# New Student Orientation Packet

## Fall 2016

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Dear Student:

Welcome to the beginning of your time as a student at The King’s College! As Dean of our outstanding Faculty, I want to tell why I think you’ve made a great choice to join us.

At King’s we offer you a truly integrated core curriculum through which you will start to think about how key areas of knowledge work together and can be applied to the real world in which you will live and work. In our core curriculum these aren’t just dry and isolated subjects. That makes King’s core more challenging—but also much more valuable.

The small number of majors we offer at King’s are at the heart of so many areas of calling, career and life. PP&E—politics, philosophy and economics, subjects that also form the core of the core at King’s—comes straight out of Oxford, where it is understood to prepare the movers and shakers of our world, and those who will have great influence in God’s Kingdom as well. Some of you will dedicate yourselves to being influencers in Media, Culture and the Arts, others will delve into Religious and Theological Studies or English, and still others will specialize in Business or Finance. These are the kinds of majors that will prepare you to make a real difference. To these majors you can add a wide variety of minors and concentrations to broaden the skills and connections you are developing.

The ways we approach your education make eminent sense in New York City, the cultural capital of the world. Here, every moment of every day, you will see played out the impact of knowledge, worldview, business and the arts, not as abstractions, but as real-time, real-life, real-world experience. Want a top-quality internship? It’s right on your doorstep. Want to see the most influential thinkers, writers, artists, and leaders, Christians and otherwise, in action? Here they are.

Success at The King’s College, like success in our world, does not come easy. But we will work with you to achieve that success, and you will emerge prepared to take on the challenges that God has for you as you live out His calling in your life. We can’t wait to see you here as you embark on this adventure with us and with each other. We are praying for you—and we’ll see you soon!

All Blessings,

Dr. Mark Hijleh, Vice President for Academic Affairs and Dean of the Faculty

The King’s College – New York City
New Student Checklist

Track your progress on the Student Portal under “Document Tracking.”

### Admissions

Contact: 212-659-3610, 877-349-0231, visitcoordinator@tkc.edu

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required For</th>
<th>Due Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit Enrollment Deposit</td>
<td>All New Students</td>
<td>Until Wednesday, June 1, 2016</td>
<td>To pay the $250 Enrollment Deposit, go to tkc.edu/epay.</td>
</tr>
<tr>
<td>2</td>
<td>Submit Official High School Transcripts</td>
<td>All New Students</td>
<td>Friday, July 1, 2016</td>
<td>High schools may send original transcripts to Admissions.</td>
</tr>
<tr>
<td>3</td>
<td>Submit Immunization Form</td>
<td>All New Students</td>
<td>Friday, July 1, 2016</td>
<td>Complete the Immunization Form. Sign last page and send to Admissions.</td>
</tr>
<tr>
<td>4</td>
<td>Submit Official College Transcripts</td>
<td>Transfer students and Dual Enrollment students</td>
<td>Friday, July 1, 2016</td>
<td>Colleges may send original transcripts to Admissions.</td>
</tr>
</tbody>
</table>

### Information Technology

Contact: 646-237-8920, helpdesk@tkc.edu

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required For</th>
<th>Due Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Change King’s Password</td>
<td>New students</td>
<td>Rolling</td>
<td>Go to changemypassword.tkc.edu and click “Change My Password.” Enter the username (without @tkc.edu) and password provided by Admissions to set up your security questions and password.</td>
</tr>
<tr>
<td>2</td>
<td>Log Into King’s Email</td>
<td>New students</td>
<td>Rolling</td>
<td>Go to mail.tkc.edu and log in using your King’s username (without @tkc.edu) and new password. It may take five or ten minutes before the new password works.</td>
</tr>
<tr>
<td>3</td>
<td>Log Into the Student Portal</td>
<td>New students</td>
<td>Rolling</td>
<td>Go to students.tkc.edu to log into the Student Portal using your King's username (without @tkc.edu) and new password.</td>
</tr>
<tr>
<td>4</td>
<td>Submit Student ID Photo</td>
<td>New students</td>
<td>Friday, August 12, 2016</td>
<td>Submit your student ID photo using the online form in order to receive your King’s ID at Move-In Day.</td>
</tr>
</tbody>
</table>

### Housing

Contact: 646-237-8916, 877-806-6730, housing@tkc.edu

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required For</th>
<th>Due Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit Housing Deposit &amp; Application Fee</td>
<td>New students living on campus</td>
<td>Monday, August 1, 2016</td>
<td>To pay the $50 Application Fee and $200 Housing Deposit, go to tkc.edu/epay. Mailed checks also accepted, Attn: Housing. (The application fee is non-refundable, but the housing deposit is refundable until June 1 for the 2016-2017 school year.)</td>
</tr>
<tr>
<td>2</td>
<td>Fill Out Housing Application</td>
<td>New students living on campus</td>
<td>Rolling until Monday, August 1, 2016</td>
<td>Log onto tkcresidence.simplicity.com, our housing software, using your full King's email and password. Click &quot;Get Started&quot; on the available application and complete steps one through four. If you are under 21, a parent or legal guardian must sign the contract.</td>
</tr>
</tbody>
</table>

### Student Financial Services

Contact: 646-237-8902, 877-806-6730, financialservices@tkc.edu

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required For</th>
<th>Due Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Complete the Free Application for Federal Student Aid (FAFSA)</td>
<td>New students seeking financial aid</td>
<td>Tuesday, March 15, 2016</td>
<td>Go to fafsa.ed.gov to complete the FAFSA.</td>
</tr>
<tr>
<td>2</td>
<td>Respond to Award Letter</td>
<td>New students</td>
<td>Monday, May 16, 2016</td>
<td>Log into the Student Portal to accept/decline your awards/loans by clicking &quot;My Financial Aid&quot; under &quot;Administrative Services,&quot; then &quot;Submit&quot; at the bottom of the page.</td>
</tr>
<tr>
<td>3</td>
<td>Complete Financial Aid Verification Process</td>
<td>Eligible new students</td>
<td>Wednesday, June 1, 2016</td>
<td>If you are selected to participate in the verification process, you will receive notification from the Student Financial Services Team. To track your progress, visit “Document Tracking” on the Student Portal.</td>
</tr>
<tr>
<td>4</td>
<td>Complete Entrance Loan Counseling</td>
<td>New students using the Stafford Loan</td>
<td>Wednesday, June 1, 2016</td>
<td>Go to studentloans.gov to complete Entrance Counseling.</td>
</tr>
<tr>
<td>5</td>
<td>Complete Master Promissory Note (MPN)</td>
<td>New students using the Stafford Loan</td>
<td>June 1, 2016</td>
<td>Go to studentloans.gov to e-sign a MPN.</td>
</tr>
</tbody>
</table>
Student Success

Contact: 212-659-7289[p], 1-631-561-4245[f], jtharp@tkc.edu

Student Development

Contact: 212-659-7200[p], 212-659-3613[f], studentservices@tkc.edu

Registrar

Contact: 212-659-7216[p], 212-659-7210[f], registrarmail@tkc.edu

- Step 6: Fill Out Direct PLUS Loan Application
  Required For: New students using the Director PLUS Loan for parents
  Due Date: Wednesday, June 1, 2016
  After accepting the Direct PLUS Loan on the Student Portal, your parent or legal guardian must complete an application and e-sign their Master Promissory Note at studentloans.gov.

- Step 7: Apply for Alternative Education Loans
  Required For: New students using alternative loans
  Due Date: Wednesday, June 1, 2016
  If you plan to use an alternative loan to cover the remaining balance, you can compare loans and apply at elmselect.com.

- Step 8: Pay Ledger (Bill) or Set Up Payment Plan
  Required For: New students
  Due Date: Friday, July 15, 2016
  To view your ledger (bill), log onto the Student Portal and click "My Ledger" under "Administrative Services." You may make a payment or set up a payment plan at tkcafford.com. For a full list of payment options click here.

- Step 1: Fill Out Family Educational Rights & Privacy Act (FERPA)
  Required For: New students disclosing their academic and financial records to their parents or legal guardians
  Due Date: Rolling
  Complete the "Authorization for Access to Student Records (FERPA Authorization)" form on the Student Portal under "Academics." This allows The King's College to disclose academic, billing, and Student Life information to your parents or legal guardians.

- Step 2: Register for Courses
  Required For: New students
  Due Date: Wednesday, June 1, 2016
  When your Admissions file is complete, the Registrar will send information for registration. Most first-time freshmen register May 2 through June 1. Students who do not register by June 1, will be automatically registered. For instructions, log onto the Student Portal, click "Information for New Students/New Student Registration."

- Step 3: Take Writing Assessment Test
  Required For: Students transferring ENG 110
  Due Date: Rolling
  If you have a transfer credit for ENG 110 - College Writing I, you are required to take a writing assessment through the Student Portal prior to arriving on campus. The Registrar's Office will contact you when it is time to take this test.

- Step 1: Fill Out Disability Identification Form
  Required For: Eligible new students
  Due Date: Rolling
  The King's College assures equal opportunity for access to college courses, examinations, and services by providing reasonable accommodations to individuals with physical, mental, or learning disabilities recognized under the Americans with Disabilities Act of 1990 (ADA). If eligible, you must complete the Disability Identification form, Log into the Student Portal, and click “Academics,” then “Disability Information.”

- Step 2: Fill Out Parent & Emergency Contact Information
  Required For: New students
  Due Date: Friday, August 12, 2016
  Every student is required to complete the Emergency Contact Information form by August 12 here: thekingscollege.formstack.com/forms/emergencycontact.

- Step 3: Sign Honor Statement
  Required For: New students
  Due Date: Friday, August 12, 2016
  Every student is required to read and sign the Honor System by August 12 here: thekingscollege.formstack.com/forms/honor_statement.

- Step 4: Verify Health Insurance
  Required For: International students and athletes
  Due Date: Rolling
  If you are covered by an HMO, PPO, or similar plan, we encourage you to determine the extent of coverage available in New York.

- Step 5: Join KingsConnect
  Required For: New students interested in internships or jobs
  Due Date: Rolling
  To view job and internship postings, go to www.tkc.edu/kingsconnect and join KingsConnect, our community network on LinkedIn.

- Step 6: Read the Student Handbook
  Required For: New students
  Due Date: Rolling
  Read the Student Handbook, a useful reference point for students.
Packing Checklist

This checklist will help you prepare for life in New York. All Manhattan apartments are furnished with bunk-beds, dressers, desks, chairs, lamps, a dining table, a sofa, and kitchen supplies (see below). All Brooklyn studios are furnished with beds, desks, chairs, and kitchen supplies (see below). Please remember that New York City apartments are charmingly small and plan accordingly.

*Communal items – we suggest you contact your future roommates to coordinate which items each of you will bring.

Appliances and Utensils
Microwave, stove, refrigerator and utensils (pots, pans, bowls, plates, silverware, a can opener, glasses, mugs, etc.) are provided, but you may wish to bring:

- Teakettle*
- Coffee pot or Keurig*
- Blender*
- Hand mixer*
- Toaster*

Toiletries
- Toothbrush and toothpaste
- Brush and comb
- Shaving supplies
- Hair dryer
- Shampoo
- Bath soap
- Basket/bag (to carry or hold toiletries)
- Personal hygiene items (deodorant, etc.)
- Toilet paper*

Clothing
- Business casual clothes (Students are expected to dress in business casual attire during business hours Monday–Friday, and after 5:00 p.m. if going to class.)
- Exercise and casual clothes
- A formal outfit for special occasions
- A warm winter coat
- Rain shoes/boots
- Raincoat and umbrella

Decorations
- Be sure to read the Student Handbook for all decorating guidelines.

Linens
- Pillow
- Bedding for a standard twin-size bunk bed
- Bath and hand towels, washcloths, robe
- Dish towels*
- Oven Mitts

Laundry
You can purchase a laundry card upon arrival and add money as needed. One washer load costs $2.25–$2.75, and one dryer load costs $2.00–$2.50, depending on the facility.

- Laundry bag or basket
- Laundry detergent
- Stain remover
- Iron and ironing board*
- Knowledge of how to do laundry

Cleaning Supplies
- Dish soap and dishwasher detergent*
- Sponges, dish scrubbers*
- Swiffer, broom, dustpan*
- Dish-drying rack*
- Bathroom, window, kitchen, and floor cleaner*
- Dusting spray/clots*

Technology
- Camera
- I-Pod/MP3 player/iPad
- Cell phone and charger
- Laptop or desktop computer (Wireless internet is provided in each room.)
- Printer*
- Power strip/surge protector
- DVD or Blu-ray player*
- Television (provided at the Clark Residence)*

Miscellaneous
- Desk lamp
- Bible and journal
- Tape
- Hangers
- AA batteries
- Backpack/school bag
- Trash can (for your desk)
- Pictures of family and friends
- Your insurance card/health insurance information
- Sewing kit
- Hammer, screwdriver*
- Battery-powered flashlight
- First aid kit, including pain relievers, Band-aids, antibiotic ointment, an ace bandage, etc.
Airport Directions

Times and costs are approximated, calculated with a 20 percent tip, and are dependent upon traffic. Choose type of transportation, airport, and destination. Then, find your directions and average travel time and cost.

<table>
<thead>
<tr>
<th>Public Transportation</th>
<th>Newark</th>
<th>JFK</th>
<th>LaGuardia</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Downtown</strong> (King’s Campus, Washington, West, Wall and Hanover)</td>
<td>Take the New Jersey Transit Northeast Corridor to New York Penn Station. Take the 2/3 express subway downtown to the Wall Street stop. Walk to housing location.</td>
<td>Take the JFK AirTrain to the Howard Beach stop. At the Howard Beach station, take the A express subway toward Manhattan to the Fulton Street stop. Walk to housing location.</td>
<td>Take the M60-SBS bus from the Airport to the Hoyt Avenue/31 Street stop, then walk to the Astoria Boulevard station. At the Astoria Boulevard station, take the Q express subway toward Manhattan to the Lexington Avenue/59 Street stop, and transfer to the 4/5 express subway downtown to the Wall Street stop. Walk to housing location.</td>
</tr>
</tbody>
</table>
| **Time:** 60-90 minutes  
**Cost:** $15.25 | **Time:** 60-90 minutes  
**Cost:** $7.75 | **Time:** 60-90 minutes  
**Cost:** $5.50 |
| **Brooklyn** (Clark) | Take the New Jersey Transit Northeast Corridor to New York Penn Station. Take the 2/3 express subway downtown to the Clark Street stop. Walk to Clark. | Take the JFK AirTrain to the Howard Beach stop. At the Howard Beach station, take the A express subway toward Manhattan to the High Street stop. Walk to Clark. | Take the M60-SBS bus from the Airport to the West 125 Street/Malcolm X Blvd stop, then walk to the 125 Street station. At the 125 Street station, take the 2/3 express subway downtown to the Clark Street stop. Walk to Clark. |
| **Time:** 60-70 minutes  
**Cost:** $15.25 | **Time:** 65-80 minutes  
**Cost:** $7.75 | **Time:** 80-100 minutes  
**Cost:** $5.50 |

**Taxi Cab**

| Downtown (King’s Campus, Washington, West, Wall and Hanover) | **Time:** 40-45 minutes  
**Cost:** $54 | **Time:** 50-55 minutes  
**Cost:** $75 | **Time:** 30-35 minutes  
**Cost:** $52 |
| Brooklyn (Clark) | **Time:** 40-45 minutes  
**Cost:** $56 | **Time:** 40-45 minutes  
**Cost:** $70 | **Time:** 20-25 minutes  
**Cost:** $43 |
Navigating the City

If you have questions about how to navigate the City once you arrive, call Student Services at 212-659-7200.

Family and Friends Accommodations

**Holiday Inn** – 99 Washington Street, New York, NY 10006  
Phone: 212-791-2900 | Use promo code “KCO” when booking.  
A block of rooms is specially reserved for The King’s College. Rooms are available from Friday, August 19 until Sunday, August 21. The rate for a “Single” is $149/nightly, and the rate for a “Quad” is $169/nightly. Book by Wednesday, July 13th for these discounted rates at this link.

**Additional Hotels**  
For additional hotel options, please visit our website to enjoy special corporate discounts.

**Campus Housing Locations**  
Parents may stay in housing with their students of the same gender by completing the overnight guest form on the Student Portal.

Public Transportation

**Subway and Bus Fares**  
- $2.75 = One way trip  
- $31 = 7-Day Pass (Best value for 12+ trips in a 7-day period)  
- $116.50 = 30-Day Pass (Best value for 43+ trips or 11 trips per week – commuting students)

**Subway Map:** web.mta.info/nyct/maps/subwaymap.pdf  
**Bus Map:** web.mta.info/nyct/maps/manbus.pdf

**Directions to The King’s College Campus – 56 Broadway, New York, NY 10004**

**Clark** – 8 Clark Street, Brooklyn, NY 11201  
Head east on Clark Street toward Willow Street. Enter the subway station at Clark Street, and take the 2/3 express subway toward Manhattan to the Wall Street stop. Head southwest on William Street toward Wall Street, and turn right onto Exchange Place, then turn left onto Broadway. Walk to The King’s College main entrance at 56 Broadway.

**Hanover** – 10 Hanover Square, New York, NY 10005  
Head northwest on Hanover Square toward Pearl Street. Continue on William Street, and turn left onto Exchange Place, then turn left onto Broadway. Walk to The King’s College main entrance at 56 Broadway.

**West** – 1 West Street, New York, NY 10004  
Head south and turn left toward Battery Place. Turn left onto Battery Place, then turn left onto Broadway. Walk to the The King’s College main entrance at 56 Broadway.

**Wall** – 95 Wall Street, New York, NY 10005  
Head northwest on Wall Street toward Water Street and turn left onto Hanover Street. Turn right on Exchange Place, then turn left onto Broadway. Walk to The King’s College main entrance at 56 Broadway.

**Washington** – 90 Washington Street, New York, NY 10006  
Head north on Washington Street toward Rector Street. Turn right onto Rector Street, then turn right onto Broadway. Walk to The King’s College main entrance at 56 Broadway.

Traveling Tips

- Uptown Trains travel north; Downtown Trains travel south and southeast; Brooklyn-Bound Trains travel east; Queens-Bound Trains travel north and northeast.  
- On the MTA Subway Map, express trains stop only at white-dotted stops, and local trains stop at both black and white-dotted stops, unless otherwise marked due to construction.

Helpful Apps

- Uber and Gett allow you to reserve a car pick up from your location. Estimated prices include tax and tip.  
- Google Maps and Embark NYC provide subway and walking directions to NYC destinations.  
- Yelp rates nearby restaurants and Seamless coordinates food deliveries to your location.  
- Central Park NYC Lite helps you find everything in Central Park from bathrooms to carriage rides to all the famous fountains.
Move-In Day Instructions

Please plan to arrive at your assigned residence building between 9:00 a.m. and 3:00 p.m. on Saturday, August 20. Keep in mind that all apartments are furnished and due to limited space, less is more.

Residents of Clark - 8 Clark Street, Brooklyn, New York 11201
Find the Building: Approach the building via Clark Street from the east. The entrance for the Clark Residence will be on your left.
Unload: Pull up to the curb and call King's staff at 646-770-5577. The key is to rapidly unload, and then move your vehicle so another family may use the unloading space.
Park: Find metered parking on the street or park in a nearby parking garage. There is a parking garage at 75 Henry Street between Pineapple Street and Orange Street.

Residents of Hanover - 10 Hanover Square, New York, New York 10005
Find the Building: Approach the building via Water Street from the north. Take a right onto Hanover Square, the building entrance is between Water Street and Pearl Street.
Unload: Pull up to the curb and call King's staff at 646-242-4411. The key is to rapidly unload, and then move your vehicle so another family may use the unloading space.
Park: Find metered parking on the street or park in a nearby parking garage. There is a garage at 7 Hanover Square.

Residents of Wall – 95 Wall Street, New York, New York 10005
Find the Building: Approach the building via Water Street from the south. The building entrance for the Wall Residence is on Water Street, between Wall Street and Gouverneur Lane.
Unload: Pull up to the curb and call King's staff at 646-242-4411. The key is to rapidly unload, and then move your vehicle so another family may use the unloading space.
Park: Find metered parking on the street or park in a nearby parking garage. There is a garage at 95 Wall Street.

Residents of Washington – 90 Washington Street, New York, New York 10006
Find the Building: Approach the building via West Street from the south. Go south on West Street and do a U-turn at the end of West Street to go north. The service entrance for the Washington Residence will be on your right at a parking garage.
Unload: Pull up to the curb and call King's staff at 646-242-4411. The key is to rapidly unload, and then move your vehicle so another family may use the unloading space.
Park: Find metered parking on the street or park in a nearby parking garage. There is a garage at 90 Washington Street.

Residents of West – 1 West Street, New York, New York 10004
Find the Building: Approach the building via West Street from the south. Go south on West Street and do a U-turn at the end of West Street to go north. The service entrance for the West Residence will be on your right at a parking garage.
Unload: Pull up to the curb and call King's staff at 646-242-4411. The key is to rapidly unload, and then move your vehicle so another family may use the unloading space.
Park: Find metered parking on the street or park in a nearby parking garage. There is a garage at 1 West Street.

If you are delayed and will arrive after 3:00 p.m., please call the number below that corresponds to your housing location.

If you have questions on move in day call:

- Clark – 646-770-5577
- Hanover – 646-242-4411
- Wall – 646-242-4411
- Washington – 646-242-4411
- West – 646-242-4411
New Student Orientation

*Parents are welcome to attend specific NSO events if they register at kingsnso2016.eventbrite.com.

Saturday, August 20

Student Admissions Counselors are available in from 9:00 a.m. to 3:00 p.m. to give campus tours.

9:00 a.m. – 3:00 p.m.  Move-In Day*
Respective Locations (Wall, Hanover, Washington, West, Clark Residences)
Contact Student Life with any questions you may have at housing@tkc.edu or 646-237-8916.

11:00 a.m. – 5:30 p.m.  Student Financial Services Meetings
6th Floor
Members of the Student Financial Services Team are available on Move-In Day from 11:00 a.m. to 5:30 p.m. Sign up for an appointment at your housing location.

6:00 p.m. – 7:00 p.m.  Welcome Program*
2nd Floor Auditorium (Doors open at 5:30 p.m. and business casual attire is appropriate.)
Dr. Gregory A. Thornbury, President, is joined by David Leedy, Dean of Students, and House Presidents to welcome new students and parents. New student gifts are distributed after the program.

Sunday, August 21

Business casual attire is appropriate.
Meet your House at a designated time and place to attend church together.

1:00 p.m. – 2:00 p.m.  Academics at King’s*
2nd Floor Auditorium
Dr. Mark Hijleh, Vice President for Academic Affairs and Dean of the Faculty, is joined by Bethany Jenkins, Director of Vocational and Career Development, Jennifer Tharp, Director of Student Success, and academic program representatives to discuss being a scholar at King’s.

FOR PARENTS

2:10 p.m. – 3:00 p.m.  Parents Info Session*
2nd Floor Auditorium
Learn what to expect in your student’s first year at King’s and have your questions answered by the Parents Advisory Council (PAC).

3:00 p.m. – 4:00 p.m.  Parents Association Meet & Greet*
1st Floor Lobby
Stay after the Parents Info Session to speak with the PAC, sign up for parent resources, such as the Parents Prayer Calendar, Parents Press, Faith Box, Parents Weekend, and more. Also, speak with members of the Student Financial Services team, the Director of Student Success, the Director of Vocational and Career Development, etc.

4:00 p.m.  Parent’s portion of NSO concludes at this time.*

6:00 p.m. – 8:00 p.m.  Night Out with Your House
Respective Locations
Gather with your House for the annual tradition of sharing a meal in the City.

FOR STUDENTS

How to be a King’s Student
City Room (CR 516)
Learn about the Dress Code and hear from Nathan Pyle, author of Basic Tips and Etiquette, about living in New York City.

Community of Honor
City Room (CR 516)
Learn what it means to be a part of a community of honor at King’s.
Monday, August 22

Casual attire is appropriate. Please wear tennis shoes and athletic wear for the Great Race.

The Registrar's Office (schedules and transfer credits) and members of the Student Financial Services team (bill payment and financial aid) are available from 9:00 a.m. to 5:00 p.m. Visit the Student Services desk on the 6th floor to see them. Students who took their King's ID photo on Move-In Day may pick up their IDs at the Student Services desk on the 6th floor beginning at 12:00 p.m.

10:00 a.m. – 11:30 a.m. **Information Fair**
1st Floor Lobby, City Room (CR 516), O'Keeffe Student Union
Students have an opportunity to sign up for student organizations and clubs as well as take advantage of local New York City opportunities.

11:00 a.m. – 11:30 a.m. **Athletics Informational Meeting**
City Room (CR 516)
Gather to hear about athletics at King's and meet representatives from the Student Athlete Advisory Committee (SAAC).

11:30 a.m. – 1:30 p.m. **Lunch Break**
A list of lunch options is available at the 1st Floor Lobby welcome table.

12:00 p.m. – 1:00 p.m. **Special Receptions**
Respective Locations
Transfer, International, and NYC Semester students are invited to grab lunch then visit respective locations for special receptions.
- **Transfer Students** – Classroom 628
- **International Students** – Classroom 627
- **NYC Semester Students** – Classroom 629

1:30 p.m. – 6:00 p.m. **Thirteenth Annual Great Race**
City Room (CR 516)
Learn about the City by deciphering clues with your Housemates and compete to the undisclosed finish line.

Tuesday, August 23

Day off for students to settle into the City.

Wednesday, August 24

First Day of Class (Business casual attire is appropriate.)

12:00 p.m. – 1:30 p.m. **Mandatory Housing Community Meeting**
2nd Floor Auditorium
Attend the mandatory housing community meeting to learn about living on campus and safety in New York City with your fellow students.

6:00 p.m. – 7:30 p.m. **Convocation** – Required for new students
Trinity Church
Celebrate the start of a new academic year and sign the Honor Code.

Thursday, August 25

12:00 p.m. – 1:30 p.m. **Job & Internship Fair**
1st Floor Lobby & O'Keeffe Student Union
New and returning students are invited to speak with New York City employers to hear about part-time job opportunities and internships that accommodate student schedules. Bring copies of your resume.

7:30 p.m. – 9:00 p.m. **Refuge Worship Gathering** – New and returning students are encouraged to attend
City Room (CR 516)
Join us for our first corporate worship gathering of the year and enjoy delicious Insomnia Cookies.
Dear Student,

Welcome to The King’s College! I am so excited you have chosen to embark on the journey of a lifetime by moving to one of the most influential and exciting cities in the world. King’s is a college unlike any other. We as a school have chosen to live a more difficult life by allowing ourselves to be challenged every day to contemplate the type of person we are called to be. You will soon learn that Kingsians are dedicated to this quest and I hope you will be as well.

One aspect of King’s that sets us apart is our Honor Code. The Honor Code states: “A student of The King’s College will not lie, cheat, steal, or turn a blind eye to those who do. Every student is honor bound to confront any other student who breaches the Honor Code.” This statement, although easy to recite, has the power to help guide you in the pursuit of a meaningful life. The Honor Code is not simply a rule we need to follow during our time at King’s, nor is it a replacement for the rules – for we do have a Student Handbook that all students must follow. It is rather a calling of each student to reach beyond the standards set by rules, a challenge to be honorable in any and every circumstance.

Be aware of the standard, but abide in honor. Rather than lying, be marked by truth. Rather than cheating, be diligent and strive for excellence. Rather than stealing, live generously. The Honor Code exists to grow us in integrity and honor. From now on, as a student, you represent The King’s College. Strive to be honest in all of your intentions as you represent the college, but more importantly as you represent Christ. Realize the weight of this task, and seek to be the person God has called you to be. The slate is clean, now is the time to grow to be the person you are meant to be. We do not expect perfection, but we do expect students to take responsibility, have difficult conversations, and live honorably. This active pursuit of a significant life has the potential to shape our generation.

During your first week here, you will attend a special Honor Ceremony, where you and other members of your incoming class will sign the Honor Code. It is designed to be a commitment to yourself and to your community. Reflect carefully on what this commitment means.

If you need anything or have any questions over the next few weeks, please feel free to contact me at katherine.thompson@tkc.edu. I look forward to celebrating your induction into The King’s College community.

Kindest Regards,

Katherine Thompson
Student Body President

P.S. Don’t forget to sign and return the Honor System statement on the next page of this packet.

“We are a community of people in pursuit of what it means to love God and neighbor (Matthew 22:36-40), and we strive to do that together. Because we want our community to be a place where men and women thrive, King’s places an emphasis on honor.”

– Dr. Anthony Bradley, Chair of the Program in Religious and Theological Studies; Associate Professor of Religious Studies

“Choose to be responsible when everyone tells you college students are supposed to be irresponsible. Choose to keep your promises when everyone tells you you’re supposed to be carefree. Choose to seek wisdom when everyone tells you you’re supposed to be young and foolish.”

– Rosie Jonker, Media, Culture, & the Arts Alumni, 2012

“A man has honor if he holds himself to an ideal of conduct though it is inconvenient, unprofitable, or dangerous to do so.”

– Walter Lippmann
Honor System

Every student is required to read and sign this Honor System by August 12 at thekingscollege.formstack.com/forms/honor_statement. Read more about the Honor Code in “Before You Sign” at: tkc.edu/wp-content/uploads/before-you-sign.pdf.

Cicero taught that, “Ability without honor is useless.” The years you spend at King’s are a time of preparation for the rest of your life. In addition to learning the ideas upon which nations rise or fall, your King’s education will call you to be a person marked by courage, justice, and self-mastery – one who does not take moral shortcuts, but opts for the harder road of virtue. You will need this sort of character if you are going to offer principled leadership in strategic institutions.

The King’s College Honor System is designed to foster a commitment to pursue an honorable life, a resolve to live above the moral indifference of our day. Honor governs the academic and social atmosphere of our community, engendering an atmosphere of trust and honesty, making the pursuit of truth possible.

Honor in Practice

King’s students have a great deal of freedom. We do not attempt to control student behavior through a lengthy list of prohibitions or a harsh penal code. That is not to say that we do not have high standards for members of our community. We do. These are contained in our Honor Code and in the Student Handbook. Combined, these two documents express our expectations for every student.

Any policies we have are designed to protect students and preserve the integrity of our community. We will not police you in order to catch you doing things wrong. As an adult, you are responsible for your actions and are able to make moral judgments. We trust you to take this responsibility seriously – and to help others at King’s do the same.

Occasionally there are violations of the Honor Code or of community standards outlined in the Student Handbook. When this happens, students are expected to uphold the integrity of our community by holding one another accountable. Both seniors and freshmen display courage by confronting breaches of honor in a spirit of truth and grace. Confrontation typically occurs among members of the same House, where there is a significant level of relationship and trust. However, all members of the King’s community are responsible to each other in this way. House Advisors are available to guide students through the confrontation process.

When a student repeatedly violates community standards, or when a violation is particularly egregious, it goes before The King’s College Honor Council, which consists of students appointed from each House, as well as faculty and staff. The Council takes pains to provide an impartial hearing of the case, but is swift to protect the community when necessary. The Council has the authority to determine consequences for infractions, including disciplinary probation or suspension.

The Honor Code

Every incoming student signs the Honor Code during New Student Orientation. Your signature represents your public pledge to uphold the Honor Code and community standards outlined in the Student Handbook (see Community Standards of Conduct on pages 46-58).

The Code reads simply: “A student of The King’s College will not lie, cheat or steal, or turn a blind eye to those who do. Every student is honor bound to confront any other student who breaches the Honor Code.”

Student Obligations

The Honor Code and Student Handbook form the minimum standards to which students are accountable. Even so, the ideal of honor calls each of us to strive toward a standard that is higher than that which we have attained. It is our hope that you will pursue the spirit of excellence that is at the heart of honor – “whatever is true, whatever is honorable... if there is any excellence... think about these things.”

Student Statement to Dean of Students

“I have read this document and understand that I am expected to abide by the Honor Code and by standards specified in the Student Handbook. As a member of The King’s College community, I am prepared to assume responsibility for these expectations, and to call my fellow students to do the same.”
Dress Code Guide

At King's, how we dress reflects our College mission, whom we expect to encounter, and the impression we seek to leave. The King's College strives to maintain a culture of professionalism. Business casual is required during business hours (8:00 a.m. to 5:00 p.m.) and all classes, regardless of meeting time. Professors may count students absent who attend class out of dress code. College athletes are allowed to wear official King's warm-ups during business hours only when they do not have time to change into business casual attire between their classes and team competitions or practices.

What to Wear

<table>
<thead>
<tr>
<th>Men</th>
<th>Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>Khakis/Dress Pants</td>
<td>Khakis/Dress Pants</td>
</tr>
<tr>
<td>Suit</td>
<td>Suit (pant or skirt)</td>
</tr>
<tr>
<td>Sport Jacket/Blazer</td>
<td>Skirt</td>
</tr>
<tr>
<td>Dress/Button-Down Shirt</td>
<td>Dress/Button-Down Shirt</td>
</tr>
<tr>
<td>Cardigan</td>
<td>Dress Flats/Heels</td>
</tr>
<tr>
<td>Pattern Socks</td>
<td>Cardigan</td>
</tr>
<tr>
<td>Tie/Bow Tie</td>
<td>Blazer</td>
</tr>
<tr>
<td>Sweater</td>
<td>Blouse</td>
</tr>
<tr>
<td>Vest</td>
<td>Sweater</td>
</tr>
<tr>
<td>Polo</td>
<td>Dress (just-above-the knee)</td>
</tr>
<tr>
<td>Dress Shoes/Clarks/Sperrys</td>
<td>Polo</td>
</tr>
<tr>
<td>¼ Zip Pull Over</td>
<td>Sleeved Jump Suits</td>
</tr>
</tbody>
</table>

What Not to Wear

| Jeans (Black or Colored)   | Flip-Flops                  |
| Yoga Pants                | Sneakers                    |
| Leggings                  | Combat Boots                |
| Shorts                    | Gym Clothes                 |
| Tight or Revealing Clothes| Hats & Beanies              |
| Torn or Wrinkled Clothes  | Distracting Accessories     |
| Hooded Sweatshirts         | T-Shirts                    |
|                         | Spaghetti Straps            |

Where to Buy

One advantage of having a business casual dress code is that you're investing in a wardrobe that you are able to take with you into your professional life after college. Here are some store options from where to buy clothing:

$  
- Forever 21
- Gap
- H&M
- Kohl's
- Nordstrom Rack
- Old Navy
- Target
- TJ Maxx/Marshalls

$$
- American Eagle
- Bonobos (Men)
- Century 21
- Express
- Loft (Women)
- Men's Wearhouse (Men)
- Uniqlo
- Zara

$$$
- Ann Taylor (Women)
- Anthropologie (Women)
- Banana Republic
- Brooks Brothers
- Club Monaco (Women)
- J. Crew
- Jos A. Bank (Men)
- Madewell (Women)
Houses provide an opportunity for students to develop close friendships, join together to explore NYC, grow spiritually and intellectually, and have plenty of fun. Each House has an executive team of four members: President, Chamberlain, Helmsman, and Scholar.

Executive Team Positions

President
The House President is responsible for furthering the House strategic plan, achieving House goals and objectives, and developing the members of the executive team and the associates (other members from the house serving underneath the exec team) under their supervision.

Chamberlain
The Chamberlain promotes safe and healthy living environments, fosters a community of Honor and connectedness, and provides periodic on-call emergency assistance.

Helmsman
The Helmsman strives to strengthen the identity and unity of the House as a whole by integrating first-year members into the culture of the House and planning events.

Scholar
The House Scholar is responsible for supporting and resourcing their House members towards academic excellence.

House Crests and Mission Statements

Corrie Ten Boom
We, the house of Corrie ten Boom, are sisters sharing in adventure, pursuing truth, and thriving together.

Dietrich Bonhoeffer
Men of Bonhoeffer strive to persevere in righteousness, grow in integrity, live and die with conviction and serve with courage, steadfastly upholding a Christ-like community dedicated to these ideals.

Queen Elizabeth I
As Elizabethans, we aspire to be strong women of courage and discernment who are committed to following Christ’s lead together with dignity and grace.

Ronald Reagan
The House of Reagan equips and encourages members to be God fearing men of integrity who take calculated risks while persevering in pursuit of a significant life.

Margaret Thatcher
The House of Margaret Thatcher exists to be a faith-deepening, gift-illuminating sisterhood founded in courageous love.

Clara Barton
We the House of Clara Barton are committed to preparing women to lead with honesty, strength, humility, and courage.

C.S. Lewis
Called to excellence and contending for truth, the House of Lewis is a community of brothers in common pursuit of Christ’s lordship in all things.

Winston Churchill
The House of Winston Churchill is a band of brothers who strive to be virtuous statesmen dedicated to serving God and others.

Susan B. Anthony
We are authentic individuals kindling life through purposeful relationships.

Sojourner Truth
The House of Sojourner Truth strives to empower honorable Christian leaders who lead by emanating grace and truth. We are alive, solid and passionate.
Arts, Dance, and Performance
The Arts and Aesthetics Society
The Arts and Aesthetics Society focuses on creating and viewing good art. They encourage students to increase their creative output.
Contact: Mark Burger, mark.burger@tkc.edu

The King's Dancers
The King’s Dancers is a community of passionate artists who practice and appreciate the art of dance. We pursue creative growth, artistic development, and unity through dance classes and rehearsals in NYC.
Contact: Amy Diestler, amy.diestler@tkc.edu

King’s Image Films
King’s Image Films is dedicated to creating films of artistic and narrative excellence that glorify God.
Contact: Deryka Tso, deryka.tso@tkc.edu

The King's Players
The King’s Players seek to challenge and delight audiences by supporting and producing new and classic plays and musicals. The King’s Players create a safe haven for students to be innovative and receive training from professionals in all aspects of theater.
Contact: Isabelle McCauley, isabelle.mccauley@tkc.edu

Culture, Community, and Politics
City Engagement
City Engagement exists to encourage students to apply their education and Christian beliefs through practical outreach and service in New York City. City Engagement is an attitude, a lifestyle, a mission.
Contact: Sadie Elliott, sadie.elliott@tkc.edu

International Students Club
The International Students Club welcomes students from other countries and promotes cultural awareness in the student body. The club helps members work through homesickness, cultural shock, and challenges that come with living in another country.
Contact: Bulgan Purev, bulgan.purev@tkc.edu

The King’s College Republicans
Through its dedication to the conservative values of the GOP, TKCR seeks to engage students in Republican politics through involvement in local campaigns and events.
Contact: Andrew Carlile, collegerepublicans@tkc.edu

Paradosis Fellowship
The Paradosis Fellowship is a group of students coming together to discuss ideas about religion, particularly in the catholic and Greek orthodox spheres.
Contact: Campbell Sinnett, campbell.sinnett@tkc.edu

Refuge
Refuge exists to facilitate campus-wide worship gatherings for the King’s community every other Thursday in the City Room.
Contact: Grace Karls, grace.karls@tkc.edu

Young Americans for Freedom
The Young Americans for Freedom is focused on educating students about the values and ambitions of the Conservative movement.
Contact: Cynthia Ferraiolo, cynthia.ferraiolo@tkc.edu

Speaking, Writing, and Debate
Empire State Tribune
The Empire State Tribune is the official student-run newspaper of The King’s College. Whether covering city events or interviewing a student or faculty member, the EST strives to bring interesting stories and features to the King's community.
Contact: Michael Sheetz, michael.sheetz@tkc.edu

Empire State Television
Empire State Television (ESTv) is the sole video broadcast organization on campus. Their weekly episodes include college news, campus event’s coverage, interviews and popular segments.
Contact: Ivan Olivio, ivan.olivio@tkc.edu

The King’s Debate Society
King’s Debate Society exists to train students to advocate truth in the marketplace of ideas. KDS hosts intercollegiate debate competitions at King’s and competes in national and international tournaments.
Contact: Audrey Cooper, audrey.cooper@tkc.edu

Mock Trial
The King’s College Mock Trial exists to cultivate a love of law, oratory and acting, and train students to advocate for Christ on the world’s biggest stages. All interested in oratory rhetoric or acting are welcome.
Contact: Emily Grace Finnell, emilygrace.finnell@tkc.edu

The Troubadour
The Troubadour seeks to stimulate and support the artistic creativity of students, faculty and alumni of The King College by publishing anything that fits on a page, from poetry to photography.
Contact: Dean Graham, dean.graham@tkc.edu

Skills and Sports
TKC Programming and Computer Science Club
The TKC Programming and Computer Science Club exists to improve digital literacy regarding topics ranging from fundamental web design and HTML.
Contact: Cole Southern, cole.southern@tkc.edu

The Rugby Club
The Rugby Club is a group of students who are committed to making rugby apart of The King’s College culture. They compete in several tournaments throughout the spring semester.
Contact: William Bortins, william.bortins@tkc.edu

For information about starting new organizations, contact Christina Markakis, Director of Student Organizations, at council@tkc.edu.
Last year, 90 students participated in Athletics, about 17% of total enrollment. For more information about the athletics department, please contact the Athletic Director, Sean Horan at shoran@tkc.edu.

Information

The King’s College is a member of two national governing bodies (similar to the NCAA): The USCAA (United States College Athletics Association) and the NCCAA (National Christian College Athletics Association). All varsity sports compete in the Hudson Valley Intercollegiate Athletics Conference (HVIAC). This conference contains both USCAA and NCAA D3 schools. This includes Conference Championships in the HVIAC and National Championships in both the USCAA and NCCAA.

All athletes are eligible for All-American, Academic All-American and Player of the Week Awards with both the USCAA and NCCAA, as well as All-Conference, Scholar Athlete, Player of the Week and Rookie of the Week awards with the HVIAC. During the 2014-2015 academic year, our athletes took home more than 50 such awards.

Varsity Sports

Men

Soccer
The men’s soccer was composed of mostly freshman and sophomores. The team looks forward to growing as a program and making the playoffs next season.

Contact: David Foy, menssoccercoach@tkc.edu

Basketball
The men’s basketball team is going into its fifth year as a varsity sport. They play against teams in all five boroughs and surrounding states. One member of this past year’s team made it into the all-conference team while another member was named rookie of the year.

Contact: Damian Rosado, drosado@tkc.edu

Co-Ed

Cross Country
Cross Country continues to grow, and our athletes look forward to improving under their new coach Brandon Santulli, alumni of The King’s College.

Contact: Brandon Santulli, bsantulli@tkc.edu

Women

Soccer
The women’s soccer team has been a varsity sport for the last three years. For both the 2014 and 2015 seasons the team placed second in the Hudson Valley Intercollegiate Athletic Conference, losing against Albany Pharmacy. Overall the team ranked 9th of 45 teams in the United States College Athletic Association.

Contact: Tom Harman, womenssoccercoach@tkc.edu

Basketball
Our women’s basketball team continued to improve and looks forward to a strong returning core and some talented newcomers for the 2015-16 season.

Contact: Bill Mangarelli, womensbballcoach@tkc.edu

Volleyball
The team had a break out season in the Fall of 2014 as they qualified for the conference playoffs for the first time in the Hudson Valley Intercollegiate Athletic Conference. The team is looking forward to continued improvement in 2016.

Contact: Alex Rollis, volleyball@tkc.edu

Athletics New Student Orientation

Saturday, August 13
9:00 a.m. - 2:00 p.m. Athletics Move-In Day, Assigned Housing
5:00 p.m. - 6:00 p.m. Housing Policies, O’Keeffe Student Union
Athletes hear about Student Life at King’s.

6:30 p.m. - 8:00 p.m. Athletes Reception, O’Keeffe Student Union
New and returning athletes come together to share a meal.

Sunday, August 14
Athletes attend church with their teams.
1:00 p.m. - 3:30 p.m. Team Preparations, City Room (CR 516)
Individual teams rally together to get their gear, have their first team meetings, and take team pictures.

5:00 p.m. - 7:00 p.m. Team Outings, Respective Locations

Monday, August 15
Team training begins.
Student Financial Services

Student Financial Services exists to help students and parents through the financial aspects of a King’s education. Members of the Student Financial Services Team are available on Move-In Day from 11:00 a.m. to 5:30 p.m. Sign up for an appointment at your housing location.

Student Financial Services
Student Financial Services includes the Bursar’s Office (Student Billing) and the Office of Financial Aid. The Student Financial Services Team includes:
Anna Peters, Director of Financial Aid
Fanny Perez, Bursar
Tasha Azor, Financial Aid Associate
Contact: financialservices@tkc.edu, 646.237.8902 between 9:00 a.m. and 5:00 p.m., Monday through Friday.

FERPA (Federal Education Rights and Privacy Act)
Due to Department of Education FERPA regulations, we are limited in the information we may discuss with parents unless their students complete the "Authorization for Access to Student Records (FERPA Authorization)," under "Academics" on the Student Portal. This allows us to speak to approved parents or legal guardians regarding their students’ accounts.

Financial Aid
Once your students’ Financial Aid awards appear on their Student Portal they must accept the aid in order for it to go to their Student Account. If a federal loan or grant says "Pending," on your student’s ledger or statement, they have completed the necessary steps to receive the funds. If any aid seems to be missing, please check the "Document Tracking" section for missing items. Information regarding financial aid can be found here, and the steps to secure aid may also be found on the Billing Checklist.

Billing Statement
Students’ billing statements are mailed in June, along with several inserts explaining steps to take to ensure all charges and credits are properly reflected on that statement. Visit Student Billing to find the information on the inserts, including a Billing Checklist, information on Paying Your Bill, and explanations in Understanding Your Bill.

July 15, 2016 Payment Deadline
Your students may find their current balance on the Student Portal under "My Ledger." Be sure to have them click on the "Show Pending Financial Aid" button on the bottom of the page to show the balance, including secured financial aid.
All payments are due by Friday, July 15, 2016. After this date, late fees are applied to student accounts. If the balance on the Student Portal, "My Ledger" tab is a $0.00 or shows a credit balance, you have completed all payment steps for the deadline.

Payments Options
A list of payment options can be found here. Families often use a combination of the various options to complete their payments. You may make a payment or set up a payment plan securely through Tuition Management Systems via EFT or credit card here. Please visit Student Billing for more details. If you choose to send checks or money orders, please be sure to include the student’s full name and student ID on the front, and mail payments to:
The King’s College
Attn: Student Billing
56 Broadway
New York, NY 10004

Quick Links
Student Billing: https://www.tkc.edu/student-billing/
Billing Checklist: https://www.tkc.edu/student-billing/billing-checklist
Payment Options: https://www.tkc.edu/student-billing/paying-your-bill
Financial Aid: https://www.tkc.edu/financial-aid
Student Portal: https://students.tkc.edu/login.asp
FERPA: https://www.tkc.edu/about-kings/ferpa/
Make an Electronic Payment: https://tkc.afford.com/
FAQ’S

For questions not referenced on this page, please contact Student Services at 212-659-7200 or studentservices@tkc.edu

Student Services
NSO, Event Advertising, Space Reservations, General Inquiries

Contact: 212-659-7200, studentservices@tkc.edu

What is the King’s Weekly?
King’s Weekly is the College’s main platform for campus news, announcements, updates to College policies, and College-sponsored events. We send it to your King’s email on Mondays when school is in session.

Can my parents or siblings attend NSO?
Yes! Parents and siblings are invited to attend New Student Orientation on Saturday, August 20 and Sunday, August 21. Siblings may attend parent programs. All guests must register for NSO here.

Where should my parents stay during Move-In and NSO?
We recommend staying at the Holiday Inn (located at 99 Washington Street) by booking here with a special discount. Additional lodging options are available on this page.

Housing
Guest Policy, Key Replacement, Apartment Maintenance

Contact: 646-237-8916, housing@tkc.edu

When can I move into housing?
Between 9:00 a.m. and 3:00 p.m. on Saturday, August 20, 2016.

Do you have tips for safety in NYC?
Absolutely! During NSO and mandatory Housing Community Meetings, you will learn about safety in the city.

Athletics
Varsity Sports, Intramurals

Contact: 646-237-8916, shoran@tkc.edu

Where can I find the game schedule to attend sporting events?
All athletic events are posted at tkc.edu/calendar.

Student Development
Spiritual Life, Counseling, House system, Honor Infractions

Contact: 212-659-7200, studentservices@tkc.edu

What is the King’s Liturgy?
It outlines the rhythms we celebrate with the Church at large.

What is the Student Handbook?
The Student Handbook is your reference point for daily life at King’s. It includes everything from House elections to housing policies.

How do I find a church in NYC?
We encourage students to get involved with a local church. Faithstreet.com is a great tool for finding a church in the City.

Where can I find events happening on campus?
All events throughout the year are on the Online Calendar. The Comprehensive Calendar has an overview of all institutional events and the academic calendar.

Information Technology
King’s Email, Student Portal, Internet Connection, Printing

Contact: 646-237-8920, helpdesk@tkc.edu

What is the Student Portal?
It is your primary gateway for forms, information, and classes before and after you arrive on campus: students.tkc.edu.

Registrar
Schedules, Transcripts, Disabilities, Immunizations

Contact: 212-659-7216, registrarstaff@tkc.edu

Can I change my course schedule?
Use the Drop/Add form in the Student Portal under "Academics/Academic forms." Complete and submit. You receive an email once it is processed or a reason why it cannot be processed.

When do I get my course book list?
Check the Student Portal under "Course Information," online bookseller, or the syllabus faculty hand out on the first day of class.

When do I take my assessment exam?
The Registrar will contact you when it is time to take your exam(s) in the Student Portal.

How do I know which of my AP or college credits transfer?
Once official scores (AP exams) or college transcripts are received, an evaluation of transfer eligibility is completed. You will be notified via email of any transfer credits awarded.

What is a hold on my account?
A hold will refrain you from registering from classes and is put on your student account when you miss a particular deadline.

Student Financial Services
Billing, Tuition, Payment Plans, Financial Aid

Contact: 646-237-8902, financialservices@tkc.edu

How do I pay my bill or set up a payment plan?
All information about paying your bill can be found by visiting tkc.edu/student-billing/payingyourbill.