

**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.

Subject of Interest	Extension	Contact Person	Title	Email Address
Academic Appeals	2370	Andrea Rangel	Dean of Admissions and Records	<a href="mailto:arangel@southplainscollege.edu">arangel@southplainscollege.edu</a>
Academic Fresh Start	2370	Andrea Rangel	Dean of Admissions and Records	<a href="mailto:arangel@southplainscollege.edu">arangel@southplainscollege.edu</a>
Administrative Drops/Reinstatements	2355	Jenna Pichla	Admissions Clerk	<a href="mailto:jpichla@southplainscollege.edu">jpichla@southplainscollege.edu</a>
Admission Approvals	2370	Andrea Rangel	Dean of Admissions and Records	<a href="mailto:arangel@southplainscollege.edu">arangel@southplainscollege.edu</a>
Admissions and Records Website Updates	2574	Christine Tafoya	Secretary to the Dean of Admissions and Records	<a href="mailto:ctafoya@southplainscollege.edu">ctafoya@southplainscollege.edu</a>
Applications for New Students (A - I)	2187	Eliza Reyna	Admissions Clerk	<a href="mailto:ereyna@southplainscollege.edu">ereyna@southplainscollege.edu</a>
Applications for New Students (A - L) at Reese	2902	Cindy Ramos	Admissions Clerk	<a href="mailto:cramos@southplainscollege.edu">cramos@southplainscollege.edu</a>
Applications for New Students (J - R)	2572	Sylvia Valdez	Admissions Clerk	<a href="mailto:svaldez@southplainscollege.edu">svaldez@southplainscollege.edu</a>
Applications for New Students (M - Z) at Reese	4660	Teresa Rice	Admissions Clerk	<a href="mailto:trice@southplainscollege.edu">trice@southplainscollege.edu</a>
Applications for New Students (S - Z)	2570	Paige Hodges	Admissions Clerk	<a href="mailto:phodges@southplainscollege.edu">phodges@southplainscollege.edu</a>
CampusConnect	2371	Andrew Ruiz	Registrar	<a href="mailto:aruiz@southplainscollege.edu">aruiz@southplainscollege.edu</a>
CampusConnect	2372	Clarissa Cantu	Secretary to the Registrar	<a href="mailto:ccantu@southplainscollege.edu">ccantu@southplainscollege.edu</a>
Class Schedule	2370	Andrea Rangel	Dean of Admissions and Records	<a href="mailto:arangel@southplainscollege.edu">arangel@southplainscollege.edu</a>
Class Schedule	2373, 4614	Teresa Salinas	Associate Registrar	<a href="mailto:tsalinas@southplainscollege.edu">tsalinas@southplainscollege.edu</a>
Class Splits	2371	Andrew Ruiz	Registrar	<a href="mailto:aruiz@southplainscollege.edu">aruiz@southplainscollege.edu</a>
Course Changes	2373, 4613	Teresa Salinas	Associate Registrar	<a href="mailto:tsalinas@southplainscollege.edu">tsalinas@southplainscollege.edu</a>
Credit Posting of ACT, CLEP, SAT, Military Training, Tech Prep, and Degree Notations	2374	Adela Ochoa	Graduation Clerk	<a href="mailto:aocchoa@southplainscollege.edu">aocchoa@southplainscollege.edu</a>
Degree Audit	2578	Brenda Gaskins	Degree Audit Specialist	<a href="mailto:bgaskins@southplainscollege.edu">bgaskins@southplainscollege.edu</a>
Dual Credit and International Student Files	2372	Clarissa Cantu	Secretary to the Registrar	<a href="mailto:ccantu@southplainscollege.edu">ccantu@southplainscollege.edu</a>
Dual Credit Enrollment	2371	Andrew Ruiz	Registrar	<a href="mailto:aruiz@southplainscollege.edu">aruiz@southplainscollege.edu</a>
Electronic Transcripts	2573	Carolyn Boles	Admissions Clerk	<a href="mailto:cboles@southplainscollege.edu">cboles@southplainscollege.edu</a>
Enrollment Verifications	2573	Carolyn Boles	Admissions Clerk	<a href="mailto:cboles@southplainscollege.edu">cboles@southplainscollege.edu</a>
Enrollment Verifications at Reese	4660	Teresa Rice	Admissions Clerk	<a href="mailto:trice@southplainscollege.edu">trice@southplainscollege.edu</a>
Excessives Absences	2355	Jenna Pichla	Admissions Clerk	<a href="mailto:jpichla@southplainscollege.edu">jpichla@southplainscollege.edu</a>
Final Grade Rolls	2371	Andrew Ruiz	Registrar	<a href="mailto:aruiz@southplainscollege.edu">aruiz@southplainscollege.edu</a>
Grade Books	2371	Andrew Ruiz	Registrar	<a href="mailto:aruiz@southplainscollege.edu">aruiz@southplainscollege.edu</a>
Grade Change Form	2574	Christine Tafoya	Secretary to the Dean of Admissions and Records	<a href="mailto:ctafoya@southplainscollege.edu">ctafoya@southplainscollege.edu</a>

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Grade Changes	2370	Andrea Rangel	Dean of Admissions and Records	<a href="mailto:arangel@southplainscollege.edu">arangel@southplainscollege.edu</a>
Graduation Applications and Diplomas	2374	Adela Ochoa	Graduation Clerk	<a href="mailto:aocchoa@southplainscollege.edu">aocchoa@southplainscollege.edu</a>
Graduation Applications at Reese	2902	Cindy Ramos	Admissions Clerk	<a href="mailto:cramos@southplainscollege.edu">cramos@southplainscollege.edu</a>
Graduation Ceremony	2370	Andrea Rangel	Dean of Admissions and Records	<a href="mailto:arangel@southplainscollege.edu">arangel@southplainscollege.edu</a>
Graduation Regalia Orders for Faculty/Students	2374	Adela Ochoa	Graduation Clerk	<a href="mailto:aocchoa@southplainscollege.edu">aocchoa@southplainscollege.edu</a>
Graduation Regalia Orders for Faculty/Students at Reese	2902	Cindy Ramos	Admissions Clerk	<a href="mailto:cramos@southplainscollege.edu">cramos@southplainscollege.edu</a>
Hazlewood Benefits	2373, 4615	Teresa Salinas	Associate Registrar	<a href="mailto:tsalinas@southplainscollege.edu">tsalinas@southplainscollege.edu</a>
Incomplete Grades	2370	Andrea Rangel	Dean of Admissions and Records	<a href="mailto:arangel@southplainscollege.edu">arangel@southplainscollege.edu</a>
Instructor Code Assignments	2370	Andrea Rangel	Dean of Admissions and Records	<a href="mailto:arangel@southplainscollege.edu">arangel@southplainscollege.edu</a>
International Students Admissions	2371	Andrew Ruiz	Registrar	<a href="mailto:aruiz@southplainscollege.edu">aruiz@southplainscollege.edu</a>
New Student Applications (A - L) at Reese	2902	Cindy Ramos	Admissions Clerk	<a href="mailto:cramos@southplainscollege.edu">cramos@southplainscollege.edu</a>
New Student Applications (M - Z) at Reese	4660	Teresa Rice	Admissions Clerk	<a href="mailto:trice@southplainscollege.edu">trice@southplainscollege.edu</a>
New Student Applications and Records (A - I)	2187	Eliza Reyna	Admissions Clerk	<a href="mailto:ereyna@southplainscollege.edu">ereyna@southplainscollege.edu</a>
New Student Applications and Records (J - R)	2572	Sylvia Valdez	Admissions Clerk	<a href="mailto:svaldez@southplainscollege.edu">svaldez@southplainscollege.edu</a>
New Student Applications and Records (S - Z)	2570	Paige Hodges	Admissions Clerk	<a href="mailto:phodges@southplainscollege.edu">phodges@southplainscollege.edu</a>
Official Class Rosters/Grade Books	2371	Andrew Ruiz	Registrar	<a href="mailto:aruiz@southplainscollege.edu">aruiz@southplainscollege.edu</a>
Online Admission Applications	2355	Jenna Pichla	Admissions Clerk	<a href="mailto:jpichla@southplainscollege.edu">jpichla@southplainscollege.edu</a>
Registration	2370	Andrea Rangel	Dean of Admissions and Records	<a href="mailto:arangel@southplainscollege.edu">arangel@southplainscollege.edu</a>
Registration	2371	Andrew Ruiz	Registrar	<a href="mailto:aruiz@southplainscollege.edu">aruiz@southplainscollege.edu</a>
Registration	2373, 4616	Teresa Salinas	Associate Registrar	<a href="mailto:tsalinas@southplainscollege.edu">tsalinas@southplainscollege.edu</a>
Reinstatements	2355	Jenna Pichla	Admissions Clerk	<a href="mailto:jpichla@southplainscollege.edu">jpichla@southplainscollege.edu</a>
Residency Officer	2370	Andrea Rangel	Dean of Admissions and Records	<a href="mailto:arangel@southplainscollege.edu">arangel@southplainscollege.edu</a>
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Residency Reclassification Form	2574	Christine Tafoya	Secretary to the Dean of Admissions and Records	<a href="mailto:ctafoya@southplainscollege.edu">ctafoya@southplainscollege.edu</a>
Room Assignments	2371	Andrew Ruiz	Registrar	<a href="mailto:aruiz@southplainscollege.edu">aruiz@southplainscollege.edu</a>
Rosters	2371	Andrew Ruiz	Registrar	<a href="mailto:aruiz@southplainscollege.edu">aruiz@southplainscollege.edu</a>
Student Drops	2570	Paige Hodges	Admissions Clerk	<a href="mailto:phodges@southplainscollege.edu">phodges@southplainscollege.edu</a>
Student Drops	2355	Jenna Pichla	Admissions Clerk	<a href="mailto:jpichla@southplainscollege.edu">jpichla@southplainscollege.edu</a>
Student Drops at Reese	4660	Teresa Rice	Admissions Clerk	<a href="mailto:trice@southplainscollege.edu">trice@southplainscollege.edu</a>
Student Drops at Reese (Evening)	2919	Joyce Beakley	Evening Admissions Clerk (Part-time)	<a href="mailto:jbeakley@southplainscollege.edu">jbeakley@southplainscollege.edu</a>
Student Holds	2187	Eliza Reyna	Admissions Clerk	<a href="mailto:ereyna@southplainscollege.edu">ereyna@southplainscollege.edu</a>
Student Holds at Reese	2902	Cindy Ramos	Admissions Clerk	<a href="mailto:cramos@southplainscollege.edu">cramos@southplainscollege.edu</a>

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Student Information Changes	2902	Cindy Ramos	Admissions Clerk	<a href="mailto:cramos@southplainscollege.edu">cramos@southplainscollege.edu</a>
Suspension Appeal Information	2574	Christine Tafoya	Secretary to the Dean of Admissions and Records	<a href="mailto:ctafoya@southplainscollege.edu">ctafoya@southplainscollege.edu</a>
THEA Scores and Other Assessment Records	2375	Kay Gilmer	TSI Clerk	<a href="mailto:kgilmer@southplainscollege.edu">kgilmer@southplainscollege.edu</a>
Transcript Requests	2573	Carolyn Boles	Admissions Clerk	<a href="mailto:cboles@southplainscollege.edu">cboles@southplainscollege.edu</a>
Transcript Requests	2345	Rosemary Jenkins	Transcript Clerk (Part-time)	<a href="mailto:rjenkins@southplainscollege.edu">rjenkins@southplainscollege.edu</a>
Transcript Requests at Reese	4660	Teresa Rice	Admissions Clerk	<a href="mailto:trice@southplainscollege.edu">trice@southplainscollege.edu</a>
Transcript Requests at Reese (Evening)	2919	Joyce Beakley	Evening Admissions Clerk (Part-time)	<a href="mailto:jbeakley@southplainscollege.edu">jbeakley@southplainscollege.edu</a>
Transfer Credit Posting	2578	Brenda Gaskins	Degree Audit Specialist	<a href="mailto:bgaskins@southplainscollege.edu">bgaskins@southplainscollege.edu</a>
TSI Data Maintenance and Verification	2375	Kay Gilmer	TSI Clerk	<a href="mailto:kgilmer@southplainscollege.edu">kgilmer@southplainscollege.edu</a>
Tuition Waivers	2370	Andrea Rangel	Dean of Admissions and Records	<a href="mailto:arangel@southplainscollege.edu">arangel@southplainscollege.edu</a>