



Who To Contact In Enrollment Services?

WHERE TO FIND US: Morrow Hall

GENERAL OFFICE HOURS: 8 a.m. to 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
Barb Baty	Matriculation and Completion Coordinator (interim)	Room M-120	Ext. 5784
Tami Pelles	Testing Specialist (PT)	Room M-117	Ext. 5929
Linnet Preston	Credentialing & Completion Specialist	Room M-116	Ext. 5789
Holly Schuening	Testing and Records Specialist	Room M-117	Ext. 5931
Boone Winter	Records and Completion Specialist	Room M-119	Ext. 5758
Tina Richardson	Assistant Registrar – Admissions & Enrollment Services	Room M -103	Ext. 5749
Liz Corbett	Service Specialist (PT)	Service Center	Ext. 5175
Jeff Neeley	Service Specialist 1	Service Center	Ext. 5754
Sue Ellen Smith	Service Specialist	Service Center	Ext. 5755

WHO TO CONTACT FOR ASSISTANCE

ADMISSIONS

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

admissions@bluecc.edu

EARLY COLLEGE CREDIT

- ✓ Forms and information for currently enrolled high school students

earlycollege@bluecc.edu

REGISTRATION AND STUDENT RECORDS

- ✓ Curriculum Deviations, degree audit system, transcript evaluations
- ✓ Applications for Graduation, BMCC diplomas
- ✓ Grade Changes, INC Contracts, registration issues, student not on roster, transcripts
- ✓ Faculty Wolfrax – password reset, online grading assistance
- ✓ Academic progress appeals

studentrecords@bluecc.edu

SERVICE CENTER AND SWITCHBOARD

- ✓ General college information or assistance
- ✓ Switchboard concerns

getinfo@bluecc.edu

TESTING CENTER

- ✓ Overrides (math challenge, prerequisites)
- ✓ Other college/agency testing
- ✓ Placement

testingcenter@bluecc.edu



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