KGI Student Affairs Resources

To instantly reach the Division of Student Affairs, Monday–Friday from 8 a.m.–5 p.m. PST, please join the kgistudentaffairs.slack.com Student Affairs Workspace. Please create an account with your KGI email. Once you sign in, you will have live access to a Student Affairs (Career Services, Academic Support Services and Student and Campus Life) team member. If you have a question for a specific department, please use the appropriate hashtag (channel). For example, #careerservices #academicsupportservices #studentandcampuslife.

Career Services

- **Handshake**: Continue to access Career Services for appointments, virtual event registration, resume drops, and job board using Handshake.
- **Interview Stream**: Continue to access Interview Stream for any mock interview prep; students can email anyone on the Career Services team for review and critique.
- **Sakai**: Students can continue to upload all internship paperwork into their 2021 dropbox.
- **Career Services**: Continue to send emails to Career Services when students secure internships and jobs with the following information:
  - Company name
  - Position or internship title
  - Offer accepted?
- **Zoom**: Career Services will send a Zoom link to any student who would like a virtual face to face meeting.

Academic Support Services

- Tutoring appointments can be virtual sessions. Appointments are available at kgi.edu/tutors or by emailing the tutor to set up a conference call.
- Personalized action plans and 1:1 meetings with students or teams will be conducted via Zoom:
  - Students can schedule a virtual meeting by emailing veronica_clairmont@kgi.edu or use the appointment system.
- Online resources are posted on the website:
  - Note-taking Strategies
  - Time Management and Test Preparation
- Academic Success Seminars will be conducted through Zoom:
  - Communication and Conflict Management within Teams and Projects | March 26, 12 p.m. Zoom link.
  - Exams and the Upside of Stress | April 14, 12 p.m. Zoom link.
Disability Services

• Accommodation intake appointments can be completed via Zoom. To make an appointment, please email Disability Coordinator Andrea Mozqueda.

• All Spring 2020 Letters of Accommodation are still valid for online courses.

• If students have questions regarding their accommodations, please email Disability Coordinator Andrea Mozqueda.

• The Student Disability Resource Center will be closed. No students will have 24/7 card access to enter the Student Disability Resource Center.

• Additional information: KGI Disability Services.

Student and Campus Life

• Students should continue to email questions/concerns to Student Affairs or use Slack (see below).

• Domestic Student Health Insurance: If domestic students have United Health Care (UHC) coverage and would like to contact Customer Service, please call at 1-800-767-0700 or email customerservices@uhcsr.com. Please note UHC will provide free testing for the Coronavirus.

• International Student Health Insurance: If international students have Partnering in Global Health (PGH) coverage and would like to contact Customer Service, please call 1-888-251-6253 or email customerservices@pghstudent.com. Please note PGH will provide free testing for the Coronavirus.

• Reimbursement Requests can be sent via email.

• Deadline to submit your reimbursement requests for the 2019-2020 academic year is Friday, May 1, 2020. Requests sent after this date will not be processed.

• In alignment with KGI's COVID-19 safety protocol, students should not be organizing on- or off-campus events. Zoom or phone meetings are strongly encouraged.

• Please note: purchases made after March 13, 2020 will not be approved. Subsequently, reimbursement requests for purchases made after this date will not be processed.

• Flyers and Newsletter Requests/Announcements

• Fundraisers: Students should collect funds through the Event Calendar only for fundraisers. No cash handling transactions at this time.

• Student Government meetings will be conducted via Zoom. For any questions regarding Student Government, please email Student Government.

• Wellness Wednesdays will continue at 12 p.m. PST via Zoom with breathwork meditation and energy healing. Click the Zoom link to join.

The Claremont Colleges Services

Open (subject to change)

• Library

• Student Health Center

• Mounsour Counseling

• Empower Center