

4415 Warwick Blvd.  
Kansas City, MO 64111

KANSAS CITY ART INSTITUTE

STUDENT SERVICES



[kcai.edu](http://kcai.edu)

@KCArtInstitute

2019-20





**Scott Seitz**  
816 - 802 - 3444 | [sseitz@kcai.edu](mailto:sseitz@kcai.edu)

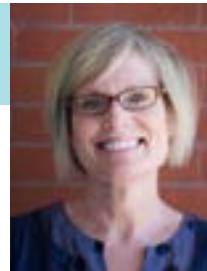
**REGISTRAR'S OFFICE**  
Vanderslice Hall, 3rd Floor

For students who need

- Assistance with registration

For faculty and staff who need

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



**Nancy Eastman**  
816 - 802 - 3466 | [neastman@kcai.edu](mailto:neastman@kcai.edu)

**REGISTRAR**  
Vanderslice Hall, 1st Floor

For students who need

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

For faculty and staff who need

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



**Erik Hulse**      **DIRECTOR OF CAMPUS SECURITY**  
816 - 802 - 3399 | [ehulse@kcai.edu](mailto:ehulse@kcai.edu)      Vanderslice Hall, 3rd Floor

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

For anyone who needs:

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



**Andrea Anderson**  
Supervisor



**Chris Jensen**  
Supervisor



**Malisha Meador**  
816 - 802 - 3569 | [mmeador@kcai.edu](mailto:mmeador@kcai.edu)

**REGISTRAR'S OFFICE**  
Vanderslice Hall, 1st Floor

For students who need:

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



**Angela Stevenson**      **BUSINESS OFFICE**  
816 - 802 - 3467 | [astevenson@kcai.edu](mailto:astevenson@kcai.edu)      Vanderslice Hall, 2nd floor

For students who need

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



**Jessica Castaneda**

816 - 802 - 3440 | [jcastaneda@kcai.edu](mailto:jcastaneda@kcai.edu)

**DISABILITY & ACADEMIC SUPPORT SERVICES**

Jannes Library, 3rd floor

For students who need

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

\* The student's primary advisor is determined by the studio major or minor if pursuing a major in art history or creative writing.

For faculty and staff who need

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



**Joe Timson**

816 - 802 - 3419 | [jtimson@kcai.edu](mailto:jtimson@kcai.edu)

**ASSISTANT DEAN OF STUDENTS**

Mineral Hall, 1st Floor

For students who need

- Assistance with academic and personal issues, as well as emergency and crisis situations
- Assistance with reporting, adjudicating and resolving alleged violations of the KCAI Student Code of Conduct, Sexual Misconduct, Discrimination and Harassment, Academic Honesty, and other campus policies
- Information about new student orientation programs
- Information about student meal plans

For faculty and staff who need

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



**Patricia Graham**

816 - 802 - 3507 | [pgraham@kcai.edu](mailto:pgraham@kcai.edu)

**ACADEMIC SUPPORT**

Jannes Library, 3rd floor

For students who need

- Assistance with writing, studying and time management
- Primary advisor and academic support contact for Graphic Design, Painting, Printmaking, Art History, Creative Writing\*

\* The student's primary advisor is determined by the studio major or minor if pursuing a major in art history or creative writing.



**Gina Golba**

816 - 802 - 3397 | [ggolba@kcai.edu](mailto:ggolba@kcai.edu)

**DEAN OF STUDENT AFFAIRS**

Mineral Hall, 1st floor

For students who need

- Assistance with academic and personal issues, as well as emergency and crisis situations
- To schedule an appointment for personal counseling (visit <https://mykcai.kcai.edu>, log in, and click on Student Resources)
- Information about the KCAI transportation program
- Information about annual Commencement and Family Weekend events

For faculty and staff who need

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



**Dexter Earney**

816 - 802 - 3358 | [dearney@kcai.edu](mailto:dearney@kcai.edu)

**ASSISTANT DIRECTOR FOR HOUSING AND STUDENT ACTIVITIES**

Living Center, 1st Floor

For students who need

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

FINANCIAL AID



**Lori Baer** DIRECTOR OF FINANCIAL AID  
816 - 802 - 3558 | lbaer@kcai.edu Vanderslice Hall, 3rd floor

For students who need

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



**Lynda Bjorklun** FINANCIAL AID  
816 - 802 - 3452 | lbjorklun@kcai.edu Vanderslice Hall, 3rd floor

For students who need

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



**Candice MuoKimeu** FINANCIAL AID  
816 - 802 - 3337 | cmuokimeu@kcai.edu Vanderslice Hall, 3rd floor

For students who need

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

ACADEMIC ADVISING & CAREER SERVICES



**Amanda Hajdu** DIRECTOR OF STUDENT SUPPORT  
816 - 802 - 3379 | ahajdu@kcai.edu Mineral Hall, 1st floor

For students who need

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



**Ari Fish** ACADEMIC SUPPORT AND CAREER SERVICES  
816 - 802 - 3384 | afish@kcai.edu Mineral Hall, 1st floor

For students who need

- Primary academic advisor and academic support contact for Ceramics, Fiber, Sculpture\*
  - Career advisor for all students
  - Information about off campus employment opportunities
  - Career-related programs and workshops
  - Assistance with transfer credit hours
  - Assistance with policies and procedures regarding academic requirements
- \* The student's primary advisor is determined by the studio major or minor if pursuing a major in art history or creative writing.