

## Contact Information for Assistance in Obtaining Institutional or Financial Aid Information

Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under the Family Education Rights and Privacy Act of 1974 (FERPA) and Consumer Information under HEA Sec. 485(a)(1), Sec. 485(f), Sec. 485(g), [Sec. 485(h)] and Sec.485(j).

### Family Education Rights and Privacy Act (FERPA)

Students wishing to inspect and review their education records should submit a written request to the [Registrar's office](#), Mailbox 41, identifying the pertinent record(s). Students wishing to amend a record should write the college official responsible for the record and clearly identify the part of the record the student wants changed and specify why it should be changed. All other credit student requests should be directed to the [Dean of Student Services and Success](#), located in Student Center 325, call 913-469-8500 ext. 3806. FERPA requests for Continuing Education courses should be directed to [Director of Continuing Education Operations](#) at 913-469-7651.

### JCCC Compliance Officer/Coordinator for OCR, Title IX, ADA and Nondiscrimination

For information, questions or concerns connected to issues related to Office of Civil Rights (OCR), Title IX, American Disabilities Act (ADA, section 504) and the college's [nondiscrimination policy](#), contact the Title IX Coordinator/Dean of Student Services and Success, located in Student Center 325, call 913-469-8500 ext. 3806, Title IX Coordinator/Director of Human Resources, located in GEB 275 ext. 7612, Deputy Title IX Coordinator/Assistant Dean, Student Life, located in COM 100 ext. 3409, or Deputy Title IX Coordinator/Manager, Employee Relations located in GEB 275 ext. 7610.

### Health and Safety (Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act)

All inquiries for information, assistance or questions related to campus security and policies should contact: the JCCC Police Department, Carlsen Center 115, or by calling 913-469-8500 ext. 4111 for emergencies and ext. 4112 for non-emergencies. All current and prospective employees may also obtain a copy of the [Annual Security Report](#) from the JCCC Police Department.

### General Institutional Information and Voter Information

All inquiries to assist enrolled or prospective students in obtaining **institutional information** should contact: Student Success Center at 913-469-3803, email your query to [success@jccc.edu](mailto:success@jccc.edu), or visit the 2nd floor of the Student Center. Voter registration forms are available at the Student Activities Desk, on the 1st floor of the Student Center.

### Student Financial Assistance

All inquiries to assist enrolled or prospective students in obtaining **financial aid assistance** information should contact: The Financial Aid office at 913-469-3840, email your query to [finaid@jccc.edu](mailto:finaid@jccc.edu), or visit the 2nd floor of the Student Center.

### Intercollegiate Athletic Program

All inquiries for information, assistance or questions related to the JCCC athletic program should contact: the [Athletic Director](#), call 913-469-8500 ext. 2499, mail your inquiry to Athletics at the college address below, or visit GYM 118.

### Student Right to Know

All inquiries for information, assistance or questions related to graduation rates, completion rates, retention rates and additional institutional statistical data should contact the [Institutional Effectiveness, Planning and Research Department](#) or visit GEB 261.

### All Other Information:

Those persons wishing to review documents for JCCC's Accreditation, Licensure and Approvals, Federal Agreements and Certifications, or any additional college information, and those having any concerns or wishing to file a complaint, should contact: [Paul Kyle](#), Title IX Coordinator/Dean of Student Services and Success, at 913-469-8500 x3806, email your query to [pkyle@jccc.edu](mailto:pkyle@jccc.edu), or visit Student Center 325.

### Student Services Hours

Monday through Thursday from 8:00 am – 6:00 pm  
Closed Thursdays (except phones) from 8:00 am – 10:00 am  
Friday 8:00 am – 5:00 pm

**Mailing address for all offices listed above:** Johnson County Community College,  
12345 College Blvd., Overland Park, Kansas 66210