Motlow State Community College “Where to Go” Guide
MCMINNVILLE CENTER — 931-668-7010

ADMISSIONS & RECORDS
MC 176 931-668-7010 x 2111
Admissions Information
Change of Major, Address, Name, Phone, or Email Information
Course Repeat Information
Graduation Services
In-State Residency Petitions
International Student Assistance
Proof of U.S. Citizenship
Student Enrollment Verification
Submission of:
  • ACT/SAT Scores
  • High School/College Transcripts
  • Immunization Records
  • Intent to Graduate Forms
  • Transcript Requests
  • Transfer Transcript Evaluation x 1528
  • Veterans Affairs Services x 1529

BUSINESS OFFICE
MC 176 931-668-7010 x 2111
Parking Decals
Payment of Fees
Refund Checks

CAREER PLANNING
Moore Co. 931-393-1612
Career Interest Inventory
Community Job Postings

IT TECHNOLOGY HELP DESK
931-393-1510
Computer Issues
Email, MyMotlow, Banner Issues

ACADEMIC DIVISIONS
• BUSINESS AND TECHNOLOGY
  McMinn MC174 931-668-7010, x 2110
  (Accounting, Business Administration, Business Computer Applications/Programming,
  Business Education, Civil Engineering, Computer Science, Economics, Electrical Engineering,
  Entrepreneurship, Information Systems, Management, Mechanical Engineering)
• CAREER READINESS
  McMinn MC164 931-668-7010, x 2123
  (Mechatronics, Information Systems Specialist, Office Information Technology)
• EDUCATION
  Smyrna STH114 615-220-7812
  (Early Childhood Education, Elementary Education, Health, Physical Education and Recreation,
  Secondary Education, Special Education, and Teaching (AST) (2+2)
• HUMANITIES
  Simon Hall 114A 931-393-1700
  (Art Studio, Mass Communications, Music, Speech and Theatre)
• LANGUAGES
  Simon Hall 116A 931-393-1700
  (English, Foreign Languages)
• MATHEMATICS
  Simon Hall 215A 931-393-1714
  (Mathematics)
• NATURAL SCIENCE
  McMinn MC168 931-668-7010, x 2134
  (Biology, Chemistry, Geology, Physical Science, Physics, Pre-Health Professions, Pre-
  Occupational Therapy, Pre-Physical Therapy)
• NURSING AND ALLIED HEALTH
  Marcum MT201 931-393-1628
  (Nursing, Paramedic, Emergency Medical Technician)
• SOCIAL SCIENCE
  Smyrna STH114 615-220-7812
  (Anthropology, Criminal Justice, Geography, History, Political Science, Pre Law, Psychology,
  Social Work, and Sociology)
• WORKFORCE DEV & EXT SERVICES
  Marcum MT209 931-393-1760
  (Continuing Education, Non-Credit Training Needs for Business, Industry, and Government)

COMPLETION COACHES
MC 135
Laura Brown 931-668-7010 x 2145
Allen Sanders 931-668-7010 x 2140
Academic Planning
Career/Major Exploration
Registration Assistance
Resource Connections (Tutoring, Study Groups, Referrals)
Student Success Strategies

DUAL CREDIT
Dual Enrollment
MC 176 931-668-7010 x 2111
Moore Co. 931-393-1823

FINANCIAL AID
MC 176 931-668-7010 x 2114
FAFSA Questions
Financial Aid Appeals
Grants (PELL, TSAA, and SEOG)
Scholarships
  • Institutional Scholarships
  • Outside Scholarships
  • TN Lottery Scholarships (HOPE)
  • TN Promise Scholarships
  • Motlow Foundation Scholarships x 1692

DISABILITY & TESTING SERVICES
Disability 931-933-1765
Testing MC 176 931-668-7010 x 2114
Disability Services
  • Classroom Accommodations
Testing Services
  • ACT and COMPASS
  • Correspondence/Distance Education
  • Dual Credit Exam
  • ETS Exit Exam; Makeup Exams
  • CLEP, GED, and HiSET Exams x 1763
  • HESI Entrance Exam
  • Motlow and RODP Exam Proctoring

STUDENT SERVICES
MC 172 931-668-7010 x 2133
Admissions Counseling; SGA
New Student Admissions and Orientation
Registration Assistance

TEN PROMISE COORDINATOR
Smyrna SM 121 615-220-7839
Local Questions 931-668-7010 x 2111
Eligibility
General Information
Community Service Opportunities
Mentor Application Process
TN Promise Appeal Process
Volunteer Hours

Fall 2015