

## Faculty and Staff Referral Guide

AREA OF CONCERN	LEVELLAND CAMPUS REFER TO...	REESE/ATC CAMPUS REFER TO...
<b>Academic Appeals</b>	Dean of Admissions and Records Admissions and Records Office Andrea Rangel Ext. 2370	Dean of Admissions and Records Admissions and Records Office/Levelland Andrea Rangel Ext. 2370
<b>Academic Skills Development Tutoring</b>	Learning Center 3 <sup>rd</sup> Floor Library Gail Platt Ext. 2240 Jennifer Trusty Ext. 2241	Testing & Learning Center Reese Building 8, Room 814 Dr. Deborah Caddell Ext. 4631 Melissa Strickland Ext. 4689
<b>Adding or Dropping a course after the add/drop period</b>	Admissions and Records Office Student Services Building A student receives a drop slip from Admissions, and has either the instructor, their advisor, or a counselor sign the slip before they turn it in to Admissions Taryn Wash Ext. 2573 Paige Hodges Ext. 2570	Admissions and Records Office Reese Building 8, Room 803 A student receives a drop slip from Admissions, and has either the instructor, their advisor, or a counselor sign the slip before they turn it in to Admissions Extension 2902
<b>Admission Policies (General)</b>	Admissions and Records Office Student Services Building Taryn Wash Ext. 2573 Jenna Pichla Ext. 2355 Paige Hodges Ext. 2570	Admissions and Records Office Reese Building 8, Room 803 Extension 2902
<b>Adult Education Services (Workforce Development, Continuing Education programs)</b>	Continuing Education Office Technical Arts Building Jim Walker Ext. 2340 Lisa Eddins Ext. 2341	ATC Advanced Technology Center-158 Rafael Aguilera Ext. 4909
<b>Articles, Books, &amp; Research</b>	Library SPC Library Ext. 2299, 2300, 2302	Library Reese Building 8 Ext. 4693, 4694, 4695
<b>Books (Buying and Selling)</b>	Bookstore Manager Student Center Mall Manager Ext. 2397	Bookstore Manager Reese Building 8 Ext. 4610
<b>CampusConnect Log-In Problems</b>	Admissions and Records Office Student Services Building	Admissions and Records Office Reese Building 8, Room 803
<b>Cashing a Check</b>	Student Activities Office Student Center Teri Wright Ext. 2378	N/A
<b>Catalogs (Other Colleges)</b>	Counseling Center Student Services Building Ext. 2368	Counseling Center Reese Building 8 Room 805 Ext. 4606
<b>Credit by Exam/Clep</b>	Counseling Center Student Services Building Juli Wood, Testing Coordinator Ext. 2367 Becky Brown Ext. 2368	Testing & Learning Center Reese Building 8, Room 814 Dr. Deborah Caddell Ext. 4631 Melissa Strickland, Testing Assistant, Ext. 4689

<b>Campus Police/Security</b>	Student Center Mall Area Joe McDowell Chief of Police Ext. 2396 EMERGENCY CALL 891-8883 OR 911	Building 8, Room 841 Ext. 2923 EMERGENCY CALL 893-5705 OR 911
<b>Special Services Accommodations/Students With Disabilities</b>	Special Services Office Student Services Building Ext. 2529 Becky Arant Ext. 2530	Special Services Office Reese Building 8 Room 811 Dawn Valles Ext. 4675 Linda Graham Ext. 4654
<b>Financial Aid/Appeals For students, all telephone questions should be directed to 806-894-9611, ext. 3800 Email: finaid@southplainscollege.edu</b>	Financial Aid Office Director-Jim Ann Batenhorst Ext. 2410	Reese Building 8 Room 804 Glenda Hensley Ext. 4880 Ext. 4661
<b>Game Room</b>	Student Activities Office Student Center Teri Wright Ext. 2378	N/A
<b>Gateway Program</b>	N/A	Counseling Center Reese Building 8 Room 803 Ext. 4606
<b>ID Card/Replacement</b>	Student Activities Office Student Center Teri Wright Ext. 2378	Associate Dean of Student Services Reese Building 8 Room 807 Ext. 4600, 4666
<b>Student Health Center</b>	Student Health Clinic Student Center DeEtte Edens Ext. 2376	N/A
<b>International Students</b>	Registrar's Office Admissions and Records Office Andrew Ruiz Ext. 2371	Registrar's Office Admissions and Records Office Andrew Ruiz Ext. 2371
<b>Intramural Sports</b>	Physical Education Texan Dome Ext. 2234	N/A
<b>Job Placement</b>	Counseling Center Student Services Building Susan Rushing Ext. 2359	Counseling Center Reese Building 8 Room 803 Ben Alexander Ext. 4608
<b>Lost and Found</b>	Student Activities Office Student Center Terri Wright Ext. 2378	Admissions and Records Office Reese Building 8, Room 803 Ext. 2902
<b>New Student Experience (Orientation)</b>	Counseling Center Student Services Building Ext. 2364, 2368	Counseling Center Reese Building 8 Room 803 Ext. 4606
<b>Occupational/Career</b>	Career Center	Counseling Center

<b>Information</b>	Counseling Center Student Services Building Ext. 2366, 2368	Reese Building 8 Room 805 Ext. 4606
<b>Parking</b>	Student Services Office Student Services Building Sherri Caddell Ext. 2379	Associate Dean of Student Services Reese Building 8 Room 807 Ext. 4600, 4666
<b>Parking Citations/Permits</b>	Parking Office Student Services Building Extension 2379, 2380	Associate Dean of Student Services Reese Building 8 Room 807 Ext. 4600, 4666
<b>Personal Crisis</b>	Counseling Center Student Services Building Ext. 2364	Counseling Center Reese Building 8 Room 803 Ext. 4606
<b>Photocopying</b>	Copy Center SPC Library, 1st Floor Kathy Lewallen Ext 2498	Reese Building 3, Room 315 Building 4, Room 409 Building 5, Room 507 Building 8, Lounge Students can use copier in Library, Building 8, Room 831
<b>Posting of Information (Flyers, Advertisements, etc.)</b>	Director of Student Activities Student Center Stan Weatherred Ext. 2377	Associate Dean of Student Services Reese Building 8 Room 807 Ext. 4600, 4666
<b>Public Relations</b>	College Relation Office Visitors Center Cindy Scott Ext. 2211	College Relation Office Visitors Center Cindy Scott Ext. 2211
<b>Schedule Changes, Add/Drops</b>	Admissions and Records Office Student Services Building (Can perform on CampusConnect during late registration periods)	Admissions and Records Office Reese Building 8, Room 803 (Can perform on CampusConnect during late registration periods)
<b>Security</b>	Campus Police Department Student Center Mall Emergency: 891-8883	Reese Campus Police Building 8, Room 841 Emergency: 893-5705
<b>Student Accident Insurance (Paid by all students except dual credit, enrolled in 3 hours or more, effective Fall 2005)</b>	Dean of Students Student Services Building David Conner Ext. 2380	Dean of Students Student Services Building David Conner Ext. 2380
<b>Student Activities</b>	Director of Student Activities Student Center Stan Weatherred Ext. 2377	N/A
<b>Student Disciplinary Appeals</b>	Dean of Students Student Services Building David Conner Ext. 2380	Dean of Students Student Services Building-Levelland David Conner Ext. 2380
<b>Student Housing</b>	Housing Office Student Services Building Ext. 2379	N/A
<b>Student Records</b>	Admissions and Records Office Student Services Building Taryn Wash Ext. 2573	Admissions and Records Office Reese Building 8 Room 803 Ext. 2902

	Jenna Pichla Ext. 2355 Paige Hodges Ext. 2570	
<b>Student Support Services Program</b>	STAR Center New Student Relations Building Rita Quinonez-Prieto, Ext. 2750	N/A
<b>Study Skills</b>	Learning Center 3 <sup>rd</sup> Floor Library Gail Platt Ext. 2240 Jennifer Trusty Ext. 2241	Testing & Learning Center Building 8, Room 814 Dr. Deborah Caddell Ext. 4631 Melissa Strickland, Testing Assistant, Ext. 4689
<b>Technical Program Information</b> Prospective Students can be referred to the program director, or to the Technical Counselor	Dean of Technical Programs Technical Arts Building Ext. 2336, 2337 Technical Counselor Ext. 2562	Dean of Technical Programs Technical Arts Building Ext. 2336, 2337 Technical Counselor Ext.
<b>Testing Services (THEA, Accuplacer, CLEP, SAT, ACT)</b> For test administration questions	Counseling Center Student Services Building Juli Wood Ext. 2367 Becky Arant Ext. 2529	Testing & Learning Center Building 8, Room 814 Dr. Deborah Caddell Ext. 4631 Melissa Strickland, Testing Assistant, Ext. 4689
<b>Transcript Information</b>	Admissions and Records Office Student Services Building Taryn Wash Ext. 2573 Rosemary Jenkins Ext. 2345	Admissions and Records Office Reese Building 8 Room 803 Ext. 2902
<b>Transferring to Another College</b>	Counseling Center Student Services Center Brandon Awbrey Ext. 2362	Counseling Center Reese Building 8, Room 803 Ext. 4606
<b>Tutoring Assistance</b>	Learning Center 3 <sup>rd</sup> Floor Library Gail Platt Ext. 2240 Jennifer Trusty Ext. 2241	Testing & Learning Center Building 8, Room 814 Dr. Deborah Caddell Ext. 4631 Melissa Strickland, Testing Assistant, Ext. 4689
<b>Veteran Affairs</b>	Veteran Affairs Office, Office of the Vice-President for Student Affairs Student Services Building Judy Walker Ext. 2361	Veteran Affairs Office, Office of the Vice-President for Student Affairs Student Services Building Judy Walker Ext. 2361
<b>Withdrawing from College</b> A student initiates the withdrawal process by visiting with a Counselor in the Counseling Center; once Counseling checks for holds and visits with the student about their future plans, the student completes the withdrawal in the Admissions Office	Counseling Center Student Services Building Becky Brown Ext. 2368	Counseling Center Reese Building 8, Room 803 Ext. 4606
<b>Student E-Mail/MySPC Questions</b>	Office of Information Technology Ext. 2601 or Ext. 3300	Office of Information Technology Ext. 2601 or Ext. 3300

**Plainview Center Referral Guide**  
 (Resources at Plainview Center unless otherwise noted)

AREA OF CONCERN	PLAINVIEW/ REESE/ATC CAMPUS CONTACT PERSON
<b>Academic Appeals</b>	Dean of Admissions and Records Admissions and Records Office/Levelland Andrea Rangel Ext. 2370
<b>Academic Skills Development</b>	Learning Specialist Reese Building 8 Yuri Mendoza ext. 4630
<b>Adding or Dropping a course after the add/drop period</b>	Main Office Extension 4302 A student receives a drop slip from the Main Office, and has either the instructor or the Director sign the slip before they turn it in to the Main Office (\$5 charge for drops) Extension 2902
<b>Admission Policies (General)</b>	Main Office Extension 4302
<b>Adult Education Services (Workforce Development, Continuing Education programs)</b>	Paul Henderson ext. 4320
<b>Articles, Books, &amp; Research</b>	Library Reese Building 8 Ext. 4693, 4694, 4695
<b>Books (Buying and Selling)</b>	Bookstore Manager Reese Building 8 Ext. 4610
<b>Catalogs (Other Colleges)</b>	Main Office Extension 4302
<b>Credit by Exam/Clep</b>	Testing & Learning Center Reese Building 8, Room 814 Dr. Deborah Caddell Ext. 4631 Melissa Strickland, Testing Assistant, Ext. 4689
<b>Campus Police/Security</b>	Main Office Extension 4302
<b>Disabled Student Services Special Services Accommodations</b>	Special Services Office Reese Building 8 Room 811 Dawn Valles Ext. 4675
<b>Financial Aid/Appeals</b>	Reese Building 8 Room 804 Casey Martin Ext. 4614 Glenda Hensley Ext. 4880
<b>Job Placement</b>	Counseling Center Reese Building 8 Room 803 Ben Alexander Ext. 4608
<b>Lost and Found</b>	Main Office Extension 4302
<b>New Student Orientation</b>	Main Office Extension 4302

<b>Occupational/Career Information</b>	Counselor Camille Lewis Ext. 4330
<b>Personal Crisis</b>	Counselor Camille Lewis ext. 4330
<b>Photocopying</b>	Main Office Extension 4302
<b>Posting of Information (Flyers, Advertisements, etc.)</b>	Main Office Extension 4302
<b>Schedule Changes, Add/Drops</b>	Main Office Extension 4302 (Can perform on Campus Connect during late registration periods)
<b>Student Disciplinary Appeals</b>	Dean of Students Student Services Building-Levelland David Conner Ext. 2380
<b>Student Records</b>	Main Office Extension 4302
<b>Study Skills</b>	Learning Specialist Yuri Mendoza Ext. 4630
<b>Testing Services (THEA, Accuplacer CLEP, SAT, ACT) For test administration questions</b>	Testing & Learning Center Building 8, Room 814 Dr. Deborah Caddell Ext. 4631 Melissa Strickland, Testing Assistant, Ext. 4689
<b>Transcript Information</b>	Main Office Extension 4302
<b>Transferring to Another College</b>	Counselor Camille Lewis, Ext.4330
<b>Tutoring Assistance</b>	Testing & Learning Center Building 8, Room 814 Dr. Deborah Caddell Ext. 4631 Melissa Strickland, Testing Assistant, Ext. 4689
<b>Veteran Affairs</b>	Veteran Affairs Office, Office of the Vice-President for Student Affairs Student Services Building Judy Walker Ext. 2361
<b>Withdrawing from College</b>	Main Office Extension 4302

**South Plains College  
Instructional/Administrative Deans and Departmental Chairs  
Contact List**

<b>INSTRUCTIONAL DEPARTMENT</b>	<b>CHAIRPERSONS</b>	<b>SECRETARY</b>
Physical Education	<a href="#">Judy Bryant</a> Ext. 2232	Rhonda Giussani Ext. 2223
English	<a href="#">Gary Poffenbarger</a> Ext. 2434	Kathy Duncan Ext. 2431
Creative Arts	<a href="#">Cary Banks</a> Ext. 2280	Tammy Amos Ext. 2881
Fine Arts	<a href="#">Jon Johnson</a> Ext. 2260	Latha Tucker Ext. 2261
Nursing	<a href="#">Sue Ann Lopez</a> Ext. 2390	Diana Edwards Ext. 2391
Professional Services and Energy	<a href="#">Randy Robertson</a> Ext. 2342	Debbie Hale Ext. 2291
Mathematics and Engineering Department	<a href="#">Phillip Anderson</a> Ext. 2739	Aloma Pinkert Ext. 2737
Business Administration and Computer Information Systems (Levelland/Reese)	<a href="#">Ann Gregory</a> Ext. 2250	Margaret Comer Ext. 2251
Industrial Technology (BMATC/Reese)	<a href="#">Alvin Sechrist</a> Ext. 4653	Linda Wells Ext. 4677
Behavioral Sciences	<a href="#">Peggy Skinner</a> Ext. 2455	Carolyn Boles Ext. 2461
Communication	<a href="#">John R. Sparks</a> Ext. 2451	Kathy Duncan Ext. 2431
Social Science	<a href="#">Ron Carden</a> Ext. 2460	Irene Baca Ext. 2461
Biology	<a href="#">Sam Wages</a> Ext. 2306	Shayna Scott Ext. 2311
Reese Allied Health	<a href="#">Christopher Metsgar</a> Ext. 4870	Stacie Johnson Ext. 4626 Kelly Ufford Ext. 4622
Industrial Technology	<a href="#">Pete Stracener</a> Ext. 2284	Denna Pierce Ext. 2350
Science	<a href="#">Jesse Yeh</a> Ext. 2316	Shayna Scott Ext. 2311
Teaching & Learning Center	<a href="#">Gail Platt</a> Ext. 2240	Jennifer Trusty Ext. 2241

**Updated: April 10, 2009**

<b>DEPARTMENT</b>	<b>INSTRUCTIONAL AND ADMINISTRATIVE DEANS</b>	<b>SECRETARY</b>
Technical Education	<a href="#">Robbie Blair, Dean</a> Ext. 2336	Norma Contreras, Ext. 2337
Students	<a href="#">David Conner, Dean</a> Ext. 2380	Sherri Caddell Ext. 2379
Health Occupations	<a href="#">Marla Cottenoir, Dean</a> Ext. 2332	Kari High Ext. 2331
Arts & Sciences	<a href="#">Yancy Nunez, Dean</a> Ext. 2338	Lou Ann Ellison Ext. 2339
Admissions and Records	<a href="#">Andrea Rangel, Dean</a> Ext. 2370	Christine Tafoya Ext. 2574

Student Life	<a href="#">Cathy Mitchell. - Dean</a> Ext. 2381	Sherri Caddell Ext. 2379
Continuing/Distance Education	<a href="#">Jim Walker, Dean</a> Ext. 2340	Lisa Eddins Ext. 2341
<b>DEPARTMENT</b>	<b>ASSOCIATE DEANS AND DIRECTORS</b>	<b>SECRETARY</b>
Workforce Development	<a href="#">Rafael Aguilera, Director</a> Ext. 4909	Terry Mahaffey Ext. 4681
Financial Aid	<a href="#">Jim Ann Batenhorst, Director</a> Ext. 2410	
Physical Plant	<a href="#">Cary Marrow, Director</a> Ext. 2420	Debora Rice Ext. 2419
Student Services	<a href="#">Luther E. Cox, Associate Dean</a> Ext. 4666	Sasha Loe Ext. 4600
College Relations	<a href="#">Dane Dewbre, Associate Dean</a> Ext. 2210	Cindy Scott Ext. 2211
Human Resources	<a href="#">Jeri Ann Dewbre, Director</a> Ext. 2111	Ema Portillo Ext. 2177
Libraries	<a href="#">Fran Cotton, Director</a> Ext. 2304	Carol McDonald Ext. 2300
Controller	<a href="#">Teresa Green, Controller</a> Ext. 2402	Barbara Walker Ext. 2405
Registrar	<a href="#">Andrew Ruiz, Registrar</a> Ext. 2371	Clarissa Cantu Ext. 2372
Counseling and Guidance	<a href="#">Christi Anderson, Director</a> ext. 2364	Patricia Lopez Ext. 2368
Purchasing	<a href="#">Dennis Churchwell, Director</a> Ext. 2105	Irene Baca Ext. 2106
Enrollment Management	<a href="#">Kimbra Quinn, Director</a> Ext. 2113	Debbie Blackshear Ext. 2114
Athletics	<a href="#">Joe Tubb, Director</a> Ext. 2220	Linda McCulloch Ext. 2221
Research and Reports	<a href="#">Jack Wardlow, Associate Dean</a> Ext. 2175	
Student Activities	<a href="#">Stan Weatherred, Director</a> Ext. 2377	Teri Wright Ext. 2378
Information Technology	<a href="#">Tim Winders, Associate Dean</a> Ext. 2369	Olga Lozano Ext. 2369
Campus Police	<a href="#">Joe McDowell, Police Chief</a> Ext. 2396	
Distance Education & Instructional Support	<a href="#">Lance Scott</a> Ext. 2243	Ext. 2180
STAR Center	<a href="#">Rita Quinonez</a> , Director Ext. 2750	Rhonda Bridges Ext. 2751
Upward Bound	<a href="#">Chris Riley</a> , Director Ext. 2651	Ext. 2653
Plainview Outreach Center	<a href="#">Gracie Quinonez</a> , Director Ext. 4301	Veronica Hall Ext. 4302
Reese Instruction	<a href="#">Orlo Sundre</a> , Dean Ext. 4700	

<b>EXECUTIVE ADMINISTRATION</b>		<b>SECRETARY</b>
---------------------------------	--	------------------

President	<a href="#">Kelvin W. Sharp, Ed.D. - President</a> Ext. 2200	Betty Thackrey Ext. 2201
Institutional Advancement	<a href="#">Stephen S. John, M.B.A. - Vice President</a> Ext. 2217	Sue Dozier Ext. 2218
Student Affairs	<a href="#">David Jones, M.Ed. - Vice President</a> Ext. 2360	Judy Walker Ext. 2361
Finance and Administration	<a href="#">Anthony Riley, M.B.A., C.P.A. - Vice President</a> Ext. 2205	Debora Britton Ext. 2206
Academic Affairs	<a href="#">Darrell Grimes, M.B.A. - Vice President</a> Ext. 2207	Brenda Dunlap Ext. 2208