

**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](http://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**

<b>Student Developmental Services Departments and Areas of Responsibility</b>	<b>Points of Contact</b>	<b>Phone Numbers/ Email Addresses</b>	<b>Bldg/Room #</b>
Overall responsibility for the student developmental services	Johnelle Welsh, Dean, Student Developmental Services	(254) 526-1298 <a href="mailto:Johnelle.Welsh@ctcd.edu">Johnelle.Welsh@ctcd.edu</a>	119/214
<b>Guidance and Counseling</b> 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 <a href="mailto:David.McClure@ctcd.edu">David.McClure@ctcd.edu</a>	119/129
<b>Admissions/Recruitment</b>	Stephen O'Donovan, Director of Admissions and Recruitment/DL Records	(254) 526-1934 <a href="mailto:Stephen.O'Donovan@ctcd.edu">Stephen.O'Donovan@ctcd.edu</a>	119/109A
<b>Central Records and Registration</b> , 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 <a href="mailto:Lillian.Kroeger@ctcd.edu">Lillian.Kroeger@ctcd.edu</a>	119/211

**Overall Student Developmental Services - CONTINUED**

<p><b>Testing Services</b> to include ASSET, GED, THEA, ACT, ASE, and other nationally recognized exams, Skill Center Module and Online Testing, Test Proctor Approval</p>	<p>George Erskine, Director of Testing Services</p>	<p>(254) 526-1168  <a href="mailto:George.Erskine@ctcd.edu">George.Erskine@ctcd.edu</a></p>	<p>111/235</p>
<p><b>Student Financial Aid, VA Benefits, Scholarships</b>, and Concurrent Admissions for Army Enlistees (ConAP)</p>	<p>Annabelle Smith, Director of Offices of Student Financial Aid</p>	<p>(254) 526-1205  <a href="mailto:Annabelle.Smith@ctcd.edu">Annabelle.Smith@ctcd.edu</a></p>	<p>111/216A</p>
<p>Student Services to include SOC agreements, civilian work experience/eArmyU/GoArmyEd/military retirees' student evaluations, incoming transcripts, C&amp;I Campus student evaluations, and graduation.</p>	<p>Denise Hazlett, Director of Evaluations</p>	<p>(254) 526-1394  <a href="mailto:Denise.Hazlett@ctcd.edu">Denise.Hazlett@ctcd.edu</a></p>	<p>119/226</p>
<p><b>Student Support Center</b></p> <ul style="list-style-type: none"> <li>• Student Information Services</li> <li>• General Student Advisement Assistance</li> <li>• Student/Faculty/Staff ID Cards</li> </ul>	<p>Carrie Marley, Coordinator, Student Support Center</p>	<p>(254) 526-1476  <a href="mailto:Carrie.Marley@ctcd.edu">Carrie.Marley@ctcd.edu</a></p>	<p>119/Main Lobby</p>
<p><b>Distance Learning/eArmyU/GoArmyEd Counseling</b></p> <ul style="list-style-type: none"> <li>• GoArmyEd enrollment rejection notifications</li> <li>• Online mentors</li> </ul>	<p>Pamela Infantas, Distance Learning Counselor/Administrator</p>	<p>(254) 526-1181  <a href="mailto:Pamela.Infantas@ctcd.edu">Pamela.Infantas@ctcd.edu</a> or  <a href="mailto:counselor.distanceed@ctcd.edu">counselor.distanceed@ctcd.edu</a></p>	<p>119/218A</p>
<p><b>Student Services Support</b></p> <ul style="list-style-type: none"> <li>• C&amp;I Staff/Students (non GoArmyEd)</li> <li>• Institutional reports</li> <li>• Colleague Query Building</li> </ul>	<p><b>[Vacant]</b>, Coordinator, Student Developmental Services</p>	<p>(254) 526-1232</p>	<p>119/216A</p>
<p><b>Quality Control/check of GoArmy Ed Residency Rejections</b></p> <ul style="list-style-type: none"> <li>• Site enrollment rejections liaison</li> <li>• GoArmyEd course enrollment management</li> </ul>	<p>Marcie Islas, Coordinator, GoArmyEd Student Support Services</p>	<p>(254) 526-1708  <a href="mailto:Marcie.Islas@ctcd.edu">Marcie.Islas@ctcd.edu</a>  <a href="mailto:Enroll-rejection.ctam@ctcd.edu">Enroll-rejection.ctam@ctcd.edu</a></p>	<p>119/216B</p>

**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](http://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.

<b>Student Services Dean's Office and Areas of Responsibility</b>	<b>Points of Contact</b>	<b>Phone Numbers/ Email Addresses</b>	<b>Bldg/Room Number</b>
<ul style="list-style-type: none"> <li>• Overall student developmental services with specific duties as follows:</li> <li>• 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</li> <li>• Coordinates Annual Graduation Ceremony</li> <li>• Revisions to front sections of College Catalogs and Schedule Bulletins; ICEP Manual</li> <li>• eArmyU/GoArmyEd, NCPACE, Navy Ratings, and Navy Distance Partnership Degree Maps and Roadmaps and Army Career Degrees</li> <li>• Institutional Liaison to Servicemembers Opportunity College</li> <li>• Articulation Agreements</li> <li>• Systems Student Services POC for C&amp;I Campuses</li> <li>• Student Overload Requests (shared with Academic Dean and Associate Dean)</li> <li>• Systems Student Services Contracting-Related Issues</li> <li>• Institutional Reports and Statistical Data</li> <li>• API Diploma Plans and Graduation</li> </ul>	<p>Johnelle Welsh, Dean, Student Developmental Services</p>	<p>(254) 526-1298 <a href="mailto:Johnelle.Welsh@ctcd.edu">Johnelle.Welsh@ctcd.edu</a></p>	<p>119/214</p>

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

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

**Student Services/eArmyU/GoArmyEd Evaluations  
Incoming Transcripts, Transfer Course Articulations,  
SOCAD/SOCNAV/SOCMAR/Civilian/eArmyU/GoArmyEd Evaluations, 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](http://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.

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

**Student Services/eArmyU/GoArmyEd Evaluations, CONTINUED**

<p><b>Transfer Articulations and Civilian/Prior Military/Military Retirees Evaluation Requests</b></p> <ul style="list-style-type: none"> <li>• Articulates transfer courses</li> <li>• Processes civilian work experience evaluations for Texas Campus students</li> <li>• Processes official evaluations for military retirees and former military attending Texas Campuses</li> <li>• Maintains Colleague's Degree Audit and trains CTC personnel on use</li> <li>• Maintains educational institutions in Datatel's Colleague</li> <li>• Supervises incoming transcript personnel</li> </ul>	<p>Jenilee Williams, Coordinator of Transfer Evaluations</p>	<p>(254) 526-1622  <a href="mailto:Jenilee.Williams@ctcd.edu">Jenilee.Williams@ctcd.edu</a></p>	<p>119/225</p>
<p><b>Incoming Transcripts</b></p> <ul style="list-style-type: none"> <li>• Logs in and tracks incoming transcripts</li> <li>• POC to determine if transcripts from other colleges and universities received</li> </ul>	<p>Lisa Lindo                  Clerk II</p>	<p>(254) 526-1984  <a href="mailto:incoming.transcripts@ctcd.edu">incoming.transcripts@ctcd.edu</a></p>	<p>119/225</p>
<p><b>GAE Incoming Transcripts</b></p> <ul style="list-style-type: none"> <li>• Logs in and tracks incoming AARTS transcripts</li> <li>• POC to determine if AARTS transcripts have been received</li> </ul>	<p>Paula Mason                  Office specialist II</p>	<p>(254)526-1395  <a href="mailto:Paula.Mason@ctcd.edu">Paula.Mason@ctcd.edu</a></p>	<p>119/225</p>
<p><b>CTC C&amp;I Student Requests for Evaluation of Military Education and Experience (SOC Agreements)</b></p> <ul style="list-style-type: none"> <li>• Questions related to SOC Agreements completed for Pacific Far East, Europe, and Continental Campus students.</li> <li>• General questions on how to apply for an official SOC agreement and status of evaluation request.</li> </ul>	<p>Jennise (Jenny) Leafa,                  Coordinator of Military Support Services (Primary POC)</p> <p>Raquel Rivera,                  Office Specialist II</p>	<p>(254) 526-1374  <a href="mailto:Jennise.Leafa@ctcd.edu">Jennise.Leafa@ctcd.edu</a>  <a href="mailto:Socevaluation.admin@ctcd.edu">Socevaluation.admin@ctcd.edu</a></p> <p>(254) 526-1317  <a href="mailto:Socevaluation.info@ctcd.edu">Socevaluation.info@ctcd.edu</a></p>	<p>119/217</p> <p>119/217</p>

**Student Services/eArmyU/GoArmyEd Evaluations, CONTINUED**

<p><b>Graduation</b></p> <ul style="list-style-type: none"> <li>• Student questions regarding remaining graduation requirements (students 6 to 9 semester hours from degree/certificate completion)</li> <li>• Staff questions related to verification of student's graduation status.</li> <li>• Graduation list for Central Campus annual graduation brochure</li> <li>• POC for eArmyU/GoArmyEd Graduation/Navy Contract reporting</li> <li>• Maintains CTC historical graduation data</li> <li>• Questions regarding status of graduation application and diploma</li> </ul>	<p>Debbie Hansen, Coordinator of Graduations</p> <p>Amanda Barnes Graduation Evaluator/Advisor</p> <p>Stephanie Herrera, Graduation Assistant</p>	<p>(254) 526-1375 <a href="mailto:Debbie.Hansen@ctcd.edu">Debbie.Hansen@ctcd.edu</a> or <a href="mailto:Graduation.admin@ctcd.edu">Graduation.admin@ctcd.edu</a></p> <p>(254) 526-1582 <a href="mailto:Graduation.Eval@ctcd.edu">Graduation.Eval@ctcd.edu</a></p> <p>(254) 526-1592 <a href="mailto:Graduation.info@ctcd.edu">Graduation.info@ctcd.edu</a></p>	<p>119/223</p>   <p>119/224</p>
<p><b>eArmyU/GoArmyEd Evaluations</b></p> <ul style="list-style-type: none"> <li>• Student questions related to eArmyU/GoArmyEd SOCAD Agreement or course selection assistance</li> <li>• Questions regarding eArmyU/GoArmyEd holds for SOCAD agreements</li> </ul> <ul style="list-style-type: none"> <li>• Questions concerning status of eArmyU/GoArmyEd SOCAD agreement</li> <li>• Questions regarding outstanding transcripts for eArmyU/GoArmyEd students</li> </ul>	<p><b>[Vacant]</b>, Coordinator of eArmyU/GoArmyEd Evaluations (Primary POC)</p> <p>eArmyU/GoArmyEd Evaluators Lena Anderson</p> <p>Nelida Baker</p> <p>Robert Holman</p> <p>Stephanie Williams</p> <p>Michelle Thompson, Office Specialist II</p>	<p>(254) 526-1593 <a href="mailto:evalcoordinator.eArmyU@ctcd.edu">evalcoordinator.eArmyU@ctcd.edu</a></p> <p>(254) 526-1184 <a href="mailto:Lena.Anderson@ctcd.edu">Lena.Anderson@ctcd.edu</a> or <a href="mailto:eval.earmyu@ctcd.edu">eval.earmyu@ctcd.edu</a></p> <p>(254) 526-1477 <a href="mailto:Nelida.Baker@ctcd.edu">Nelida.Baker@ctcd.edu</a></p> <p>(254) 526-1206 <a href="mailto:Robert.Holman@ctcd.edu">Robert.Holman@ctcd.edu</a></p> <p>(254) 526-1297 <a href="mailto:Stephanie.Williams@ctcd.edu">Stephanie.Williams@ctcd.edu</a></p> <p>(254) 526-1635 <a href="mailto:Michelle.Thompson@ctcd.edu">Michelle.Thompson@ctcd.edu</a> or <a href="mailto:eval.earmyu@ctcd.edu">eval.earmyu@ctcd.edu</a></p>	<p>119/212B</p> <p>119/220</p> <p>119/220</p> <p>119/212A</p>  <p>119/213</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](http://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.

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

**Distance Learning Student Services/eArmyU Counseling, CONTINUED**

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

**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](http://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.

<b>Financial Aid/VA Offices and Areas of Responsibility</b>	<b>Points of Contact</b>	<b>Phone Numbers/Email Addresses</b>	<b>Bldg/Room #</b>
<b>Student Financial Aid</b> <ul style="list-style-type: none"> <li>Free Application for Federal Student Aid (FAFSA) filing – Texas Students</li> <li>Over Award Calculations</li> <li>Expected Family Contributions (EFC) Adjustments</li> <li>PELL Grants</li> <li>Award Letters</li> </ul> <ul style="list-style-type: none"> <li>Financial Aid Processing</li> </ul>	Norma Cruz, Financial Aid Specialist	(254) 526-1519 <a href="mailto:Norma.Cruz@ctcd.edu">Norma.Cruz@ctcd.edu</a>	111/121
	Jasmil Greenthauer, Financial Aid Specialist	(254) 526-1178 <a href="mailto:Jasmil.Greenthauer@ctcd.edu">Jasmil.Greenthauer@ctcd.edu</a>	111/122
	Alicia Krabbe, Financial Aid Specialist	(254) 526-1179 <a href="mailto:Alicia.Krabbe@ctcd.edu">Alicia.Krabbe@ctcd.edu</a>	111/121
	Kathy Engrav, Financial Aid Specialist	(254) 526-1509 <a href="mailto:Kathy.Engrav@ctcd.edu">Kathy.Engrav@ctcd.edu</a>	111/122
	Nia Green, Financial Aid Clerk	(254) 526-1666 <a href="mailto:Nia.Green@ctcd.edu">Nia.Green@ctcd.edu</a>	111/121
	Pearl Creviston, Assistant Director, Financial Aid/VA	(254) 526-1833 <a href="mailto:Pearl.Creviston@ctcd.edu">Pearl.Creviston@ctcd.edu</a>	111/126
<ul style="list-style-type: none"> <li>Student Loans</li> <li>Loan Workshops</li> </ul>	Ralph Tolbert, Loan Officer	(254) 526-1552 <a href="mailto:Ralph.Tolbert@ctcd.edu">Ralph.Tolbert@ctcd.edu</a>	111/128
<ul style="list-style-type: none"> <li>Datatel – Department of Education Rule Writing</li> <li>Datatel Processor</li> </ul>	Felicia Robinson, Financial Aid Coordinator	(254) 526-1518 <a href="mailto:Felicia.Robinson@ctcd.edu">Felicia.Robinson@ctcd.edu</a>	111/127
<ul style="list-style-type: none"> <li>Financial Aid Applications</li> </ul>	Angela Sanford, Financial Aid Specialist	(254) 526-1268 <a href="mailto:Angela.Sanford@ctcd.edu">Angela.Sanford@ctcd.edu</a>	111/122

**Financial Aid/VA Services, CONTINUED**

<ul style="list-style-type: none"> <li>• Federal Student Aid Programs</li> <li>• Additional Aid Programs</li> <li>• Texas Aid Programs</li> <li>• Compliance Programs</li> <li>• Financial Aid Workshops</li> <li>• Hazelwood</li> <li>• Aid Exemption</li> <li>• Consortiums with other colleges</li> <li>• Scholarships</li> <li>• Fiscal Operations Report and Application to Participate (FISAP)</li> <li>• VA Catalog Approval</li> <li>• Veteran Educational Benefit</li> <li>• ConAp Applications &amp; Primary POC</li> <li>• FA/VA Training Programs</li> <li>• Coordinate Work Study Program</li> </ul>	<p>Annabelle L. Smith, Director, Offices of Student FA/VA</p> <p>Monica Baca, Office Assistant</p>	<p>(254) 526-1205 <a href="mailto:Annabelle.Smith@ctcd.edu">Annabelle.Smith@ctcd.edu</a></p> <p>(254) 526-1559 <a href="mailto:Monica.Baca@ctcd.edu">Monica.Baca@ctcd.edu</a></p>	<p>111/216A</p> <p>111/214</p>
<p><b>Veterans Administration Educational Benefits</b></p> <ul style="list-style-type: none"> <li>• VA Texas Students</li> </ul>	<p>Terry Caston, VA Coordinator</p> <p>Misty Carr, VA Technician</p>	<p>(254) 526-1666 <a href="mailto:Terry.Caston@ctcd.edu">Terry.Caston@ctcd.edu</a></p> <p>(254) 526-1110 <a href="mailto:Misty.Carr@ctcd.edu">Misty.Carr@ctcd.edu</a></p>	<p>111/216</p> <p>111/220</p>
<ul style="list-style-type: none"> <li>• VA Vocational Rehabilitation Students</li> <li>• VA Benefits – Pacific Far East and Europe Students</li> </ul>	<p>Lisa Singleton, VA Specialist</p>	<p>(254) 526-1202 <a href="mailto:Lisa.Singleton@ctcd.edu">Lisa.Singleton@ctcd.edu</a></p>	<p>111/218</p>
<ul style="list-style-type: none"> <li>• VA — Distance Learner</li> <li>• VA Benefits — Chapter 33 – Post 9/11 GI Bill</li> </ul>	<p>Roger McIntosh, VA Specialist</p>	<p>(254) 526-1732 <a href="mailto:Roger.McIntosh@ctcd.edu">Roger.McIntosh@ctcd.edu</a></p>	<p>111/216</p>

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

Many of the answers to your Admissions/Recruitment questions can be found on the CTC website at [www.ctcd.edu](http://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.

<b>Admissions and Recruitment Department and Areas of Responsibility</b>	<b>Points of Contact</b>	<b>Phone Numbers/Email Addresses</b>	<b>Building/Room Number</b>
<b>Overall Responsibility</b>	Stephen O'Donovan, Director of Admissions/Recruitment and DL Records	(254) 526-1934 <a href="mailto:Stephen.O'Donovan@ctcd.edu">Stephen.O'Donovan@ctcd.edu</a>	119/109A
<b>General Questions</b> <ul style="list-style-type: none"> <li>• General admissions requirements</li> <li>• How to apply for admission</li> </ul>	Karen Bentley, Clerk III	(254) 526-1696 <a href="mailto:Karen.Bentley@ctcd.edu">Karen.Bentley@ctcd.edu</a>	119/108
<b>Applications</b> <ul style="list-style-type: none"> <li>• New and returning students who have not attended CTC for at least 12 months</li> <li>• Electronic applications</li> </ul>	Tiffany Livingston, Admissions Specialist Penny Taylor, Admissions Specialist Crystal Messina-Ferreira, Admissions Specialist Larissa Corichi, Office Specialist I	(254) 526-1389 <a href="mailto:Tiffany.Livingston@ctcd.edu">Tiffany.Livingston@ctcd.edu</a> (254) 526-1753 <a href="mailto:Penny.Taylor@ctcd.edu">Penny.Taylor@ctcd.edu</a> (254) 526-_____ <a href="mailto:Crystal.Messina-Ferreira@ctcd.edu">Crystal.Messina-Ferreira@ctcd.edu</a> (254) 526-1647 <a href="mailto:Larissa.Corichi@ctcd.edu">Larissa.Corichi@ctcd.edu</a>	119/108
<b>Residency</b> <ul style="list-style-type: none"> <li>• Residency changes/issues</li> <li>• Address changes</li> </ul>	Susanne Sanders, Office Assistant II Stephen O'Donovan, Director	(254) 526-1838 <a href="mailto:Susanne.Sanders@ctcd.edu">Susanne.Sanders@ctcd.edu</a> (254) 526-1934 <a href="mailto:Stephen.O'Donovan@ctcd.edu">Stephen.O'Donovan@ctcd.edu</a>	119/108A 119/109A
<b>Early Admission/Dual Credit</b> <ul style="list-style-type: none"> <li>• Assists high school students with early admissions/dual credit registration</li> </ul>	Tonia Griffin, Recruiter/Admissions Counselor	(254) 526-1409 <a href="mailto:Tonia.Griffin@ctcd.edu">Tonia.Griffin@ctcd.edu</a>	119/110
<b>Recruitment</b> <ul style="list-style-type: none"> <li>• Tours</li> <li>• Fast Track and College Now Program</li> <li>• Mail out CTC recruiting materials</li> <li>• Texas Success Initiative (TSI) Determination</li> <li>• Assist Students in Admissions Process</li> </ul>	Rosemary Ward-Wilson, Office Specialist II  Shannon Bralley, Admissions Counselor/TSI Coordinator	(254)526-1758 <a href="mailto:Rosemary.Ward-Wilson@ctcd.edu">Rosemary.Ward-Wilson@ctcd.edu</a>  (254) 526-1180 <a href="mailto:Shannon.Bralley@ctcd.edu">Shannon.Bralley@ctcd.edu</a>	119/109  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.

<b>Distance Learning/eArmyU Records and Areas of Responsibility</b>	<b>Points of Contact</b>	<b>Phone Numbers/ Email Addresses</b>	<b>Building/Room Number</b>
<b>General DL Questions</b> <ul style="list-style-type: none"> <li>• Name changes</li> <li>• Address changes</li> <li>• Email changes</li> <li>• Registration/withdrawal deadlines</li> </ul>	Teresa Stevens, Office Specialist II Rebecca Jansen, Office Assistant II Marivic Munoz, Office Specialist II Francis Gallardo, Office Specialist II Nia Pumares, Clerk III Margaret Jones, Clerk III	(254) 526-1648 <a href="mailto:Teresa.Stevens@ctcd.edu">Teresa.Stevens@ctcd.edu</a> (254) 526-1644 <a href="mailto:Rebecca.Jansen@ctcd.edu">Rebecca.Jansen@ctcd.edu</a> (254) 526-1774 <a href="mailto:Marivic.Munoz@ctcd.edu">Marivic.Munoz@ctcd.edu</a> (254) 526-1645 <a href="mailto:Francis.Gallardo@ctcd.edu">Francis.Gallardo@ctcd.edu</a> (254) 526-1140 <a href="mailto:Nia.Pumares@ctcd.edu">Nia.Pumares@ctcd.edu</a> (254)526-1140 <a href="mailto:Margaret.Jones@ctcd.edu">Margaret.Jones@ctcd.edu</a>	111/124  111/123 111/123 111/123 111/123 111/123
<b>eArmyU Questions</b> <ul style="list-style-type: none"> <li>• Name, address and/or email changes</li> <li>• Registration issues</li> </ul>	Rebecca Jansen, Office Assistant II Marivic Munoz, Office Specialist II Francis Gallardo, Office Assisnat II	(254) 526-1644 <a href="mailto:Rebecca.Jansen@ctcd.edu">Rebecca.Jansen@ctcd.edu</a> (254) 526-1774 <a href="mailto:Marivic.Munoz@ctcd.edu">Marivic.Munoz@ctcd.edu</a> (254) 526-1645	111/123 111/123 111/123
<b>eArmyU Grades</b> <ul style="list-style-type: none"> <li>• Any questions related to gradebooks for eArmyU students, cert rolls</li> </ul>	Dolly Kinder, QA Coordinator	(254) 526-1547 <a href="mailto:Dolly.Kinder@ctcd.edu">Dolly.Kinder@ctcd.edu</a>	111/124
<b>Tuition/residency Verification</b>	Michelle Yamasta, Tuition Residency Verification Assistant	(254) 526-1646 <a href="mailto:Michelle.Yamasta@ctcd.edu">Michelle.Yamasta@ctcd.edu</a>	111/124
<b>All of the above</b>	Keisha Holman, Coordinator of Distance Learning Records	(254) 526-1686 <a href="mailto:Keisha.Holman@ctcd.edu">Keisha.Holman@ctcd.edu</a>	111/125

**Systems Registrar  
Buildings 119/137**

<b>Systems Registrar Departments and Areas of Responsibility</b>	<b>Points of Contact</b>	<b>Phone Numbers/ Email Addresses</b>	<b>Building/Room Number</b>
<b>Overall Responsibilities</b> <ul style="list-style-type: none"> <li>• Federal, state, and institutional reporting (State Reports, IPEDS, National Clearinghouse, etc.)</li> <li>• Central Campus Records and Registration</li> <li>• Student Record File Room</li> <li>• Colleague Student System Training</li> <li>• Course Scheduling</li> <li>• C&amp;I Records and Registration</li> <li>• Outgoing Transcripts and Enrollment Verifications</li> </ul>	Lillian Kroeger, Systems Registrar	(254) 526-1114 <a href="mailto:Systems.Registrar@ctcd.edu">Systems.Registrar@ctcd.edu</a>	119/211 A
<b>Transcript Information</b> <ul style="list-style-type: none"> <li>• Transcript Training</li> <li>• Logs in Mail/Requests</li> <li>• Answers Telephone Extension 1372</li> <li>• Processes Express, Priority, and Fax Transcript Requests</li> <li>• Graduation Transcripts</li> <li>• Answers Telephone Extension 1372</li> <li>• Walk-In Student Transcripts</li> <li>• Walk-In Enrollment Verification Requests</li> <li>• Enter Paper Par</li> </ul>	Cheryl Riley, Supervisor  Kimberly Travis, Clerk II  Office Specialist II  Samantha Baker, Clerk III  Douglas Bussell, Clerk III  Shannon Potrbvacz	(254) 526-1145 <a href="mailto:Cheryl.Riley@ctcd.edu">Cheryl.Riley@ctcd.edu</a>  (254) 526-1372  (254) 526-1139  (254) 526-1372  (254) 526-1372 ext. 2093  (254) 526-1870	119/203  119/202  119/202  119/202  119/202

<b>Systems Registrar - CONTINUED</b>			
<ul style="list-style-type: none"> <li>• Faxed/Mailed Enrollment Verification Requests</li> <li>• Processing of Transcripts</li> </ul>	<b>[Vacant]</b> , Clerk III	(254) 526-1139	119/202
	Sandra Dupuis, Clerk III	254-526-1372	119/202
	Cindy Fillmore, Clerk III Jane Gray, Clerk III	254-526-2093	119/202
<b>Special Records Processing</b> <ul style="list-style-type: none"> <li>• Process Investigator Verifications</li> <li>• Subpoena Processing</li> <li>• Sending grades for Tuition Assistance (TA) purposes</li> <li>• Process Faculty Grade Changes</li> <li>• Process Withdrawals</li> <li>• Course Descriptions</li> </ul>	Valencia McGill, Clerk III	(254) 526-1663	119/201
	Sheree Stover, Office Assistant II	(254) 526-1663 <a href="mailto:Sheree.Stover@ctcd.edu">Sheree.Stover@ctcd.edu</a>	119/211
	Central Registration Staff	(254) 526-2091	119/102
			119/204
<b>File Room (Hard Copy of Student Data)</b> <ul style="list-style-type: none"> <li>• Academic File Room</li> <li>• File Research</li> <li>• Request for Microfilm</li> <li>• Requests for Student File</li> </ul>	Maritza Parker, Coordinator	(254) 526-1517 <a href="mailto:Maritza.Parker@ctcd.edu">Maritza.Parker@ctcd.edu</a>	137/100
	Jacqueline Santiago, Clerk I	(254) 526-1230 <a href="mailto:Jacqueline.Santiago@ctcd.edu">Jacqueline.Santiago@ctcd.edu</a>	137/100
	File Room Clerks	(254) 526-1230 <a href="mailto:File.Room@ctcd.edu">File.Room@ctcd.edu</a>	137/100
<b>Course Section Building (Schedules)</b> <ul style="list-style-type: none"> <li>• Course Section Building Training</li> <li>• Course Section Assistance</li> <li>• Maintenance/Cancellation of Courses</li> <li>• Course Section Registration Dates</li> <li>• Course Section Reports</li> <li>• Provides assistance to coordinator</li> </ul>	Sharon Herman, Coordinator of Course Scheduling	(254) 526-1703 <a href="mailto:Sharon.Herman@ctcd.edu">Sharon.Herman@ctcd.edu</a>	119/222
	Charlie Flynt, Coordinator of Course Scheduling, PACFE, Europe, Ft Hood	(254) 526-1867 <a href="mailto:Charlie.Flynt@ctcd.edu">Charlie.Flynt@ctcd.edu</a>	119/222
	Marsha Dueck, Office Assistant II	(254) 526-1701 <a href="mailto:Marsha.Dueck@ctcd.edu">Marsha.Dueck@ctcd.edu</a>	119/222

**Systems Registrar, CONTINUED**

<p><b>Sections (Scheduling CTAMS)</b></p> <ul style="list-style-type: none"> <li>• ACES Portal Upload</li> </ul>	<p>Nancy Ortiz, Coordinator of CTAMS Course Scheduling</p>	<p>(254) 526-1714 <a href="mailto:Nancy.Ortiz@ctcd.edu">Nancy.Ortiz@ctcd.edu</a></p>	<p>119/221</p>
<p><b>Continental &amp; International Services</b></p> <ul style="list-style-type: none"> <li>• C&amp;I/Navy Credit/Noncredit Admissions and Registration</li> <li>• Navy Academic Skills</li> <li>• C&amp;I/Navy Change of Grades</li> <li>• Coding Deceased Students in System</li> <li>• Entering Historical Student Information</li> <li>• Duplicate Student Entries</li> <li>• Clean-Up of Pivot Link Errors</li> </ul>	<p>Pam Dancer, Coordinator of C&amp;I Records</p>	<p>(254) 526-1308 <a href="mailto:Pamela.Dancer@ctcd.edu">Pamela.Dancer@ctcd.edu</a></p>	<p>119/206</p>
<p><b>Central Campus Registration</b></p> <ul style="list-style-type: none"> <li>• Name/SSN Changes</li> <li>• Combining Duplicate Student Records</li> <li>• Run Cert Rolls for Central Campus Classroom Courses</li> <li>• Run Grade Books for Central Campus Classroom Courses</li> <li>• Register Students for Classes</li> <li>• Process Withdrawals</li> </ul>	<p><b>[Vacant]</b>, Coordinator, Registration, Central Campus</p>	<p>(254) 526-1711</p>	<p>119/102 A</p>
<p><b>WebAdvisor Registration</b></p> <ul style="list-style-type: none"> <li>• Technical assistance regarding WebAdvisor Student</li> <li>• Reset Passwords</li> <li>• Email address changes</li> </ul>	<p>Cheryl Allen, Registration Technician II Lillian Kroeger, Systems Registrar</p>	<p>(254) 526-1637 <a href="mailto:Webadvisor.Tech@ctcd.edu">Webadvisor.Tech@ctcd.edu</a> (254) 526-1114 <a href="mailto:Systems.Registrar@ctcd.edu">Systems.Registrar@ctcd.edu</a></p>	<p>119/102 A 119/211 A</p>
<p><b>Skill Center Registration</b></p> <ul style="list-style-type: none"> <li>• Create individual schedules for Skill Center classes</li> <li>• Skill Center student registration</li> <li>• Run Cert Rolls for Skill Center classes</li> <li>• Non-credit Courses</li> </ul>	<p>Sonia Davis, Clerk III  Fiona Ane, Clerk III Gabriela Rosas, Clerk III</p>	<p>254-526-2091 <a href="mailto:Sonia.Davis@ctcd.edu">Sonia.Davis@ctcd.edu</a>  254-526-2091 254-526-2094 254-526-1133</p>	<p>119/102 A  119/102 A</p>

**Systems Registrar, CONTINUED**

<p><b>Students Registration Problems</b></p> <ul style="list-style-type: none"> <li>• Central Campus Classroom and Online Registration for Local/District Service Area students Contact the Campus according to Course Location</li> <li>• WebAdvisor Tech</li> </ul>	<p>Student Records &amp; Registration Rutha Mizutani, Clerk III</p> <p><b>[Vacant]</b></p> <p>Cheryl Allen, Webadvisor Tech</p>	<p>(254) 526-1131</p> <p>(254) 526-2103</p> <p>(254) 526-1637 <a href="mailto:Webadvisor.Tech@ctcd.edu">Webadvisor.Tech@ctcd.edu</a></p>	<p>119/Enrollment Center (102 A)</p> <p>119/102 A</p>
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**Testing Services  
Building 111**

<b>Testing Services Department and Areas of Responsibility</b>	<b>Points of Contact</b>	<b>Phone Numbers/ Email Addresses</b>	<b>Building/Room Number</b>
<b>All Testing Programs</b>	George Erskine, Director of Testing Services	(254) 526-1168 <a href="mailto:George.Erskine@ctcd.edu">George.Erskine@ctcd.edu</a>	111/226
<b>Test Administration</b> <ul style="list-style-type: none"> <li>• General Educational Development (GED)</li> <li>• College Level Examination Program (CLEP)</li> <li>• Test of English as a Foreign Language (TOEFL)</li> <li>• Automotive Service Excellence (ASE)</li> <li>• HESI A2 (Nursing Entrance Exam)</li> </ul>	Brad Rogers, Assistant Director	(254) 526-1661 <a href="mailto:Brad.Rogers@ctcd.edu">Brad.Rogers@ctcd.edu</a>	111/228
<b>Test Administration</b> <ul style="list-style-type: none"> <li>• ACT</li> <li>• ACCUPLACER</li> <li>• General Educational Development (GED)</li> <li>• College Level Examination Program (CLEP)</li> <li>• HESI A2 (Nursing Entrance)</li> <li>• Online Testing</li> <li>• Module Testing (Skill Center)</li> <li>• Proctor Testing</li> </ul>	Yolanda Owens, Supervisor	(254) 526-1238 <a href="mailto:Testing.Services@ctcd.edu">Testing.Services@ctcd.edu</a>	111/232
<b>Online Testing</b> <ul style="list-style-type: none"> <li>• Online Proctor Approvals</li> <li>• Online Test Control</li> <li>• Online Testing Information</li> <li>• Instructor Point-of-Contact</li> </ul>	<b>[Vacant]</b> , Online Testing	(254) 526-1584 <a href="mailto:Online.Testing@ctcd.edu">Online.Testing@ctcd.edu</a>	111/225

<b>Guidance and Counseling (GC) Building 119</b>			
<b>Guidance &amp; Counseling (GC) &amp; Areas of Responsibility</b>	<b>Points of Contact</b>	<b>Phone Numbers/ Email Addresses</b>	<b>Bldg/Room #</b>
<b>Supervises GC personnel and Director, Student Support Services</b> <ul style="list-style-type: none"> <li>• General admissions and enrollment information</li> <li>• Registration Process</li> <li>• Add/Drop Forms.</li> <li>• Degree or Certificate Plan</li> <li>• Referral Services</li> <li>• Graduation Assistance</li> </ul>	David McClure, Associate Dean, Guidance and Counseling	(254) 526-1226 <a href="mailto:David.McClure@ctcd.edu">David.McClure@ctcd.edu</a>	119/117
	Wally Rios, Office Assistant II	(254) 526-1226 <a href="mailto:Waleska.Rios@ctcd.edu">Waleska.Rios@ctcd.edu</a>	119/118
	Misty Hawk, Clerk III	(254) 526-1226 <a href="mailto:Misty.Hawk@ctcd.edu">Misty.Hawk@ctcd.edu</a>	119/Lobby
	Evelyn Thompson, Office Specialist	(254) 526-1609 <a href="mailto:Evelyn.Thompson@ctcd.edu">Evelyn.Thompson@ctcd.edu</a>	119/119
	Amy Williams, Clerk III, Admin Support	(254) 526-1141 <a href="mailto:Amy.Williams@ctcd.edu">Amy.Williams@ctcd.edu</a>  <a href="mailto:Guid.Cou@ctcd.edu">Guid.Cou@ctcd.edu</a>	119/119
<b>Retention Services</b> <ul style="list-style-type: none"> <li>• Probation, Suspension, or Unsatisfactory students</li> <li>• Assistance to students experiencing personal or other academic barriers</li> <li>• Referral to Project PASS or other Lending library (textbook loan)</li> <li>• Academic and Skill Workshops</li> <li>• On-line and walk-in services</li> </ul>	Megan Costilow, Retention Specialist/Advisor	(254) 526-1610	119/111
	Vivian Munera-Spears, Retention Advisor/Counselor	254-526-1192 <a href="mailto:Vivan.Munera-Spears@ctcd.edu">Vivan.Munera-Spears@ctcd.edu</a>	119/112
	Evelyn Thompson, Office Specialist/Retention	(254)526-1609 <a href="mailto:Evelyn.Thompson@ctcd.edu">Evelyn.Thompson@ctcd.edu</a>	119/119
<b>Advisement/Counseling</b> <ul style="list-style-type: none"> <li>• Provide information about transferring to a four-year university</li> <li>• Assistance with transferring courses to CTC</li> </ul>	Lillian Young, Transfer Counselor	(254) 526-1667 <a href="mailto:Lillian.Young@ctcd.edu">Lillian.Young@ctcd.edu</a>	119/122

**Guidance & Counseling - CONTINUED**

<p><b>Advisement/Counseling</b></p> <ul style="list-style-type: none"> <li>• Assistance to students' scholastic needs on walk-in basis.</li> <li>• General Course Information</li> <li>• Registration Information</li> <li>• Tech Prep Information</li> <li>• Telephone Registration Problems</li> <li>• Assist Students with Class Schedule</li> <li>• Assist Students with Degree Plan</li> <li>• Assist Students with Class Schedule</li> <li>• Assist Students with Degree Plan Completion</li> </ul>	<p>Marta Grant, Counselor/Advisor</p> <p>Marie Light, Vocational/Technical Counselor</p> <p><b>[Vacant],</b> Counselor/Advisor, Tech Prep</p> <p>Marian Carlson, Counselor/Advisor</p> <p>Tanya Portela, Counselor/Advisor</p>	<p>(254) 526-1469 <a href="mailto:Marta.Grant@ctcd.edu">Marta.Grant@ctcd.edu</a></p> <p>(254) 526-1851 <a href="mailto:Marie.Light@ctcd.edu">Marie.Light@ctcd.edu</a></p> <p>(254) 526-1256</p> <p>(254) 526-1108 <a href="mailto:Marian.Carlson@ctcd.edu">Marian.Carlson@ctcd.edu</a></p> <p>(254) 526-1320 <a href="mailto:Tanya.Portela@ctcd.edu">Tanya.Portela@ctcd.edu</a></p>	<p>119/216B</p> <p>119/114</p> <p>119/115</p> <p>119/113</p> <p>119/120</p>
<p><b>Substance Abuse Resource Center/EAP</b></p> <ul style="list-style-type: none"> <li>• Provide Mental Health Information.</li> <li>• Assistance with Referrals and Support Groups</li> <li>• Provide Short-term Counseling to Student, Staff, and Faculty Members</li> </ul>	<p>Dr. Gerald L. Mahone-Lewis, Director, SARC/EAP</p>	<p>(254) 526-1166 <a href="mailto:Gerald.Mahone-Lewis@ctcd.edu">Gerald.Mahone-Lewis@ctcd.edu</a></p>	<p>119/116</p>

**Student Support Services  
Who to Call List  
Building 111**

<b>Student Support Services &amp; Areas of Responsibility</b>	<b>Points of Contact</b>	<b>Phone Numbers/ Email Addresses</b>	<b>Bldg/Room #</b>
<b>Student Support Services</b> <ul style="list-style-type: none"> <li>• General information about programs offered by Student Support Services</li> <li>• Financial assistance for child care</li> <li>• Textbook lending program for career and technical students</li> </ul>	Denise Pergl, Director, Student Support Services  Marina Mallec, Student Support Services Technician	(254) 526-1291 <a href="mailto:Denise.Pergl@ctcd.edu">Denise.Pergl@ctcd.edu</a>  (254) 526-1357/1450 <a href="mailto:Marina.Mallec@ctcd.edu">Marina.Mallec@ctcd.edu</a>	111/207    111/207
<b>Disability Support Services</b> <ul style="list-style-type: none"> <li>• General information about disability services</li> <li>• Provide academic advising</li> <li>• Provide testing accommodations</li> <li>• Note taking and reading assistance</li> <li>• Provide sign language interpretation</li> </ul>	Troy Barber, Counselor/Coordinator, Learning Disability Support Services  Cecille Rogers, Counselor Coordinator, Physical and Mobility  Wilma Brown-Smith, Clerk II	(254) 526-1863 <a href="mailto:Troy.Barber@ctcd.edu">Troy.Barber@ctcd.edu</a>  254-526-1822 <a href="mailto:Cecille.Rogers@ctcd.edu">Cecille.Rogers@ctcd.edu</a>  (254) 526-1195 <a href="mailto:Wilma.Brown-Smith@ctcd.edu">Wilma.Brown-Smith@ctcd.edu</a>	111/207   111/207  111/207

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

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

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

<b>Department &amp; Areas of Responsibility</b>	<b>Points of Contact</b>	<b>Phone Numbers/ Email Addresses</b>	<b>Bldg/Room #</b>
<b>Skills Center Counseling</b> <ul style="list-style-type: none"> <li>• Individualized, Self-Paced, and Open-Entry Programs</li> <li>• Enrollment Information</li> <li>• Counseling and Job Placement Information for Certificate Programs</li> </ul>	James Spurgeon, Director, Skills Center Counseling	(254) 526-1966 <a href="mailto:James.Spurgeon@ctcd.edu">James.Spurgeon@ctcd.edu</a>	118/3
	Linda Leavitt, Voc/Applied Tech Counselor	(254) 526-1549 <a href="mailto:Linda.Leavitt@ctcd.edu">Linda.Leavitt@ctcd.edu</a>	118/14
	Liesa Pavoggi, Voc/Applied Tech Counselor	(254) 526-1549 <a href="mailto:Liesa.Pavoggi@ctcd.edu">Liesa.Pavoggi@ctcd.edu</a>	118/14
	Jack Leavitt, Voc/Applied Tech Counselor	(254) 526-1549 <a href="mailto:Jack.Leavitt@ctcd.edu">Jack.Leavitt@ctcd.edu</a>	118/14

**INTERNATIONAL STUDENT SERVICES**  
**Who to Call List**  
**Building 119**

<b>ISS Department &amp; Areas of Responsibility</b>	<b>Points of Contact</b>	<b>Phone Numbers/ Email Addresses</b>	<b>Bldg/Room #</b>
<b>International Student Services:</b> <ul style="list-style-type: none"> <li>• Admissions</li> <li>• Registration</li> <li>• Immigration Regulations</li> <li>• Visa Requirements</li> <li>• Testing</li> <li>• Employment Authorization</li> <li>• Program Extensions</li> <li>• School Transfers</li> <li>• Practical Training</li> <li>• Travel outside the U.S.</li> <li>• Academic Counseling</li> </ul>	Byron Eakin, Director  Eva Moore, Office Assistant II  Veronica Martin, Community Foreign Student Counselor	(254) 526-1302 <a href="mailto:ctc.international@ctcd.edu">ctc.international@ctcd.edu</a> or <a href="mailto:Byron.Eakin@ctcd.edu">Byron.Eakin@ctcd.edu</a>  (254) 526-1107 <a href="mailto:Eva.Moore@ctcd.edu">Eva.Moore@ctcd.edu</a>  (254) 526-1290 <a href="mailto:Veronica.Martin@ctcd.edu">Veronica.Martin@ctcd.edu</a>	119/101A   119/101   119/106