DIRECTORY OF CAMPUS SERVICES

STUDENT AFFAIRS

Office/Area	*Services Provided*	*Location*	*Contact*
Dean of Students *Corey Ross*	Behavioral Standards Campus Housing/Residence Halls Campus Security Emergency Contact for Students Graduation Banquets IMPACT Leader Selection/Training IMPACT Student Leadership Lost and Found Notary Services Off-Campus Petitions Poster/Advertising Approval Residence Life Program and Staff Scheduling for Dean Senior Exit Interviews Societies (AO, KZX, LAS) Student Activities Student Directory Student Government Student Handbook Who's Who Among Colleges/Universities Student Discipline *Oversight of:* Career Services Health Services Student Support Services	Student Affairs	Wanda Sammons - 4410
Associate Dean of Student Life *Chad Melton*	Housing Process Counselor Married Student Housing Assist with Student Discipline	Student Affairs	Chad Melton – 4421
Resident Directors	Building Relationships Facility Management Programming for Living Area Referrals Spiritual Guidance Supervise Resident Assistant Staff Assist with Student Discipline	Married Quad/Honors Mabee/Penn Gilbert Thomas Tyler Societies Davis/ELH	Chad Melton – 4421 Tony Zappasodi – 4426 Daniel VanValkenburg 4417 Laura Stufflebam – 4424 Christian Lehman – 4425 John Forester – 4423 Corey Ross – 4410 Jessie Marshall – 4428
Coordinator of Student Programs *Patty Swanson*	Activities Calendar and Information YAC (YellowJacket Activities Council). Student Organizations, Intramural Athletics, New Student Orientation (Fall, Spring, The Edge)	Student Affairs	Patty Swanson – 4433

Office/Area	*Services Provided*	*Location*	*Contact*
Student Publications *Jessie Marshall*	*YellowJacket* Newspaper *Pioneer* Yearbook Event Photographers	Student Affairs (StuGov't/Publications Office)	Jessie Marshall – 4428
Director of Student Support Services *Carlton Mitchell*	Commuter Students Students with Disabilities Multicultural Affairs Cultural Competency Service Learning Opportunities Spring Leadership Conference *The Leader* Newsletter Volunteer/Community Service	Student Affairs	Linda Higgs - 4452
Counseling Services *Bill Franklin* *Chad Melton*	Academic Counseling Personal Counseling Spiritual Counseling	Student Affairs	Wanda Sammons – 4410
Health Services *Shela Dawson*	Allergy Shots Doctor Referrals Equipment Loans House Calls (for students) Immunization Records Over-the-Counter Medications Special Dietary Needs	Student Affairs	Shela Dawson – 4445
Career Services *Steve Gatton*	Career Fair Testing for Calling/Career Counseling Co-Op and Internship Placement Graduate Placement Job Board (Part-/Full-Time Employment) On-Campus Recruitment Résumé Assistance SIGI Plus and other career exploration aids	Student Affairs	Kacie Peek – 4467
University Police Department *Terry Turner*	Campus Emergencies Event Parking Incident and Theft Reports Retrieve Keys from Locked Cars Unlock Buildings Vehicle Registration, Regulations, Enforcement and Fines	Student Affairs	Terry Turner – 4441 **EMERGENCY: 4444**

ENROLLMENT SERVICES

Office/Area	*Services Provided*	*Location*	*Contact*
Vice President *Linda Fitzhugh*	Scheduling for Vice President Scheduling for Enrollment Services Conference Room CCCU Tuition Waiver Exchange Program	Enrollment Services (above library)	Vickie Bailey – 3472
Admissions *James Townsend*	Campus Tours LETU Preview Information/Weekends Schedule a Campus Visit Literature Requests Place Prospective Student on Mailing List Questions about Recruiting Territories International Admissions Merit Scholarship Information Request an LETU Display Admissions Statistics Admissions Webpage	Visit Center (above library)	Beth Rountree – 4333
		Admissions (above library)	Katie Livingston – 4343
			Ashley Greenwald – 4334
			James Townsend – 4341
			Brenda Weatherall – 4342
Financial Aid *Lindy Hall*	Receive Information for Students with Last Names Beginning with:	Financial Aid (above library)	
		A – C	– 3468
		D	– 3481
		E – K	– 3467
		L – R	– 3464
		S – Z	– 3478

EXTERNAL RELATIONS

Office/Area	*Services Provided*	*Location*	*Contact*
Executive Vice President External Relations *Marila Palmer*	University (regional) or school (specialized) accreditations (SACS, ABET, IACBE, etc.) Dignitaries or well-known speakers/guests visiting LETU campuses	Memorial Student Center – 2nd floor	Deadre Arden - 3132
Director University Relations *Janet Ragland*	All media relations for the university (newspaper, TV, radio, NOW Magazine, etc.)	Memorial Student Center – 2nd floor	Janet Ragland - 3815

INSTITUTIONAL EFFECTIVENESS AND RETENTION

Office/Area	*Services Provided*	*Location*	*Contact*
Senior Director Institutional Effectiveness and Retention *Dr. Pamela Johnson*	Institutional Research/Data Institutional Effectiveness Internal and external requests for university information University wide assessments Retention Student Worker Jobs	University Development	Kayla Carlton – 3140
Director Achievement Resource Center *Connie Puryear*	Achievement Resource Center - Academic support - Counseling Resources - Self-Guided Resources - Study Skill Resources - Tutoring PASS Students First Year Experience - Service Project - Retreat - Peer Advisors	Student Affairs (Achievement Resource Center - ARC)	David Blaser - 4453

BUSINESS AFFAIRS

Office/Area	*Services Provided*	*Location*	*Contact*
Executive Vice President *William McDowell*	Scheduling for Vice President Repository for University Contracts/ Agreements	Student Affairs	Linda Fitzgerald – 4110
Vice President *Mike Hood*	Administrative and Leadership for Financial Affairs Salary Letters Retention Schedule for Records Scheduling for Vice President	Business Affairs	Sharleen Hunt - 4115
Purchasing *Jana Campbell*	Purchasing Negotiations Vendor Related Issues Shipments/Receiving	Business Affairs	Jana Campbell - 3566
Investments and Auxiliaries *Lee Sarver*	Endowment or Trust Questions Supervisor for Food Services/Bookstore Vending Machine Questions Administrative Responsibilities	Business Affairs	Lee Sarver – 4176 Carolyn Wesson - 4177
	Print Shop (volume, color, copier logs)	Print Shop	Dena Canaguier - 4196
	Mail Center – central point of access for all postal business at LETU.	Mail Center (MSC – 1)	Jeff Bock - 4193 Diane Turner – 4192
	Follett Bookstore Management Administrative Responsibilities Store Front Textbook Selections Textbook Delivery (GAPS) Accounting/Billing Statements	Bookstore (MSC - 1)	Brenda Day – 3696 Main Line – 3690 Text Info Desk – 3699 Ship/Receiving – 3698 Accounting Clerk - 3697
	Bon Appétit Campus Services Catering Arrangements Secretary	The Corner Cafe	George Scott – 3661 Doris Wilson – 3663 Tiffany Creed - 3660
Human Resources *Joyce Krohn*	Applications/Search Process Benefits (Insurance, Retirement, etc.) Faculty/Staff Handbook Personnel Directory and Address Changes Position Approval and Action Forms Student Worker Classifications University Volunteers Workers' Compensation Wage and Hour and Employment Law	Human Resources (Business Affairs)	Joyce Krohn – 4171 Priscilla Cox - 4172

Office/Area	*Services Provided*	*Location*	*Contact*
Financial Services *Vikki Keilers*	Check Request Processing Credit Cards Issued to Employees Federal Grant and Contract Accounting Monthly Accounting Reports Processing for Expense Reports, Inter-departmental Transfers, Visa Reports Revenue/Expense Questions Restricted and Agency Accounting	Accounting (Business Affairs)	James Paul Thompson - 4124 Cynthia Gatlin – 4125
	Cash Accounts Fixed Assets Inventory Tags Medical Plan Accounting (not claims) Stop Payments/Returned Checks	Accounting (Business Affairs)	James Paul Thompson - 4124 Vera Hall – 4122
	Accounting for GAPS Billing and Student Accounts	GAPS Accounting (Business Affairs)	GAPS Operator Lori Frazier - 4140
	Invoices/Invoice Payments Check Request Typing Purchase Orders/Blanket POs Purchase Requisitions Non-Capital Orders	Accounts Payable (Business Affairs)	James Paul Thompson - 4124 Janet McCallum – 4152 Kathy Bullard – 4153
	Traditional Student Accounts Studies Abroad Student Account Inquiries, Billing and Payment Plans Perkins Loans Cashier Health Insurance	Traditional Student Accounts (Business Affairs)	Sharron Westbrook – 4131 Dee Kelley - 4132 Cheryle Barnes – 4133 Amanda Wright – 4134 Barbara Lindell – 4135 Debra Bulgrien – 4136
	Payroll Questions Time Cards Vacation/Sick Pay Accrual	Payroll (Business Affairs)	Stephanie Shrewsbury – 4161 Angela Bryan – 4162
	Budget Questions Construction Budget	(Business Affairs)	Vikki Keilers - 4121
Information Technology *Matthew Henry*	Administrative Responsibilities Scheduling for Director/Conference Rm Long Distance Calling/PIN Information	Information Technology	Debbie Watley – 3510
	Computer Systems Repair Electronic Mail Information Existing Work Order Status Internet/Network Problems Jenzabar CX/CARS Software and Hardware Requests Telephone Problems/Questions	Information Technology	HelpLine – 3500
	Requests for Projects or Consultation: - Network Services - Programming Services - Technical Services - Telecommunications	Information Technology	Ken Johnson – 3520 Michael Davis – 3540 Kevin Snyder – 3515

Office/Area	*Services Provided*	*Location*	*Contact*
Facilities Services *Ben Avedikian*	Administrative Responsibilities Maintenance Work Orders Vehicle Reservations	Facilities Services	Dana Wright – 3550
	Custodial Services	Facilities Services	Walter Burklin – 3563
	Grounds	Facilities Services	Scott Hembrough – 3564
	Administrative Responsibilities University Insurance (Property, Liability, Auto, Athletic)	Facilities Services	Christie Farrar – 4182

OTHER OFFICES

Office/Area	*Services Provided*	*Location*	*Contact*
University Chaplain *Harold Carl*	Awards Chapel Chapel (Attendance, Announcements, and Scheduling) Chaplain Interns LeTourneau Student Ministries (LSM) Missions/Spiritual Emphasis Week Pre-Marital Counseling Student Mission Trips (Spr/Sum)	SEB	Tess Iffland - 3050
Director of Music and Ministry Programs *David Luna*	LeTourneau Student Ministries (Community Ministries) LeTourneau University Singers Stage Band Worship Bands	SEB	
Director of Student Success *Charli Caraway*	Cornerstones of Life and Learning First Year Experience Peer Advisors Undeclared Major Advisors	Student Affairs	Dave Blaser - 4453
Director of the Achievement Center *Connie Puryear*	Career Materials Counseling Resources Self-Guided Resources Study Skills Resources	Student Affairs (Achievement Resource Center)	Dave Blaser - 4453
Athletic Director	Intercollegiate Athletics Solheim Facilities Asst Athletic Director – Mary Ann Otwell Sports Info Director –	Solheim Center	Vickie Rogers – 3750

ACADEMIC AFFAIRS

Office/Area	*Services Provided*	*Location*	*Contact*
Vice President *Robert W. Hudson*	Overall Administration and Leadership for All Academic Areas Faculty Workshops Academic Leaders' Forums	Longview Hall	Debbie McGrew – 3200
	Administrative Duties as Directed Graduation Coordinator Repository/Management of Faculty Personnel Files		Gerrie Forbis – 3297
	Scheduling for Academic Affairs Office Processing of Forms and Signatures Assigned Clerical Tasks		Debbie McGrew – 3200
Assistant Vice President *Stan Coppinger*	Assist with Administrative Duties as Directed Honors Program Student Advising	Longview Hall	Stan Coppinger – 3230
Registrar *Texas* Rüegg	Deferment Forms (traditional students) Request a Transcript Schedule Changes Registration Process (including WebReg)	Academic Records Services (above library)	Margaret Thomas – 3450
	Change Academic Majors Traditional Students: - Grade Reports - Graduation Information - Student Information - Veteran Services - Withdrawals		Esther Aubert – 3451
	Non-Traditional Students: - Deferments - Grade Reports - Student Information		Melissa Hammer – 3414
	Non-Traditional Students: - Graduation Information - Veteran Services		Sally Poelman – 3449
Schools	Aeronautical Science *Fred Ritchey*	Aero Science 1	Jean Ames – 4210 Mary Jackson (at airport) – 4260
	Arts and Sciences *Amiel Jarstfer*	Glaske Building	Karen Austin – 3950 Judy Walton – 3300 Stacie Francis – 3330
	Business *Bob Wharton*	Longview Hall	Stacie Francis – 3330
	Education *Wayne Jacobs*	Ed/Psych Building	MaryBeth Trogdon - 3860
	Engineering and Eng Technology *Tom Hellmuth*	Glaske Building	Brenda Robertson – 3900 Sharol Burnett – 3909
Margaret Estes Learning Resource Center *Henry Whitlow*	Academic Periodicals/Books InterLibrary Loan Wireless Computer Access	Library	Linda Price – 3264

Office/Area	*Services Provided*	*Location*	*Contact*
Graduate and Professional Studies *Carol Green*	Administrative Duties	Longview Hall	Karen Collins – 4010