Quick Resource Guide

**Access Center** (previously Disability Serv.) – Leslie Smith, Manager; Tammy Swindle, Admin. Assistant – Ext: 3472
- Alternate Format Textbooks
- Assisted listening devices
- Braille materials
- Interpreting for students with hearing impairments
- Mentoring
- Note Taking Assistance
- Orientation to Adaptive Technology
- Testing Accommodations

**Admissions** – Tim Amyx, Director; Crickett Pimentel, Asst. Director; Beverly Bragg, Admissions Assoc. – Ext: 3688
- ACT or placement test scores
- Affidavit of Financial Support (International Students Only)
- Application for Admissions
- Campus Priority Change
- Campus Tours
- Citizenship and lawful presence for in-state tuition
- College Fair Night
- Hepatitis B Immunization
- High school, home school, or GED/HiSET transcript
- International Student Services – Crickett Pimentel
- Major Change; Term Change
- President’s Ambassadors
- Previous college transcript
- Selective Service documentation (Male students ages 18-25)

**Advising** – Terry Bubb, Director; Teresa Corlew, Sr. Admin. Assistant; Pam Lockhart, Admin. Assistant – Ext: 3702
- Advisor Assignment Process
- Advisor Training: Scheduled & as Requested
- Career Counseling & Limited Personal Counseling
- Complete Withdrawal from ALL classes
- University Representative Visits
- ESOL students’ advising (along with some faculty advisors in the Humanities Division): Pedro Martinez
- General Advising: including non-degree seeking and undecided students
- University Transfer Information

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<tr>
<th>Name</th>
<th>Description</th>
<th>Room Location</th>
<th>Ext.</th>
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<tr>
<td>Advising Center</td>
<td>Main Office</td>
<td>Ramer 141</td>
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<td>Advising HOTLINE</td>
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<td>Spanish HOTLINE</td>
<td>For Spanish Speakers</td>
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<td>Terry Bubb</td>
<td>Director</td>
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<td>Teresa Corlew</td>
<td>Senior Administrative Assistant</td>
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<td>Pam Lockhart</td>
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<td>Lindsay Guenther</td>
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<td>Pedro Martinez</td>
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<td>Jessica Starr</td>
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**Adult Learners & Veterans Affairs**–Pam Carey, Manager – Ext: 3444; Amy Hoffman, Relational Advisor – Ext: 4791
- Academic Fresh Start
- Dept. of Labor Education Benefits
- Prior Learning Assessment – Pam Carey, ext. 3494
- TN Reconnect – Judy Schuelke, ext. 3449
- Veterans Resource – Penny Starr, ext. 3444
- VA or Dept. of Education benefits

REVISED: 01/07/2020
Quick Resource Guide

⊕ Career Services – Office of the Vice President of Student Services; Carol Bazenet, Admin. Asst. – Ext: 3307

⊕ Diversity and Inclusion, Student Life and Diversity – Jeff King, Manager; Lori Miller, Admin. Asst. – Ext: 3461
- Cultural Awareness and celebrations
- Food Insecurity/The FEED
- Safe Space for LGBTQ+
- Various Cultural Competency Trainings

⊕ Divisions – George Pimentel, VP Academic Affairs; Jennifer Brezina, Asst. VP Academic Affairs;
  Sandra Brown, Executive Administrative Assistant – Ext: 3556

<table>
<thead>
<tr>
<th>Academic Division</th>
<th>Division Dean</th>
<th>Office Location</th>
<th>Main Office Ext.</th>
<th>Administrative Assistant</th>
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<tr>
<td>Business and Tech.</td>
<td>Andrew White</td>
<td>Mattox 101</td>
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<td>Jimmy Hargrove &amp; Lacey Goodrum</td>
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<td>Suzanne Hesson</td>
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<td>Tonya Daniels</td>
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<td>Rhonda Custer, Adia Hanson, &amp; Allison Carter</td>
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<td>Warf 100</td>
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<td>Gayle DeSalles &amp; Deloris Gager</td>
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<td>Gibson Hall 107</td>
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<td>Beth Tomlin</td>
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<td>James Brown</td>
<td>Caudill 222</td>
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<td>Holly Harvey &amp; Shirlean Harmon</td>
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⊕ Financial Aid Office – Donna Dunaway, Director; Leslie Lauper, Asst. Director – Ext: 3456
- Financial Assistance and Information
- FAFSA Information
- Student Work-Study program
- TN Promise Information
- TN Reconnect Information

⊕ Learning Commons – Delois Regan, Manager; Beverly Peden, Administrative Assistant – Ext: 3676
  The Learning Commons is a centralized Vol State location for Learning Support classes, skill development, test preparation, and academic support.
- Learning support classes
- Skill Development
- Test Preparation
- Academic Support

⊕ Records Office – Tim Amyx, Director; Stacy Bagshaw, Administrative Associate – Ext: 3680
- Transcripts (Printing or sending your official Vol State transcript)
- Enrollment Verification
- Dropping or Adding Course(s) forms
- Grade Appeals forms
- Transcript Evaluation (Transfer Credit)
- Graduation applications – Amber Regan; Teresa Carter
- Update Student Record (Name, Address, Phone, or Personal Email Address)

⊕ Student Engagement and Support Services -- Heather Harper, Manager; Angel Dunning, Admin. Asst. – Ext: 3390
- Early ALERT: Academic Progress Notifications
- Campus Connect and Orientation
- Student Resources to aid in Student Success
- Student Leadership Development
- Student Clubs and Organizations
- Student Activities

⊕ Testing Center – Lisa Borre, Manager; Regina Pierpaoli, Administrative Assistant – Ext: 3484
- ACCUPLACER testing
- ESOL: Michigan English Placement Exam
- Computer Competency Exam (CCE)
- College Level Exam Program (CLEP)
- High School Equivalency Test (HiSET)
- Graduate Exit Exams
- Proctored course exams
- Microsoft Office Specialist certification Exams

⊕ TRIO Student Support Services – Andrea Boddie, Director; Lisa Jacobs, Administrative Assistant – Ext: 3732
  In order to qualify for this program, you must be a current or prospective student pursuing an associate's degree or certificate and you must meet one of the following: low income, first generation college student, or registered with the Vol State Office of Disability Services.
- Start-to-Finish Orientation
- Tutoring Program
- Mentoring Program
- Cultural Activities and College Tours
- Transfer to a Four-Year College Assistance
- Financial Literacy and Scholarships
- Academic Advising
- Laptop Computer Checkout