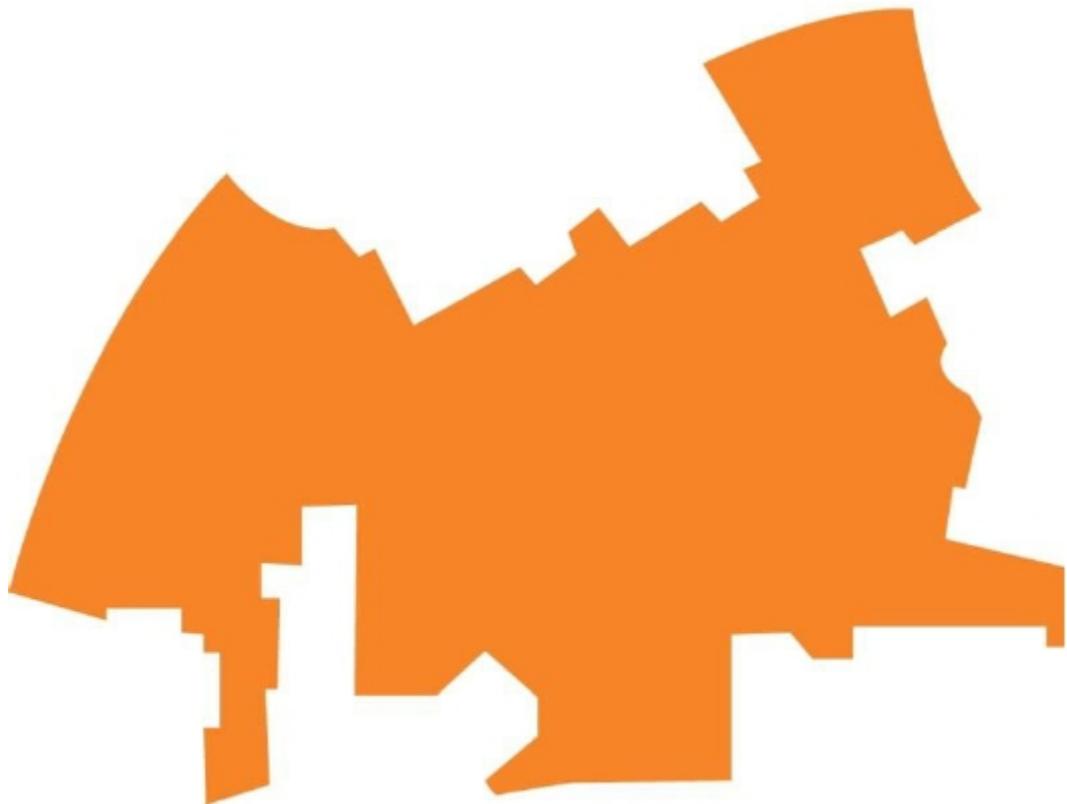


KANSAS CITY ART INSTITUTE  
A four-year college of art and design

# STUDENT HANDBOOK



2016-2017

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*Information contained within this handbook is valid at the time of web posting. Policies, requirements and procedures are subject to change, and this handbook does not constitute a contract with the student. With or without prior notice KCAI may change programs, regulations, and fees noted in this publication.*

## 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 four-year 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. The college also offers a post-baccalaureate program in art education.

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 Gallery, located in the KC Crossroads art district at 1819 Grand Blvd.

## 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. KCAI prohibits discrimination and harassment based on race, color, national origin, ancestry, sex, age, creed, religion, disability, marital status, parental status, veteran status, sexual orientation, or any other factor protected by 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 Addresses

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

|   |
|---|
| Advancement and Alumni House<br>4320 Oak Street                                       |
| Baty House (Liberal Arts)<br>320 East 45 <sup>th</sup> Street                         |
| Chequers Apartments<br>4233 Walnut Street   |
| Continuing and Professional Studies<br>32 East 46 <sup>th</sup> Street, East Entrance |
| Dodge Building (Painting)<br>4446 Oak Street  |
| East Building (Photo/Digital Film, Printmaking)<br>345 East 44 <sup>th</sup> Street   |
| H&R Block Artspace<br>16 East 43 <sup>rd</sup> Street                                 |
| Irving Building (Graphic Design, Animation)<br>4402 Oak Street                        |
| Jannes Library and Learning Center<br>4538 Warwick Boulevard                          |

|  |
|--|
| J&G Building (Illustration)<br>324 East 43 <sup>rd</sup> Street  |
| KCAI Gallery<br>1819 Grand Blvd.   |
| Mineral Hall (Student Affairs, AACCS)<br>4340 Oak Street   |
| Richard J. Stern Building (Ceramics)<br>4410 Warwick Boulevard   |
| Student Living Center<br>4421 Warwick Boulevard  |
| Vanderslice Hall (Administration)<br>4415 Warwick Boulevard  |
| Volker Building (Sculpture and David T. Beals<br>Studios for Art and Technology)<br>353 East 44 <sup>th</sup> Street |
| The Warehouse (Fiber)<br>4218 Walnut   |
| West Building (Foundations)<br>4427 Walnut Street  |

# Campus Directories

For a list of departments and contacts within each department, please visit [www.kcai.edu](http://www.kcai.edu).

**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](http://www.kcai.edu) and are listed within each academic department.

# Academic Advising and Career Services

**Location:** Mineral Hall, first floor

**Phone:** 816-802-3379

**Hours:** Monday – Friday | 8:30am – 5pm

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.

Students are required to meet with an advisor before completing 45 credit hours and again the semester before entering their senior year to plan their academic schedule and to track their progress in their academic program. Students can consult with an advisor each semester about progress in their academic degree program and for information about policies, services or opportunities. In turn, advisors will provide guidance in choosing classes to fulfill degree requirements, as well as classes and programming that will help move students closer to their individual career goals.

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

**Location:** Jannes Library, second floor  
**Phone:** 816-802-3440  
**Hours:** Academic Support: Monday – Friday | 9:00am – 6:30pm  
 Writing Lab: Monday – Thursday | 5:00pm – 9:00pm

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

**Location:** South Tower of Living Center, Ground Level  
**Phone:** 816-802-3349  
**Hours:** Art Supply Store:  
 Monday – Wednesday 7:45am-7pm  
 Thursday – Friday 7:45am-5pm  
 Saturday-Sunday 11am-5pm  
 Mail Room: Monday – Friday | 8:30am – 5pm

### Art Supply Store

Visa, MasterCard, American Express, Discover Credit cards are accepted, as well as KCAI Gift cards. Textbooks may be purchased online at the eCampus.com Virtual Bookstore, [www.ecampus.com/kcai](http://www.ecampus.com/kcai). Contact the Art Store personnel for information regarding exchanges and refunds. Students may purchase a pre-paid debit card to purchase art supplies (\$750 per semester is a general suggestion, but there is no minimum dollar amount required). Many students find this an effective way to budget money for supplies.

There are no cash back or refunds on KCAI debit cards. For security issues, record and keep your KCAI debit card's twelve-digit number. If your card is lost or stolen, please call the Art Store at 816-802-3436 for assistance.

### Mail Room

The campus Mail Room is open 8:30am – 5pm, Monday – Friday. There are no mail deliveries over the weekend. Students may use metered mail and/or UPS services, as well as purchase stamps at the counter in the Art Store. Messages for faculty and staff can be left at the front counter.

Living Center residents have a keyed mailbox in the mailroom located on the ground level of the Living Center. Off-campus residents can arrange to have packages sent to the mailroom by first notifying the mailroom staff.

## Campus Activities

**Office Location:** Living Center, First Floor  
**Phone:** 816-802-3358

Dances, open mic nights, dodge ball, 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 Residence Life and Campus Activities Coordinator.

### Registered Student Organizations

#### **AIGA**

Student group dedicated to KCAI's chapter of the professional organization for design.

#### **Archive Collective**

Alternative resources for photographers, photo enthusiasts through screenings, publications, exhibitions, critiques and online photo discussions.

#### **Art Club**

The purpose of Art Club is to discuss topics relating to our personal artistic practice that also opens up relations to other departments and students.

#### **Art Play**

ArtPlay is a student organization that marks the intersection of art and social action. Participants build creative skills and social awareness in the community. ArtPlay students engage people, direct projects, organize and manage volunteers and find funding to support their vision. ArtPlay members volunteer the number of hours their academic schedule permits. ArtPlay projects have included Home Grown,

HALO, Alternative Means and the Free Water Campaign, as well as art projects with and for residents of the Rose Brooks Center, a domestic abuse shelter for women and their children.

### **Alternative Means**

Student group who works to identify and understand our campus environmental impact. We work alongside the administration to make change regarding our campus sustainability.\*Alternative Means is a subgroup of ArtPlay.

### **Arts & Faith**

An organization focused around the intersection of art and faith.

### **ArtSpace Advisory Council**

The ArtSpace Advisory Council is a group of ambitious students who act as collaborative liaisons between the ArtSpace staff and the student body. As an intermediary group, ASAC creates meaningful projects, interactions, and dialogue for the student body using the ArtSpace's resources and programs focusing on topics relevant to contemporary art practice.

### **Asian Heritage**

Asian Heritage is an extensive outlook on Eastern arts and culture in order to encourage students to diversify the Asian identity as a means to embrace not only the traditional, but contemporary catalysts of Eastern expression and value. We hope to allow students of Asian descent and others to discuss their roots in a community that serves as a platform of representation, providing a space for students to consult faculty and administration with concerns regarding race, education, and cultural awareness. In our efforts, we seek to foster a community of global perspective, confronting our relationships between the East and the West as a way to recognize our pasts and to ultimately envision our futures.

### **BACC (Black Artist Culture & Community)**

BACC (Black Artists, Culture and Community) uses artistic talent to encourage cultural diversity through student leadership, mentorship, community service and campus activities. BACC seeks to foster a sense of community among students of color. It serves as a liaison between students and administration, giving students of color a voice on issues that are most pressing to them and serving as a resource to ensure that the social, cultural and educational needs of students are met.

### **Black Lungs**

The KCAI Black Lungs Soccer Club is a student organization whose members participate in a Kansas City Soccer Dome adult coed league. Members also enjoy scheduled practices and impromptu games on the campus green.

### **Cause on Campus**

This is a group affiliated with the Cause Church, and meets on Wednesday nights to have a church/Bible study meeting.

### **KCAI Screening Room**

The KCAI Screening Room is an interdepartmental community that aims to raise awareness and appreciation of cinema and to start a dialogue between class levels about time based media. The films presented are eclectic in genre, ranging from art house movies to cult films to classical cinema. This group is for the cult film enthusiast and cinephile.

### **KCAIR**

Through using the online application Mixlr, KCAIR is a KCAI pod cast that provides a platform for communal expression to help build new outlets for students to get their thoughts and ideas heard. This pod cast also hosts weekly announcements of KCAI events and activities.

### **LOCAL (Latino Organization of Culture, Arts & Language)**

A student organization to spread the culture, arts, and language throughout campus about Latin American culture.

### **PLAY**

PLAY aims to promote interdisciplinary, experimental animation. The club will focus on teaching the history and fundamentals of animation so that students may understand the medium and be able to utilize it in their own studio practice. The club hopes to also create a liaison between the larger Kansas City animation community and our students through guest lectures, studio visits, and off campus gallery shows.

### **Print Club**

A student organization dedicated to raising awareness through printmaking and print media.

### **SAS (Students Against Sweatshops)**

SAS is determined to inform KCAI about today's sweatshop labor force by means of movie screenings, discussions and sewing sessions.

### **A QUILTTBAG APP**

A QUILTTBAG APP (Aromantic, Queer, Undeclared, Intersex, Lesbian, Transgender, Two Spirit, Bisexual, Asexual, Gay, Ally, Polyamorous, Panromantic) strives to provide a safe space for discussion and moral support, promoting awareness and visibility among the group's own community and then within the campus and surrounding community by creating an atmosphere of acceptance, tolerance, self-pride, support and understanding.

### **The Illustration Student Committee**

The Illustration Student Committee strives to facilitate an open and discursive relationship between students and faculty, and to push the standard of the Illustration department in order to foster a lasting sense of pride and accomplishment of both parties.

## **Campus Computer Labs**

|                       |                                    |
|-----------------------|------------------------------------|
| <b>Jannes Lab</b>     | Jannes Library and Learning Center |
| <b>Output Center</b>  | Irving Building                    |
| <b>Irving 111</b>     | Irving Building                    |
| <b>Foundation Lab</b> | West Building                      |
| <b>Animation Lab</b>  | Irving Building                    |
| <b>Beals Studios</b>  | Sculpture Building                 |

The campus computer labs and the output center provide cutting edge equipment for creating computer-aided art, design, digital video, 3-D modeling, prototype work, and animation. The labs operate under the supervision of the Campus Technology staff which provides technical and limited application assistance to students, faculty and staff. 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 for computing. 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.

The Beals Studios provide fabrication capability including 3D printing, laser engraving, CNC cutting, and a digital loom. The facilities also include workstations for design and file editing as well as for control of digital output. The Beals Studios are open to all students, faculty, and staff and may be reserved for classroom use during semesters.

# Campus Security

**Location:** 3<sup>rd</sup> Floor, Vanderslice Hall  
**Phone:** 816-931-6666 (cell number for officers on patrol)  
816-802-3399 (Director of Security)

The Kansas City Art Institute's Department of Safety and Security provides uniformed, unarmed protection 24 hours a day, 365 days a year. This is a roving patrol operation that can be contacted through two-way radio and phone communications. Even though the Living Center has access control; officers assigned to the Living Center monitor those persons entering the building and may request identification of students, faculty, staff and others.

## What do the KCAI security officers do?

1. Patrol the campus grounds and buildings, checking for both security and safety hazards, including suspicious persons or activity.
2. Prepare written reports on all dispatched or self-initiated activities, ranging from minor reports of safety hazards to reports of criminal activity.
3. Provide escorts for students within a three-block radius of the campus and parking areas 24/7.
4. Access control on buildings, checking them to make sure they are secure as well as locking and unlocking them per designated schedules or community request.
5. Enforcement of Institute Rules and Regulations for students, faculty and staff.
6. Act as a source of campus information for guests and visitors to the Institute.
7. Investigate criminal activity on campus and as requested by the administration.
8. Enforce parking rules and regulations.
9. Security gathers safety and security information including statistics for the Student Right to Know and Campus Security Act of 1990.

## How to Contact Security

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

Communication is enhanced with four exterior red phones located in a gray call box found around the campus at key locations. These call-boxed phones provide a 24-hour direct link to on-duty Security Officers through two-way radio/phone communications between officers and the caller. All you need to do is pick up the receiver and the phone automatically dials the officer on patrol. Tell them who you are and what you need. An officer will then respond to your location. Phones are located at the following locations:

- East Side of Foundation Building

- West Side of Living Center
- West Side of Irving Building
- South Side of Dodge Paint Building

### **When to Contact Security**

1. Whenever you need security service, i.e., escort, motorist assist (jump start or unlock), campus information, or any other service. The phones are for any security service, not just emergencies.
2. To report suspicious persons or activity or actual crimes that are occurring or have already occurred.
3. Call anytime; if Security does not have an answer for your question, they will try to find it for you, or refer you to another resource.
4. Crimes that occur on campus should be reported to your Campus Safety and Security Department as soon as possible.
5. Reporting crime to campus authorities is very important to your college and your fellow students. It not only helps colleges and local authorities apprehend those responsible, but also helps provide an accurate picture of the amount of crime on campus so it can be determined what additional steps may need to be taken.

### **Safety Tips**

#### **MATERIALS, EQUIPMENT AND YOUR HEALTH**

Artist's materials and equipment must be used in a manner respectful of the user's health. Some products contain materials that may produce severe or even irreversible bodily damage. Now is the time for you to develop careful habits and take responsibility for proper and non-hazardous use of your art materials. Read labels on the products you use and consult with faculty members before using a new material or piece of equipment. High risk groups who reportedly are more susceptible to adverse effects from exposure to chemicals and other substances include: asthmatics, smokers, heavy drinkers, pregnant women, people with allergies, and people with heart, lung, or kidney problems. If you fall into one of the above categories, it is wise to consult your physician for advice on possible complications from using certain chemicals and precautionary measures to be taken. There are three ways in which toxic substances enter the body:

1. Skin
2. Inhalation
3. Ingestion

Below are some precautions to take that may help you in avoiding an unnecessarily hazardous work environment.

## STUDIO/WORKING SPACE

Stay alert/be cautious. Have all necessary safety equipment available including: fire extinguisher, first aid manuals and kits, eye wash solutions, and showers. Information about emergency help including telephone numbers should be readily available. Work in well-ventilated areas.

Keep living and work areas separate. A room temperature or 68-72 degrees is recommended. When using solvents, the coolest temperature is always best. Avoid eating, drinking, and smoking in your work areas. Keep work clothes separate from other clothes (wash separately also). Proper hygiene and housekeeping can prevent the development of hazardous conditions. Clean hands and face thoroughly; remove all dust, spills, and residues quickly.

## MATERIALS: READ LABELS CAREFULLY

Material Safety Data Sheets (MSDS yellow binders) are located in each studio. Know your materials; study warning labels. If the ingredients of a product are not listed, request information directly from the manufacturer. Watch for flammability of materials. Fire and explosions are always possible. Do not smoke while working with hazardous materials. Never mix chemicals unless you know exactly what you are doing. When possible, substitute highly toxic materials with less toxic; example: use water based screen printing inks instead of solvent-based inks. Avoid skin contact with chemicals (if splashed, wash well with water). When recommended by manufacturer (or by your own common sense) wear protective clothing such as gloves, and use eye protection and dust masks.

Don't wash your hands with solvents. Clean up spills immediately (dust should be wet-mopped, not swept; liquids should be sponged up with rags or towels and disposed of outside the work environment). Wear respirator and gloves if highly toxic.

Store materials safely/use appropriate containers. Dispose of toxic materials using a waste disposal service, not the garbage can.

A yearly medical check-up is recommended if using toxic substances like lead or organic solvents. Your physician should know of the materials and processes with which you have been involved.

**REMEMBER:** The actual hazard of a substance depends on several factors:

1. How it is used.
2. Duration of the exposure.
3. Frequency of contact.
4. Amount of substance used.
5. Relative toxicity of a substance.
6. Reaction of an individual's body to a substance.

## EQUIPMENT

Many accidents occur needlessly through improper use of tools and machinery. Here are some reminders:

- Be aware of your surroundings and pay attention to your actions.
- Receive proper instruction before using equipment.
- Keep hands and face away from cutting areas or gears.
- Wear eye protection and when appropriate wear protective clothing such as gloves and boots.
- Do not wear loose clothing (as it may get caught in machinery).
- Keep your hair tied back.
- Use dust masks or respirator when processes cause dust, fumes, or vapors.
- Don't eat, drink, or smoke while operating equipment.
- Don't use faulty machinery.
- Get help when dealing with large or heavily materials.
- Never be in a hurry!
- When in doubt, discuss further with faculty and department chair in your department.

### **Further Reading**

*Safe Practices in the Arts and Crafts* by Gail C. Barazani

*Art Hazards News* (monthly publication) by Center for Occupational Hazards

*Health Hazards Manual for Artists* by Michael McCann

## **Campus Technology Services**

**Location:** 2<sup>nd</sup> Floor, Mineral Hall

**Phone:** 816-802-3502 (Help Desk)

Campus Technology provides support to students, faculty, and staff. Support includes but is not limited to email, campus network, wireless connections, digital storage, Adobe Creative Cloud Subscriptions, laptop recommendations, etc.

## **Central Shop**

**Location:** East Building, First Floor

**Phone:** 816-802-3325

### **HOURS – FALL SEMESTER:**

**Monday – Thursday:** 8:30am – 5pm  
6pm – 10pm

**Friday:** Closed for Foundation Orientation (tool check-out/check-in is available)

**Saturday – Sunday:** 1pm – 5pm

### **HOURS – SPRING SEMESTER:**

**Monday, Wednesday, Friday:** 8:30am – 5pm

**Tuesday, Thursday:** 6pm – 10pm  
11am – 5pm  
**Saturday, Sunday:** 6pm – 10pm  
1pm – 5pm

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.

## Disability Services

**Location:** Jannes Library, second floor  
**Phone:** 816-802-3440  
**Hours:** Monday – Friday | 9:00am – 6:30pm

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

**Location:** Vanderslice Hall, Third Floor  
**Phone:** 816-802-3337  
**Hours:** Monday – Friday | 8:30am – 5pm

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-five percent (95%) 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.

# Global Studies

**Email:**        [globalstudies@kcai.edu](mailto:globalstudies@kcai.edu)  
                      [AICAD@kcai.edu](mailto:AICAD@kcai.edu)  
                      [registrar@kcai.edu](mailto:registrar@kcai.edu)

Global studies promotes global citizenship by providing comprehensive services to both domestic students interested in studying off-campus as well as international nonimmigrant 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.

KCAI enthusiastically encourages students to broaden their horizons by taking advantage of off-campus study opportunities, which include:

- AICAD mobility program
- International exchange program
- Non-KCAI sponsored study abroad programs
- Fulbright U.S. student program

Students interested in taking advantage of any of these programs are strongly encouraged to meet with the Director of Special Programs early in their academic careers. Advance planning facilitates a more streamlined off-campus study experience.

KCAI's Director of Special Programs provides service to KCAI's students as their:

- Designated school official Benjamin A. Gilman International Scholarship study abroad advisor (in conjunction with designated faculty)
- Fulbright program advisor (in conjunction with designated faculty)
- International Student Identity Card issuing personnel

International students (nonimmigrant students) and their dependents, present in the U.S. on a student visa (9F-1/F-2) receive assistance from the Registrar's Office regarding obtaining a Social Security Number or driver's license, lawful employment, maintaining valid student status, DHS/DOS regulations and requirements, USCIS authorizations, etc.

# Health Services

**Location:** Student Affairs, Mineral Hall

**Phone:** 816-802-3397

## **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. See listings of health departments and physicians in the Community Resources section of this handbook.

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

## **Student Health Insurance**

Students enrolled in nine or more credit hours are covered under a supplemental accident coverage plan through Mutual of Omaha, paid for by KCAI. This is an accident only plan (broken bones, injuries, etc.) and does not cover sickness (flu, cough, cold, etc.). This is primarily a supplemental policy to insurance carried by a parent or spouse on behalf of the student. Students not covered by another health insurance plan may want to consider purchasing additional coverage through the Health Insurance Marketplace, at <http://www.healthcare.gov>. Additional information about the accident coverage, please contact the Office of the Dean of Student Affairs at 816-802-3397.

## **Personal Counseling Services On Campus**

KCAI students may receive free and confidential counseling on campus during the academic year (fall and spring semesters) for personal issues that may include depression, relationship issues, anxiety, problems adjusting to college life, and other concerns. Counseling may be on an ongoing weekly schedule, based on the individual's needs and availability.

To inquire about scheduling an appointment or to learn more about counseling services, information can be found online on [ArtNet](#) under the "Student" section. \*Users must login to access this information.

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

## **Student Assistance Program (additional health/wellness resources off campus)**

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

- 24/7/365 day access to helpline at 855-340-6487 or at [www.ndbh.com](http://www.ndbh.com)
- assessment and referral
- emotional, psychological, and behavioral
- legal and financial

- online health risk assessments
- family resources
- work-life wellness

## **CRISIS INTERVENTION SERVICES**

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. Also, please refer to the Hotline/Emergency numbers located in the Student Handbook listed in the Community Resources section.
2. In the event of an emergency, call 911 or go to the nearest emergency room.
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. 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. Free assessment services are available.

or

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

or

Call Two Rivers Psychiatric Hospital at 816-382-6300. This line is staffed 24 hours a day, 7 days a week. Free assessment services are available.

or

Call Commcare, a 24-hour mental health crisis line at 1-888-279-8188.

or

St. Luke's Hospital Emergency Room is also available to help and is located near campus at 4401 Wornall Road or call 816-932-2171 Although they do not have psychiatric services, they will help in a crisis situation.

or

Go to the nearest hospital

# Internships

**Location:** Jannes Library Hall, second floor  
**Phone:** 816-802-3357  
**Hours:** Monday – Friday | 8:30am – 5pm

KCAI strongly supports student internships during the course of study for the B.F.A. degree. Internships for all campus majors are coordinated through the office of Special Programs in Academic Affairs. Internships occur in the junior or senior year. KCAI maintains a list of local internship sites and sites in various regions of the country; in some instances it is possible for a student to complete an internship while at home on summer break.

## Jannes Library

**Location:** 4538 Warwick Blvd.  
**Phone:** 816-802-3390  
**Email:** [library@kcai.edu](mailto:library@kcai.edu)  
**Web:** <http://kcai.edu/library>  
**Library Guides:** <http://kcai.libguides.com/>

### Hours and Building Access

Current library hours are posted on our website: [kcai.edu/library](http://kcai.edu/library). Hours are curtailed during semester breaks, through the summer, and on holidays.

Always take your student ID with you to Jannes Library. You'll need to swipe your ID at the card reader to enter the building after 9 p.m., and at other times as listed with our posted hours on our website. Your student ID is also required in order to check out materials.

### 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, including books, periodicals, reference resources, special collections, and rare books. Jannes Library provides access to over 112,000 eBooks, each downloadable to a variety of devices or viewable through a browser. The Library subscribes to approximately 80 periodicals in print and to several research databases online, including Art Source, ARTstor, Academic Search Elite, Oxford English Dictionary, AskArt, and JSTOR's Arts & Sciences 3 collection. Other online resources include Encyclopedia Britannica and Britannica Image Quest, and the Pronunciator language instruction platform, featuring instruction in 80 languages. The library's online resources are password protected and are available to students 24/7, via any internet-connected computer. For more information on using these resources, see "Online

Resources” below. Jannes Library offers wireless access throughout the building, nine 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 web-based information resources.

If a student’s research takes him or her beyond the holdings and scope of Jannes Library, other libraries in the MOBIUS library consortium will be utilized. Materials not available through Jannes or MOBIUS can be requested through Interlibrary Loan (a slower process). Students are encouraged to begin library research well in advance of the due-date of a project, so that they have time to take advantage of the wealth of resources available from other libraries. Please see additional information below under “Online Resources”.

#### INTERLIBRARY LOAN (ILL)

ILL service is available for materials not found within Jannes or other MOBIUS libraries (except when the student has overdue materials or owes fines; ILL privileges are restored when books are returned and fines paid). On behalf of the student-researcher, the KCAI Library can request books or scans of articles from a nationwide network of academic, research and public libraries. Interlibrary-loaned materials are mailed or e-mailed to Jannes Library for the requesting student, usually arriving within a week of the date requested. Every effort is made to obtain materials from libraries that lend without charging. If a needed item is available only for a fee (determined by the lending library), the requesting student will be contacted and offered the option of paying the fee to obtain the needed material, or of cancelling the order.

#### RESERVE MATERIALS

Faculty members may place materials (articles, books, videos, etc.) for course assignments in the Library “on Reserve”. Books and DVDs placed on reserve are available upon request at the Circulation Desk. In general, Reserve materials are checked out to students for a 2-hour period for in-library use only, although some items may circulate overnight. A student ID card is required to check out reserve items. Overdue reserve materials are fined at a rate of \$.50 per hour per item.

#### ONLINE RESOURCES

Links to the library’s online catalog and to a wealth of additional online resources are available at <http://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. Students are not to divulge information (user ID’s, passwords) on accessing licensed resources. When prompted, the student will key in your KCAI user ID and password. A detailed instruction sheet is available at the library; just ask for the “Essential Information Resources” tip sheet. Students needing help with the log in or passwords are encouraged to phone, email, or visit the library (816-802-3390, [library@kcai.edu](mailto:library@kcai.edu)).

Library staff is available to assist students with research from 8:30 am – 9:00 pm, Mondays through Thursdays, 8:30 am – 5:00 pm Fridays, and Sundays from 2:00 – 9:00 pm. There is no appointment needed for research assistance, but students are welcome to phone or email the library to schedule an appointment to ensure the full and undivided attention of a librarian.

#### 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. In this system, each student is assigned a password-protected account. To print in Jannes Library, students are advised to make an initial deposit into their print vending accounts, and to maintain a balance at all times. A positive balance enables students to release print jobs, with the cost of the job being deducted from the balance as printing occurs. Deposits to print vending accounts are accepted in the library or in the KCAI Business Office (\$3.00 minimum per transaction; cash, checks and credit cards accepted). Charges for prints and photocopies alike are: 8.5 x 11” = \$.10 for black and white and \$.50 for color. See library staff for information on charges for printing larger sizes. Printing costs are subject to review, and could change. A student leaving the college (graduating or otherwise) is encouraged to request a refund of any funds remaining on his or her print vending account.

#### LIBRARY STAFF MEMBERS: HERE TO HELP

Please feel free to ask for help as needed with library resources. It’s a confusing and overwhelming information environment out there – let us help you learn to navigate it. We are available to assist KCAI students by phone, web-based chat, or on a drop-in basis. Let us help you succeed at KCAI.

## Media Center

**Location:** East Building, 2<sup>nd</sup> Floor  
**Phone:** 816-802-3596  
816-803-3478

**Hours:** Monday – Thursday 8am-7pm  
Friday 8am-5pm

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.

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.

Other available equipment includes: digital video cameras, medium and high-resolution digital still cameras, stereo microphones, slide, overhead and opaque projectors, projection screens, audio and video cables and adaptors, extension cords etc. In addition, the Media Center also keeps some older technologies in storage (16mm film projectors for example). Contact the Media Center for information on availability.

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.

## Output Center

**Location:** East Building  
**Phone:** 816-802-3336  
**Hours:** Monday-Thursday 1pm-9pm  
Friday 1pm-5pm

The Output Center is designed to provide a centralized, convenient location for large output printing. Students, faculty and staff may drop off flash drives with image files for printing and pickup the next day.

Printing costs are posted via <http://artnet.kcai.edu> and may vary by semester. Printing is paid for using P-counter software, relying on deposits to individual user accounts. Students are asked to maintain a balance in their print accounts to facilitate processing of prints in the output center. Money may be deposited in print accounts in the Business Office or Jannes Library and Learning Center.

## Photography Lab

**Location:** East Building  
**Phone:** 816-802-3326  
**Hours:**  
Monday – Sunday 8 a.m. – 10 p.m.

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.

# Registrar

**Location:** 1<sup>st</sup> Floor, Vanderslice Hall  
**Phone:** 816-802-3569  
**Hours:** Monday –Friday | 8:30am – 5pm

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, 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.

## School for Continuing and Professional Studies

**Location:** 32 E. 46<sup>th</sup> Street, East Entrance  
**Phone:** 816-802-3333  
**Hours:** Monday – Friday 8:30am – 5pm  
Evenings/Weekends Open as needed for classes

The School for Continuing and Professional Studies 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>.

### **For-Credit Courses**

For-credit classes in graphic design, multimedia studies, photography and art education are offered through the School for Continuing and Professional Studies. KCAI's full-time degree students may take up to three credits in these classes and apply them to their program with the approval of their academic advisor and school director. Students are responsible for all class costs, tuition and fees, etc. Continuing education classes are not eligible for financial aid through KCAI.

### **Free Non-Credit Classes**

Full-time BFA students are eligible to take non-credit classes through the School for Continuing and Professional Studies 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.

Enrollment is dependent on the following:

1. The student must be a full-time BFA degree-seeking student; enrollment is confirmed by the Registrar and tuition payment is confirmed by the Business Office.
2. The continuing education class enrollment must be a non-credit fine arts class.
3. The enrollment cannot be guaranteed until 5 business days prior to the class start date, at which time the School for Continuing and Professional studies will confirm whether a seat is open in the class. Payment of the material fee, if applicable, is due at this time.
4. Payment can be made by calling 816-802-3333 or in person at the School for Continuing and Professional Studies, 32 E. 46th St.

### **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.

## **Student Housing and Dining Services**

**Office Location:** Living Center, First Floor

**Phone:** 816-802-3358

### **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 student fitness room, television lounge, dining hall, as well as social lounges on each residential floor.

The Residence Life and Student Activities Coordinator schedules events and activities that support personal growth and the educational mission of the college. The Assistant Dean of Students and live-in Residence Life and Student Activities Coordinator oversee 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 upper division students, 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](mailto:chequers@orionpg.com).

## Dining Services

### LIVING CENTER DINING HALL

| <b>Hours: (subject to change)</b> |                 |
|-----------------------------------|-----------------|
| Monday – Friday                   |                 |
| Breakfast                         | 7:15am – 9am    |
| Lunch                             | 11am – 1:15pm   |
| Dinner                            | 4:45pm – 6:15pm |
|                                   |                 |
| Saturday – Sunday                 |                 |
| Brunch                            | 11am – 1pm      |
| Dinner                            | 4:45pm – 6:15pm |

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 they 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

| <b>Hours: (subject to change)</b> |              |
|-----------------------------------|--------------|
| Monday – Thursday                 | 7:30am – 6pm |
| Friday                            | 7:30am – 4pm |
| Saturday – Sunday                 | CLOSED       |

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 and the café is closed when classes are not in session.

## Visual Resources

**Location:** Jannes Library  
**Phone:** 816-802-3396  
**Hours:** Monday – Friday | 8:30am – 5pm

The Visual Resources (VR) department serves the needs of KCAI faculty, students, and staff through the production, cataloging, organization, and maintenance of a digital image collection in support of teaching,

studies, and research. VR services are utilized mainly by faculty members, but our services are also available to students conducting research, preparing writing assignments, or creating digital presentations or other digital content.

Known as the KCAI Teaching Collection, a pool of over 7,000 images is available online, each downloadable, through a hosting agreement with ARTstor ([www.artstor.org](http://www.artstor.org)). The collection offers images of art, design, and architecture from a wide range of cultures and time periods.

The Artstor Digital Library is an additional, excellent source of digital images. This collection of over two million images in the arts, architecture, humanities, and sciences comes with an accessible suite of software tools for teaching and research. Any image search within ARTstor will search both ARTstor's and KCAI's collections simultaneously.

For best use of ARTstor, creation of a personal account on the ARTstor site is recommended. Once registered, a student can access the images from any computer. Visual Resources staff and all staff at Jannes Library are available to assist with the use of ARTstor.

## Academic and Campus Policies

### Academic Policies

[Academic Advising and Registration for Courses](#)

[Academic Grade Forgiveness](#)

[Academic Honesty](#)

[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 \(Double Major and Minor\)](#)

## [Application for Creative Writing Program \(Double Major and Minor\)](#)

### **Attendance**

- [Attendance](#)
- [Attendance of the First Day of Class](#)

### [Auditing a Course](#)

### [BFA Degree Requirements](#)

### [Change of Major](#)

### [Commencement Ceremony Participation Eligibility](#)

### [Course Grade Appeal](#)

### [Course Waitlists](#)

### [Credit Hour Load and Part-time Status](#)

### [Degree Requirement Substitution Request](#)

### [Directed Study](#)

### [Grading System](#)

### [Graduation \(Degree Completion\) Requirements](#)

### [Incomplete Grades](#)

### [Internships for Studio Artists](#)

### [Major Plus \(+\)](#)

### [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 \(KCASE\)](#)
- [New York Residency Program](#)

- [William Jewell College Exchange Program](#)

[Pregnancy and Parenting](#)

[President's List and Honorable Mention](#)

[Residency Requirement Waiver Request](#)

[Student Class and Studio Level](#)

[Studio Hours](#)

[Studio Models](#)

[Transfer Credit](#)

## **Campus Policies**

### **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](#)
- [Passwords](#)

[Check Cashing](#)

[College Closings Due to Inclement Weather](#)

[Consensual Relationship and Nepotism](#)

[Disclosure of Disability](#)

[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**

- [Emergency Student Loans](#)
- [Employment on Campus](#)
- [Financial Aid Guidelines](#)
- [Maintaining Eligibility for Financial Aid and Satisfactory Academic Progress](#)
- [Merit Scholarships](#)
- [Minimum Standards of Progress for Veterans](#)

[Free Non-Credit Courses for BFA Students through KCAI's Continuing and Professional Studies](#)

[Good Samaritan and Medical Amnesty](#)

[Hazing](#)

[Immunizations](#)

[Installation of Art in Public Spaces](#)

## **Jannes Library**

- [Jannes Library Circulation](#)
- [MOBIUS Libraries](#)
- [User Guidelines for the Jannes Computer Lab](#)

[Living Center Guide](#)

[Minors on and off Campus/Child Abuse Reporting](#)

[Parking and Parking Fines](#)

[Preferred First Names and Pronouns and Change in Legal Name](#)

[Readmission for Domestic and International Students](#)

[Request for a Reduced Course Load for F-1 Status International Students](#)

[Required Forms](#)

[Seizure Disorder Protocol](#)

[Service and Emotional Support Animals](#)

[Sexual Misconduct, Sex Discrimination, and Sexual Harassment](#)

[Smoking on Campus \(Smoke Zones\)](#)

### **Student Code of Conduct**

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

[Student Complaints and Grievances](#)

[Student ID Cards](#)

[Students with Encumbrances](#)

[Student Health Insurance for Domestic and International Students](#)

[Transcripts and Requesting Transcripts](#)

[Tuition and Fees Payment Deadlines](#)

[Use of Student Artwork](#)

### **Withdrawal from Courses and the College**

- [Administrative Withdrawal Due to Non-Attendance](#)
- [Request for Withdrawal Due to Hardship](#)
- [Request for Late Withdrawal](#)
- [Total Withdrawal and Leave of Absence](#)

# Community Resources

This information is provided as a resource to assist students in finding nearby services and amenities. It is not a recommendation or endorsement.

## Art Supplies

|  |   |  |
|--|---|--|
| KCAI Art Supply Store<br>KCAI Campus<br>816-802-3349 | Creative Coldsnow<br>808 Westport Rd.<br>816-531-1213 | Blick Kansas City<br>4144 Main Street<br>Kansas City, MO 64111<br>816-531-8410 |
|--|---|--|

## Banks and Financial Services

The banks listed provide a variety of services and are within walking distance of KCAI.

|   |  |   |
|---|--|---|
| Commerce Bank<br>118 W. 47th Street<br>KC, MO 64112<br>816-234-1800 | Country Club Bank<br>414 Nichols Rd<br>Kansas City, MO 64112<br>816-931-4060 | Bank of America<br>3100 Main<br>Kansas City, MO 64111<br>816-979-6710 |
|---|--|---|

## Book Stores

|  |   |
|--|---|
| Barnes and Noble on the Plaza<br>420 W. 47th St.<br>816-753-1313 | Half Price Books<br>1002 Westport Rd.<br>816-931-5377 |
|--|---|

## Clinics and General Practice

|  |  |   |
|--|--|---|
| KC Care Clinic<br>3515 Broadway<br>Kansas City, MO<br>Phone: 816-753-5144  | Goppert-Trinity Family Care<br>5151 Troost, Suite 200<br>Kansas City, MO 64110<br>816-237-1661         | Walgreens TAKE CARE Clinic<br>3845 Broadway Street<br>Kansas City, MO<br>816-561-7620 |
| Swope Health Services<br>3801 Blue Parkway<br>Kansas City, MO<br>Phone: 816-923-5800<br><a href="http://www.swopehealth.org">www.swopehealth.org</a><br>Confidential and free HIV testing. | Midtown Family Medicine<br>4620 JC Nichols Parkway, Suite 405<br>Kansas City, MO 64112<br>816-756-5839 | Plaza Primary Care<br>4440 Broadway<br>Kansas City, MO<br>816-561-9200                |

**Confidential Testing (HIV/STDs, etc.)**

|  |   |
|--|---|
| <p>Kansas City Health Dept.<br/>2400 Troost Suite 2000<br/>Kansas City, MO<br/>816-513-6008<br/><a href="http://www.kcmo.org">www.kcmo.org</a></p>       | <p>Good Samaritan Project<br/>3030 Walnut<br/>Kansas City, MO<br/>816-561-8784<br/><a href="http://www.gsp-kc.org">www.gsp-kc.org</a></p>     |
| <p>Swope Health Services<br/>3801 Blue Parkway<br/>Kansas City, MO<br/>816-923-5800<br/><a href="http://www.swopehealth.org">www.swopehealth.org</a></p> | <p>Planned Parenthood of Kansas City<br/><u>Brous Center</u><br/>1001 Emanuel Cleaver II Blvd.<br/>Kansas City, MO 64110<br/>816-756-2277</p> |

**FREE or REDUCED COST Outpatient Mental Health Services**

|   |  |  |
|---|--|--|
| <p>Student Assistance Program<br/>855-340-6487<br/>24/7/365 day access to helpline<br/><a href="http://www.ndbh.com">www.ndbh.com</a></p> | <p>KC Care Clinic<br/>3515 Broadway<br/>Kansas City, MO<br/>Phone: 816-753-5144<br/>Fees are based on donations.</p> | <p>Community Counseling Services<br/>UMKC School of Education<br/>615 E. 52<sup>nd</sup> Street, Suite 212<br/>Kansas City, MO 64110<br/>816-235-2725<br/>Fees are based on a sliding scale.</p> |
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**Other Outpatient Mental Health Services**

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| <p>Plaza Counseling Services<br/>4600 Madison Ave<br/>Suite 725<br/>Kansas City, MO 64112<br/>816-756-2984<br/><a href="http://www.plazacounselingkc.com">www.plazacounselingkc.com</a></p> | <p>Westport Growth Center<br/>4104 Central,<br/>Kansas City, MO 64111<br/>816-753-1110<br/><a href="http://www.westportgrowthcenter.com">www.westportgrowthcenter.com</a></p> | <p>South Plaza Counseling Services<br/>4901 Main St, Ste 310<br/>Kansas City, MO<br/>816-756-3505</p> |
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## Dentists

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| Westport Plaza Dental Associates<br>801 West 47th Street Suite 408<br>Kansas City, MO 64112<br>816-561-6150<br><a href="http://www.westportplazadentalcare.com">www.westportplazadentalcare.com</a> | UMKC Dental School<br>650 E. 25th St.<br>Kansas City, MO<br>816-235-2100 |
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## Eating Disorders

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|---|--|
| Research Medical Center VITA Program<br>6601 Rockhill Road<br>Kansas City, MO<br>816-276-7000 | Center Point Counseling & Recovery<br>9221 Ward Parkway<br>Kansas City, MO<br>816-444-5511 |
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## Family Planning and Women's Health

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| Planned Parenthood –Brous Center<br>1001 Emanuel Clever II Blvd.<br>Kansas City, MO<br>816-756-2277 | Women's Center at St. Luke's Hospital<br>4401 Wornall Road<br>Kansas City, MO 64111<br>816-932-8246 |
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## Fitness Facilities

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| UMKC Swinney Gym<br>5030 Holmes<br>Kansas City, MO<br>816-235-1556 | Onelife Fitness<br>1261 Main Street<br>Kansas City, MO<br>816-268-2300 | Cleaver Family YMCA<br>7000 Troost Avenue<br>Kansas City, MO 64131<br>816-285-9622 |
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## Grocery Stores

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| Marsh's Sun Fresh<br>4001 Mill St.<br>Kansas City, MO<br>816-931-1639<br>Open 24hrs | Thriftway<br>3967 Main Street<br>Kansas City, MO<br>816-531-6122 | Nature's Own Health Market<br>4301 Main Street<br>Kansas City, MO 64111<br>816-997-9420 |
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**Hardware Stores**

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|---|---|--|
| Ace / Westlake Hardware<br>1000 Westport Rd.<br>Kansas City, MO<br>816-756-2445 | Home Depot<br>111 E. Linwood Blvd.<br>Kansas City, MO<br>816-931-7434 | Midland True Value<br>4627 Troost<br>Kansas City, MO<br>816-531-1410 |
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**Hospitals**

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|---|---|--|---|
| St. Luke’s Hospital<br>4400 Wornall Road<br>Kansas City, MO<br>816-932-2171 | Truman Medical Center<br>2301 Holmes<br>Kansas City, MO<br>816-404-1000<br><a href="http://www.trumed.org">www.trumed.org</a> | KU Medical Center<br>39th and Rainbow<br>Kansas City, KS<br>913-588-5000 | Research Medical Center<br>2316 E. Meyer Blvd.<br>Kansas City, MO<br>816-276-4000 |
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**Hotlines and Emergency Numbers**

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| Commcare Mental Health<br>Crisis Line<br>888-279-8188   | National Suicide Prevention<br>Lifeline<br>800-27308255                     | Student Assistance Program<br>855-340-6487<br>24/7/365 day access to helpline<br><a href="http://www.ndbh.com">www.ndbh.com</a> |
| MOCSA (Metropolitan<br>Organization to Counter Sexual<br>Assault)<br>Rape Crisis Line: 816-531-0233 | Call Nurseline<br>816-932-6220<br>24/7/365 day access to helpline           | Poison Control<br>816-234-3000<br>913-588-6633  |
| Western Missouri Mental<br>Health Center<br>Crisis Line<br>816-889-3940                             | Rose Brooks Center for<br>Domestic Violence<br>Intervention<br>816-861-6100 | Hotline for the Homeless<br>816-474-7229  |

**Pharmacies**

|  |   |
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| CVS<br>3902 Main Street<br>Kansas City, MO<br>816-931-5452 | Walgreens<br>3845 Broadway<br>Kansas City, MO<br>816-561-7620 |
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**Places of Worship/Religious Organizations and Cultural Centers:**

Click [here](#) for a list of local resources.

**Recycling Centers**

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|---|---|---|
| Bridging the Gap<br>435 Westport Rd., #23<br>816-561-1087<br>816-561-1090 | The Surplus Exchange<br>(electronics recycling)<br>518 Santa Fe St<br>Kansas City, MO 64105 | Environmental Campus<br>4707 Deramus<br>Kansas City, MO |
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**Storage Units**

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|--|---|--|
| Public Storage<br>3440 Main Street<br>816-753-4111 | Midtown Self-Storage<br>3429 Troost<br>816-753-3304 | Security Self-Storage<br>2748 Southwest Blvd<br>816-399-5832 |
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**Substance Abuse**

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| Alcoholics Anonymous<br>Area Information Center<br>24/7/365 helpline<br>816-471-7229 | Al-anon Family Groups<br>Information Center<br>816-373-8566  | Alateen Information<br>913-384-4653 (Kansas)<br>816-373-8566 (Missouri)   |
| Narcotics Anonymous<br>816-531-2250  | Cocaine Anonymous:<br>National referral line<br>800-347-8998 | Pride Institute<br>800-547-7433<br>Chemical dependency/mental health<br>referral and information hotline<br>geared for the gay, lesbian, bisexual<br>and transgender communities. |

**Wellness and Support Groups:**

Click [here](#) for a list of local resources.

