

**Tri-County Technical College Contact List
(A Resource for School Officials
Offering College Courses on Their Campuses)**

For Assistance with One of These Issues, Questions...	Contact this Staff Person...	At This Number...
γ identifying College courses to offer, initial planning and scheduling, general questions	Amanda Blanton, Dean of Enrollment Management	646-1501*
γ arranging student/parent Orientation γ permission forms for students to take College courses γ registration (when, where, how)	Roxanne Hibbs, Coordinator, Secondary Transition Programs	646-1448
γ College policies and practices affecting the awarding of College credit, course management, faculty, or other instructional issues	Dr. Phil Buckhiester, Vice President for Academic Affairs	646-1766
γ College policies and practices affecting the documenting of credit (transcripts), registration, student behavior code or other student affairs issues	Dan Holland, Vice President for Student Affairs	646-1552
γ content and management of courses offered within the Business & Public Services Division (including concerns regarding grading practices for courses within the division)	Jackie Blakley, Dean, Business & Public Services Division	646-1305
γ content and management of courses offered within the Arts & Sciences (University Transfer) Division, including concerns regarding grading practices for courses within the division	Dr. Gwen Owens, Dean, Arts & Sciences Division	646-1429
γ content and management of courses offered within the Industrial & Engineering Technology Division (including concerns regarding grading practices for courses within the division)	Eugene Grant, Dean, Industrial & Engineering Technology Division	646-1341
γ books and materials required for courses γ returning books for refund γ selling or purchasing used books	Pam Holland, Bookstore Manager <i>(NOTE: To verify hours, contact any Bookstore employee at 646-1824.)</i>	646-1823
γ general information about ASSET/COMPASS placement testing γ Testing Center hours γ information on what students should bring to take the test, where they should park, and other logistics	Wanda Screws, Coordinator of Assessment Center, or any Testing Center employee	646-1397 646-1396
γ billing discrepancies γ tuition refunds γ payment deadlines	Faye Allen, Director of Fiscal Affairs or any Business Office employee <i>(NOTE: To verify office hours, call 646-1802.)</i>	646-1797or 646-1802

*To call any College office toll-free, dial 1-866-269-5677 plus last 4 digits; for example, 1-866-269-5677, ext. 1501.

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<ul style="list-style-type: none"> γ mid-term grade reports γ final grade reports and transcripts 	Scott Harvey, Registrar	646-1556
γ Lottery Tuition Assistance	Bill Whitlock, Director of Financial Aid	646-1583
γ students with disabilities (arranging for appropriate accommodations and other support services)	Carol Miller, Coordinator/Counselor of Students with Disabilities	646-1564
γ Library cards, interlibrary loan and other learning resources available to high school students	Marla Roberson, Library Director <i>(NOTE: To verify hours of operation, call 646-1750.)</i>	646-1753
<ul style="list-style-type: none"> γ TAP credit (general information) γ EEDA 	Roxanne Hibbs, Coordinator, Secondary Transition Programs	646-1448
Kgeneral questions, referrals to appropriate persons or offices	Roxanne Hibbs, Coordinator, Secondary Transition Programs	646-1448