



Who To Contact In Enrollment Services?

WHERE TO FIND US: Morrow Hall, Main floor

GENERAL OFFICE HOURS: 8 a.m. to 5 p.m.

Summer Hours: Monday – Thursday 8 a.m. – 5 p.m.

All Enrollment Services areas are closed Friday mornings from 8 – 10 a.m. for staff meetings and training.

Exception: Open at 8 a.m. on the Friday prior to start of the term and the first Friday of the term)

Theresa Bosworth	Director of Enrollment Services/Registrar	Room M-118	Ext. 5757
Vacant	Testing Service Coordinator/Records Specialist	Room M-117	Ext. 5929
Linnet Preston	Credentialing & Completion Specialist	Room M-116	Ext. 5789
Christene Thatcher	Testing & Records Specialist (PT)	Room M-117	Ext. 5931
Tami Pelles	Testing & Records Specialist (PT) – temporary/on call	Room M-117	Ext. 5929
Gabriela Gonzalez	Student Records & Data Specialist	Room M-120	Ext. 5758
Tina Richardson	Assistant Registrar, Admissions & Enrollment Services	Room M -103	Ext. 5749
Terri Johnson	Service Specialist 1	Service Center	Ext. 5754
Sue Ellen Smith	Service Specialist	Service Center	Ext. 5755

ADMISSIONS (Assist Registrar)

- General information, general admissions, online admission applications
- Limited Entry Programs (Dental, Nursing, OTA, Diag. Imaging, Pharm. Tech, International)

admissions@bluecc.edu

REGISTRATION AND STUDENT RECORDS (Student Records)

- Approved curriculum deviations, degree audit system, transcript evaluations
- Applications for Graduation, BMCC diplomas
- Grade Changes, INC Contracts, registration issues, student not on roster, official transcripts
- Academic progress status and appeals
- Student record changes (last name, duplicate records,
- Verification of enrollment/attendance for agencies and other
- Degree intent changes, Immunization Records
- Honor notifications at the end of each term
- Requests for late withdraw

studentrecords@bluecc.edu

SERVICE CENTER AND SWITCHBOARD (Assistant Registrar)

- General college information or assistance
- Switchboard concerns

getinfo@bluecc.edu

TESTING CENTER (Testing Services Coordinator)

- Overrides (math challenge, prerequisites)
- College academic testing
- Other college/agency testing
- Training for new and current college-wide test proctors
- Placement (math and writing)
- Approval for other college testing for all BMCC testing sites

testingcenter@bluecc.edu

Updated 1.3.19

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