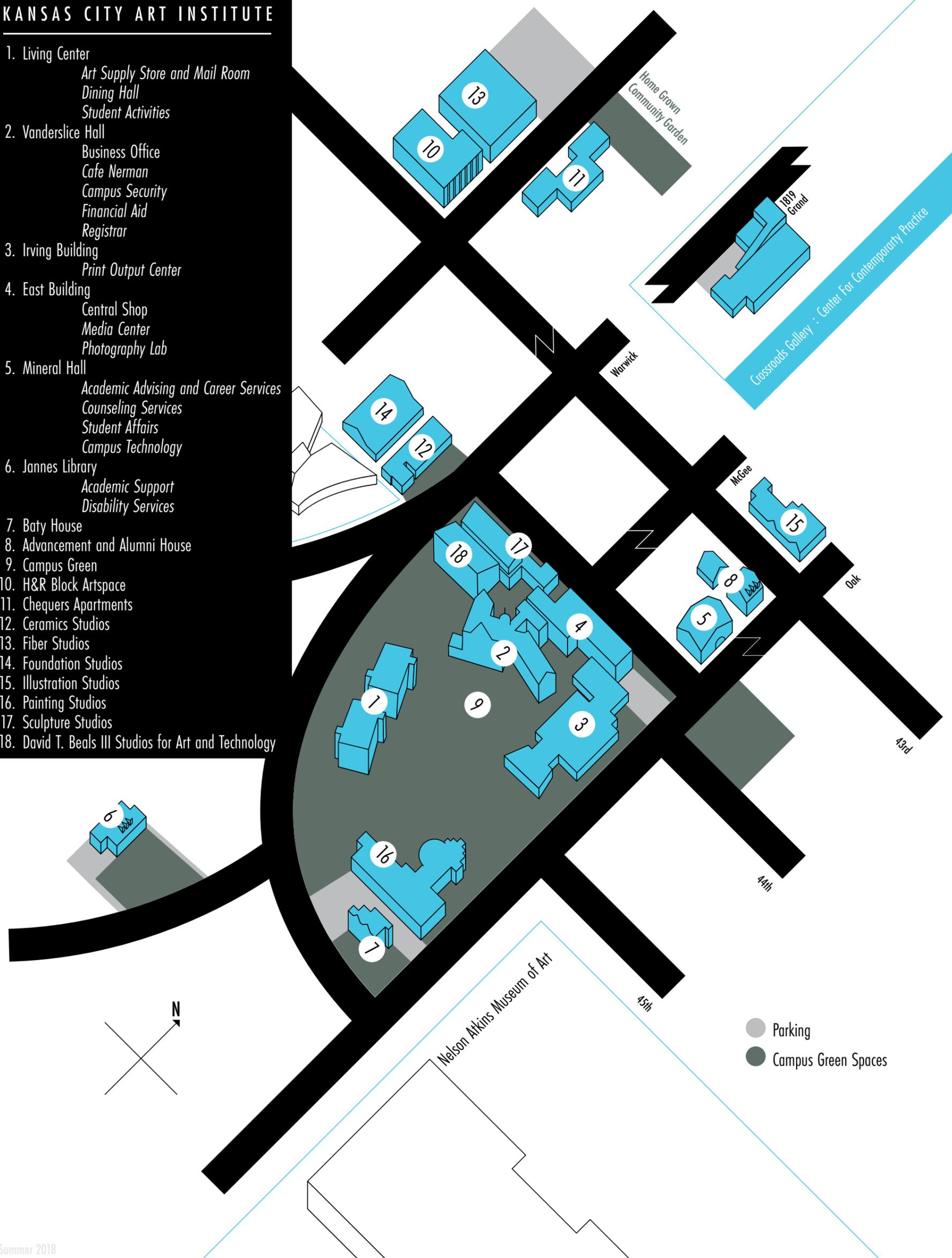


KANSAS CITY ART INSTITUTE

campus map

KANSAS CITY ART INSTITUTE

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*Art Supply Store and Mail Room
Dining Hall
Student Activities*
2. Vanderslice Hall
*Business Office
Cafe Nerman
Campus Security
Financial Aid
Registrar*
3. Irving Building
Print Output Center
4. East Building
*Central Shop
Media Center
Photography Lab*
5. Mineral Hall
*Academic Advising and Career Services
Counseling Services
Student Affairs
Campus Technology*
6. Jannes Library
*Academic Support
Disability Services*
7. Baty House
8. Advancement and Alumni House
9. Campus Green
10. H&R Block Artspace
11. Chequers Apartments
12. Ceramics Studios
13. Fiber Studios
14. Foundation Studios
15. Illustration Studios
16. Painting Studios
17. Sculpture Studios
18. David T. Beals III Studios for Art and Technology



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Introduction

Founded in 1885, the Kansas City Art Institute is one of the oldest and most respected colleges of art and design in the United States. Today, KCAI is a premier, private, fully accredited college of art and design, awarding the bachelor of fine arts degree. A comprehensive liberal arts program complements an emphasis in one of the following majors: animation, art history, ceramics, creative writing, filmmaking, fiber, graphic design, illustration, interactive arts, painting, photography, printmaking and sculpture.

Consistently recognized for a rigorous, diverse curriculum, KCAI provides quality academic programs strengthened by first-rate support services, technology and practical learning opportunities within and beyond the United States. The college's emphasis on personal attention allows students to gain a comprehensive education and to develop an informed, thoughtful perspective.

KCAI's scenic 16-acre campus situates students between the Kemper Museum of Contemporary Art and the Nelson-Atkins Museum of Art, two of the top art museums in the nation. The college also owns and operates two art galleries, the H&R Block Artspace, located at 16 E. 43rd St., and the KCAI Crossroads Gallery: Center for Contemporary Practice, located in the KC Crossroads art district at 1819 Grand Blvd.

Campus Information and Resources

Mission, Vision, and Values

Mission:

To prepare gifted students to transform the world creatively through art and design.

Vision:

To be an innovative leader in art and design.

Values:

1. We value intellectual and artistic curiosity together with critical and creative inquiry.
2. We promote meaningful integration of liberal arts education and professional practice.
3. We explore diverse conceptions of art and design, materials and ideas, history and perspectives.
4. We embrace community engagement, cultural diversity, compassion for others and open communication, contributing to social and cultural growth both locally and globally.

Notice of Non-Discrimination

KCAI is committed to a campus environment in which all individuals are treated with respect and dignity, where each individual has the right to a positive atmosphere that promotes equal opportunity. Kansas City Art Institute prohibits discrimination and harassment based on race, gender, gender identity, color, religion, sex, sexual orientation, national origin, age, physical or mental disability, marital status, parental status, genetic information, citizen status, veteran status, or any other

characteristic prohibited by federal, state, or local law.

This policy has been developed to ensure that all members of the campus community can be in an environment free from discrimination, harassment, and retaliation. Every reasonable effort will be made to ensure that all concerned are familiar with this policy and aware that any complaint of a violation will be investigated and resolved appropriately.

Campus Address

Kansas City Art Institute
4415 Warwick Blvd.
Kansas City, MO 64111-1820

For directions and a campus map, please visit www.kcai.edu/campus-life/campus

Campus Directories

For a list of departments and contacts within each department, please visit www.kcai.edu/contact-us.
Toll free: 800-522-5224 (for admissions and financial aid)

Or: 816-472-4852 (for directory of all other departments)
Faculty names, titles and biographical information are posted on the KCAI website at www.kcai.edu/academics and are listed within each academic department.

Academic Advising and Career Services

Academic advising and career services provides a unique integrated approach to academic and career advising. The goal is to assist students and recent alumni achieve their academic and career goals through academic and career advising and integrated programming. Beginning in the freshman year, students are exposed to career-related information, resources and services to complement their academic experiences.

Advisors are provided to assist students in planning their academic program. They are not authorized to change established policies of the Kansas City Art Institute. Students are solely responsible for ensuring that their academic program complies with the policies of KCAI.

Services include:

- Academic and career advising
- Schedule planning
- Educational opportunities guidance (directed studies, KCASE exchange program, change of major, double major declaration, and transfer credit hours)
- Academic and career related programs and workshops
- Job-readiness (resume and cover letter preparation, networking, interview skills, and other aspects of the job search process)
- On-line job posting for on and off-campus jobs and internships
- Graduate school preparation
- Residencies, assistantships, fellowships information

Academic Support

Students at KCAI are encouraged to seek out the assistance offered through academic support services. Academic services are available to all KCAI students and include assistance with time management, note taking, ESL strategies and the coordination of study sessions.

KCAI also offers a walk-in writing lab, staffed by students who have been trained to assist others with their writing. Students can receive assistance with both their writing and their research.

Art Supply Store and Mail Room

Art Supply Store

Visa, MasterCard, American Express, Discover Credit cards are accepted, as well as KCAI Gift cards. Students may also open pre-paid accounts with the store; many students find this an effective way to budget and track their expenses. Textbooks may be purchased online at www.ecampus.com/kcai. Contact the Art Store personnel for information regarding exchanges and refunds.

Mail Room

The campus Mail Room is a full-service mail center. Students may send and receive USPS, UPS, or FedEx. Stamps and envelopes can be purchased at the counter in the Art Store.

Campus Technology + Computer Labs

The campus computer labs and the Print Output Center (Irving 103) provide cutting edge equipment for creating art, design, digital video, 3D modeling, prototype work, and animation. The labs operate under the supervision of the Campus Technology staff which provides technical and application assistance to students, faculty, and staff. You may contact the CT helpdesk at helpdesk@kcai.edu or 816-802-3502. The campus network infrastructure connects all lab workstations, making it convenient for students to use both local and Internet resources. Further, a variety of platforms are available enabling students, faculty, and staff to gain experience in different computing environments. Wireless connections are also available in lab spaces, providing flexibility to users who wish to use a personal machine.

The Jannes Library lab on the third floor and the information commons on the first floor are the primary open access facilities on campus. Other labs and classrooms may be reserved for students enrolled in specific classes and some are scheduled throughout the day and into the evening. Note that all software required to complete assignments is available in the Jannes Lab, with the exception of software for some upper division digital requirements.

- Jannes Lab
- Jannes Library
- Irving 111
- Foundation Lab
- David T. Beals Studios for Art & Technology

Campus Safety & Security

The Kansas City Art Institute's Department of Safety and Security provides uniformed, unarmed protection 24 hours a day, 365 days a year. Safety & Security officers patrol the campus on foot and using a marked security vehicle and mountain bike.

Security officers also monitor persons entering all access controlled campus buildings, including the student living center and may request identification from students, faculty, staff and others who wish to enter those buildings.

KCAI Safety & Security officers also provide escorts on request.

How to Contact Safety & Security

Crimes and safety issues that occur on campus should be reported to the Campus Safety & Security Department as soon as possible. The phone number for the KCAI Safety & Security Department is 816-931-6666.

If you need immediate emergency assistance, call 9-1-1 and request the police, fire and/or emergency medical assistance. Contact safety & security at your earliest opportunity to report the situation and obtain further assistance and/or guidance.

Central Shop

The Central Shop is an interdepartmental support facility for use by the students, faculty and staff of the KCAI. Available are most common woodworking machines and tools, including table saws, bandsaws, miter saws, jointer, planer and drill presses, as well as a supply of hand power tools for use in the shop and for check out. The Central Shop has recently expanded into the digital realm with the addition of CNC technology.

All users of the Central Shop are required to attend a safety orientation. Foundation students complete a multi-week orientation and project as part of the School of the Foundation year. Transfer students attend an intensive one session orientation held at the beginning of each semester.

Continuing Education

Continuing Education offers courses year-round in a variety of mediums. Classes are open to community members and to current BFA students. Classes are offered during fall and spring academic semesters and two sessions are offered in the summer. Class schedules are tailored to meet the needs of our degree program students, as well as community students, age 6 to adult. All classes are listed online at <http://www.kcai.edu/artforeveryone>.

Free Non-Credit Classes

Full-time BFA students are eligible to take non-credit classes through the School for Continuing Education at no cost, with the exception of applicable fees.

Call 816-802-3333 or stop by the continuing education office to enroll in a class.

Teaching Opportunities

The department hires KCAI degree students to teach classes in the fall, spring and summer, including summer camps. If a KCAI student has experience with children and/or an interest in teaching, call us to inquire about these excellent employment opportunities.

David T. Beals III Studios for Art and Technology

Beals Studios is a fabrication laboratory in which students have access to cutting-edge emerging technologies, as well as staff to instruct and mentor them on their capabilities and operation. The lab contains a teaching and designwork area, with powerful computers boasting an array of modeling and design software. The teaching area also contains an 84" SurfaceHub which any of the lab computers can swiftly project to.

Beals Studios houses: ten 3D printers that can print in a range of plastics, resins, and porcelain, three laser systems with a variety of features including a fourth axis, auto focusing, and metal engraving, two CNC mills capable of milling a great range including plastics, objects in the full round, and non-ferrus metals, and one digital loom that assists in weaving complex weave structures and images. Beals Studios is open to all students, faculty, and staff. It is a place of collaboration, exploration, and discovery.

Disability Services

Disability services works with students who have a disclosed disability to arrange accommodations that will allow those students equal access to the educational environment. Incoming students who wish to disclose a disability, including ongoing medical conditions such as severe allergies and seizure disorders, are encouraged to contact disability services. Students may also complete a Disclosure of Special Needs, which is located online on ArtNet under the "Student" section. *Users must login to access this information.

Financial Aid

Kansas City Art Institute (KCAI) is committed to the excellence of private higher education. To make this kind of education accessible to needy and outstanding students, KCAI provides support through Kansas City Art Institute Scholarships. Over ninety-eight percent (98%) of the students attending KCAI qualify for assistance from one or more financial aid sources.

KCAI is committed to a policy of non-discrimination on the basis of race, sex, national origin, ancestry, disability, age, religion, color, creed, sexual orientation, veteran status, marital or parental status in administration of its Financial Aid programs as required by applicable laws and regulations.

Health Services

Medical Care

With the exception of personal counseling, KCAI does not provide on-campus health services to students. However, KCAI students have access to several medical facilities and services in the surrounding area. There is a list of local medical clinics, physicians, and specialist in the “Resources” portion of the KCAI online Policy Library.

If you have a medical emergency, visit St. Luke’s Hospital’s emergency room, call 911, or contact campus security at 816-931-6666.

Personal Counseling Services

KCAI students may receive free and confidential counseling services for personal issues that may include depression, relationship issues, anxiety, problems adjusting to college life, and other concerns. To inquire about scheduling an appointment or to learn more about counseling services, information can be found online on ArtNet under the “Student” section.

Students who prefer to seek off-campus counseling or are in need of a psychiatrist, the KCAI Psychologist/Coordinator for Counseling Services, Dean of Student Affairs, or the Assistant Dean of Students may assist with a referrals. Students may also use the Student Assistance Program (information listed below).

Student Assistance Program

KCAI students are provided a full range of services off-campus, including the following:

- 24/7/365 day access to helpline at 855-340-6487 or at www.ndbh.com

- assessment and referral
- emotional, psychological, and behavioral
- legal and financial
- online health risk assessments
- family resources
- work-life wellness

Crisis Intervention

If you or a friend is in crisis, it is important that you follow these steps:

1. If you are alone, contact a friend to be with you. Then call any of the numbers listed below, or refer to number 2 on this list.
2. In the event of an emergency, call 911 or go to the nearest emergency room.
St. Luke's Hospital Emergency Room, located at 4401 Wornall Road, is the closest hospital to the KCAI campus. Although they do not have psychiatric services, they will help in a crisis situation.
3. If it is during KCAI office hours of 8:30 AM-5 PM Monday through Friday, contact the Dean of Student Affairs at 816-802-3397 or the Assistant Dean of Students at 816-802-3419. If it is after office hours, call Campus Security at 816-931 6666 or Call the Student Assistance Program helpline at 855-340-6487. This line is staffed 24 hours a day, 7 days a week.

Other options include:

- Call Research Psychiatric Center at 816-444-8161. This line is staffed 24 hours a day, 7 days a week.

- Call Two Rivers Psychiatric Hospital at 816-382-6300. This line is staffed 24 hours a day, 7 days a week.
- Call Commcare, a 24-hour mental health crisis line at 1-888-279-8188.

Jannes Library

Hours and Building Access

Current library hours are posted on our website: kcai.edu/library. Hours are curtailed during semester breaks, through the summer, and on holidays. For access to the building and to check out materials, always take your student ID with you to Jannes Library.

Resources

Jannes Library supports the information, research and visual resource needs of KCAI students, faculty and staff. Library collections are developed specifically to support the college's academic programs, with the majority of materials selected by faculty. Our collections house 30,000 print volumes and access to over 112,000 eBooks, as well online research databases and resources. If a student's research takes them beyond the holdings and scope of Jannes Library, other libraries in the MOBIUS library consortium can be utilized. Materials not available through Jannes or MOBIUS can be requested through Interlibrary Loan (a slower process). Jannes Library offers several computer workstations and grayscale and color printer/copiers on the first floor, and a multiple-workstation computer lab on the third floor.

Services Offered

LIBRARY ORIENTATION AND RESEARCH ASSISTANCE

Librarians offer one-to-one instruction in the use of Jannes Library and its electronic and print information resources, including instruction in how to use the Web for research and how to evaluate information resources. Individual assistance with basic and advanced research is always available by request. Library staff members are happy to help you find elusive articles, images, videos, and information on obscure subjects. Find contact information for all library staff members on our website: kcai.edu/library. Assistance is available on a walk-in basis, by email, phone and through our chat application on our website.

RESERVE MATERIALS

Faculty members may place materials (required reading or viewing, usually books, or videos) in the Library “on Reserve”. Books and DVDs placed on reserve are available upon request at the Circulation Desk for 2-hour in-library use; please be prepared to show your student ID card to check out materials on Reserve.

ONLINE RESOURCES

Links to the library’s online catalog and to a wealth of additional online resources are available at kcai.edu/library. The library’s subscription-based research databases are password protected, as they are licensed exclusively for the educational use of KCAI students, faculty and staff.

PRINTING AND PHOTOCOPYING AT JANNES LIBRARY

Gray scale and color printing and photocopying are available in Jannes Library. Photocopying is on a cash

basis. Printing is tracked and printing costs are paid through the use of a print-vending system. Students are advised to deposit funds onto their individual print vending account; payments via cash, credit/debit cards, or checks are accepted in Jannes Library or the Business Office. Students are encouraged to avoid photocopying when possible (thus saving money) by scanning items using our copying machines. Digital copies are free.

Media Center

The Media Center is KCAI's centralized audio/visual checkout facility serving the needs of all students, faculty and staff. Equipment is generally available for checkout on a 24-hour basis.

Advance reservation is required for most facilities and equipment. Fines are levied and in some cases a loss of checkout privileges will occur for late or damaged equipment.

The facility maintains a varying inventory of audio/visual equipment to support classroom instruction and student installations. The Media Center operates an on-site full-service photo studio that can be reserved for photographic projects requiring a light-controlled environment. In addition, cameras, tripods, lighting kits and other photographic equipment are also available for off-premises checkout.

Photography Lab

The black and white photography lab is a photo processing facility. Equipment may be checked out at the Media Center desk located on the second floor of the East Building. Black and white film processing and black and white print processing equipment is available to all currently enrolled KCAI students, staff and faculty and is available during Media Center open hours on a first come/first serve basis. Please observe and respect closing times by stopping your work 30 minutes before closing.

Print Output Center

The Print Output Center (Irving 103) is designed to provide a centralized, convenient location for archival inkjet printing, laserjet copies, and promo materials. Students, faculty and staff can submit a job at <https://artnet.kcai.edu/printcenter-orderform>, or stop by to see paper types and materials. Print jobs are paid using P-counter. Money may be deposited to print accounts in the Print Output Center, the Business Office, or Jannes Library.

Registrar

The Registrar ensures the integrity, accuracy, and security of all academic records of current and former students, facilitates effective student registration and enrollment, and maintains up-to-date course schedules, and catalogs. The Registrar supervises the processes for degree conferral, enrollment and degree verification, production of official transcripts and diplomas, internships, global studies, VA

certification and international student certification. The Registrar counsels and advises students, faculty, and staff on academic policies and procedures and interprets and enforces both KCAI and federal policies and regulations.

Off-Campus Studies and International Student Services

The Registrar's office promotes global citizenship by providing comprehensive services to both domestic students interested in studying off-campus as well as international non-immigrant students studying at KCAI. Students can receive guidance in a variety of areas including, but not limited to, off-campus study opportunities, study abroad scholarships, travel information, student visas, international credentials and immigration regulations.

Off-campus travel opportunities include:

Faculty Led Travel Programs (FLTP)

AND

AICAD exchange program

- International exchange program
- Non-KCAI sponsored study abroad programs

The Registrar's office provides service to KCAI's students as their:

- [Designated school official for F-1 visa students; also coordinate admissions, housing and course registration for F-1 visa students](#)

AND/OR

- Benjamin A. Gilman International Scholarship study abroad advisor (in conjunction with designated faculty)

Internships

KCAI strongly encourages students to pursue an internship during their junior and senior years (some majors require an internship). Internships for academic credit are coordinated through the Registrar's office which also maintains a list of current internship sites; in some instances it is possible for a student to complete an internship while at home on summer break. It is important for students to start planning for their internships well before the start of the semester.

Student Activities and Organizations

Dances, open mic nights, dodgeball, soccer, tickets to local arts and sporting events, student organization fairs, movies on the plaza, etc., are just a few of the activities offered at KCAI. Student involvement in planning these events is vital to their success. Student organizations vary from year to year, based on interest and involvement. For more information about how to get involved, contact the Assistant Director for Housing and Student Activities at housing@kcai.edu or 816-802-3358.

[Registered Student Organizations](#)

Student Housing and Dining Services

Student Living Center

KCAI offers an excellent residential life experience on campus. Each residential room is equipped with its own furnishings and carpet and the Student Living Center is equipped with a television lounge, dining hall, as well as social lounges on each residential floor.

The Assistant Director for Housing and Student Activities oversees the Living Center operations. Each floor of the Living Center is staffed by trained Resident Assistants who are current KCAI students.

Chequers Apartments

Available to sophomores, juniors, and seniors, the off-campus Chequers Apartments is located two blocks from the KCAI main campus. One and two bedroom apartments are available. For more information please contact Chequers Apartments management: chequers@orionpg.com.

Dining Services

Dining Hall

Students not living in the KCAI Living Center are welcome and encouraged to patronize the Dining Hall, and have several purchasing options. They can pay the all-you-care-to-eat door price anytime. They can purchase discounted 10-meal punch cards (sold at the Art Store and the Dining Hall.) Or students can purchase a 5, 10, or 19 meal (per week) plan in the Business Office on a semester-by-semester basis. As part of their contract, Living Center residents have a 19-meal (per week) board plan and a \$50 per semester credit to be used in the Café Nerman or

Cafeteria.

Café Nerman

Café Nerman, located on the first floor of Vanderslice Hall, features a variety of coffee beverages, bottled drinks, sandwiches, bagels, pastries and light snack food. Please note that service hours are subject to change based on community needs.

Academic and Campus Policies

Academic Policies

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- [Academic Grade Forgiveness](#)
- [Academic Honesty](#)
- [Academic Honors](#)
- [Academic Probation, Dismissal, and Progress Standards](#)

Add/Drop Period and Withdrawing from a Course

- [Add/Drop and Withdrawing from a Course](#)
- [Adding or Dropping a Course, Internship, Mentorship, or Directed Study After the Academic Deadline](#)
- [Application for Asian Studies Certificate](#)
- [Application for Social Practice Certificate](#)
- [Application for Art History Program \(Double Major and Minor\)](#)
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Attendance

- [Attendance](#)
- [Attendance of the First Day of Class](#)
- [Auditing a Course](#)
- [BFA Degree Requirements](#)
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- [Graduation \(Degree Completion\) Requirements](#)
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- [Internships - Policy for Internship Sites](#)
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- [Mid-Semester Grade Reports](#)

Off Campus Study Programs

- [AICAD Mobility Program](#)
 - [Faculty Led Travel Program](#)
 - [Fulbright U.S. Student Program](#)
 - [International Exchange Program](#)
 - [Kansas City Area College Exchange Program \(KCASE\)](#)
 - [William Jewell College Exchange Program](#)
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- [Residency Requirement Waiver Request](#)
 - [Student Class and Studio Level](#)
 - [Studio Hours](#)

- [Studio Models - Policy for Instructors](#)
- [Studio Models - Policy for Models](#)
- [Transfer Credit](#)
- [Transfer Credit Student Guide](#)

Campus Policies

- [Assembly and Demonstration Policy](#)

Campus Security

- [Emergency Alert System](#)
- [Emergency Response and Evacuation](#)
- [Jeanne Clery and Campus Crime Statistics](#)
- [Missing Persons](#)
- [Timely Notice](#)

Campus Technology

- [Accessing Campus Network Facilities](#)
- [Computer Security and Data Privacy](#)
- [Computer User Code of Conduct](#)
- [Copyright Infringement](#)
- [Game Playing](#)
- [Monitoring the Network and Users](#)
- [Network Support for Living Center Residents](#)
- [Passwords](#)
- [College Closings Due to Inclement Weather](#)
- [Consensual Relationship and Nepotism](#)
- [Discrimination and Harassment Policy \(for protected classes\)](#)

Family Educational Rights and Privacy Act (FERPA)

- [Directory Information and Requests for Non-Disclosure](#)
- [Summary of Student Rights](#)

Financial Aid

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 - [Employment on Campus](#)
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 - [Minimum Standards of Progress for Veterans](#)
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- [First Name/Pronoun Change and Change of Legal Name](#)
 - [Free Non-Credit Courses for BFA Students through KCAI's Continuing and Professional Studies](#)
 - [Good Samaritan and Medical Amnesty](#)
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Immunizations

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 - [Medical Exemption Form](#)
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- [Living Center Guide](#)
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- [Sexual Misconduct, Sex Discrimination, and Sexual Harassment](#)
- [Smoking on Campus \(Smoke Zones\)](#)
- [Smoke Zones Map](#)

Student Code of Conduct

- [Alcohol and Controlled Substances](#)
- [Drug Free Schools and Communities Act](#)
- [Student Code of Conduct](#)

- [Student Complaints and Grievances](#)
- [Student Handbook \(2018-2019\)](#)
- [Student ID Cards](#)
- [Students with Encumbrances](#)
- [Student Health Insurance Guidelines for International Students](#)
- [Transcripts and Requesting Transcripts](#)

- [Transportation Program](#)
 - [Bike Share sign-up instructions](#)

- [Tuition and Fees Payment Deadlines](#)
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- [Administrative Withdrawal Due to Non-Attendance](#)
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- [Gender pronoun supporting materials](#)
- [KCAI Personal Counseling and Disability Services Video](#)

Local doctors, physicians and specialists

- [Information about local doctors, clinics, and specialists](#)
- [Student Assistance Program Information \(Off campus counseling services, financial and legal assistance, and childcare and parenting assistance, etc.\)](#)
- [Off-Campus Emergency and Mental Health Information](#)
- [Optional Personal Property Insurance](#)

Off Campus Housing Resources

- [Apartment Security - tips and information](#)
- [Finding an Apartment - tips and advice](#)
- [Off-Campus Housing Guide](#)
- [Resources for Student Health Insurance](#)
- [Severe Weather Protocol](#)
- [Student Organizations](#)
- [Student Services Brochure 2018-2019](#)

Wellness Resources

- [Places of Worship and Religious Organizations](#)
- [Smoke Zones Map](#)
- [Wellness at KCAI Resources \(Physical, Mental, and Spiritual\)](#)

