

4415 Warwick Blvd.
Kansas City, MO 64111

KANSAS CITY ART INSTITUTE

STUDENT SERVICES



kcai.edu
@KCArtInstitute

2018-19





Scott Seitz

816 - 802 - 3444 | sseitz@kcai.edu

REGISTRAR'S OFFICE

Vanderslice Hall, 3rd Floor

For students who need

- Assistance with registration

For faculty and staff who need

- Assistance with entering grades
- Assistance with course scheduling, finding classrooms, course updates, etc.
- Data requests
- Model scheduling



Erik Hulse, Director

CAMPUS SECURITY

Vanderslice Hall, 3rd floor | 816 - 802 - 3399

For general safety and security services, 816 - 931- 6666

For anyone who needs:

- Assistance with campus/student IDs
- Assistance gaining authorized access to buildings and facilities
- An escort within three blocks of the main campus
- On campus vehicle parking permits
- Enrollment in the e2campus emergency notification system
- To report suspicious or criminal activity



Tony Latas, Supervisor

Angela Stevenson

816 - 802 - 3467 | astevenson@kcai.edu

BUSINESS OFFICE

Vanderslice Hall, 2nd floor

For students who need

- Information/assistance regarding payment for tuition, fees, fines, parking tickets, etc.
- To add money to print accounts



Nancy Eastman

816 - 802 - 3466 | neastman@kcai.edu

REGISTRAR

Vanderslice Hall, 1st Floor

For students who need

- Assistance with questions and problems regarding enrollment and registration
- Assistance with change in enrollment (course add/drop, part-time or overload request, and course or college withdrawal)
- Information about academic status, grade appeals or academic forgiveness
- Assistance with academic policies and procedures (visit <https://artnet.kcai.edu/student-policy-library>)
- F-1 status international students who need assistance with visas, insurance, or eligibility
- Assistance with veteran's benefits
- Information about internships
- Information about AICAD exchange and other off campus study opportunities

For faculty and staff who need

- Assistance with academic policies and procedures (visit <https://artnet.kcai.edu/student-policy-library>)
- Assistance with entering grades
- Assistance with course schedules, the KCAI Course Catalog and student enrollment
- Assistance with the attendance module
- Assistance with reporting student's last day of attendance, as needed



Malisha Meador

816 - 802 - 3569 | mmeador@kcai.edu

REGISTRAR'S OFFICE

Vanderslice Hall, 1st Floor

For students who need:

- To request transcripts
- Verification of enrollment
- Assistance with questions and problems regarding enrollment and registration
- Assistance with change in enrollment (course add/drop, part-time or overload request, and course or college withdrawal)
- To turn in paperwork for final approval through the Registrar's Office
- To change student information (address, first name and pronouns, etc.)
- Information about internships
- Information about AICAD exchange and other study abroad opportunities



Jessica Castaneda

816 - 802 - 3440 | jcastaneda@kcai.edu

DISABILITY & ACADEMIC SUPPORT SERVICES

Jannes Library, 3rd floor

For students who need

- To arrange academic assistance
- To discuss ESL services
- To submit documentation of a disability, and to arrange classroom and exam accommodations
- To submit documentation of a chronic illness that may affect the student academically
- To submit documentation of a pregnancy or related condition
- To submit required forms (medical, immunizations, disclosures, etc.)

For faculty and staff who need

- To refer a student in need of academic support and/or who may be in academic distress
- To refer a student who may wish to document a disability or chronic illness



Joe Timson

816 - 802 - 3419 | jtimson@kcai.edu

ASSISTANT DEAN OF STUDENTS

Mineral Hall, 1st Floor

For students who need

- Assistance with academic and personal issues, as well as emergency and crisis situations
- Information and assistance regarding the Student Living Center
- Assistance with off campus housing resources, including Chequers Apartments
- Assistance with reporting, adjudicating, and resolving alleged violations of the KCAI Student Code of Conduct, Sexual Misconduct, Discrimination and Harassment, Academic Honesty, and other campus policies
- Information about new student orientation programs

For faculty and staff who need

- Immediate assistance with students in distress or in crisis situations
- Assistance with reporting, adjudicating, and resolving alleged violations of the KCAI Student Code of Conduct, Sexual Misconduct, Discrimination and Harassment, Academic Honesty, and other campus policies



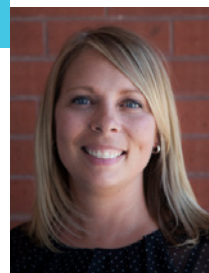
Patricia Graham

816 - 802 - 3507 | pgraham@kcai.edu

ACADEMIC SUPPORT

Jannes Library, 3rd floor

- Assistance with writing, studying, and time management



Gina Golba

816 - 802 - 3397 | ggolba@kcai.edu

DEAN OF STUDENT AFFAIRS

Mineral Hall, 1st floor

For students who need

- Assistance with academic and personal issues, as well as emergency and crisis situations
- To schedule an appointment for personal counseling (visit <https://artnet.kcai.edu/counseling>)
- Information about the KCAI Transportation program
- Information about annual Commencement and Parents' Day events

For faculty and staff who need

- Immediate assistance with students in distress or in crisis situations
- To submit a referral to the Early Intervention Committee. Referrals can be made to ggolba@kcai.edu.



Dexter Earney

816 - 802 - 3358 | dearney@kcai.edu

ASSISTANT DIRECTOR FOR HOUSING AND STUDENT ACTIVITIES

Living Center, 1st Floor

For students who need

- Information and assistance regarding the Student Living Center
- A schedule of student events and activities sponsored by KCAI on and off campus
- Information about joining and/or creating student organizations, including Student Leadership Team

FINANCIAL AID



Lori Baer

816 - 802 - 3558 | lbaer@kcai.edu

Vanderslice Hall, 3rd floor

For students who need

- Assistance with filing and changes to the FAFSA (Free Application for Federal Student Aid)
- Assistance with external, non-KCAI scholarships
- Assistance with budgeting or planning for future years



Lynda Bjorklun

816 - 802 - 3452 | lbjorklun@kcai.edu

Vanderslice Hall, 3rd floor

For students who need

- Information about on-campus employment, including employment paperwork, time sheets, paychecks, etc.
- Assistance completing FAFSA (Free Application for Federal Student Aid)
- Questions regarding financial aid packages
- Assistance with budgeting and planning for future years



Candice MuoKimeu

816 - 802 - 3337 | cmuokimeu@kcai.edu

Vanderslice Hall, 3rd floor

For students who need

- Information about student loans
- Assistance in applying for a private loan
- Assistance with a Parent PLUS Loan
- Assistance completing FAFSA (Free Application for Federal Student Aid)
- Assistance with budgeting and planning for future years

ACADEMIC ADVISING & CAREER SERVICES



Tori Sinclair

816 - 802 - 3379 | tsinclair@kcai.edu

AACS

Mineral Hall, 1st floor

For students who need

- Academic and career advising:
Tori is the primary academic advisor for Animation, Filmmaking, Graphic Design, Interactive Arts, Illustration, and Foundation.
* The student's primary advisor is determined by the studio major or minor if pursuing a major in art history or creative writing.
- Assistance with educational opportunities: (Directed studies, KCASE program, Major Studio+ program, change of major or declaration of double major or major/minor)
- Assistance with transfer credit hours
- Assistance with policies and procedures regarding academic requirements



Ari Fish

816 - 802 - 3384 | afish@kcai.edu

AACS

Mineral Hall, 1st floor

For students who need

- Academic and career advising:
Ari is the primary academic advisor for Ceramics, Fiber, Painting, Photography, Printmaking, and Sculpture studio majors.
* The student's primary advisor is determined by the studio major or minor if pursuing a major in art history or creative writing.
- Information about off campus employment opportunities
- Career-related programs and workshops
- Assistance with transfer credit hours
- Assistance with policies and procedures regarding academic requirements