



# Motlow State Community College “Where to Go” Guide

MOORE COUNTY CAMPUS — 931-393-1500

## ADMISSIONS & RECORDS

CC 1024 931-393-1520

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

Ingram Building 137  
 931-393-1531 or 931-393-1532

Parking Decals  
 Payment of Fees  
 Refund Checks

## CAREER PLANNING

CC 1010 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

CC 1004 and CC 1006

Kyle Macon 931-393-1623  
 Roxanne Evans 931-393-1769  
 J. T. Burton 931-393-1620  
 Academic Planning  
 Career/Major Exploration  
 Registration Assistance  
 Resource Connections (Tutoring,  
 Study Groups, Referrals)  
 Student Success Strategies

## DUAL CREDIT

DUAL ENROLLMENT  
 SH 129D 931-393-1823

## STUDENT SERVICES

CC 1008 931-393-1764

Admissions Counseling; SGA  
 New Student Admissions and Orientation  
 Registration Assistance

## FINANCIAL AID

CC 2016 931-393-1553

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 CC 1045 931-393-1765  
 Testing CC 1045 931-393-1763

Disability Services  
 Classroom Accommodations  
 Testing Services  
 ACT, CLEP, COMPASS  
 Correspondence/Distance Education  
 Dual Credit Exam  
 ETS Exit Exam; Makeup Exams  
 GED and HiSET Exams  
 HESI Entrance Exam  
 Motlow and RODP Exam Proctoring

## TN PROMISE COORDINATOR

Smyrna SM 121 615-220-7839

Eligibility  
 General Information  
 Community Service Opportunities  
 Mentor Application Process  
 TN Promise Appeal Process  
 Volunteer Hours

Fall 2015