



# 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)**

<b>Theresa Bosworth</b>	Director of Enrollment Services/Registrar	Room M-118	Ext. 5757
<b>Christene Thatcher</b>	Testing Service Coordinator/Records Specialist	Room M-117	Ext. 5929
<b>Linnet Preston</b>	Credentialing & Completion Specialist	Room M-116	Ext. 5789
<b>Gabriela Gonzalez</b>	Student Records & Data Specialist	Room M-120	Ext. 5758
<b>Tina Richardson</b>	Assistant Director, Enrollment Services	Room M -103	Ext. 5749
<b>Terri Johnson</b>	Service Specialist 1	Service Center	Ext. 5754

## LIMITED ADMISSIONS PROGRAMS (Assist Director)

- Limited Entry Programs (Nursing, Data Center Technician, and partnership programs, OTA, Diag. Imaging, Pharm. Tech)

[admissions@bluecc.edu](mailto: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](mailto:studentrecords@bluecc.edu)

## SERVICE CENTER AND SWITCHBOARD (Assistant Director)

- General college information or assistance
- Switchboard concerns

[getinfo@bluecc.edu](mailto: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](mailto:testingcenter@bluecc.edu)

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