

Kansas City Art
Institute

Student Handbook
2015 - 2016

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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 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 15-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's gallery, the H&R Block Artspace, is located at 16 E. 43rd St.

Mission

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

Vision

To be an innovative leader in art and design

Campus Addresses

Continuing and Professional Studies

32 East 46th Street, East Entrance

East Building (Photo/Digital Film, Printmaking)

345 East 44th Street

H&R Block Artspace

16 East 43rd Street

J&G Building (Illustration)

324 East 43rd Street

Student Living Center

4421 Warwick Boulevard

Richard J. Stern Building (Ceramics)

4410 Warwick Boulevard

Vanderslice Hall (Administration)

4415 Warwick Boulevard

West Building (Foundations)

4427 Walnut Street

Dodge Building (Painting)

4446 Oak Street

The Warehouse (Fiber)

4218 Walnut

Irving Building (Graphic Design, Animation)

4402 Oak Street

Jannes Library and Learning Center

4538 Warwick Boulevard

Mineral Hall (Student Affairs, AACCS)

4340 Oak Street

Chequers Apartments

4233 Walnut Street

Volker Building (Sculpture)

353 East 44th Street

Campus Directories

For a list of departments and contacts within each department, please visit:

<http://www.kcai.edu/information-by-department>

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, 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
- Networking fair

Academic Support

Location: Jannes Library, second floor

Phone: 816-802-3440

Hours: Academic Support: Monday – Friday | 10:00am – 7:30pm
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, Lower 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. It is suggested that students attend classes before purchasing textbooks. Textbooks may be purchased online at the eCampus.com Virtual Bookstore, 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 8168023436.

Mail Room

The campus Mail Room is open 8:30am – 5pm, Monday – Friday. There are no mail deliveries over the weekend. Students may have mail metered or may purchase books of stamps at the counter in the Art Store. Students may also utilize UPS services at the Art Store counter. Messages for faculty and staff can be dropped into the mail slot located by the faculty/staff boxes.

Living Center residents have a keyed mailbox in the mailroom located on the lower 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 Campus Activities and Housing Coordinator.

Registered KCAI Student Organizations

AIGA

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

Alternative Means

Student group who works to identify and understand our campus environmental impact. We work along side the administration to make change regarding our campus sustainability.

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.

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 Student Organization

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 decent 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.

Bartholomew

Bartholomew is a student-driven stress relief group inspired by Jackson Pollock's therapeutic painting methods.

Black Lungs

The KCAI Black Lungs Soccer Club is a student organization whose members participate in a Kansas City Soccer Dome adult coed league. The team is sponsored in the fall and spring by KCAI. 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.

Fitness Club

The Fitness Club is a commitment that understands the unique needs of art students at KCAI. It encourages fitness on a weekly/daily level and acts as a get-together for those of us who share the desire to stay fit. Goal: support one another with motivation.

Ginkgoes Baseball

Recreational baseball team created to give students the opportunity to engage in a fun, athletic organization.

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 radio station that provides a platform for communal expression to help build new outlets for students to get their thoughts and ideas heard. This station also hosts weekly announcements of KCAI events and activities.

Landscape Club

Landscape Clubs intends to facilitate the work of students who wish to work from the landscape in any fashion. It provides an outlet to meditative thought, but way of sincere communion with nature and a free opportunity to work away from judgment.

LOCAL (Latino Organization of Culture, Arts & Language)

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

PRINT CLUB

Print Club exists as a student organization to benefit KCAI's Printmaking Department. Our goals are to host visiting artists, send students to national print conferences, and build community among the print students. These goals will be achieved through various forms of fundraising including pop-up shops, public donation, kick-starter accounts, and seasonal events.

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.

QUILT BAG APP

QUILT BAG APP (Queer, Undeclared, Intersex, Lesbian, Transgender, Asexual, Gay, 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

Jannes Lab	Jannes Library and Learning Center
Output Center	Irving Building
Irving 111	Irving Building
Foundation Labs	West Building
Animation Lab	Irving 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.

Campus Security

Location: 3rd Floor, Vanderslice Hall (officers)
2nd Floor, Vanderslice Hall (Director of Security)
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 we don't have an answer for your question, we 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.

Tips for safety

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 avoid 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: 2nd 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
6pm – 10pm

Tuesday, Thursday: 11am – 5pm
6pm – 10pm

Saturday, Sunday: 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 curriculum. Transfer students attend an intensive one session orientation held at the beginning of each semester.

The Central Shop staff oversees the safe operation of the machines and tools and provides instruction, technical support and advice. If a class is being held in the Central Shop at times outside the normal hours of operation, only those students enrolled in the class are allowed in the shop. Use of the Central Shop by students, faculty and staff is allowed only when shop personnel is on duty.

The Central Shop is closed during academic breaks.

Current Perspectives

Location: 2nd Floor, Jannes Library
Phone: 816-802-3438

As an integral part of the curriculum, this program invites resident and guest artists, scholars, and curators, from across the United States and around the world to present their diverse ideas and works to the KCAI community. Many of these visitors also conduct small group student critiques during their stay on campus. It is not unusual for two or three guest artists to be on the KCAI campus during any given week.

Disability Services

Location: Jannes Library, second floor
Phone: 816-802-3440
Hours: Monday – Friday | 10:00am – 7:30pm

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 at <https://artnet.kcai.edu/required-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

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 exchange and reception coordinator early in their academic careers. Advance planning facilitates a more streamlined off-campus study experience.

Global studies is also where international students (nonimmigrant students) and their dependents, present in the U.S. on a student visa (9F-1/F-2) can get assistance with questions regarding obtaining a Social Security Number or driver's license, lawful employment, maintaining valid student status, DHS/DOS regulations and requirements, USCIS authorizations, etc.

KCAI's exchange and reception coordinator 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

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 the University District Express Care clinic. The clinic is located nearby (we recommend students drive or take the bus) on the Rockhurst University

campus. A wide range of services is available, including treatment for sickness, allergy shots vaccinations, etc. Additionally, students may receive health services in the community from various sources, including KC CARE. See listings of health departments and physicians in the Community Resources section of the 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 for nine or more credit hours are covered under a supplemental accident coverage plan, 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. To submit a claim, please download a claim form at www.sas-mn.com and follow the instructions. Students not covered by another health insurance plan may want to consider purchasing additional coverage through the Health Insurance Marketplace, at healthcare.gov.

Personal Counseling

KCAI students may receive free and confidential counseling on campus during the academic year (fall and spring semesters) for any personal issue including depression, relationship issues, anxiety, problems adjusting to college life, and any other concern. 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, please visit <http://www.kcai.edu/student-life/academic-resource-center/personal-counseling>.

If you 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 referral.

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
4. 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
5. 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

6. Call Commcare, a 24-hour mental health crisis line at 1-888-279-8188.
7. St. Luke's Hospital Emergency Room is also available to help. Although they do not have psychiatric services, they will help in a crisis situation. Call 816-932-2171.

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

HOURS (FALL & SPRING SEMESTERS):

Monday - Thursday	8:30am – Midnight (exception: closing time is 10pm for the first 3 weeks of the fall semester)
Friday	8:30am – 5pm
Saturday	1pm – 5pm
Sunday	2pm – Midnight (exception: closing time is 10pm for the first 3 weeks of the fall semester)

HOURS (HOLIDAY BREAKS):

Hours are curtailed during semester breaks, through the summer and on holidays. For detailed information on summer hours, holidays and breaks, check <http://kcai.edu/library>.

Building Access

Always take your student ID with you to the Jannes Library and Learning Center. You'll need your ID to enter the building after 9 p.m. and on Saturdays. Except for Saturdays, the Jannes doors are unlocked during open hours until 9 pm, changing to swipe-access at that time.

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, JSTOR's Arts & Sciences 3 collection, and Visual Thesaurus. The library's online resources are available to students 24/7, via any internet-connected computer. 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 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 information needs go beyond the holdings and scope of the KCAI Library, other MOBIUS libraries will be utilized. Materials not available through Jannes or MOBIUS can be requested through Interlibrary Loan (a slower process). Students are encouraged to do 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.

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 the KCAI Library for the requesting student, usually arriving within seven to ten days of the date requested. Every effort is made to obtain

materials from libraries that lend without charging. If a needed item is available only with a fee attached, the requesting student will be contacted and offered the option of paying the fee, or of cancelling the order.

RESERVE MATERIALS AND ERESERVE

Faculty members may place materials (articles, books, videos, etc.) for course assignments in the Library “on Reserve”. Journal articles and book excerpts are made available online in pdf format through the Jannes online catalog. These items are password protected. The course instructor will provide instructions on how to access eReserve materials through the online catalog, including the password (one password for all eReserve items for that specific course, to be used by all students in the course.) E-Reserve items are available 24/7. During the library’s open hours, library staff are available by phone, online chat or at the Circulation Desk to help students with accessing eReserve items. 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 AND RESEARCH ASSISTANCE

Links to the library’s online catalog and to a wealth of additional online resources are available at <http://www.kcai.edu/library>. These proprietary research databases are password protected. They are licensed by KCAI exclusively for the educational use of KCAI students, faculty and staff, and 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. 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.

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 the P-counter print-vending system. In this system, each student is assigned a password-protected P-counter account. To print in Jannes Library, students are advised to make an initial deposit into their P-counter accounts, and to maintain a balance at all times. A positive P-counter balance enables students to release print jobs, with the cost of the job being deducted from the balance as printing occurs. Deposits to personal P-counter 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 personal P-counter 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, 2nd Floor
Phone: 816-802-3596
Hours: Monday – Thursday 8am-7pm
Friday 8am-5pm
Saturday – Sunday 12pm-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 Director 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.

Photography Lab

Location: East Building

Phone: 816-802-3326

Hours:

Monday/Wednesday 2:30pm – 7pm

Tuesday/Thursday 10am – 7pm

Friday 10am– 5pm

Saturday – Sunday 12pm – 5pm

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 open hours on a first come/first serve basis. Please observe and respect closing times by stopping your work 45 minutes before closing and returning checked out items 30 minutes before closing. There is a 30-minute grace period for returning reserved equipment. Late fines start at \$5.00.

Registrar

Location: 1st Floor, Vanderslice Hall

Phone: 816-802-3569

Hours: Monday –Friday | 8:30am – 5pm

Registration-related services, including transcripts and enrollment verification are housed in the Registrar's Office. Questions about these and other registration topics can be addressed by the Registrar.

School of Continuing and Professional Studies

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

Continuing education courses at Kansas City Art Institute enable degree and non-degree students to learn in a community dedicated to the study of fine and applied arts. Courses and workshops are offered in a variety of formats to permit students to tailor their educational experiences to fit their busy schedules.

Classes are offered in traditional areas of studio arts as well as in the liberal arts. To ensure integrity and high educational standards, KCAI faculty monitors course subjects and faculty. Classes are offered during the fall and spring academic semesters, a winter intersession, and two sessions in the summer.

Classes are scheduled in various formats to meet the needs of our degree program students, as well as alternative scheduling to offer programming for children six years old through adults. KCAI can also offer special training tailored to the needs of the corporate community.

For-Credit Courses

A few continuing education classes are offered for credit. KCAI's regular full-time degree students may take these classes and apply them to their program with the approval of their academic advisor and their school director. Students will be responsible for all class costs, tuition and fees, etc., as stated in the continuing education catalog. Continuing education classes are not eligible for financial aid through KCAI.

Certificate Programs

Also offered are Certificate Programs. The department offers a 12 credit program in Graphic Design, a 13 credit program in Multimedia Studies a 22 credit program called Integrated Design combining Graphic Design and Multimedia Studies, a 13 credit program in Photography and a non-credit Fine Arts Certificate where you can focus on Mixed Media, Drawing or Painting. All classes are held in the evenings or weekends. BFA students may take up to three credits in any of these programs and apply the credits to their BFA degree.

Teaching Opportunities

The office often hires KCAI degree students to teach the children's classes in the fall, spring and summer. If a KCAI student has some experience with children and/or an interest in teaching, they should inquire in our offices for 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 Campus Activities and Housing Coordinator schedules events and activities that support personal growth and the educational mission of the college. The Assistant Dean of Students and Campus Activities and Housing Coordinator oversee the Living Center operations along with a live-in Head Resident Assistant. 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.

Dining Services

LIVING CENTER DINING HALL

<u>Hours: (subject to change)</u>	
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. Living Center residents have a 19 meal (per week) board plan as part of their Living Center contract.

CAFÉ NERMAN

<u>Hours:</u> (subject to change)	
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.

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). 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 1.8 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.

*To access the policies listed below in their entirety, please click on the links below and search our online student policy library.

[Academic Policies](#)

[Academic Advising and Registration for Courses](#)

[Academic Grade Forgiveness](#)

[Academic Honesty](#)

[Academic Probation, Dismissal, and Progress Standards](#)

[Add/Drop and Withdrawing from a Course](#)

- [Add/Drop Period 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](#)

[Attendance](#)

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

[Auditing a Course](#)

[BFA Degree Requirements](#)

[Change of Major](#)

[Course Grade Appeal](#)

[Course Waitlists](#)

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

[Directed Study](#)

[Grading System](#)

[Graduation Requirements](#)

[Incomplete Grades](#)

[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](#)

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

[Professional Internships](#)

[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](#)
- [Web Page Linking and Hosting](#)

[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](#)

[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](#)

[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](#)

[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](#)

[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

KCAI Campus
816-802-3349

Creative Coldsnow

808 Westport Rd.
816-531-1213

Blick Kansas City

4144 Main Street
Kansas City, MO 64111
816-531-8410

BANKS AND FINANCIAL SERVICES

The banks listed are within walking distance of KCAI. Most of these institutions offer a variety of checking accounts, some of which pay interest with a minimum daily balance. It may be worthwhile to investigate two or three possibilities before opening an account.

Commerce Bank

118 W. 47th Street
KC, MO 64112
816-234-1800

Country Club Bank

414 Nichols Rd
Kansas City, MO 64112
(816) 931-4060

Bank of America

3100 Main
Kansas City, MO 64111
816.979.6710

UMB Bank

4900 Main Street
KC, MO 64112
816-556-7600

331 Westport Rd
Kansas City, MO 64111

4001 Mill St
Kansas City, MO 64111
(816) 931-4403

US Bank
1 W Armour Blvd
Kansas City, MO
(816) 360-6112

Capital Federal
4242 Main Street (43rd & Main)
Kansas City, MO 64111
(913) 381-5400

4901 Main St
Kansas City, MO 64112
(816) 360-6172

BOOK STORES

Barnes and Noble on the Plaza
420 W. 47th St.
816-753-1313

Half Price Books
1002 Westport Rd.
816-931-5377

CLINICS AND GENERAL PRACTICES

KC Care Clinic
3515 Broadway
Kansas City, MO
Phone: 816-753-5144
www.kccareclinic.org

University District Express Care
5151 Troost, Suite 200
Kansas City, MO 64110
816.237.1661

Walgreens TAKE CARE Clinic
3845 Broadway Street
Kansas City, MO
(816) 561-7620

Swope Health Services
3801 Blue Parkway
Kansas City, MO
Phone: 816-923-5800
www.swopehealth.org
Confidential and free HIV testing.

Midtown Family Medicine
4620 JC Nichols Parkway, Suite 405
Kansas City, MO 64112
816-756-5839

Plaza Primary Care
4440 Broadway
Kansas City, MO
816-561-9200

CONFIDENTIAL TESTING

Swope Health Services

3801 Blue Parkway

Kansas City, MO

Phone: 816-923-5800

www.swopehealth.org

Confidential and free HIV testing.

Planned Parenthood of Kansas CityBrous Center

1001 Emanuel Cleaver II Blvd.

Kansas City, MO 64110

(816) 756-2277

COPY SERVICES

Kinko's / Plaza

612 W. 47th

816-960-2030

UPS Store

6300 Mail Street

816-561-7411

Office Max

3732 Main St.

816-931-3355

Office Depot

4201 Main

816-531-5770

Soli's Plus Printing

3501 Broadway

816-753-1616

COUNSELORS/PSYCHOLOGISTS/PSYCHIATRISTS

KCAI contracts with a local psychologist and UMKC's Counseling Psychology program to provide on-campus counseling services for students at no cost. For information about these services, contact the Dean of Student Affairs at 816-802-3397.

Community Counseling Services**UMKC School of Education**615 E. 52nd Street, Suite 212

Kansas City, MO 64110

816-235-2725

Fees are based on a sliding scale

South Plaza Counseling Services

4901 Main, Suite 310

Kansas City, MO 64112

816-756-3505

Logan & Peterson PC

428 W 42nd St
Kansas City, MO 64111
816-842-2500

Research Psychiatric Center

2323 E. 63 St.
Kansas City, MO
816-444-8161
Crisis Line: 816-235-8162

DENTISTS

Westport Plaza Dental Associates

801 West 47th Street Suite 408
Kansas City, MO 64112
816-561-6150

www.westportplazadentalcare.com

UMKC Dental School

650 E. 25th St.
Kansas City, MO
816-235-2100

EATING DISORDERS

**Research Medical Center VITA
Program**

6601 Rockhill Road
Kansas City, MO
816-276-7000

Center Point Counseling & Recovery

9221 Ward Parkway
Kansas City, MO
816-444-5511

FAMILY PLANNING/WOMEN'S HEALTH

Planned Parenthood –Brous Center

1001 Emanuel Clever II Blvd.
Kansas City, MO
816-756-2277

Women's Center at St. Luke's Hospital

4401 Wornall Road
Kansas City, MO 64111
816-932-8246

FITNESS FACILITIES

Center for Health Enhancement

Saint Luke's Health Care System
4200 Wornall Rd.
816-932-3260

Cleaver Family YMCA

7000 Troost Avenue
Kansas City, MO 64131
816-285-9622

Gold's Gym

4050 Pennsylvania
816-931-9888

UMKC Swinney Gym

5030 Holmes
816-235-1556

GROCERY STORES

Marsh's Sun Fresh

4001 Mill St.
816-931-1639
Open 24hrs

Thriftway

3967 Main Street
Kansas City, MO
816-531-6122

HARDWARE STORES

Ace / Westlake Hardware

1000 Westport Rd.
816-756-2445

Loma Vista Hardware

311 Westport Rd.
816-931-5846
(Gives 10% discount to KCAI students)

Midland True Value

4627 Troost
816-531-1410

Home Depot

111 E. Linwood Blvd.
Kansas City, MO
816-931-7434

HOSPITALS

St. Luke's Hospital

4400 Wornall Road
Kansas City, MO
Phone: 816-932-2171

Truman Medical Center

2301 Holmes
Kansas City, MO
Phone: 816-404-1000
www.trumed.org

KU Medical Center
39th and Rainbow
Kansas City, KS
Phone: 913-588-5000

Research Medical Center
2316 E. Meyer Blvd.
Kansas City, MO
816-276-4000

HOTLINE / EMERGENCY NUMBERS

Commcare Mental Health Crisis Line
888-279-8188

MOCSA (Metropolitan Organization to
Counter Sexual Assault)
Rape Crisis Line: 816-531-0233

Call Nurseline
816-932-6220
*Free nurse advice & physician referral 24 hours a
day, every day of the year.*

Poison Control
816-234-3000
913-588-6633

National Suicide Prevention Crisis Line
800-273-8255
800-784-2433

**Western Missouri Mental Health Center
Crisis Line**
816-889-3940

**Rose Brooks Center for Domestic
Violence Intervention**
816-861-6100

PHARMACIES

CVS
3902 Main Street
Kansas City, MO
816-931-5452

Walgreens
3845 Broadway
Kansas City, MO
816-561-7620

PLACES OF WORSHIP/RELIGIOUS ORGANIZATIONS AND CULTURAL CENTERS

For a complete list of local places of worship/religious organizations and cultural centers, please visit <http://www.kcai.edu/student-life/wellness-kcai>.

RECYCLING CENTERS

Bridging the Gap

435 Westport Rd., #23
816-561-1087
816-561-1090

Environmental Campus

4707 Deramus
Kansas City, MO

The Surplus Exchange

(electronics recycling)
518 Santa Fe St
Kansas City, MO 64105
816-472-0444

STORAGE UNITS

Public Storage

3440 Main Street
816-753-4111

Midtown Self-Storage

3429 Troost
816-753-3304

Security Self-Storage

2748 Southwest Blvd
816-399-5832

SUBSTANCE ABUSE

Alcoholics Anonymous

Area Information Center
816-471-7229 (answered 24 hours)

Al-anon Family Groups Information Center

816-373-8566

Alateen Information

913-384-4653 (Kansas)

816-373-8566 (Missouri)

Narcotics Anonymous

816-531-2250

Cocaine Anonymous:

National referral line: 800-347-8998

Pride Institute

800-547-7433

Chemical dependency/mental health referral
and information hotline geared for the gay,
lesbian, bisexual and transgender communities.