

Spring 2012 Eastfield College Employee Quick Call

Unless otherwise noted, the area code is "972" and the telephone prefix is "860"

INSTRUCTIONAL DIVISIONS

A, L & L	Arts, Language & Literature (G138)	7124	Evening/ Saturday Administration Phone	214-717-7839
C T	Career Technologies (T143)	7143	Facilities Services	7688
C R & M	College Readiness & Mathematics (C202)	7108/7297	Financial Aid	972-587-2599
S & P E	Science & Physical Education (S213)	7140/8304	Food Service	8300
SS, HS & B	Social Science, Human Services & Business (G237)	7156	Gateway to College	7129
			Health Center	7190
			Human Resources	7630
			Instructional Computing	7012
			Instructional Network Support	8365
			Institutional Research	8325
			Instruction, Vice President for Teaching & Learning	7196
			International Student Credit Admission & Advisement	8367
			Learning Assistance Center (Tutoring)	7177
			Library (Circulation)	7168
			Media & Production Services	7662
			Organizational Development	7065
			Outreach & Student Development	7065
			Pleasant Grove Campus	5300
			Police Academy	972-391-1084
			President's Office	7225
			Receiving	7633
			Resource & Community Development	7396
			Rising Star Program	7327
			Room Reservations (Campus)	8375
			Room Reservations (Outside Groups)	7603
			School Alliance & Institutional Outreach	7372
			Student Life Office	7185
			Student Success & Enrollment Management, Vice President	7610
			Talent Search	5373
			Teacher Center	7360
			Transition Center	7323
			TRiO/ Student Support Services	8353
			Upward Bound	7284
			Veterans Affairs	8322
			Village Window (Staff Newsletter)	7180
Admissions (Registration) (Automated)		7167		
AF-TLC (Adj. Faculty Teaching & Learning Ctr)		972-391-1047		
Advisement		7106		
Assessment (Testing) Center		7011		
AV (Audiovisual) Production		7667		
Auto Tool Room		7070		
Bookstore (Campus)		972-279-3660		
Business Office/Accounting (Automated)		8381		
Inside transfer calls ONLY		7301		
Business Services, Vice President		7603		
Career Exploration Room		8310		
Career/Technical Programming		7199		
Children's Laboratory School		7195		
Classroom Technology		7664		
College Communications & Community Relations		7002		
College Police Department (from campus phones)		911		
College Police Dispatcher (from cell phones or any non-district phone)		972-860-4290		
Computer Support - Administrative		7096		
Computer Support - Educational		7669		
Continuing Education/ Workforce		7113		
Counseling Services		7371		
Digital Imaging Production		7179		
Disability Services Office		8348		
Distance Learning Hotline		972-669-6400		
Dual & Concurrent Enrollment		7024		
Emergency Operations Center		7695		
English Language Learning Advisement Center (ELLA)		8308		
Et Cetera (Student Newspaper)		7130		



Eastfield College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Instructional Courses & Divisions

Accounting	SS, HS & B	Geology	S & PE
Anthropology	SS, HS & B	Gerontology	SS, HS & B
Art	A, L & L	Government	SS, HS & B
Auto Body Technology	C T	Heating, Ventilation & Air Conditioning	C T
Automotive Technology	C T	History	SS, HS & B
Biology	S & PE	Homeland Security	SS, HS & B
Blueprint Reading	C T	Human Development	C R & M
Business	SS, HS & B	Human Resources	SS, HS & B
Chemistry	S & PE	Humanities	A, L & L
Child Development	SS, HS & B	Journalism	A, L & L
Computer Aided Design & Drafting	C T	Learning Frameworks	C R & M
Computer Information Systems	C T	Management	SS, HS & B
Computer Science	C T	Marketing	SS, HS & B
Criminal Justice	SS, HS & B	Mathematics	C R & M
Cultural Studies	A, L & L	Medical Terminology	S & PE
Dance	A, L & L	Music	A, L & L
Developmental Reading & Writing	C R & M	Nutrition	S & PE
Developmental Math	C R & M	Office Technology	C T
Digital Imaging (Graphic Arts)	C T	Philosophy	SS, HS & B
Drafting	C T	Physical Education	S & PE
Drama	A, L & L	Physics	S & PE
Earth Sciences	S & PE	Police Academy	SS, HS & B
Economics	SS, HS & B	Psychology	SS, HS & B
Education	SS, HS & B	Sign Language	SS, HS & B
Electronics Technology	C T	Social Work	SS, HS & B
Electronic Telecommunications	C T	Sociology	SS, HS & B
Engineering	S & PE	Spanish	A, L & L
English	A, L & L	Speech Communications	A, L & L
ESOL	A, L & L	Substance Abuse Counseling	SS, HS & B
Foreign Languages	A, L & L	Teacher Preparation	SS, HS & B
Forensics	SS, HS & B	Welding	C T

Department Listings

STUDENT & ENROLLMENT SERVICES (Admissions/ Registrar, Advisement, Career Services and Testing)

Linda Richardson, Executive Dean	7105
Judith Reavis, Administrative Assistant	8356
<ul style="list-style-type: none"> • Student Records Subpoenas • Refund Petitions • TEC 51.907 (6-Drop) Appeal Request • Vendor Liaison • Dept. forms, office supplies, copier, misc. office eqpt. • Point of Contact for Linda Richardson 	
• ADMISSIONS/REGISTRAR (C119)	7167
FAX	8306
Glynis Kaye Miller, Director/Registrar	7010
Marilyn Olliff	7018
<ul style="list-style-type: none"> • CE Registration • State Reports • Blocks • CE Rolls • Contract Training • CE Registration • Re-set eConnect password 	
Clara Ewing	8345
<ul style="list-style-type: none"> • Credit Registration • Blocks • Residency/Noriega • Reinstatements • Grade Rolls • Waivers • Credit-by-Exam • Military • Datatel Training • Audit Admissions Applications/Cleanup 	
Jeanette Washington	7339
<ul style="list-style-type: none"> • Degree Audit • Graduation/Commencement Ceremony & Photos • Transcript Evaluation • Course Substitutions • Degree Plans (CADD/Southwestern Bell) • Child Care Admissions Applications 	
Karen Matthews	7382
<ul style="list-style-type: none"> • Degree Audit • College & Military Transcript Evaluation • Course Substitutions • Prerequisites • Graduation Applications 	
Veronica Yarbrough	7003
<ul style="list-style-type: none"> • Degree Audit • College & Military Transcript Evaluation • Course Substitutions • Prerequisites • Graduation Applications 	

Brigit Holyfield	7005
<ul style="list-style-type: none"> • Cleanup • High School Recruitment • Dual Credit Applications • Campus Tours 	
Rochelle Duke	7337
<ul style="list-style-type: none"> • Welcome Center • Weekend College 	
Rebecca Soto	8312
<ul style="list-style-type: none"> • Online applications • Online Transcripts • CE Liaison • Backup: Dual Credit Applications 	
Janice Thomas/ Glenda McQuin	7007
<ul style="list-style-type: none"> • Transcripts • Enrollment Verifications • Admissions Mail 	
Brenda Thompson	7014
<ul style="list-style-type: none"> • eConnect Center 	
Juanita Ocanas	7367
<ul style="list-style-type: none"> • Documents Imaging/Scanning • Quality Control • Communications Management 	
• SUPPORT SERVICES (ADVISEMENT, TESTING) (C119)	
Patty Clark, Director	7167
Judith Reavis, Administrative Assistant	8356
• ADVISEMENT (C120)	7106
Patty Clark, Director	7125
Julie Jones, Department Assistant II	7214
FAX	8384
• ASSESSMENT (Testing) Center (C114)	7011
Patty Clark, Director	7125
Laura Robles, Testing Coordinator	8318
Ryan Watkins, Testing Coordinator	8318
FAX	7288
• CAREER EXPLORATION ROOM (C138)	8310
Patsy Caropresi, Senior Career Specialist	7038
AF-TLC (ADJUNCT FACULTY TEACHING & LEARNING CTR) C201	1047
Lucinda Gonzales, Associate Dean, Edu. Resources	7668
Ann Ross, Assistant Office Manager	972-391-1047
ASSOCIATIONS	
• Administrators' Association (AA)	
Lindle Grigsby, President	7199
• Faculty Association (FA)	
John Wadhams, President	7072
• Professional Support Staff Association (PSSA)	
Lt. Tim Ellington, President	8329

Department Listings continued

ATHLETICS

Anthony Fletcher, Athletic Director & Basketball Coach 7645
 Michael Martin, Baseball Coach 7643
 Audrey Glasscock, Volleyball Coach 7324
 Amy Miller, Soccer Coach 7378
 Intramurals 7645
 Swimming Pool 7175
 FAX 8374

AUTOMOTIVE SERVICE DISPATCHER 7070

Rodney Boyd (Days)
 Bill Barry (Evenings)

BOOKSTORE (On-Campus) (N100) 972-279-3660

Erika Spann, Manager 7203
 FAX 972-279-1309

BUSINESS OFFICE/ACCOUNTING (C126) 8381

Inside transfer calls ONLY 7301
 Esther Bueno, Director of Business Operations 7612
 Assistant Director of Business Operations 7204
 Dee Crawford, Purchasing Coordinator 7607
 Linda Zabochnik, Senior Accountant 7370
 Teresa Glover, Senior Accountant 7365
 Cashier Line 7093
 Business Office FAX 7206

BUSINESS SERVICES (A311 & F301)

Adrian Douglas, Vice President 7602
 Melanie Reynolds, Assistant to the VP Business Svcs. 7603
 Heidi Bassett, Senior Accountant 7255

CAREER EXPLORATION ROOM (C138) 8310

Patsy Caropresi, Senior Career Specialist 7038
 FAX 8326

CAREER/TECHNICAL PROGRAMMING (F304)

Lindle Grigsby, Dean 7199
 Freida Williams, Department Assistant 7677
 FAX 8373

CENTER FOR CHILD AND FAMILY STUDIES (K) 7195

Nancy Beaver, Program Administrator 7685
 Christina Ybarra, Office Manager 7360

THE TEACHER CENTER

Susan Wyatt, Dept. Chair, Child Dev. & Teacher Ed. 7620
 Sandra Saucedo-Scott, Faculty, Child Dev. & Teacher Ed. 7041

CHILDREN'S LABORATORY SCHOOL

Karen Holder, Director 7193
 Joy Forshee, Assistant Director 7194
 Tammy Sherman, Family Coordinator 7347

COLLEGE COMM & COMMUNITY RELATIONS (A200) 7002

Sharon Cook, Director 7629
 Barbara Kinloch, Information Specialist 7002
 Amy McDonald, Marketing Coordinator 7180
 Gayla O'Neall, Graphics Manager 7636
 Liliana Rodriguez, Graphic Designer 7025
 Glenn Stone, Content Web Developer 7217
 FAX 8324

COLLEGE POLICE (N112) 911

(Open 24 Hours: Call Voice or TDD)
 Emergency: Non-District Phone 860-4290

After Hours Phone 860-4290
 Chief 7696
 Michael Horak, Captain 8344
 Tim Ellington, Lieutenant 8329
 Marvis Mosley, Lieutenant 8329
 Johnetta Boldon, Administrative Assistant 8347
 Crime Prevention Officer 7605
 Emergency Operation Center 7695/7697
 FAX 7181

CONTINUING EDUCATION (W117) 7113

Roy Bond, Dean 391-1087
 Joel Klump, Department Assistant II 7114
 Yetta Jones, Office Manager II 7621
 Terri Frias, Department Assistant II 7113
 Katonga Thurman, Department Assistant I 7114
 FAX 8392

COUNSELING SERVICES (C140)

Jeff Quan, Licensed Professional Counselor 7371
 FAX 698-3066

DISABILITY SERVICES OFFICE (C238) 8348

Bobbi White, Director 7035
 Robin Hills, Department Assistant 8348
 Zoe Smith, Rehabilitation Specialist 7264
 Kathy Bayne, Sign Language Interpreter 8346
 Cindy Allen, Rehabilitation Specialist 7032
 Jenny Powley, Sign Language Interpreter 7686
 FAX 7622

ELLA(English Language Learning Advisement Ctr. C112)

Ssatis Jones, Administrative Assistant 8308
 Sheneika Hathaway, Advisor 8335
 Delia Nedelcu, Advisor 8338

ET CETERA (N238) 7130

Lori Dann, Student Publications Manager 7290
 Jessica Villarreal, Advertising Representative 7366
 FAX 7646

EVENING/SAT. ADMINISTRATOR PHONE 214-717-7839

FACILITIES SERVICES (M113) 7688

Art Sykes, Director 7687
 James Martin, Assistant Director 7278
 Michael Brantley, Assistant Director 7640
 Beth Howard, Special Event & Custodial Support 8314
 Joan Dotson, Facilities Work Requests 7688
 Sherri Pinckley, Inventory Control 7673
 Plant Operations 7637
 John Gunter, Shipping & Receiving 7633/8315
 Shipping & Receiving FAX 8305
 Facilities Services After Hours ONLY 7637 or 670-0537
 Facilities Services FAX 7227
 Email for Special Event Support work order request is 4custsup
 Special Event Support FAX 972-698-3087
 Special Event Request: on the Intranet under Custodial Services
 Marcos Ramos, Custodial Manager 7698
 Custodial Services (after hours) 7698
 Custodial Support FAX 972-698-3087
 Custodial Emergency No. Day 214-952-1196
 Custodial Emergency No. Even., Weekends & Nights 214-952-2562
 Email Custodial Service request 4custsup

Department Listings continued

<p>FINANCIAL AID (C215) 8385 District Financial Aid Call Center 972-587-2599 James Hubener, Interim Director 7040 Roshundra Jackson, FA Assistant 7039 Kevin Quadros, FA Assistant 7632 Latrease Ross, Financial Aid Advisor 7470 Candis Hernandez, Financial Aid Advisor 7076 Shadarra Ransom, Financial Aid Advisor 7253 Jeanette Costello, Financial Aid Advisor 7170 Employee Internal FAX 7622 Student only FAX No. 698-3094</p> <p>FOOD SERVICE (CAFETERIA) 8300</p> <p>GATEWAY TO COLLEGE (N109) Kimberly Stephney, Resource Specialist 1053</p> <p>HEALTH CENTER (C139) (Call Voice or TDD) 7190 Cynthia Taylor, Director 7191</p> <p>HUMAN RESOURCES (C100) 7630 Larry Wilson, Executive Director 7613 FAX 8397</p> <p>Amanda Nguyen, Assistant Director 7071 • Full-time Payroll • Extra Service Contracts • Direct Deposits • W4 Changes/Faculty Leave Banking</p> <p>Ronda Jackson-Grandberry, HR Specialist 7630 • Front Desk • Part-time Faculty & PSS Searches • Faculty/Administrator Contracts • Employee Evaluations • Board Materials • Transcripts • Unemployment claims • Tuition Reimbursements/ Waivers</p> <p>Vacant, HR Specialist 7083 • Faculty/ Administrator/ PSS Searches • Job Postings • Applications • New Hire Setups • Criminal Background Checks • NOVs</p> <p>Dawne McKinley, HR Specialist 7627 • Part-time Timesheets/Notifications • Benefits • Leave/Disability/FMLA • Retirement • Workers Comp</p> <p>Vacant, HR Specialist 7013 • Professional Development and Training • Convocation • Employee Relations</p> <p>• Organizational & Staff Development (C100) 7630 Center for Innovation & Creativity (CIC) FAX 8397</p>	<p>INFORMATION TECHNOLOGY (A209) 7096 John Criswell, Dean of Educational & Administrative Tech. 7651 Cinda Perry, Help Desk 7228</p> <p>• Administrative Computer Support (A212) Dana Haskins, Network Support Manager 7269 John Kanios, Network Support Specialist 7237 Matt Cregg, Network Support Specialist 7060 FAX 8395</p> <p>• Computer Lab (L108) 8321 Jack Thiehoff, Computer Lab Manager 8365 Reba Berry, Daytime Instructional Associate 7012 Frances Whatley, Evening Instructional Associate 7012 J.C. Petty, Daytime Instructional Assistant 7012 Lynn Mai, Evening Instructional Assistant 7012 After Hours Emergency Number 214-794-8171</p> <p>• Educational Computer Support (L108) Jack Thiehoff, Network Support Manager 8365 Michelle Phillips, Network Support Specialist 8355 Clay Pradarits, Network Support Specialist 7669 Eric Mathias, Network Support Specialist 7669 Stephanie Hudgens, PC Technician 7669 After Hours Emergency Number 7669</p> <p>INSTITUTIONAL EFFECTIVENESS & ECO. DEV. (F304) 7119 Don Baynham, Associate V. P. 7119 Ann Johnson, Administrative Assistant 7119</p> <p>INSTITUTIONAL RESEARCH & PLANNING (F303, F303A) Connie Howells, Dean 8325 Jim O'Donnell, Senior Research Analyst 8341</p> <p>INSTRUCTIONAL ADMINISTRATION 7196 Michael Gutierrez, V.P. for Teaching & Learning 7197 Patti Gwyn, Executive Secretary 7196 Liz Nichols, Dean of Academic Enrichment 1057 Ruth Hale, Academic Scheduling Coordinator 8375 Denise Monkress, Administrative Assistant 7065</p> <p>LEARNING ASSISTANCE CENTER (C236) 7177 Theresa Sternat, Director 7062 Rosalyn Green, Department Assistant I 7177 Anastasia Lankford, Instructional Associate 7177</p> <p>LIBRARY (L200) 7168 Karla Greer, Dean of Educational Resources 7173 Velora Mann, Division Secretary 7169 Circulation Services/ Reference Services 7168/7174</p> <p>MEDIA & PRODUCTION SERVICES (L112) 7664 Lucinda Gonzales, Associate Dean, Educational Resources 7668 Fran Metoyer, Department Assistant III 7662 Sandra Hunter, Manager, Media Services 7243 Steven Faught, Collection, Media Distribution Asst. 7664 Brian Houston, C & T Bldgs, Media Distribution Asst. 7664 Eric Snell, Coordinator, Media Distribution Asst. 7221 Roderick Taylor, M/P/L Bldgs, Media Distribution Asst. 7664 Hayden Jones, Coord. (evenings), Media Distribution 7663 Michael Forshee, Coordinator, AV Production 7667 David Yonley, College Video Film Maker 7667</p>
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Department Listings continued

ORGANIZATIONAL DEVELOPMENT (A310)

Tom Graca, V.P. of Organizational Development 7218
Denise Monkress, Administrative Assistant 7065
Receptionist 7225

OUTREACH & STUDENT DEVELOPMENT (A322)

Dina M. Sosa-Hegarty, Dean 7205
Maria Caratini Prado, Director of Community Programs 7019
Secretary 7065
FAX 8373

PLEASANT GROVE CAMPUS 5300

802 South Buckner Blvd, Dallas, TX 75217
Javier Olguin, Executive Director 5306
Jose Rodriguez, Evening Supervisor 5322
Dora Pacheco, Administrative Asst. 5307
Rosanna Martinez 5327
Chris Rincon 5341
Business Office 5323
Franklin Woodis 5344
John Malazzo 5354
FAX 5310

POLICE ACADEMY (W101) 391-1084

Director 7689
Adjunct 7239

PRESIDENT'S OFFICE (A317) 7225

Dr. Jean Conway, President 7001
Gloria Johnson, Administrative Assistant 7001
Department Assistant 7225
FAX 8373

RESOURCE & COMMUNITY DEVELOPMENT (G115)

Whitney Houston, Dean 7396
Program Administrator 7666

RISING STAR PROGRAM (C237C) 7327

Terry Wooten, Academic Advisor II 7353
Shane Grant, Academic Advisor 7034
Jema Lopez, Admissions Specialist 7327
FAX 8303

ROOM RESERVATIONS

Campus/District — Ruth Hale 8375
Community — Melanie Reynolds 7603

STUDENT SUCCESS & ENROLLMENT MGMT. (A321)

Vacant, Vice President 7610
Vacant, Administrative Assistant 7610
FAX 8334

STUDENT LIFE (C141) 7185

Judy Schwartz, Interim Director 7184
Janet Foreman, Coordinator 7186
Rita Bregola, Program Specialist 7182
Norma Mendoza, Admisitrative Assistant 7185
Carol Jeffus, Club Liason 7187
Phi Theta Kappa 7185
Student Government 7185
New Student Orientation Hotline 7189
FAX 8391

SUBWAY CATERING 214-563-7650/ 214-354-4647

TALENT SEARCH (Pleasant Grove) 5373

802 South Buckner Blvd, Dallas, TX 75217
Tricia Thomas, Director 5317
Mary DeJesus, Program Services Specialist 5321
Vacant, Program Services Coordinator 5319
Ursula Brent, Program Services Assistant II 5309
Monique Salazar, Program Services Assistant 5373
FAX 5320

TRANSITION CENTER (C125) 7323

• DUAL & CONCURRENT ENROLLMENT 8387
Sharron Wagoner, Coordinator 7024
Brynndah Hicks, Program Services Coordinator 8387
Rena Washington, Academic Advisor 7209
FAX 8389

• SCHOOL ALLIANCE & INSTITUTIONAL OUTREACH

Shaunyale Canada, Director 7372
Vacant, Associate Director 7117
LaVinia Franklin, Program Services Assistant 7323

• TEACHER PREP

Vacant, Adv. for Child Dev & Teacher Prep 7346

• COMMUNITY PROGRAMS

Maria Caratini Prado, Director 7019

TRIO/STUDENT SUPPORT SERVICES (C237) 8353

Bobbi White, Director 7035
Jamie Coley, Program Specialist 8398
Shatremeyia Porter, Program Specialist 8336
Administrative Assistant 8353
Daymi Pardo, Tutor Coordinator 7049
Zoe Smith, Senior Rehabilitation Specialist 7264

UPWARD BOUND (N230) 7284

Romilio Castillo, Director 7625
Sandy Hampton, Administrative Assistant 7284
Ida Stewart, Program Services Coordinator 7277
Qayyah Sabur, Program Services Coordinator 7273
FAX 7363

VETERAN'S AFFAIRS (C125)

Ron Rollinson, Veterans Affairs Coordinator 8322
Michael Washington, Veterans Affairs Coordinator 7020

Instructional Divisions

All division offices are open Monday through Friday from 8 a.m. – 5 p.m.

ARTS, LANGUAGE & LITERATURE

Phone	7124
Location	G138
FAX	7248
Rachel Wolf, Dean	7358
Courtney Carter Harbour, Associate Dean	7335
Brenda J. Lee, Administrative Assistant to the Dean	7132
Adriana Vega, Secretary II	7124
Department Assistant	7655
Iris Bechtol, Instructional Specialist III/Gallery Coord.	7329
Mickey Bruce, Instructional Specialist	7334

Courses

Art • Communications • Cultural Studies • Dance • Drama •
English • ESL ESOL • French • Humanities • Japanese •
Music • Spanish Speech Communications

Full-time Faculty

Shazia Ali, John Barrett, Courtney Brazile, Kassandra Buck,
Mark Burks, Katawna Caldwell, Laura Carr, Glenn Clayton,
Elaine Cho, Mary Forrest, Christina Fox-Balli, Ann Freiderich,
Vera Guillen, Elizabeth Huston, Melinda Imthurn,
Betsy Joseph, Mike Moorhead, Mike Morris,
Pierrette Mouldous, Oscar Passley, Amber Pagel,
Larissa Pierce, Ana Piffardi, Rufel Ramos, Dusty Reasons,
Reem Soliman, Bob Whisnant,
David Willburn, Kathy Windrow, Sabine Winter

CAREER TECHNOLOGIES

Phone	7143
Location	T143
FAX	8393
Gerald Kozlowski, Dean	7143
Kathy Cott, Division Secretary	7143
Dolores Shelton, Administrative Assistant	7145
Chuck Dale, Electronics Program Director	7670
Marques Washington, Computer-Aided Design & Drafting Dir.	7680
Danny Burris, HART/HVAC Program Director	7377
Jeff Mitchell, Welding Program Director	7066
Carlos Ojeda, Auto Body Program Director	7283
David Danforth, Digital Imaging Director	7069
Elias Alba, Auto Program Director	7053
Automotive Service Dispatcher	7070
Sue Byrd, Academic Advisor	7671
Johnnie Bellamy, Office Technology Program Director	7619
Yvonne Robinson, Computer Science/Computer Info. Systems Program Director	7122

CAREER TECHNOLOGIES (continued)

Courses

Auto Body Technology • Automotive Technology
Blueprint Reading • Computer Aided Design & Drafting
Computer Information Systems • Computer Science
Digital Imaging • Electronics Technology
Electronic Telecommunications • Heating, Ventilation & A/C
Office Technology • Welding

Full-time Faculty

Elias Alba, Jeremy Bramall, Chuck Dale, Stephanie Dibble,
Michael Doroshov, Arch Dye, Eges Egedigwe, Kevin Giles,
Ramiro Gutierrez, Micheal Hutchins, David Kirk,
Peter Lamborghini, Curtis Liston, William Milam,
Frank Millsap, Jeffrey Mitchell, Carlos Ojeda,
Clay Rawlins, Yvonne Robinson, Don Sutton,
Marques Washington

COLLEGE READINESS & MATHEMATICS

Phone	7108/7297
Location	C202
FAX	7292
Dean	7241
Ricardo Rodriguez, Executive Dean	7241
Judith Dumont, Associate Dean	1038
Marilyn Turner, Administrative Assistant to the Dean	7108
Megan Harris, Division Secretary	7297
Department Assistant	7336

Courses

Developmental Math • Developmental Reading
Developmental Writing • Human Development
Learning Frameworks • Mathematics

Full-time Faculty

Myesha Applewhite, Jim Bowers, Rose Deike,
Leticia Escobar, John Garcia, Erika Glaser,
Tuesday Hambric, Patrice Johnson, Alla Kelman,
Liz Lazo, Timothy Lo, Yolanda Manzano, Charles Mensah,
Jonathan Michelon, Denise Race, Loretta Rodgers,
Ana Rodriguez, Oraldo Saucedo, Allan Schmitt,
Caitlin Stanford, Selena Stewart-Alexander,
Jim Swindling, Charlie Warnberg, Terrance Wickman

Instructional Divisions continued

SCIENCE & PHYSICAL EDUCATION

Phone	7140/8304
Location	S213
Division Office FAX	8339
P.E. Office FAX	8374
Gretchen Riehl, Dean	1087
Division Secretary	8304
Cyndi Wineinger, Secretary II	7140
Dennis Pavageau, Equipment Room	7142

Courses

Athletics • Biology • Chemistry • Engineering
 Geology • Medical Terminology
 Nutrition • Physical Education • Physics

Full-time Faculty

Prem Adhikari, Ken Balvin, Pebble Barbero, Ron Beecham,
 Danita Bradshaw-Ward, Alexander Daniel,
 Bob Flickner, Jose Flores, Sal Frisella,
 Mike Henry, Jeff Hughes,
 Jay Justice, Jessica Kerins, Carl Knight, Ashok Kumar,
 Jerry McMahon, Tammy Oliver, Rik Post, Shizuko Watanabe

SOCIAL SCIENCE, HUMAN SERVICES & BUSINESS

Phone	7159
Location	G237
FAX	8319
Richard Cinclair, Dean	7157
George Bush, Associate Dean	8352
Leslie Johnson, Administrative Assistant	7156
Margaret Leicht, Secretary II	7159
Front Desk	8313

Courses

Accounting • Anthropology • Business • Child Development
 Criminal Justice • Economics • Education • Forensics
 Gerontology • Government • History • Homeland Security
 Human Resources • Management • Marketing • Philosophy
 Psychology • Religion • Sign Language • Social Work
 Sociology • Substance Abuse • Teacher Preparation

Full-time Faculty

Regina Brown, Cindy Castaneda, Frank Cate, Kim Chandler,
 Katherine Cloer, Bob Felder, Jerry Henson, Matt Hinckley,
 Gloria Jackson, Stacey Jurhree, A.W. Massey, Glynn Newman,
 Michael Noble, Phillip Ortiz, Patrick Patterson, Jane Penney,
 Doug Richardson, Phoenix Rousseau,
 Michael Santiago, Dora Saucedo-Falls, Sandra Saucedo-Scott,
 Bob Sharp, Gerald Shilling, Michele Svatos, John Wadhams,
 Mike Walker, Marti Weaver, Susan Wyatt

Employee Listings (Pleasant Grove employees in bold)

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Bruce, Michael	7334	F215	A, L & L	Dibble, Stephanie	7252	T149	C T
Buck, Kassandra	7046	C277	A, L & L	Doroshov, Michael	7650	L316	C T
Bueno, Esther	7612	C126A	Bus. Office	Dotson, Joan	7688	M113	Facilities
Bueno, Philip	7022	C120G	Advsmt.	Douglas, Adrian	7602	A311	Bus. Svcs.
Burks, Mark	7063	C270	A, L & L	Duke, Rochelle	7337	C119	Admiss/Reg.
Burris, Danny	7377	TI55	C T	Dumont, Judith	391-1038	C202	CR & M
Bush, George	8352	G214	SS, HS & B	Dunn, Schneil	7077	W132	C E
Byrd, Sue	7671	T141	C T	Dye, Arch	8358	L104	C T
Caldwell, Katawna	7055	C226	A, L & L	Egedigwe, Eges	8316	L329	C T
Calvillo, Ernest	8347	N112	Police	Elder, Gina	7694	L214	Library
Canada, Shaunyale	7372	C125L	Sch. Alliance	Elder, James	7155	S203	S & PE
Caratini-Prado, Maria	7019	C125M	O & SD	Ellington, Tim	8329	N112	Police
Caropresi, Patsy	7038	C137B	Career Exp Room	Emery, John	7623	C220	S & PE
Carr, Laura	7161	G112	A, L & L	Escobar, Leticia	7082	G234	C R & M
Carter Harbour, Courtney	7335	G113	A, L & L	Evans, Duane	8367	C120A	Advsmt.
Carter, Kathy	7171	L214	Library	Ewing, Clara	8345	C119A	Admiss/Reg.
Castaneda, Cindy	7043	C273	SS, HS & B	Falls, Dora	391-1060	G237	SS, HS & B
Castillo, Romilio	7625	N235	U B	Farris, Allison	7011	C114	Testing
Cassidy, Janet	7052	C120D	Advsmt.	Faught, Steven	7664	L112	MPS
Cate, Frank	7156	G237	SS, HS & B	Felder, Bob	7121	L327	SS, HS & B
Cathey, Candace	7174	L200	Library	Fletcher, Anthony	7645	P201	S & PE
Chance, Michael	7168	L200	Library	Flewellen, Phyllis	7183	C120	Advsmt.
Chandler, Kim	8388	G233	SS, HS & B	Flickner, Bob	7642	P203	S & PE
Chism, Debbie	7011	C114	Testing	Flores, Cecilia	7029	C120F	Advsmt.
Cho, Elaine	7051	N214	A, L & L	Flores, Jose	7087	L317	S & PE
Cinclair, Richard	7157	G237	SS, HS & B	Foreman, Janet	7186	C141	Student Life
Clark, Patty	7125	C114B	Testing	Forrest, Mary	7658	F211	A, L & L
Clayton, Glenn	7048	L323	A, L & L	Forshee, Joy	7194	K103	CLS
Cloer, Katherine	7678	G212	SS, HS & B	Forshee, Michael	7667	L112	Media & Prod.
Coley, Jamie	8398	C237K	Student Svcs.	Foster, James	7691	M113	Facilities
Conant, Robyn	7174	L200	Library	Fox-Balli, Christina	7075	C265	A, L & L
Conway, Jean	7001	A310	President	Franklin, LaVinia	7323	C125	Sch. Alliance
Cook, Lisa	8372	C120J	Advsmt	Freiderich, Ann	391-1049	C274	A, L & L
Cook, Sharon	7629	A201	Comm. Outreach	Frias, Terri	7113	W117	C E
Cornwell, Don	7688	M113	Facilities	Frisella, Sal	7110	C329	S & PE
Costello, Jeanette	7170	C215	Fin. Aid	Garcia, Faviola	7367	C119	Admiss/Reg.
Cott, Kathy	7143	T143	C T	Garcia, John	7600	C229	C R & M
Craddock, Elizabeth	7604	C126E	Bus. Office	Giles, Kevin	7357	T111A	C T
Crawford, Dee	7607	C126C	Bus. Office	Glaser, Erika	7006	C211	C R & M
Crayton, Elizabeth	8345	C119	Admiss/Reg.	Glasscock, Audrey	7324	P207	S & PE
Cregg, Matt	7060	A212	Comp. Support	Glover, Teresa	7365	C126J	Bus. Svcs
Criswell, John	7651	A211	Comp. Support	Gonzales, Lucinda	7668	C201A	AF-TLC
Dale, Chuck	7670	L103	C T	Graca, Tom	7218	A312	Org. Dev.
Danforth, David	7069	L113	C T	Grant, Shane	7034	C237E	Rising Star
Dang, Nguyen	5324	PG112	Bus. Office	Green, Rosalyn	7177	C236	LAC
Daniel, Alexander	8337	C327	S & PE	Greer, Karla	7173	L215B	Library
Dann, Lori	7290	N242	Et Cetera	Grigsby, Lindle	7199	F304	Career/Tech Occ
Davis, Vivian	7383	C237H	Admiss/Reg.	Guerrero, Martha	7011	C114	Testing
Deike, Rose	7666	C209	C R & M	Guillen, Vera	391-1065	C267	A, L & L
DeJesus, Mary	5321	PG112J	Talent Search	Gunter, John	8315	M103	Receiving
Delacruz, Marcial	7688	M113	Facilities	Gutierrez, Michael	7197	A314	VPTL

Employee Listings continued

Gutierrez, Ramiro	7393	T148	C T	Jones, Yetta	7621	W117	C E
Gwyn, Patti	7196	A314	VP TL	Joseph, Betsy	7238	C208	A, L & L
Hale, Ruth	8375	N213	VP TL	Jurhree, Stacey	7015	C287	SS, HS & B
Hambric, Tuesday	391-1069	G135	C R & M	Justice, Jay	7676	C341	S & PE
Hampton, Sandy	7284	N231	U B	Kanios, John	7237	A212B	Comp. Support
Harris, Kathy	7021	W129	C E	Kelman, Alla	7067	C330	C R & M
Harris, Megan	7297	C202	C R & M	Kerins, Jessica	8317	C309	S & PE
Hasenyager, Marcia	7239	W101E	Police Academy	Keylon, Dorothy	7056	C227	C R & M
Haskins, Dana	7269	A212B	Comp. Support	Kinloch, Barbara	7002	A200	Marketing
Hathaway, Sheneika	8335	C112B	ELLA	Kirk, David	7679	L315	C T
Heggins, Jaslyn	8345	C119	Admiss/Reg.	Klump, Joel	7114	W117	C E
Henry, Mike	7648	P214	S & PE	Knight, Carl	7152	C326	S & PE
Henson, Jerry	8311	C289	SS, HS & B	Kozlowski, Gerald	7143	T143	C T
Hernandez, Candis	7076	C215	Fin. Aid	Kumar, Ashok	7322	C308	S & PE
Herndon, Dotty	7172	L215C	Library	Lamborghini, Peter	7128	T156	C T
Hicks, Brynndah	8387	C125	Transition Center	Langley, Byron	7695	N112	Police
Hicks, Lisa	391-1074	K105	CLS	Lankford, Anastasia	7177	C236	LAC
Hills, Robin	8348	C237B	DSO	Lazo, Liz	7272	C307	C R & M
Hinckley, Matt	7381	C290	SS, HS & B	Lee, Brenda	7132	G138	A, L & L
Hodge, Brice	7106	C120D	Advsmt.	Leicht, Margaret	7159	G237	SS, HS & B
Holder, Karen	7193	K101	CLS	Levingston, Kevin	7695	N112	Police
Holyfield, Brigit	7005	C119	Admiss/Reg.	Liston, Curtis	7073	T184	C T
Honeycutt, Lori	7654	L112	A, L & L	Lo, Timothy	7675	C306	C R & M
Horak, Michael	8344	N112	Police	Looney-Evans, LaConna	7392	C120I	Advsmt.
Houston, Brian	7664	L112	Media & Prod.	Loper, Janet	7232	W133	C E
Houston, Whitney	7396	G115	Res. Develop	Lopez, Jema	7327	C237B	Rising Star
Howells, Connie	8325	A303A	Instit. Research	Lopez-Salazar, Maria	7195	K102	CLS
Hubener, James	7040	C215	Fin. Aid	Lozano, John	8347	N112	Police
Hudgens, Stephanie	7669	L109	Computer Lab	Lucky, Wanda	7367	C119	Reg./Adm.
Hughes, Jeff	7328	C342	S & PE	Mai, Lynn	7012	L109	Comp. Lab
Hunter, Sandra	7243	L112	Media & Prod.	Malazzo, John	5354	PG119C	Facilities
Huston, Elizabeth	7061	N211	A, L & L	Mancilla, Juan	7691	M113	Facilities
Hutchins, Micheal	7681	L121	C T	Mann, Velora	7169	L215	Library
Ibarro, Felipe	7637	M113	Facilities	Manzano, Yolanda	7127	C210	C R & M
Imthurn, Melinda	7135	F102	A, L & L	Martin, Felicha	7314	C120M	Advsmt.
Jackson, Gloria	7624	N208	SS, HS & B	Martin, James	7278	M113	Facilities
Jackson, Roshundra	7039	C215	Fin. Aid	Martin, Michael	7643	M204	S & PE
Jackson-Grandberry, Ronda	7630	C100	H R	Martinez, Rosanna	5327	PG112H	Main Office
Jacobs, Melissa	8347	N112	Police	Massey, A.W.	7086	N215	SS, HS & B
Johnson, Ann	7119	F304	Ins Eff & Eco Dev	Mathew, John	7637	P101	Facilities
Johnson, Gloria	7001	A322	President	Mathias, Eric	7669	L110A	Comp. Supp
Johnson, Leslie	7159	G237	SS, HS & B	Matthews, Karen	7382	C119K	Admiss/Reg.
Johnson, Patrice	7120	L326	C R & M	McDonald, Amy	7180	A203	Marketing
Johnson, Te'sha	7626	W134	C E	McGowan, Pat	7301	C126	Bus. Office
Jones, David	7637	M113	Facilities	McKinley, Dawne	7627	C100	H R
Jones, Hayden	7663	L112	Media & Prod.	McMahon, Jerry	7148	C311	S & PE
Jones, Herbert	7688	M113	Facilities	Mendoza, Norma	7185	C141	Student Life
Jones, Julie	7214	C120	Advsmt.	Mensah, Charles	7054	C223	C R & M
Jones, Ssatis	8308	C112	ELLA	Metoyer, Fran	7662	L112	Media & Prod.
Jones, Trisha	7150	S306	S & PE	Michelon, Jonathan	7652	C288	C R & M

Employee Listings continued

Miegel, Sunni	8362	G116	VPTL	Qualkenbush, Adam	7688	M113	Facilities
Milam, William	7295	T183	C T	Quan, Jeff	7371	C140	Counseling
Miller, Amy	7378	M203	S & PE	Race, Denise	7047	N203	C R & M
Miller, Glynis K.	7010	C119G	Reg./ Adm.	Rady, Nicholas	7267	C343	S & PE
Millsap, Frank	7397	T018	C T	Ramos, Rufel	7361	G136	A, L & L
Mitchell, Jeffrey	7066	T185	C T	Ransom, Shadarra	7253	C215	Fin. Aid
Monkress, Denise	7065	A312	Org. Dev.	Rawlins, Clay	7683	L101	C T
Moorhead, Michael	7048	L323	A, L & L	Ray, Gwen	7195	N120	PSCS
Morgan, Patrick	7011	C114	Testing	Reasons, Dusty	7653	L320	A, L & L
Morris, Mike	7247	C264	A, L & L	Reavis, Judith	8356	C119J	Stu & En Svc.
Mosley, Marvin	8329	N112	Police	Reynolds, Melanie	7603	A311	Bus. Svcs.
Mouledous, Pierrette	7136	F103	A, L & L	Richardson, Doug	7089	L330	SS, HS & B
Murphree, Cheryl	7695	N112	Police	Richardson, Linda	7105	A323	Stu & En Svc.
Nedelcu, Delia	8338	C112D	ELLA	Riehl, Gretchen	7140	S213	S & PE
Newman, Glynn	8327	C285	SS, HS & B	Rincon, Christopher	5341	PG108	Library
Nguyen, Amanda	7071	C100	HR	Robinson, Yvonne	7122	L307	C T
Nichols, Liz	391-1057	A313	VPTL	Robles, Laura	8318	C114	Testing
Nino, Pete	7695	N112	Police	Rodgers, Loretta	7092	C207	C R & M
Noble, Michael	7146	C286	SS, HS & B	Rodriguez, Cristina	7624	N208	SS, HS & B
Ocanas, Juanita	7367	C119	Admiss/Reg.	Rodriguez, Ana	7352	N205	C R & M
O'Donnell, Jim	8341	F304	Instit. Research	Rodriguez, Jose	5322	PG112F	Admin
Ogwuegbu, Sheneicka	7208	C126	Bus. Office	Rodriguez, Liliana	7025	A208	Marketing
Ojeda, Carlos	7283	T150	C T	Rodriguez, Ricardo	7241	C202	C R & M
Olguin, Javier	5306	PG112B	Main Office	Rollinson, Ron	8322	C125K	VA
Oliver, Tammy	7147	C340	S & PE	Ross, Ann	391-1047	C201	Adjunct Office
Olliff, Marilyn	7018	C119D	Admiss/Reg.	Ross, Latrease	7470	C215	Fin. Aid
O'Neill, Gayla	7636	A202	Marketing	Rousseau, Phoenix	7163	G213	SS, HS & B
Ortiz, Phillip	391-1037	N210	SS, HS & B	Sabur, Qayyah	7273	N233	UB
Ozuna, Simon	8345	C119	Admiss/Reg.	Salazar, Monique	5373	PG112	Talent Search
Pacheco, Dora	5307	PG112C	Main Office	Santiago, Michael	7690	W101G	SS, HS & B
Pagel, Amber	391-1063	C222	A, L & L	Saucedo, Oraldo	7351	N206	C R & M
Passley, Oscar	7139	F110	A, L & L	Saucedo-Scott, Sandra	7041	K124	SS, HS & B
Pardo, Daymi	7049	C237J	TRiO	Schmitt, Allan	7064	C271	C R & M
Patterson, Patrick	7355	W101H	SS, HS & B	Schwartz, Judy	7184	C141A	Student Life
Penney, Jane	7160	G235	SS, HS & B	Shelton, Dolores	7145	T143	C T
Perea, Miguel	7688	M113	Facilities	Sherman, Tammy	7347	K102	SS, HS & B
Perkins, Thelma	8347	N112	Police	Shilling, Gerald	7094	L318	SS, HS & B
Perry, Cinda	7228	A209	Comp. Supp.	Simmons, T'Juanna	8318	C114	Testing
Petty, J.C.	7012	L109	Comp. Lab	Smith, Donna	7168	L200	Library
Phillips, Michelle	8355	L110B	Comp. Supp.	Smith, Zoe	7264	C237D	TRiO
Pierce, Larissa	7315	G133	A, L & L	Snell, Eric	7221	L112	Media & Prod.
Piffardi, Ana	7661	C272	A, L & L	Soliman, Reem	7618	C269	A, L & L
Pinckley, Sherri	7673	M105	Facilities	Sosa-Hegarty, Dina	7205	A322	O & SD
Ponce, Margaret	391-1076	K105	CLS	Soto, Rebecca	8312	C119	Admiss/Reg.
Porter, Shatremeyia	8336	C237I	Student Svcs.	Stanford, Caitlin	8371	C219	C R & M
Post, Rik	8342	C328	S & PE	Starr, Vanessa	7341	S314	S & PE
Powell, Leslie	7178	L200	Library	Stephney, Kimberly	391-1053	N109	Gateway
Powley, Jenny	7686	C237L	DSO	Sternat, Theresa	7062	C236D	LAC
Pradarits, Clay	7669	L110A	Comp. Supp	Stewart, Ida	7277	N234	U B
Quadros, Kevin	7632	C215	Fin Aid	Stewart-Alexander, Selena	391-1064	G132	C R & M

Employee Listings continued

Stone, Glenn	7217	A204	CC & CO	Washington, Renae	7209	C125D	Dual Credit
Sutton, Don	7674	T147	C T	Watanabe, Shizuko	391-1068	C276	S & PE
Svatos, Michele	7042	G214	SS, HS & B	Watkins, Ryan	8318	C114	Testing
Swindling, Jim	7058	C231	C R & M	Wayne, Judy	7176	L214	Library
Sykes, Art	7688	M113	Facilities	Weaver, Marti	391-1061	G232	SS, HS & B
Taylor, Cynthia	7191	C139B	Health Cntr.	Whatley, Frances	8321	L109	Comp. Lab
Taylor, Roderick	7664	L112	Media & Prod.	Whipple, Shelia	391-1074	K105	CLS
Tear, Patricia	7697	N112	Police	Whisnant, Bob	7134	F212	A, L & L
Thiehoff, Jack	8365	L108B	Comp. Supp.	White, Bobbi	7035	C238A	Disability Svcs.
Thomas, Janice	7007	C119	Admiss/Reg.	Whittle, Everett	7688	M113	Facilities
Thomas, Tricia	5317	PG112K	Talent Search	Wickman, Terrance	8363	C212	C R & M
Thomason, Laura	7379	C120O	Advising	Willburn, David	7162	F216B	A, L & L
Thompson, Brenda	7014	C127	Admiss/Reg.	Windrow, Kathy	7657	F214	A, L & L
Thompson, Donna	7695	N112	Police	Wineinger, Cyndi	7140	S213	S & PE
Thurman, Katonga	7114	W117	CE	Winter, Sabine	7362	N204	A, L & L
Turner, Marilyn	7108	C202	C R & M	Wilson, Larry	7613	C100A	HR
Vance, Beth	391-1084	W101	Police Academy	Wolf, Rachel	7124	G138	A, L & L
Vargas, Arlene	391-1076	K109	CLS	Woodis, Franklin	5344	PG120	IT
Vega, Adriana	7124	G138	A, L & L	Wooten, Terry	7353	C237D	Rising Star
Wadhams, John	7072	N207	SS, HS & B	Wyatt, Robert	7150	S306	S & PE
Wagoner, Sharron	7024	C125B	Dual Credit	Wyatt, Susan	7620	K126	SS, HS & B
Walker, Mike	7166	G215	SS, HS & B	Ybarra, Christina	7360	K131	Teacher Center
Warnberg, Charlie	7118	L325	C R & M	Yarbrough, Veronica	7003	C119	Admiss/Reg.
Warren, Drucilla	8345	C119	Admiss/Reg.	Yonley, David	7667	L112	Media & Prod.
Washington, Jeanette	7339	C119	Admiss/Reg.	Zabojnik, Linda	7370	C126D	Bus. Svcs.
Washington, Marques	7338	T016	C T				
Washington, Michael	7020	C125G	VA				

Commonly Asked Questions

WHAT ARE THE BUSINESS HOURS FOR _____?

(The following hours are subject to change during summer sessions.)

ADMISSIONS

Monday – Thursday 8 a.m. – 6 p.m.
Friday 9 a.m. – 4 p.m.

ADVISEMENT

Monday – Thursday 8 a.m. – 6 p.m.
Friday 9 a.m. – 4 p.m.

ASSESSMENT (TESTING) CENTER

Monday – Thursday 8 a.m. – 9 p.m.
Last test administered at 8 p.m.
Friday (Fall & Spring) 9 a.m. – 5 p.m.
Last test administered at 4 p.m.
Friday (Summer I & II) 9 a.m. – 4:30 p.m.
Last test administered at 3:30 p.m.

BUSINESS OFFICE/ACCOUNTING

Monday – Thursday 8 a.m. – 7 p.m.
Friday 8 a.m. – 5 p.m.

CAREER EXPLORATION ROOM

Tuesday 9 a.m. – 5 p.m.
Wednesday 9 a.m. – 12:30 p.m.

COLLEGE BOOKSTORE

Monday – Thursday 7:45 a.m. – 7:15 p.m.*
Friday 7:45 a.m. – 1 p.m.*

* Hours fluctuate; check website for specific details.

COLLEGE COMMUNICATIONS & COMMUNITY RELATIONS

Monday–Friday 8 a.m. – 5 p.m.

COMPUTER LAB

Monday – Thursday (Fall & Spring) 7:30 a.m. – 10 p.m.
Friday 7:30 a.m. – 9 p.m.
Saturday 8 a.m. – 4:30 p.m.
Monday – Thursday (Summer I & II) 8 a.m. – 10 p.m.
Friday 8 a.m. – 4:30 p.m.
Saturday and Sunday closed

Commonly Asked Questions continued

FINANCIAL AID

Monday & Tuesday	8 a.m. – 7 p.m.
Wednesday & Thursday	8 .m. – 5 p.m.
Friday	Closed to the public

LEARNING ASSISTANCE CENTER

Mon.–Thurs. (Fall & Spring)	8 a.m. – 9 p.m.
Friday	8 a.m. – 3 p.m.
Saturday	10 a.m. – 2 p.m.
(No Saturday hours in Summer I & II)	
Mon.–Thurs. (May- & Winter-mester)	10 a.m. – 7 p.m.
Closed Friday and Saturday	

LIBRARY

Monday-Thursday (Fall & Spring)	7:30 a.m. – 10 p.m.
Friday	7:30 a.m. – 5 p.m.
Saturday	9 a.m. – 2 p.m.
Mon.–Thurs. (Summer I & II)	7:30 a.m. – 10 p.m.
Friday	7:30 a.m. – 5 p.m.
Saturday	9 a.m. – 2 p.m.
Mon.–Thurs. (May- & Winter-mester)	7:30 a.m. – 7 p.m.
Friday	7:30 a.m. – 5 p.m.

HUMAN RESOURCES

Monday–Friday	8:30 a.m. – 5 p.m.
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OFFICE OF STUDENT LIFE

Monday–Friday	8 a.m. – 5 p.m.
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WHERE IS EASTFIELD LOCATED, AND HOW DO I GET THERE?

Eastfield is located at 3737 Motley Dr., Mesquite, TX 75150

FROM DOWNTOWN DALLAS

Take I-30 East; Continue on I-30 towards Texarkana
Take the Motley Drive exit (Exit 55)
Go under the bridge; turn right immediately
Turn right onto Motley Drive (North) going over bridge
Eastfield is on the left

FROM LBJ

Take I-30 West Exit at Motley Drive (Exit 55)
Go under bridge and turn right immediately
At first stop light, take a left onto Motley Drive (North)
Eastfield is on the left

HOW DO I ENROLL?

Pick up an application from the Admissions Office located in the “C” building, or from the College Communications Office which is located in the “A” building. Complete the application, then return it to Admissions for processing. Once the information has been received by Admissions, you may speak with an advisor in the Advisement Office, then register for classes.

ARE THERE PERSONS AT EASTFIELD WHO PROVIDE BILINGUAL (SPANISH UNLESS OTHERWISE NOTED) ASSISTANCE FOR ENROLLMENT?

Elias Alba	7053 T156	M–Th 7:30 a.m. – 5:30 p.m.* F 8 a.m. – 12 p.m.*
Jennifer Alvarez	7011 C114	M–F 8:30 a.m. – 4:30p.m.
Neyra Balk	7178 L200	M–F 8 a.m. – 4 p.m.
Esther Bueno	7612 C126A	M–F 7 a.m. – 3:30 p.m.
Maria Caratini Prado	7019 C125	M–F 8 a.m. – 5 p.m.
Mary DeJesus	5321 PG112J	M–Th 8:30 a.m. – 5 p.m. F 8:30 a.m. – 3:30 p.m.
Jose Flores	7087 L317	MW 12 – 1 p.m. 1 – 3 p.m. (Science Corner) Thur 11 – 12 pm (L317) F 11:05 a.m. – 12:05 p.m. (L317)
Beth Howard (Chinese)	8314 M113	M W F 8 a.m. – 12 p.m. T Th 8 – 11 a.m.
Tomoe Lambert (Japanese)	1047 C201	M & W 8 – 10:50 a.m. T & TR 7 – 9 p.m.
Liz Lazo	7272 C207	M, W, F 9:05 – 10:05 a.m.* TR 10 – 11 a.m. TR 2 – 12:20 p.m.*
Belinda Luna	8364 C237A	M 10:30 a.m. – 7 p.m. T–F 8 a.m. – 4:30 p.m.
Lynn Mai (Vietnamese)	7012 L109	T – F 2:30 p.m. – 10 p.m. S 9 a.m. – 4 p.m.
Pete Nino	7695 C140	M–F 3 – 11 p.m.
Phillip Ortiz	1037 G230	T 2– 4 p.m.
Daymi Pardo	7049 C237J	M–F 8 a.m. – 4:30 p.m.
Liliana Rodriguez	7025 A214C	M–F 8 a.m.–4:30 p.m.
Arlene Vargas	7195 K108	M&F 10 a.m. – 6 p.m. T–Th 8 a.m. – 4:30 p.m.

*Office hours (Faculty)

Commonly Asked Questions continued

I'VE ATTENDED BEFORE; DO I HAVE TO COMPLETE ANOTHER APPLICATION?

If you have been enrolled at EASTFIELD or within the DCCCD during the last 12 months, you will not need to complete a new application. You will, however, want to review the information we have on file for you and make any requests, updates or revisions needed.

DO I NEED TO PROVIDE YOU WITH MY HIGH SCHOOL TRANSCRIPT?

While high school transcripts are generally not required, they may be helpful if you need to provide the following information and can be useful in meeting Texas residence requirements:

- ACT/SAT/TAAS scores
- Tech Prep coursework
- Rising Star documentation
- Financial Aid requirement

DO YOU NEED AN OFFICIAL TRANSCRIPT FROM EVERY COLLEGE I ATTENDED?

Generally, if you have completed a degree in which you used hours received at other institutions toward that degree, you would only need to provide the last transcript which reflects all of these courses.

If you have not received a degree, then an official transcript is required from all colleges listed.

However, please understand, if you are requesting substitutions in a degree plan for any courses using non-DCCCD coursework, you must provide an official transcript from that institution.

I CAN'T COME IN PERSON TO REGISTER FOR MY CLASSES; CAN I HAVE SOMEONE ELSE DO IT?

Yes, we have a proxy form you can fill out indicating who should be allowed to register for you. This form must be presented at our office before the process can be started.

MY NAME AND SOCIAL SECURITY NUMBER ARE BOTH WRONG IN YOUR COMPUTER, WHAT CAN I DO TO GET IT CORRECTED?

If this was an error in processing, we will be happy to correct it for you very quickly. If the information on your application matches what is now in the system. You must provide additional documentation for a change to occur. Nevertheless, as soon as we have this information, the change will be made.

WHY DO I HAVE TO GIVE YOU AN OFFICIAL TRANSCRIPT? I DON'T PLAN TO USE ANY OF THOSE COURSES AT EFC OR ANY OTHER DCCCD COLLEGE?

All students must present a complete transcript bearing impression of seal and signature of college/university official of each institution attended!

I'VE BEEN IN THIS COMMUNITY FOR YEARS, YOU CAN ASK ANYONE, WHY DO I HAVE TO PROVIDE DOCUMENTATION TO YOU?

Our office is required to have in your file documentation of specific information you have listed on your application. Our request to you for this documentation is in order for our files to be complete as an institutional record when we are audited by the state for funding purposes.

THERE IS A BLOCK ON MY RECORD. WHAT DO I NEED TO DO TO GET IT REMOVED?

A block on your record indicates that you have not complied with some type of academic regulation. You will need to satisfy the restriction before the block is removed. For specific information, contact the department in which the block was initiated. You can find out who initiated the block by contacting the Admissions Office.

AM I ELIGIBLE TO REGISTER ONLINE?

Online registration is available for students meeting specific eligibility criteria. In order to register online for credit classes, you must be able to log in to eConnect and have documented in your DCCCD student record:

- An academic standing of good
- No restrictions, blocks or holds on your student record
- TSI (formerly TASP) status of exempt, waived or complete
- Valid E-mail address

NOTE: Students who reside outside Texas or outside the United States AND who are taking only distance learning courses are exempt from these criteria.

If you are unsure about your eligibility, you may check your status by visiting eConnect. Some links may require students to log in to the eConnect system.

HOW CAN I CHECK MY GRADES?

You may get your semester grades online through eConnect under My Personal Information.

You may also check your grades by telephone at 972.613.1818.

- After the greeting, press 2 for grades.
- Press 1 to enter your seven digit student ID#.
- Confirm your entry, press 1 if correct OR press 2 if incorrect (if incorrect, re-enter the correct number after pressing 2).
- Enter your six-digit PIN number. Your PIN number is your birthdate - month/day/year. (Example: Birthdate is January 1, 1975. The PIN number is 010175.)
- Follow the prompts to select the term.
- Confirm your term selection.

You may also request a Student Advising Report from your college.

DCCCD no longer mails grades.

DCCCD at a Glance

<p>DISTRICT OFFICE (DO) 1 1601 South Lamar • Dallas 75215</p> <p>Area Code 214 Telephone Prefix 378 Chancellor's Office 1601 Chancellor's FAX 1810 Marketing & Communications 1824 Marketing & Communications FAX 1840 Human Resources 1504</p> <p>DISTRICT SERVICE CENTER (DSC) 1 4343 IH 30 • Mesquite 75150</p> <p>Area Code 972 Telephone Prefix 860 Information 7700 FAX 7929 Purchasing Office 7771 Purchasing Office FAX 7924</p> <p>BILL J. PRIEST CAMPUS OF EL CENTRO COLLEGE (BJPIED) 20 1402 Corinth Street • Dallas 75215</p> <p>Area Code 214 Telephone Prefix 860 Information 5900 President's Office 2011 Marketing & Public Relations 2037 FAX 2233</p> <p>BROOKHAVEN COLLEGE (BHC) 2 3939 Valley View Lane • Farmers Branch 75244</p> <p>Area Code 972 Telephone Prefix 860 President's Office 4809 Public Information 4827 FAX 4897 Admissions 4883 FAX 4886</p> <p>CEDAR VALLEY COLLEGE (CVC) 3 3030 N. Dallas Avenue • Lancaster 75134</p> <p>Area Code 972 Telephone Prefix 860 President's Office 8250 Marketing & Communications 8258 FAX 8039 Admissions 8201 FAX 8001</p>	<p>EL CENTRO COLLEGE (ECC) 5 Main & Lamar Streets • Dallas 75202</p> <p>Area Code 214 Telephone Prefix 860 President's Office 2011 Marketing & Communications 2037 FAX 2207 Admissions 2311 FAX 2233</p> <p>MOUNTAIN VIEW COLLEGE (MVC) 6 4849 W. Illinois • Dallas 75211</p> <p>Area Code 214 Telephone Prefix 860 President's Office 8700 Public Information 8837 FAX 8521 Admissions 8600 FAX 8570</p> <p>NORTH LAKE COLLEGE (NLC) 7 5001 N. MacArthur Blvd. • Irving 75038</p> <p>Area Code 972 Telephone Prefix 273 President's Office 3010 Marketing & Public Information 3005 FAX 3014 Admissions 3310 FAX 3112</p> <p>RICHLAND COLLEGE (RLC) 8 12800 Abrams Road • Dallas 75243</p> <p>Area Code 972 Telephone Prefix 238 President's Office 6364 FAX 6957 Information Services & College Relations 6194 FAX 6978 Admissions 6100 FAX 6346</p> <p>R. JAN LECROY CENTER FOR EDUCATIONAL TELECOMMUNICATIONS (LCET) 8 9596 Walnut Street • Dallas 75243</p> <p>Area Code 972 Telephone Prefix 669 President's Office 6550 Communications 6663 Public Information 6657 FAX 6699</p>
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Emergency/ Safety Procedures

College Police (from any campus or district phone) x 911
College Police (from cell phones or off campus) 972-860-4290
N Building N112
An officer is on duty 24 hours a day, 365 days a year.
Phone is answered 24 hours.

Health Center C139 **7190**
Monday - Tuesday 8 a.m. – 7 p.m.
Wednesday - Friday 8 a.m. – 5 p.m.

Emergency Procedures

An emergency is defined as any state requiring immediate action to prevent dire consequences, usually an immediate threat to life, limb, or property. Eastfield College recognizes situations such as fire, tornado, bomb threats, and use of lethal weapons or attempted suicide as emergencies. If you have questions as to whether or not a situation is an emergency, immediately contact College Police x 911. Medical emergencies may be directed to the Health Center x 7190 or College Police. Eastfield College has formed an Emergency Response Team (ERT) to assist during a campus emergency. An orange vest can identify these individuals. They are trained and charged to give directions during an emergency and act as a line of communication. Please follow their directions during any campus emergency.

In the absence of the President, or other key personnel, the President's Secretary x 7001 will know who is designated as the administrator in charge.

Steps to take in all emergency situations which threaten life, limb, or property:

1. Contact College Police x 911 and
 - give your name
 - give nature of situation, including presence of weapons, if any
 - give the exact location, including building and room number
 - give name of person(s) involved; and return to emergency location, if feasible
2. College Police and/or another ERT member will report to the situation and follow through.
3. College Police and other appropriate divisions shall do documentation and follow-up.
4. After an emergency, a member of the "action team" will initiate a debriefing for all members involved in the emergency when appropriate.

Medical Emergency Procedures

If you witness an accident or medical emergency; i.e., if someone falls, faints, has a seizure, or suffers an injury or sudden illness, the procedures should be as follows:

1. Immediately call the College Police office x 911 and call the Health Center x 7190.
2. Give the following information when you call:
 - your name, what happened, exact location of the incident, including building and room number
3. Stay with the victim until assistance arrives, and most importantly, **DO NOT MOVE THE VICTIM**. If the injured person attempts to move, encourage him/her to remain still until appropriate personnel can assess the situation.
4. Because of the risk of exposure to bloodborne pathogens, avoid touching any blood or body fluids. All blood or body fluid spills must be cleaned by Facilities Services x 7688.
5. Decisions to call outside emergency services should only be made by the Health Center or College Police.

Emergency Transportation Procedures

A. Ambulance
College Police x 911 or the College Nurse x 7190 will make all emergency calls for ambulance service.

NOTE:

1. The college will not assume payment for the ambulance transportation.
2. The college does not assume responsibility for consequences resulting from refusal of ambulance transportation.
3. Individuals refusing ambulance transportation will be responsible for arranging their own transportation.

B. Automobile

1. Eastfield College will not provide emergency or non-emergency transportation.
2. Should an employee of the college use his/her car to transport an individual, that employee does so under personal liability. The college will not assume responsibility for consequences resulting from such transportation.

Fire Procedures

If you smell smoke or observe a fire:

- Stay calm.
- Evacuate the area and immediately contact College Police x 911. DO NOT use elevators.

DO NOT attempt to enter a smoke filled or "hot room."

- College Police will initiate calls to the fire department.
- All fire alarms are to be responded to by an immediate and orderly evacuation from the buildings.

Instructions for the Classroom

1. Instructor should send one person to pull fire evacuation alarm nearest the class.
2. Send a second person to verbally report the fire by:
 - a. Calling College Police x 911
 - b. Giving the following information:
 - Fire location
 - Status of fire
 - Your name
3. Instructors will be responsible for all mobility impaired and non-ambulatory individuals in their classes. Instructors will assign three people to assist with this procedure.
 - a. Two people will accompany any individual using a wheel chair to the nearest/accessible stairway or exit and will stay with the individual until College Police or Fire Department official has arrived.

The third person will notify College Police x 911 of the location of individuals in wheelchairs. Instructors will be responsible for arranging assistance for visual and hearing-impaired individuals using crutches, canes, walkers, etc., from the building.
 - b. Do not attempt to remove ANY individual from a wheelchair or attempt to carry a wheelchair and an individual down the stairs.
 - c. Once a fire alarm has sounded, the elevators will not function except for the pre-programmed cycle to lower the elevator to the ground floor to allow passengers to exit.

DO NOT USE ELEVATORS AS AN ESCAPE ROUTE

Emergency/ Safety Procedures

Tornado Procedures

WHEN NOTIFIED TO TAKE COVER:

1. Proceed to the lowest floor of the building and to the innermost rooms and walls.
2. Avoid exterior exposed glass and doors.
3. Leave gymnasium and auditoriums and other areas with large unsupported roofs.
4. Stay in the Safety Area until the "All Clear" is sounded.
5. DO NOT leave the building.
6. Stay calm.

Tornado "Safe Areas"

- Building A** – A213, A214, inside hallways
Building C – Inside lower stairwells, 1st floor inner-wall bathrooms
Building F – Inside lower stairwells, F114, F117, inner hallway areas
Building H – Away from outside door
Building L – 1st floor inner-wall bathrooms, inner hallways & stairwells, L107, L112, L117
Building M – 1st floor stairwell, 1st floor restrooms & conference room
Building N – 1st floor restrooms
Building P – 1st floor men's & women's locker rooms, P100
Building S – 1st floor inner-wall bathrooms, 2nd floor S201, S202
Building T – Restroom areas & main office areas away from glass, inner hallways
PCSC – Designated rooms of N120

Emergency Procedures for Off-Campus Classes

If an emergency occurs off campus involving any Eastfield personnel or student:

1. Call x 911 or appropriate local authority.
2. Notify College Police that an outside agency was contacted.
3. Report any action taken by Eastfield personnel to the College Police x 911.

Bomb Threat Procedures

If you receive an anonymous call reporting the existence of a bomb or other explosive on the college campus, make every attempt to maintain contact with the individual as long as possible. **Take note of and record CALLER ID phone number immediately. DO NOT hang up the phone.**

Please attempt to determine the following:

1. Which building is it in?
2. When is it to go off or explode?
3. Where is it located in the building?
4. What color and how big is it?
5. What type of explosive is involved?
6. How can we disarm it?
7. Do you know who set the bomb?
8. Why was the bomb planted?

Refer to the right column for helpful hints when receiving a threatening call.

ALL THREATS ARE TAKEN SERIOUSLY.

FBI Bomb Data Center

Questions to ask if you receive a threatening call:

- When is bomb going to explode?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your address?
- What is your name?

NOTE: Gender of caller, race, age, length of call, time and date.

Caller's Voice:

- | | |
|-----------------|----------------------|
| _____ Calm | _____ Nasal |
| _____ Angry | _____ Stutter |
| _____ Excited | _____ Lisp |
| _____ Slow | _____ Raspy |
| _____ Rapid | _____ Deep |
| _____ Soft | _____ Ragged |
| _____ Loud | _____ Deep Breathing |
| _____ Crying | _____ Accent |
| _____ Normal | _____ Disguised |
| _____ Distinct | _____ Cracking Voice |
| _____ Slurred | _____ Familiar |
| _____ Whispered | |

Background Sounds:

- | | |
|---------------------|-------------------------|
| _____ Voices | _____ Clear |
| _____ PA System | _____ Static |
| _____ Music | _____ Local |
| _____ House Noises | _____ Long Distance |
| _____ Motor | _____ Office Machinery |
| _____ Animal Noises | _____ Factory Machinery |
| _____ Other | |

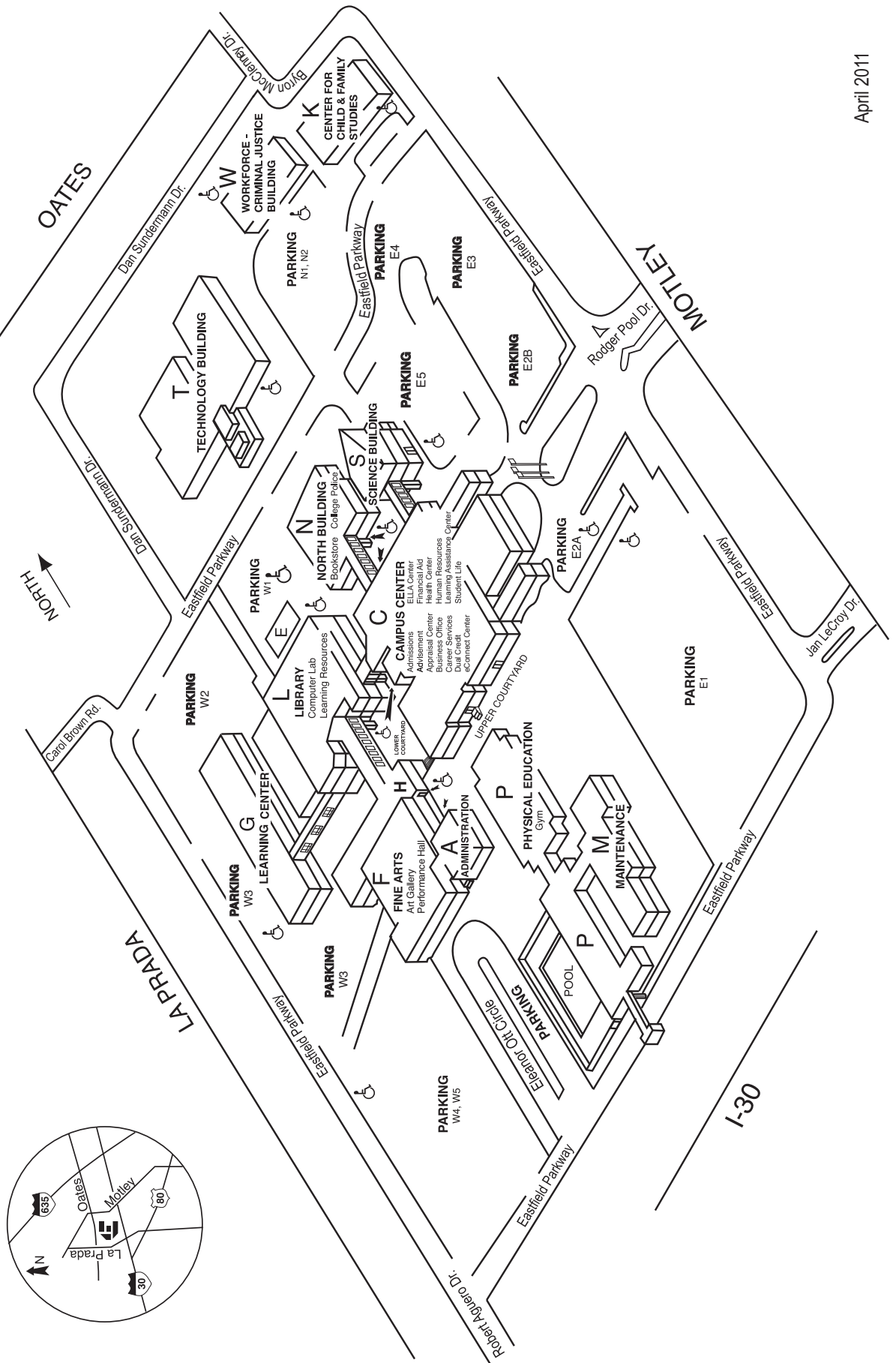
Threatening Language:

- | |
|------------------------------------|
| _____ Well spoken (educated) |
| _____ Foul |
| _____ Irrational |
| _____ Incoherent |
| _____ Taped |
| _____ Message read by threat maker |

Report call immediately to College Police x911

Eastfield College Campus Map

3737 Motley Drive, Mesquite, Texas 75150
www.eastfieldcollege.edu



Eastfield College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT