

**South Plains College**  
**Admissions and Records Office, Box C**

1401 S. College Avenue  
Levelland, Texas 79336

Phone: (806) 894-9611 • Fax: (806) 897-3167

**Office Hours:**

Monday – Friday: 8:00 a.m. to 4:00 p.m.

To better serve your needs, please refer to this list when calling our department.

**LEVELLAND STAFF**

Eliza Reyna, Extension 2187  
[ereyna@southplainscollege.edu](mailto:ereyna@southplainscollege.edu)  
Admissions Clerk

New Student Applications and Records (A—I)  
Student Holds

Sylvia Valdez, Extension 2572  
[svaldez@southplainscollege.edu](mailto:svaldez@southplainscollege.edu)  
Admissions Clerk

New Student Applications and Records (J—R)

Paige Hodges, Extension 2570  
[phodges@southplainscollege.edu](mailto:phodges@southplainscollege.edu)  
Admissions Clerk

New Student Applications and Records (S—Z)  
Student Drops

Carolyn Boles, Extension 2573  
[cboles@southplainscollege.edu](mailto:cboles@southplainscollege.edu)  
Admissions Clerk

Electronic Transcripts  
Transcript Requests  
Enrollment Verifications

Clarissa Cantu, Extension 2372  
[ccantu@southplainscollege.edu](mailto:ccantu@southplainscollege.edu)  
Secretary to the Registrar

Dual Credit and International Student Files  
*CampusConnect*

Brenda Gaskins, Extension 2578  
[bgaskins@southplainscollege.edu](mailto:bgaskins@southplainscollege.edu)  
Degree Audit Specialist

Degree Audit  
Transfer Credit Posting

Kay Gilmer, Extension 2375  
[kgilmer@southplainscollege.edu](mailto:kgilmer@southplainscollege.edu)  
TSI Clerk

TSI Data Maintenance and Verification  
THEA Scores and Other Assessment Records

Rosemary Jenkins, Extension 2345  
[rjenkins@southplainscollege.edu](mailto:rjenkins@southplainscollege.edu)  
Transcript Clerk (Part-time)

Transcript Requests

Adela Ochoa, Extension 2374  
[aocchoa@southplainscollege.edu](mailto:aocchoa@southplainscollege.edu)  
Graduation Clerk

Credit Posting of ACT, CLEP, SAT, Military  
Training, Tech Prep Courses  
Degree Notations  
Graduation Applications and Diplomas  
Graduation Regalia Orders for Faculty/Students

Jenna Pichla, Extension 2355  
[jpichla@southplainscollege.edu](mailto:jpichla@southplainscollege.edu)  
Admissions Clerk

Administrative Drops/Reinstatements  
Student Drops  
Online Admission Applications

Christine Tafoya, Extension 2574  
[ctafoya@southplainscollege.edu](mailto:ctafoya@southplainscollege.edu)  
Secretary to the Dean of  
Admissions and Records

Grade Change Form  
Residency Reclassification Form  
Admissions and Records Website Updates  
Suspension Appeal Information

### **REESE STAFF**

Joyce Beakley, Extension 2919  
[jbeakley@southplainscollege.edu](mailto:jbeakley@southplainscollege.edu)  
Evening Admissions Clerk (Part-time)

Evening Student Drops  
Evening Transcript Requests

Cindy Ramos, Extension 2902  
[cramos@southplainscollege.edu](mailto:cramos@southplainscollege.edu)  
Admissions Clerk

New Student Applications (A—L)  
Student Information Changes  
Graduation Applications  
Graduation Regalia Orders for Faculty/Students  
Student Holds

Teresa Rice, Extension 4660  
[trice@southplainscollege.edu](mailto:trice@southplainscollege.edu)  
Admissions Clerk

New Student Applications (M—Z)  
Student Drops  
Enrollment Verifications  
Transcript Requests

### **ADMINISTRATIVE STAFF**

Andrea Rangel, Extension 2370  
[arangel@southplainscollege.edu](mailto:arangel@southplainscollege.edu)  
Dean of Admissions and Records

Academic Appeals  
Academic Fresh Start  
Admission Approvals  
Class Schedule  
Grade Changes  
Graduation Ceremony  
Incomplete Grades  
Instructor Code Assignments  
Registration  
Residency Officer  
Tuition Waivers

Andrew Ruiz, Extension 2371  
[aruiz@southplainscollege.edu](mailto:aruiz@southplainscollege.edu)  
Registrar

Official Class Rosters/Grade Books  
Class Splits  
CampusConnect  
Dual Credit Enrollment  
Final Grade Rolls  
International Students' Admissions  
Registration  
Room Assignments

Teresa Salinas, Extension 2373 or 4613  
[tsalinas@southplainscollege.edu](mailto:tsalinas@southplainscollege.edu)  
Associate Registrar

Course Changes  
Class Schedule  
Hazlewood Benefits  
Registration  
Residency Questions