



# 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  
 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; 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  
Moore County 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

STH 101, STH 102, STH 103

Allison Alsup 615-220-7827  
 Sidney McPhee 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

## STUDENT SERVICES

STH 116 615-220-7803

Admissions Counseling; SGA  
 New Student Admissions and Orientation  
 Registration Assistance

## FINANCIAL AID

SM 138/139 615-220-7817 or 7848

FAFSA Questions  
 Financial Aid Appeals  
 Grants (PELL, TAA, 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

## 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