Motlow State Community College “Where to Go” Guide

SMYRNA CAMPUS — 615-220-7800

ADMISSIONS & RECORDS
SM 100  615-220-7805
- Admissions Information
- Change of Major, Address, Name, Phone, or Email Information
- Graduation Information
- In-State Residency Petitions
- International Student Assistance
- Proof of U.S. Citizenship
- Submission of:
  - ACT/SAT Scores; Immunizations
  - High School/College Transcripts
  - Intent to Graduate Forms
- Transcript Requests
- Transfer Transcript Evaluation x 1528
- Veterans Affairs Services
  - Carolyn Wells  STH 216  M and F

BUSINESS OFFICE
SM 100  615-220-7805
- Parking Decals
- Payment of Fees
- Refund Checks

CAREER PLANNING
STH 100  615-220-7854
- 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

• 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)

FINANCIAL AID
SM 138/139  615-220-7817 or 7848
- 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 SM 134  615-220-7857
- Testing SM 134  615-220-7857
- 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

STUDENT SERVICES
STH 116  615-220-7803
- Admissions Counseling; SGA
- New Student Admissions and Orientation
- Registration Assistance

COMPLETION COACHES
STH 101, STH 102, STH 103
- Allison Alsup  615-220-7827
- Sidney McPhie  615-220-7853
- Veronica Mitchell  615-220-7866
- Academic Planning
- Career/Major Exploration
- Registration Assistance
- Resource Connections (Tutoring, Study Groups, Referrals)
- Student Success Strategies

DUAL CREDIT
DUAL ENROLLMENT
SM 121  615-220-7839

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