

**Student Developmental Services
Buildings 119, 111, 106 and 118**

Key student developmental services personnel are identified by their areas of responsibility. Please refer to the appropriate Department "Who to Call List" for the points of contact for specific information.

Student Developmental Services includes Admissions, Registration, Financial Aid/VA, Testing Services, eArmyU/GoArmyEd/Distance Learning Records, eArmyU/GoArmyEd Student Services and Distance Learning Counseling/Online Mentoring, Student Services, International Student Services, Career Center, Skills Center Counseling, Guidance and Counseling, and Student Support Services.

Many of the answers to your Student Developmental Services questions can be found on the CTC website at www.ctcd.edu. When you have questions for which you can't find an answer, please contact the appropriate employee on the departmental lists.

**Overall Student Developmental Services
Buildings 111 and 119**

| Student Developmental Services Departments and Areas of Responsibility | Points of Contact | Phone Numbers/Email Addresses | Building/Room Number |
|---|--|--|-----------------------------|
| Overall responsibility for the student developmental services | Johnelle Welsh, Dean, Student Developmental Services | (254) 526-1298 johnelle.welsh@ctcd.edu | 119/214 |
| Guidance and Counseling for Central Campus, Skill Center, and Local/Service Area Online Students, Student Support Services, International Student Services, and Career Center | David McClure, Associate Dean, Guidance and Counseling | (254) 526-1452 david.mcclure@ctcd.edu | 119/129 |
| Admissions/Recruitment | Dottie Kyle, Director of Admissions and Recruitment/DL Records | (254) 526-1934 Dottie.kyle@ctcd.edu | 119/109A |
| Central Records and Registration, Student Records, Outgoing Transcripts, C&I Records and Registration, DL Records and Registration for eArmyU/GoArmyEd and C&I Students, WebAdvisor and Telephone Registration, Colleague Student System Training, Course Schedules, State Reports, IPEDS, National Clearinghouse Report, and Institutional Reporting | Lillian Kroeger, Systems Registrar | (254) 526-1114 Lillian.kroeger@ctcd.edu | 119/211 |

| Overall Student Developmental Services, Continued | | | |
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| Testing Services to include ASSET, GED, THEA, ACT, ASE, and other nationally recognized exams, Skill Center Module and Online Testing, Test Proctor Approval | George Erskine, Director of Testing Services | (254) 526-1168 george.erskine@ctcd.edu | 111/235 |
| Student Financial Aid, Veterans Administration Benefits, Scholarships, and Concurrent Admissions for Army Enlistees (ConAP) | Annabelle Smith, Director of Offices of Student Financial Aid | (254) 526-1205 Annabelle.smith@ctcd.edu | 111/216A |
| Student Services to include SOC agreements, civilian work experience/eArmyU/GoArmyEd/military retirees' student evaluations, incoming transcripts, C&I Campus student evaluations, and graduation. | Denise Hazlett, Director of Evaluations | (254) 526-1394 denise.hazlett@ctcd.edu | 119/226 |
| Student Support Center •Student Information Services •General Student Advisement Assistance •Student/Faculty/Staff ID Cards | Carrie Ringer, Coordinator, Student Support Center | (254) 526-1476 Carrie.Ringer@ctcd.edu | 119/Main Lobby |
| Distance Learning/eArmyU/GoArmyEd Counseling •GoArmyEd enrollment rejection notifications •Online mentors | Kevin Ceryes, Distance Learning Counselor/Administrator | (254) 526-1181 Kevin.Ceryes@ctcd.edu or counselor.distanceed@ctcd.edu | 119/218A |
| Student Services Support •C&I Staff/Students (non GoArmyEd) •Institutional reports •Colleague Query Building | Vacant, Coordinator, Student Developmental Services | (254) 526-1232 | 119/216A |
| Quality Control/ check of GoArmy Ed Residency Rejections •Site enrollment rejections liaison •GoArmyEd course enrollment management | Marcie Islas, Coordinator, GoArmyEd Student Support Services | (254) 526-1708 Marcie.Islas@ctcd.edu Enroll-rejection.ctam@ctcd.edu | 119/216B |

**Dean of Student Developmental Services
Buildings 119 and 111**

Many of the answers to your Student Developmental Services questions can be found on the CTC website at www.ctcd.edu. When you have questions for which you can't find an answer, please contact the appropriate employee on the departmental list. You may also call the main Student Services number at (254) 526-1298.

| Student Services Dean's Office and Areas of Responsibility | Points of Contact | Phone Numbers/Email Addresses | Building/Room Number |
|--|---|--|-----------------------------|
| <ul style="list-style-type: none"> • Overall student developmental services with specific duties as follows: • Supervises Associate Dean of Guidance and Counseling, Systems Registrar, Director of Admissions/Recruitment, Director of Evaluations, Director of Testing Services, Director of Offices of Student Financial Aid, Coordinator of Student Developmental Services, and DL Counselor/Administrator, Coordinator of Student Support Center and Coordinator of GoArmyEd Student Services • Coordinates Annual Graduation Ceremony • Revisions to front sections of College Catalogs and Schedule Bulletins; ICEP Manual • eArmyU/GoArmyEd, NCPACE, Navy Ratings, and Navy Distance Partnership Degree Maps and Roadmaps and Army Career Degrees • Institutional Liaison to Servicemembers Opportunity College • Articulation Agreements • Systems Student Services POC for C&I Campuses • Student Overload Requests (shared with Academic Dean and Associate Dean) • Systems Student Services Contracting-Related Issues • Institutional Reports and Statistical Data • API Diploma Plans and Graduation | <p>Johnelle Welsh, Dean, Student Developmental Services</p> | <p>(254) 526-1298 johnelle.welsh@ctcd.edu</p> | <p>119/214</p> |

Dean of Student Developmental Services, Continued

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|---|--|--|-----------------|
| <ul style="list-style-type: none"> • General Student Services Assistance • Academic Fresh Start • Tracking of Student-Services Related Budget and Human Resource documents such as personnel requisitions and personnel status forms • Provides assistance to students with student services-related concerns • General student services information • Student Identification Cards • Updates and maintains degree plans for counseling staff • Back-up for faculty and student WebAdvisor access problems • Assists in Central Campus and DL Registration as needed • Building 119 Coordinator • Office manager for student services staff • QEP Specialist for Student Services • POC for Graduation Facility Reservations (Central Campus annual graduation) • Faculty/Staff Central Campus annual graduation ceremony questions | <p>Karen Dewees, Assistant to the Dean</p> | <p>(254) 526-1298 Karen.Dewees@ctcd.edu or student.services@ctcd.edu</p> | <p>119/214</p> |
| <ul style="list-style-type: none"> • Student Developmental Services Assistance for C&I locations • Prepares Daily Registration Reports for Texas and DL Campuses • Prepares institutional reports and statistical data • Assists with placement score and testing information for English, mathematics, and reading intensive courses for C&I locations • Query Builder and Pivot Link Reporting Assistance for Student System modules • Adds/updates Datatel Colleague CORE Module codes • Assists with degree maps and roadmaps | <p>Open, Coordinator of Student Developmental Services</p> | <p>(254) 526-1232</p> | <p>119/216A</p> |

Dean of Student Developmental Services, Continued

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|---|--|---|-----------------------------------|
| <ul style="list-style-type: none"> • API High School Program • Diploma plan information for high school students • API transcripts • API diplomas | <p>Charese Cruz, API Clerk II</p> <p>Karen Dewees, Assistant to the Dean (Secondary POC)</p> | <p>(254) 526-1392 Charese.Cruz@ctcd.edu api.studentservices@ctcd.edu</p> <p>(254) 526-1298 Karen.Dewees@ctcd.edu</p> | <p>119/214</p> |
| <ul style="list-style-type: none"> • Degree maps for GoArmyEd/eArmyU • Roadmaps for Navy • Degree Plans for Texas, C&I, Online and Navy • Degree audit Maintenance • Provides Student Services back-up office support as needed | <p>Vacant, Office Specialist II</p> | <p>(254) 526-1411 Student.services2@ctcd.edu</p> | <p>119/214</p> |
| <ul style="list-style-type: none"> • Student Support Center: Student Information Services • General Student Advisement Assistance • Student/Faculty/Staff ID cards (located w/ campus police) | <p>Carrie Ringer, Coordinator of Student Support Center</p> | <p>(254) 526-1476 Carrie.Ringer@ctcd.edu</p> | <p>119/Main Lobby Workstation</p> |
| <ul style="list-style-type: none"> • Quality Control Check of Enrollment residency rejections • GoArmyEd Student-Site Liaison for Enrollment rejections • GoArmyEd course enrollment management | <p>Marcie Islas, Coordinator of GoArmyEd Student Services</p> | <p>(254) 526-1708 Marcie.Islas@ctcd.edu Enroll-rejection.ctam@ctcd.edu</p> | <p>119/216B</p> |
| <p>Application Information Specialist</p> <ul style="list-style-type: none"> • Registration Data Entry Issues (site and staff problems) • Colleague Training on Admissions and Registration • Colleague Security Logon Access and Questions • Maintain and Update Colleague Training Manuals | <p>Vacant, Application Information Specialist</p> | <p>(254) 526-1643</p> | <p>119/123</p> |

**Student Services/eArmyU/GoArmyEd Evaluations
Incoming Transcripts, Transfer Course Articulations, SOCAD/SOCNAV/SOCMAR/Civilian/eArmyU/GoArmyEd Evaluations, and
Counseling, and Graduation
Building 119**

Many of the answers to your Student Services/eArmyU/GoArmyEd questions can be found on the CTC website at www.ctcd.edu. When you have questions for which you can't find an answer, please contact the appropriate employee on the departmental list. You may also call the main student services number at (254) 526-1298.

| Student Services/eArmyU/GoArmyEd Evaluations and Areas of Responsibility | Points of Contact | Phone Numbers/Email Addresses | Building/Room Number |
|--|---|--|-----------------------------|
| <p>Student Services Overall responsibility for student services-related functions:</p> <ul style="list-style-type: none"> • Supervises Coordinators of Military Support Services, Graduation, eArmyU/GoArmyEd Evaluations, Transfer Evaluations; eArmyU/GoArmyEd Evaluators; and C&I Evaluator • Contact for Servicemembers Opportunity Colleges Student Agreement questions • Primary POC for eArmyU/GoArmyEd Student Agreement contract compliance • Assists ACES counselors with student agreement and degree completion questions • Assists students with student agreement questions as needed • Provides student evaluation and degree assistance to CTC C&I personnel • Technical assistance for Colleague Academic Program Changes | Denise Hazlett, Director of Evaluations | (254) 526-1394 denise.hazlett@ctcd.edu | 119/226 |

Student Services/eArmyU/GoArmyEd Evaluations, CONTINUED

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|---|---|---|---|
| <p>Transfer Articulations and Civilian/Prior Military/Military Retirees Evaluation Requests</p> <ul style="list-style-type: none"> • Articulates transfer courses • Processes civilian work experience evaluations for Texas Campus students • Processes official evaluations for military retirees and former military attending Texas Campuses • Maintains Colleague’s Degree Audit and trains CTC personnel on use • Maintains educational institutions in Datatel’s Colleague • Supervises incoming transcript personnel | <p>Pamela Insantas, Coordinator of Transfer Evaluations</p> | <p>(254) 526-1622 Pamela.Insantas@ctcd.edu</p> | <p>119/225</p> |
| <p>Incoming Transcripts</p> <ul style="list-style-type: none"> • Logs in and tracks incoming transcripts • POC to determine if transcripts from other colleges and universities received | <p>Nelyda Romero Clerk II</p> | <p>(254) 526-1984 incoming.transcripts@ctcd.edu</p> | <p>119/225</p> |
| <p>CTC C&I Student Requests for Evaluation of Military Education and Experience (SOC Agreements)</p> <ul style="list-style-type: none"> • Questions related to SOC Agreements completed for Pacific Far East, Europe, and Continental Campus students. • General questions on how to apply for an official SOC agreement and status of evaluation request. | <p>Jenny Leafa, Coordinator of Military Support Services (Primary POC)</p> <p>Evaluator/Advisor (Secondary POC—contact if Jenny or Raquel are not available)</p> <p>Raquel Rivera, Office Specialist II</p> | <p>(254) 526-1374 jennise.leafa@ctcd.edu Socevaluation.advisor@ctcd.edu</p> <p>(254) 526-1477 Socevaluation.advisor@ctcd.edu</p> <p>(254) 526-1317 Socevaluation.advisor@ctcd.edu</p> | <p>119/217</p> <p>119/212B</p> <p>119/217</p> |

**Distance Learning Student Services/eArmyU/GoArmyEd Counseling
Building 119**

DL Student Services provides support to non-local area distance learners, eArmyU students, and GoArmyEd students outside the college service area and around the world. For information regarding Central Campus, Fort Hood, and Service Area online students, contact the appropriate campus records/guidance counseling offices. Many of the answers to your DL Student Services questions can be found on the CTC website at www.ctcd.edu. You may also call the main DL Online Mentoring number at (254) 526-1296 or (800) 792-3348, ext. 1296. When you have questions for which you can't find an answer, please contact the appropriate employee on the departmental list.

| Distance Learning Student Services/eArmyU Counseling and Areas of Responsibility | Points of Contact | Phone Numbers/Email Addresses | Building/Room Number |
|---|---|--|---|
| <p>Online Mentors</p> <ul style="list-style-type: none"> • Request for DL Information • Course is not appearing on Blackboard • Online Instructor issues • Registration for non-local students • General Academic Advisement • Collects documentation and advises DL students on Admissions/THEA/Tuition Rates and Registration • Accepts tuition assistance forms from non-local active duty military students • Textbook and instructional material concerns for DL students • Assist DL students with withdrawals • Invoice Requests for MBS Book Deliveries for DL Students • Provides general GoArmyEd student enrollment information • Prepares GoArmyEd enrollment rejection emails | <p>Online Mentors include:</p> <ul style="list-style-type: none"> • Paula Hawk • Catrice Glasgow • Tamiko Kinnebrew • Seung-Hee Pastella • Amanda Welch | <p>(254) 526-1296 (800) 792-3348, ext. 1296 Online.Mentors@ctcd.edu</p> | <p>Bldg 119/Rm 218 Supports DL students outside Central Campus/Service Area (no walk-ins) and general information for GoArmyEd students outside local area</p> |

| Distance Learning Student Services/eArmyU Counseling, CONTINUED | | | |
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| DL Counselor/Administrator <ul style="list-style-type: none"> • Supervises Online Mentors, eArmyU Counselor and GoArmyEd Counselor • Degree Plans for Distant Learners • Academic Probation/Suspension DL Students • DL Student Concerns • Academic Advisement | Kevin Ceryes, Distance Learning Counselor/Mentor Administrator | (254) 526-1181 Counselor.DistanceEd@ctcd.edu | 119/218A Supports DL students outside Central Campus/Service Area (no walk-ins) |
| eArmyU/GoArmyEd Student Counseling <ul style="list-style-type: none"> • Prerequisite checking for eArmyU/GoArmyEd • At-Risk Tier Reports for eArmyU/GoArmyEd • Probation/Suspension for eArmyU/GoArmyEd students • Degree/Certificate Program assistance for eArmyU/GoArmyEd Students • Rejection enrollment notifications to eArmyU/GoArmyEd students | Tesha Brazelton, eArmyU Counselor (Primary POC) Eva Hutchens, GoArmyEd Counselor | (254) 526-1649 earmyu.counselor@ctcd.edu (254) 526-1458 Goarmyed.counselor@ctcd.edu | 119/219 |

**Financial Aid/VA Services
Building 111**

Many of the answers to your Financial Aid/VA questions can be found on the CTC website at www.ctcd.edu. When you have questions for which you can't find an answer, please contact the appropriate employee on the departmental list. You may also call the main Financial Aid Office number at 526-1559.

| Financial Aid/VA Offices and Areas of Responsibility | Points of Contact | Phone Numbers/Email Addresses | Building/Room Number |
|---|---|--|-----------------------------|
| Student Financial Aid <ul style="list-style-type: none"> Free Application for Federal Student Aid (FAFSA) filing – Texas Students Over Award Calculations Expected Family Contributions (EFC) Adjustments PELL Grants Award Letters <ul style="list-style-type: none"> Financial Aid Processing | Norma Cruz, Financial Aid Specialist | (254) 526-1519 norma.cruz@ctcd.edu | 111/121 |
| | Jasmil Greenthaner, Financial Aid Specialist | (254) 526-1178 Jasmil.Greenthaner@ctcd.edu | 111/121 |
| | Monica Baca, Financial Aid Specialist | (254) 526-1179 monica.baca@ctcd.edu | 111/121 |
| | Kathy Engrav, Financial Aid Specialist | (254) 526-1509 Kathy.engrav@ctcd.edu | 111/122 |
| | Laurie Sackett, Financial Aid Clerk | (254) 526-1666 Laurie.Sackett@ctcd.edu | 111/121 |
| | Pearl Creviston, Assistant Director, Financial Aid/VA | (254) 526-1833 pearl.creviston@ctcd.edu | 111/124 |
| <ul style="list-style-type: none"> Student Loans Loan Workshops | Ralph Tolbert, Loan Officer | (254) 526-1552 Ralph.tolbert@ctcd.edu | 111/128 |
| <ul style="list-style-type: none"> Datatel – Department of Education Rule Writing | Felicia Robinson, Financial Aid Coordinator | (254) 526-1518 | 111/127 |
| <ul style="list-style-type: none"> Datatel Processor | Stan Benoit | (254) 526-1518 Stan.benoit@ctcd.edu | 111/126 |
| <ul style="list-style-type: none"> Financial Aid Applications | Angela Sanford, Financial Aid Specialist | (254) 526-1268 angela.sanford@ctcd.edu | 111/122 |

| Financial Aid/VA Services, CONTINUED | | | |
|---|---|--|----------|
| <ul style="list-style-type: none"> • Federal Student Aid Programs • Additional Aid Programs • Texas Aid Programs • Compliance Programs • Financial Aid Workshops • Hazelwood • Aid Exemption • Consortiums with other colleges • Scholarships • Fiscal Operations Report and Application to Participate (FISAP) • VA Catalog Approval • Veteran Educational Benefit • ConAp Applications & Primary POC • FA/VA Training Programs • Coordinate Work Study Program | Annabelle L. Smith, Director, Offices of Student FA/VA | (254) 526-1205 Annabelle.Smith@ctcd.edu | 111/216A |
| | Kristie Everett, Office Assistant | (254) 526-1559 Kristie.Everett@ctcd.edu | 111/214 |
| | Vacant, VA Coordinator | (254) 526-1666 Kevin.Ceryes@ctcd.edu | |
| Veterans Administration Educational Benefits <ul style="list-style-type: none"> • VA Texas Students • VA Distance Learning Students | Misty Carr, VA Technician | (254) 526-1110 Misty.Carr@ctcd.edu | 111/220 |
| <ul style="list-style-type: none"> • VA Vocational Rehabilitation Students • VA Benefits – Pacific Far East and Europe Students | Lisa Singleton, VA Specialist | (254) 526-1202 Lisa.Singleton@ctcd.edu | 111/218 |

**Admissions and Recruitment (Central Campus)
Who to Call List
Building 119**

Many of the answers to your Admissions/Recruitment questions can be found on the CTC website at www.ctcd.edu. When you have questions for which you can't find an answer, please contact the appropriate employee on the departmental list. You may also call the main Admissions Office at (254) 526-1753 or Recruitment at (254) 526-1409.

| Admissions and Recruitment Department and Areas of Responsibility | Points of Contact | Phone Numbers/Email Addresses | Building/Room Number |
|--|---|--|-----------------------------|
| Overall Responsibility | Dottie Kyle, Director of Admissions/Recruitment and DL Records | (254) 526-1934 Dottie.kyle@ctcd.edu | 119/109A |
| General Questions <ul style="list-style-type: none"> • General admissions requirements • How to apply for admission | Tina Wilson, Clerk III | (254) 526-1696 Tina.Wilson@ctcd.edu | 119/108 |
| Applications <ul style="list-style-type: none"> • New and returning students who have not attended CTC for at least 12 months | Zenaida Tia, Admissions Specialist Olga Buentello, Admissions Specialist | (254) 526-1753 Zenaida.Tia@ctcd.edu (254) 526-1753 Olga.Buentello@ctcd.edu | 119/108 119/108 |
| Residency <ul style="list-style-type: none"> • Residency changes/issues • Address changes | Susanne Sanders, Office Assistant II Dottie Kyle, Director | (254) 526-1838 Susanne.Sanders@ctcd.edu (254) 526-1934 Dottie.kyle@ctcd.edu | 119/108A 119/109A |
| Early Admission/Dual Credit <ul style="list-style-type: none"> • Assists high school students with early admissions/dual credit registration | Tonia Griffin, Recruiter/Admissions Counselor | (254) 526-1409 Tonia.Griffin@ctcd.edu | 119/110 |
| Recruitment <ul style="list-style-type: none"> • Tours • Fast Track and College Now Program • Mail out CTC recruiting materials | Vanessa Chisholm, Office Specialist II vacant, Office Specialist I | (254)526-1758 Vanessa.Chisholm@ctcd.edu (254)526-1558 | 119/109 119/119 |
| <ul style="list-style-type: none"> • Texas Success Initiative (TSI) Determination • Assist Students in Admissions Process | Shannon Bralley, Admissions Counselor/TSI Coordinator | (254) 526-1180 Shannon.Bralley@ctcd.edu | 119/107 |

**Distance Learning/eArmyU Records
Building 119**

Provides support to distance learners located outside the college service area and Texas and at overseas locations. Local/Service Area online students should be referred to the appropriate Texas Campus Records Office.

| Distance Learning/eArmyU Records and Areas of Responsibility | Points of Contact | Phone Numbers/Email Addresses | Building/Room Number |
|---|--|--|--|
| General DL Questions <ul style="list-style-type: none"> • Name changes • Address changes • Email changes • Registration/withdrawal deadlines | Teresa Stevens, Office Specialist II Rebecca Jansen, Office Assistant II Marivic Munoz, Office Specialist II Francis Gallardo, Office Specialist II | (254) 526-1648 Teresa.Stevens@ctcd.edu (254) 526-1644 Rebecca.Jansen@ctcd.edu (254) 526-1774 Marivic.Munoz@ctcd.edu (254) 526-1645 Francis.Gallardo@ctcd.edu | 111/124 111/123 111/123 111/123 |
| eArmyU Questions <ul style="list-style-type: none"> • Name, address and/or email changes • Registration issues | Rebecca Jansen, Office Assistant II Marivic Munoz, Office Specialist II Francis Gallardo, Office Assisnat II | (254) 526-1644 Rebecca.Jansen@ctcd.edu (254) 526-1774 Marivic.Munoz@ctcd.edu (254) 526-1645 | 111/123 111/123 111/123 |
| eArmyU Grades <ul style="list-style-type: none"> • Any questions related to gradebooks for eArmyU students, cert rolls | Dolly Kinder, QA Coordinator | (254) 526-1547 Dolly.Kinder@ctcd.edu | 111/124 |
| Tuition/residency Verification | Michelle Yamasta, Tuition Residency Verification Assistant | (254) 526-1646 | 111/123 |
| All of the above | Keisha Holman, Coordinator of Distance Learning Records & Registration Open, Clerk III | (254) 526-1686 Keisha.Holman@ctcd.edu (254) 526-1648 | 111/125 111/124 |

**Systems Registrar
Buildings 119/137**

| Systems Registrar Departments and Areas of Responsibility | Points of Contact | Phone Numbers/Email Addresses | Building/Room Number |
|--|--|---|---|
| Overall Responsibilities <ul style="list-style-type: none"> Federal, state, and institutional reporting (State Reports, IPEDS, National Clearinghouse, etc.) Central Campus Records and Registration Student Record File Room Colleague Student System Training Course Scheduling C&I Records and Registration Outgoing Transcripts and Enrollment Verifications | Lillian Kroeger, Systems Registrar | (254) 526-1114 Systems.Registrar@ctcd.edu | 119/211 |
| Transcript Information <ul style="list-style-type: none"> Transcript Training Logs in Mail/Requests Answers Telephone Extension 1372 Processes Express, Priority, and Fax Transcript Requests Graduation Transcripts Answers Telephone Extension 1372 Walk-In Student Transcripts Walk-In Enrollment Verification Requests | Cheryl Riley, Supervisor Cindy Fillmore, Clerk II Sharon Long, Office Specialist II James Dicus, Clerk III Linda Hocker, Clerk III | (254) 526-1145 Cheryl.riley@ctcd.edu (254) 526-1372 (254) 526-2093 (254) 526-1372 ext. 203 (254) 526-1372 ext. 2092 | 119/203 119/202 119/202 119/202 119/202 |

| Systems Registrar, continued | | | |
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| <ul style="list-style-type: none"> • Faxed/Mailed Enrollment Verification Requests • Processing of Transcripts | Margaret Jones, Clerk III | (254) 526-1139 | 119/202 |
| | Eva Moore, Clerk II | 254-526-1372 | 119/202 |
| | Misty Jenthal, Clerk III Jane Gray, Clerk III | 254-526-1372 | 119/202 |
| Special Records Processing <ul style="list-style-type: none"> • Process Investigator Verifications • Process Faculty Grade Changes • Subpoena Processing • Sending grades for Tuition Assistance (TA) purposes • Process Withdrawals • Course Descriptions | Sandy Weinart, Clerk III | (254) 526-1663 Sandy.Weinart@ctcd.edu | 119/201 |
| | Maritza Parker, Office Assistant II | (254) 526-1663 Maritza.Parker@ctcd.edu | 119/211 |
| | Central Registration Staff | (254) 526-2091 | 119/102 |
| | Grace Slater, Clerk III | (254) 526-1172 Grace.Slater@ctcd.edu | 119/204 |
| File Room (Hard Copy of Student Data) <ul style="list-style-type: none"> • Academic File Room • File Research • Request for Microfilm • Requests for Student File | Vacant, Coordinator | (254) 526-1517 Chyrl.Sampson@ctcd.edu | 137/100 |
| | Jacqueline Santiago, Clerk I | (254) 526-1230 Jacqueline.Santiago@ctcd.edu | 137/100 |
| | File Room Clerks | (254) 526-1230 File.Room@ctcd.edu | 137/100 |
| Course Section Building (Schedules) <ul style="list-style-type: none"> • Course Section Building Training • Course Section Assistance • Maintenance/Cancellation of Courses • Course Section Registration Dates • Course Section Reports • Provides assistance to coordinator | Sharon Herman, Coordinator of Course Scheduling | (254) 526-1703 Sharon.Herman@ctcd.edu | 119/222 |
| | Charlie Flynt, Coordinator of Course Scheduling, PACFE, Europe, Ft Hood | (254) 526-1867 Charlie.Flynt@ctcd.edu | 119/222 |
| | Marsha Dueck, Office Assistant II | (254) 526-1701 Marsha.Dueck@ctcd.edu | |

| Systems Registrar, Continued | | | |
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| Sections (Scheduling CTAMS) <ul style="list-style-type: none"> • ACES Portal Upload • ACES Portal Maintenance | Nancy Ortiz, Coordinator of CTAMS Course Scheduling | (254) 526-1867 Nancy.Ortiz@ctcd.edu | 119/201 |
| WebAdvisor Registration <ul style="list-style-type: none"> • Technical assistance regarding WebAdvisor Student • Reset Passwords • Email address changes | Candice Henderson, Registration Technician II | (254) 526-1637 Webadvisor.tech@ctcd.edu | 119/201 |
| | Lillian Kroeger, Systems Registrar | (254) 526-1114 systems.registrar@ctcd.edu | 119/214 |
| Continental & International Services <ul style="list-style-type: none"> • C&I/Navy Credit/Noncredit Admissions and Registration • Navy Academic Skills • C&I/Navy Change of Grades • Coding Deceased Students in System • Entering Historical Student Information • Duplicate Student Entries • Clean-Up of Pivot Link Errors | Pam Dancer, Coordinator of C&I Records | (254) 526-1308 Pamela.Dancer@ctcd.edu | 119/206 |
| Central Campus Registration <ul style="list-style-type: none"> • Name/SSN Changes • Combining Duplicate Student Records • Run Cert Rolls for Central Campus Classroom Courses • Run Grade Books for Central Campus Classroom Courses • Register Students for Classes • Process Withdrawals | Jekethia Rainge, Coordinator, Registration, Central Campus | (254) 526-1711 Jekethia.Rainge@ctcd.edu | 119/102 |
| Skill Center Registration <ul style="list-style-type: none"> • Create individual schedules for Skill Center classes • Skill Center student registration • Run Cert Rolls for Skill Center classes • Non-credit Courses | Sonia Davis, Clerk III | 254-526-2091 sonia.davis@ctcd.edu | 119/102 |
| | Christina Troy, Clerk III Fiona Ane, Clerk III Candice Henderson, Clerk III | 254-526-2091 254-526-1133 | 119/102 |

Systems Registrar, Continued

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| <p>Virtual College of Texas (VCT)</p> <ul style="list-style-type: none"> Registration for VCT Courses Building schedules for VCT Courses | <p>Jekethia Ränge, Coordinator, Central Campus Records and Registration</p> <p>Sharon Herman, Coordinator Course Scheduling</p> | <p>(254) 526-1711</p> <p>(254) 526-1114 Erica.Putnam@ctcd.edu</p> <p>(254) 526-1703</p> | <p>119/Enrollment Center 119/211</p> <p>119/222</p> |
| <p>Students Registration Problems</p> <ul style="list-style-type: none"> Central Campus Classroom and Online Registration for Local/District Service Area students Contact the Campus according to Course Location WebAdvisor Tech | <p>Student Records & Registration Rutha Mizutani, Clerk III</p> <p>Cheryl Allen, Webadvisor Tech</p> | <p>(254) 526-1131</p> <p>(254) 526-1637</p> | <p>119/Enrollment Center</p> |

**Testing Services
Building 111**

| Testing Services Department and Areas of Responsibility | Points of Contact | Phone Numbers/Email Addresses | Building/Room Number |
|--|--|--|-----------------------------|
| All Testing Programs | George Erskine, Director of Testing Services | (254) 526-1168 george.erskine@ctcd.edu | 111/226 |
| Test Administration <ul style="list-style-type: none"> • General Educational Development (GED) • College Level Examination Program (CLEP) • Test of English as a Foreign Language (TOEFL) • ACT ASSET • Automotive Service Excellence (ASE) • Comprehensive English Language Test (CELT) • Nursing Entrance Exam (NET) | Brad Rogers, Assistant Director | (254) 526-1661 brad.rogers@ctcd.edu | 111/228 |
| Test Administration <ul style="list-style-type: none"> • General Educational Development (GED) • College Level Examination Program (CLEP) • Test of English as a Foreign Language (TOEFL) • Online Testing • Module Testing (Skill Center) • Proctor Testing | Yolanda Owens, Supervisor | (254) 526-1238 testing.services@ctcd.edu | 111/232 |
| Online Testing <ul style="list-style-type: none"> • Online Proctor Approvals • Online Test Control • Online Testing Information • Instructor Point-of-Contact | Kristina Ayala, Online Testing | (254) 526-1584 | 111/225 |

GUIDANCE AND COUNSELING
Building 119

| G & C Department & Areas of Responsibility | Points of Contact | Phone Numbers/Email Addresses | Building/Room Number |
|---|---|--|--|
| Guidance and Counseling <ul style="list-style-type: none"> • Supervises Guidance and Counseling personnel, Director of Student Support Services, • General Information about admissions and enrollment. • Registration Process. • Add/Drop Forms. • Degree or Certificate Plan. • Referral Services. • Graduation Assistance • Transportation | David McClure, Associate Dean, Guidance and Counseling Wally Rios, Office Assistant II, Guidance and Counseling Sharon Smith, Clerk III Evelyn Thompson, Transportation Amy Parrilla, Admin Support | (254) 526-1226 David.McClure@ctcd.edu (254) 526-1226 Waleska.Rios@ctcd.edu (254) 526-1226 Sharon.Smith@ctcd.edu (254) 526-1141 Evelyn.Thompson@ctcd.edu | 119/117 119/118 119/Lobby 119/119 |
| Retention Services <ul style="list-style-type: none"> • Probation, Suspension, or Unsatisfactory students. • Assistance to students experiencing personal or other academic barriers. • Referral to Project PASS or other Lending library (textbook loan) • Academic and Skill Workshops • On-line and walk-in services. | Sheila Seals, Retention Specialist Cecilia Moreno-Shotwell, Retention Advisor/ Counselor Evelyn Thompson, Office Specialist/Retention | (254) 526-1610 sheila.seals@ctcd.edu 254-526-1192 cecilia.moreno@ctcd.edu (254)526-1609 Evelyn.thompson@ctcd.edu | 119/111 119/112 119/119 |
| Advisement/Counseling <ul style="list-style-type: none"> • Provide information about transferring to a four-year university • Assistance with transferring courses to CTC | Greg Griffith, Transfer Counselor | (254) 526-1667 Greg.Griffith@ctcd.edu | 119/120 |

| GUIDANCE & COUNSELING, CONTINUED | | | |
|--|---|--|----------|
| Advisement/Counseling <ul style="list-style-type: none"> • Assistance to students' scholastic needs on walk-in basis. • General Course Information • Registration Information • Tech Prep Information • Telephone Registration Problems • Assist Students with Class Schedule • Assist Students with Degree Plan • Assist Students with Class Schedule • Assist Students with Degree Plan Completion | Marta Grant, Counselor/Advisor | (254) 526-1469 Marta.Grant@ctcd.edu | 119/216B |
| | Marie Light, Vocational/Technical Counselor | (254) 526-1851 Marie.Light@ctcd.edu | 119/114 |
| | Cecille (Crickett) Rogers, Counselor/Advisor, Tech Prep | (254) 526-1256 Cecille.Rogers@ctcd.edu | 119/115 |
| | Marian Carlson, Counselor/Advisor | (254) 526-1108 Marian.Carlson@ctcd.edu | 119/113 |
| | Denise Pergl, Counselor/Advisor | (254) 526-1320 Denise.Pergl@ctcd.edu | 119/122 |
| Substance Abuse Resource Center/EAP <ul style="list-style-type: none"> • Provide Mental Health Information. • Assistance with Referrals and Support Groups • Provide Short-term Counseling to Student, Staff, and Faculty Members | Dr. Gerald L. Mahone-Lewis Director, SARC/EAP | (254) 526-1166 Gerald.Mahone-Lewis@ctcd.edu | 119/116 |

STUDENT SUPPORT SERVICES
Who to Call List
Buildings 106/111/119

| Student Support Services & Areas of Responsibility | Points of Contact | Phone Numbers/Email Addresses | Building/Room |
|--|---|--|---|
| Student Support Services <ul style="list-style-type: none"> • General information about programs offered by Student Support Services • Financial assistance for child care • Child care referral | Director, Student Support Services Marina Mallec, Perkins Program Technician Miesha Williams, Clerk II, Student Support Services | (254) 526-1291 mary.henderson-white@ctcd.edu (254) 526-1357 Marina.Mallec@ctcd.edu (254) 526-1546 Miesha.Williams@ctcd.edu | 111/207 106/109 111/209 |
| Disability Support Services <ul style="list-style-type: none"> • General information about disability services. • Provide academic advising • Provide testing accommodations • Note taking and reading assistance • Provide sign language interpretation | Cindy Guzman, Counselor/Coordinator, Learning Disability Support Services Amanda Rolfe, Disability Coordinator/Physical Mobility Counselor Coordinator Wilma Brown-Smith, Technology/Clerk II | (254) 526-1863 Cindy.Guzman@ctcd.edu Amanda.Rolfe@ctcd.edu 254-526-1822 (254) 526-1195 Wilma.brown-smith@ctcd.edu | 111/209 111/201 111/205 |
| Project Pass <ul style="list-style-type: none"> • Provide tutoring services • On-line tutoring • Walk-in tutoring (Government, History, Psychology, and Sociology) | Marie Cedillo, Director, Project Pass Nicole Hewitt, Clerk II, Project Pass | (254) 526-1293 Marie.cedillo@ctcd.edu (254) 526-1580 | 106/109 106/109 |

**Career Center
Who to Call List
Building 111**

| Career Center and Areas of Responsibility | Points of Contact | Phone Numbers/Email Addresses | Building/Room Number |
|---|---|--|-----------------------------|
| <ul style="list-style-type: none"> • Provides leadership & direction for Career Center Services • Career Counseling • ACT Discover Program • Academic Advising • Career Related Seminars • Spring Job Fair • Community liaison • Coordinate special campus programs | Elaine Riley, Director Career Center | (254) 526-1147 Elaine.Riley@ctcd.edu | 111/204 |
| <ul style="list-style-type: none"> • Greet visitors/ callers • Schedule appointments • Assist clients with career center resources • Administer typing test & ACT Discover • Maintain & update resumes | Amelia Taylor, Office Specialist | (254) 526-1106 Amelia.Taylor@ctcd.edu | 111/208 |
| <ul style="list-style-type: none"> • Job postings • Pre-screening of applicants • Coordinate on-campus recruitment • Prepare and conduct career-related seminars • Resume critique • Mock Interviewing • Assist with job search skills • Business/Industry Liaison | Angela Dailey, Job Placement Specialist | (254) 526-1702 | 111/206 |

**SKILLS CENTER COUNSELING
WHO TO CALL LIST
Building 118**

| S/C Department & Areas of Responsibility | Points of Contact | Phone Numbers/Email Addresses | Room Number |
|---|--|--|--------------------|
| Skills Center Counseling <ul style="list-style-type: none"> • Individualized, Self-Paced, and Open-Entry Programs. • Enrollment Information. • Counseling and Job Placement Information for Certificate Programs. | Tony Cleaver, Director, Skills Center Counseling | (254) 526-1966 | 118/3 |
| | Linda Leavitt, Voc/Applied Tech Counselor | (254) 526-1549 Linda.Leavitt@ctcd.edu | 118/14 |
| | Lillian Young, Voc/Applied Tech Counselor | (254) 526-1549 Lillian.Young@ctcd.edu | 118/14 |
| | Jack Leavitt, Voc/Applied Tech Counselor | (254) 526-1549 Jack.Leavitt@ctcd.edu | 118/14 |

INTERNATIONAL STUDENT SERVICES
Who to Call List
Building 119

| ISS Department & Areas of Responsibility | Points of Contact | Phone Numbers/Email Addresses | Room Number |
|--|--|--|--------------------|
| International Student Services: <ul style="list-style-type: none"> • Admissions • Registration • Immigration Regulations • Visa Requirements • Testing • Employment Authorization • Program Extensions • School Transfers • Practical Training • Travel outside the U.S. • Academic Counseling | Stephanie Legree-Roberts, Director | (254) 526-1302 ctc.international@ctcd.edu Or Stephanie.roberts@ctcd.edu | 119/101A |
| | Vacant, Office Assistant II | (254) 526-1107 Minda.Franklin@ctcd.edu | 119/101 |
| | Adriana Gonzalez, Community Foreign Student Counselor | (254) 526-1290 | 119/106 |