

# HELPING STUDENTS SUCCEED

The **TMCC Strategic Master Plan** states that the College will provide services for students to achieve college readiness and increase student retention, persistence, graduation, and transfer rates. The new funding formula for higher education mirrors this objective by funding the college primarily for student class completions. It is our collective responsibility to help students cross the finish line. Following are support options designed to help students succeed in their classes. You can help students be successful by pointing them to these support services or advising them about audits, withdrawals or incomplete grades as needed.

## TMCC SUPPORT SERVICES

Department	Location	Phone	Website
<b>Academic Advisement, International Advising and Transfer</b> Academic Advisors assist new, continuing, transfer and international students in identifying, planning for, and achieving educational and personal goals. In addition to meeting with an advisor during New Student Orientation (SOAR), students will meet with an advisor during their first semester at TMCC during an On Track advising workshop or an individual advisement appointment. It is recommended that students seek academic advisement before registering each semester, before transferring to another college or university, and/or before graduation.  Visit <a href="https://www.tmcc.edu/advisement">advisement.tmcc.edu</a> for more information on services provided and additional contact information.  Visit <a href="http://www.tmcc.edu/advisement/events/">http://www.tmcc.edu/advisement/events/</a> for upcoming workshops and events.	RDMT 111	775-673-7062	<a href="https://www.tmcc.edu/advisement">https://www.tmcc.edu/advisement</a>  Schedule an appointment: <a href="https://myadvisor.tmcc.edu">myadvisor.tmcc.edu</a>
<b>Accounting Services and Cashier</b> Students can make tuition and fee payments, find out their account balance, get information about a payment plan, and inquire about past due balance holds from TMCC.	RDMT 318	775-673-7155	<a href="https://www.tmcc.edu/accounting-services">https://www.tmcc.edu/accounting-services</a>
<b>Advocacy, Resource, Counseling and Career Hub (ARC<sup>2</sup>H)</b> Students can access, in-person or virtually, resources to support student wellbeing, academic and life success at each campus: counseling, disability resources, re-entry/educational partnership programs, assistance with basic needs, community resources.  For additional resources to help students, check out the Starfish Intervention Inventory: <a href="https://tmcc.starfishsolutions.com/starfish-ops/support/login.html">https://tmcc.starfishsolutions.com/starfish-ops/support/login.html</a>	RDMT 115 Edison 119 MDWN205 HSC 101B	775-673-7060	Email: <a href="mailto:ARCCH@tmcc.edu">ARCCH@tmcc.edu</a>
<b>Admissions and Records</b>	RDMT 319	775-673-7042	<a href="https://www.tmcc.edu/admissions/">https://www.tmcc.edu/admissions/</a>

<p>Students can obtain general information and complete many tasks in Admissions and Records, including:</p> <ul style="list-style-type: none"> <li>• Personal information updates (name, birthdate, SSN, etc.)</li> <li>• Applications for Admission</li> <li>• Audit class changes</li> <li>• Satisfactory/Unsatisfactory class changes</li> <li>• Academic Forgiveness</li> <li>• Grade Replacements</li> <li>• Degree changes</li> <li>• Adding classes</li> <li>• Dropping/Withdrawing from classes</li> <li>• Enrollment Verifications</li> <li>• Family Educational Rights and Privacy Act (FERPA) Information</li> <li>• Graduation requirements and applications</li> <li>• Registration information</li> <li>• Residency policy</li> <li>• Exception to the Refund policy</li> <li>• Transcript requests (official and unofficial)</li> <li>• Transfer credit evaluation request</li> </ul>			
<p><b>Adult Basic Education (ABE) and ESL/HSE</b></p> <p>ABE offers free, noncredit programs to help students achieve their goals. English as a Second Language (ESL) courses are offered, and High School Equivalency (HSE) exam preparation is provided.</p>	MDWS 220	775-829-9044	<a href="https://www.tmcc.edu/abe">https://www.tmcc.edu/abe</a>
<p><b>Applied Technologies Student Support</b></p> <ul style="list-style-type: none"> <li>• Provides assistance to students enrolled in the Applied Technologies Programs at the Pennington Applied Technology Center. The Student Support Specialist will help students with processes for enrollment, scholarship applications, add/drop classes, and navigation of MYTMCC.</li> <li>• Connect students with resources available through TMCC and outside agencies to assist and support students ability to persist and complete their studies.</li> <li>• Provide students and employers understanding of the TMCC Applied Technologies programs. Assist students and employers with registration and understanding of TMCC CareerLink.</li> </ul>	EDSN 220	775-857-4950	n/a
<p><b>Bookstore</b></p> <p>Textbook purchase and rental can be completed at the bookstore, as well as finding logo T-shirts, writing supplies, backpacks, student planners, usb drives and more. Materials can be purchased online or in store.</p>	Student Center	775-673-0236	<a href="https://bookstore.tmcc.edu">https://bookstore.tmcc.edu</a>

<p><b>Career Hub</b> (now part of the ARC<sup>2</sup>H at each campus location)</p> <p>Start preparing for their career after graduation, and find help in obtaining part-time employment through job boards while they are enrolled in classes. Services include:</p> <ul style="list-style-type: none"> <li>• Career coaching</li> <li>• Employer events</li> <li>• Internships (see Internship entry)</li> <li>• Resume and cover letter reviews</li> <li>• Various job preparation workshops</li> <li>• Job fairs</li> </ul>	<p>RDMT 115, MDWN 205, EDSN 119</p> <p>Virtual connection at HSC 101B</p>	<p>775-673-7060</p>	<p><a href="https://www.tmcc.edu/career-hub/">https://www.tmcc.edu/career-hub/</a></p>
<p><b>Child Care (E. L. Cord Foundation Child Care Center)</b></p> <p>Hours of Operation: Monday-Friday 7 a.m.-5:30 p.m.</p> <p>Ages 6 weeks to 5 years (prekindergarten) Full-time, part-time and semester-care options. Contact the CCC for current opening information. The Center is accredited by the National Accreditation Commission (NAC).</p> <p><b>Semester-Care</b></p> <p>Semester-Care provides child care for children of TMCC students and part-time teaching faculty. Through the program, child care is available for a few hours each week during the semester while students and faculty are in class.</p>	<p>Dandini Campus</p>	<p>775-674-7515</p>	<p><a href="https://www.tmcc.edu/childcare/">https://www.tmcc.edu/childcare/</a></p>
<p><b>Counseling</b> (now part of the ARC<sup>2</sup>H at each campus location)</p> <p>TMCC Counseling Services work with students to address challenges that can interfere with normal day-to-day life. Counselors assist students in making decisions about career choice, college readiness, relationships and other personal issues. Counselors also help students learn strategies to cope with stress and anxiety. Contact with a counselor can clarify goals, increase confidence and promote individual well-being. The TMCC Counseling Services Office is online at <a href="http://www.tmcc.edu/counseling">www.tmcc.edu/counseling</a>.</p> <p><b>TMCC's Educational Partnership Programs</b> offers assistance students who have had a break in their educational careers, or face barriers to education and employment. It is primarily funded by TMCC as well as federal, state and private grants, is dedicated to helping individuals become economically self-sufficient through education.</p> <p>TMCC's <b>Displaced Homemaker Program</b> assists individuals who spent years working, without compensation, as a homemaker and now have to enter or re-enter the workforce and attain living wage employment. <b>SNAPET</b> assists SNAP recipients enrolled in eligible programs. <b>JIVE</b> assists those who were formerly incarcerated. The <b>Perkins Educational Partnership</b> Program assists low income students pursuing CTE (career technical education)</p>	<p>RDMT 115 EDSN 119 MDWN 205 HSC 101B</p>	<p>775-673-7060</p>	<p><a href="https://www.tmcc.edu/counseling/">https://www.tmcc.edu/counseling/</a></p>

programs. For more information please call the counseling center.			
<b>Disability Resource Center</b> (now part of the ARC <sup>2</sup> H at each campus location) The TMCC Disability Resource Center (DRC) provides equal access to all curricular and co-curricular activities to students with disabilities. DRC services and approved accommodations are provided at no cost to the student.	RDMT 115 EDSN 119 MDWN 205 HSC 101B	775-673-7277	<a href="https://www.tmcc.edu/drc/">https://www.tmcc.edu/drc/</a>
<b>Diversity and International Student Center Office</b> New multi-use space on the first floor of the Red Mountain Building with a student lounge, computer area, lactation space, meditation/prayer space, and resources.	RDMT 114	775-673-7027	<a href="https://www.tmcc.edu/diversity/">https://www.tmcc.edu/diversity/</a> and <a href="https://www.tmcc.edu/international-student-services/">https://www.tmcc.edu/international-student-services/</a>
<b>Educational Programs Inspiring the Community</b> EPIC offers northern Nevada's largest selection of non-credit personal enrichment and professional success courses, including short term career certification programs. Classes start weekly at dozens of area locations.	MDWS 216	775-829-9010	<a href="https://www.tmcc.edu/epic">https://www.tmcc.edu/epic</a>
<b>Equity, Inclusion, and Sustainability Office</b> EISO monitors and advocates for TMCC's commitment to equity and for TMCC's efforts to sustain a diverse, inclusive community.	RDMT 114	775-673-7123	<a href="https://www.tmcc.edu/diversity/">https://www.tmcc.edu/diversity/</a> and <a href="https://www.tmcc.edu/diversity/sustainability/">https://www.tmcc.edu/diversity/sustainability/</a>
<b>Financial Aid, Scholarships and Student Employment</b> The TMCC Financial Aid Office offers assistance to eligible students who could not otherwise attend or continue to attend TMCC without financial assistance. Students who are struggling with making ends meet may qualify for financial aid or scholarships. <a href="#">Schedule a financial aid online appointment for assistance.</a>	RDMT 315	775-673-7072	<a href="https://www.tmcc.edu/financialaid/">https://www.tmcc.edu/financialaid/</a>
<b>Fitness Center</b> The TMCC Sports & Fitness Center is open in its new stand alone building on the Dandini Campus. It is open for membership to TMCC students (membership is paid through tuition and fees), TMCC, DRI, NSHE faculty and staff members, community members, spouses and domestic partners. Trained staff are on site to assist members with cardio and strength training equipment and fitness assessments. Showers and lockers are available. Email <a href="mailto:fitness@tmcc.edu">fitness@tmcc.edu</a>	SFC	775-674-7974	<a href="https://www.tmcc.edu/fitness/">https://www.tmcc.edu/fitness/</a>
<b>International Student Services</b> International Student Services provide one-on-one support for TMCC F-1 Visa students to assist with orientation and registration, career exploration, and cultural adjustment to life in Reno, Nevada. The International Student Services team assists our F-1 visa students with reporting requirements, employment regulations, educational planning and transfer, health insurance, and other questions	RDMT 114	775-337-5605	<a href="https://www.tmcc.edu/international-student-services">https://www.tmcc.edu/international-student-services</a>  <a href="mailto:international@tmcc.edu">international@tmcc.edu</a>

that arise for our international student population. The International Student Services team also hosts the International Coffee Hour each semester which is open to all students, faculty, and staff.			
<b>JumpStart Program</b> Current high school students wishing to take a college class while they complete their high school diploma may do so through TMCC's Jump Start Program. High School students can take college courses for individual accomplishment, dual credit, get a head start to college or all of the above. Classes taken for dual credit may provide high school students with both college credit and high school credit. Tuition discounts are available!	RDMT 315	775-673-8236	<a href="https://jumpstart.tmcc.edu/">https://jumpstart.tmcc.edu/</a>
<b>Learning Commons</b> Library research, reference materials, course reserves, and books to check out as well as computers are available in the Learning Commons. Students can seek assistance with citing sources, database searches, and material requests. The Tutoring and Learning Center and the College Archives are also located at the Learning Commons.	SIER LIB	775-674-7600	<a href="https://www.tmcc.edu/library/">https://www.tmcc.edu/library/</a>
<b>Math Skills Center</b> TMCC's Math Skills Center is a self-paced learning environment where students can develop the skills to place into Math 120 + Math 20 support, SKC 85, Math 96 or Math 120. The Skills Center provides Web-based and/or text-based education, supplemented by assistance from math instructors assigned to the Skills Center. Hours of the center are posted online.	VSTA B106	775-674-7696	<a href="https://www.tmcc.edu/math-skills-center/">https://www.tmcc.edu/math-skills-center/</a>
<b>MyTMCC</b> At MyTMCC, students have access to information and tools in one centralized location: <ul style="list-style-type: none"> <li>• ACCUPLACER scores</li> <li>• Add/Drop Classes</li> <li>• Class schedule</li> <li>• Enrollment verification</li> <li>• Make payment</li> <li>• Nevada System of Higher Education (NSHE) student ID number</li> <li>• Personal information updates (address, phone, email)</li> <li>• Third party release</li> <li>• View unofficial transcript</li> </ul>	Welcome Center	775-673-7111	<a href="https://my.tmcc.edu">https://my.tmcc.edu</a>
<b>New Student Services, Registration Call Center and Welcome Center</b>	Welcome Center	775-673-7111	N/A

Students can call new student services for general information or referral to the appropriate department. This department can assist with registration, directions, campus maps, early alert information and username or password reset.			
<b>Police Services at TMCC</b> <ul style="list-style-type: none"> <li>To report a crime in progress or an emergency, dial 911.</li> <li>Fire, police and emergency medical personnel are all available through dialing 911.</li> <li>Non-emergency crime reports should be made to University Police Services at 775-784-4013 or 775-334-2677.</li> <li>To report a crime anonymously, contact Secret Witness at 775-322-4900.</li> </ul>	RDMT 243	775-674-7900	<a href="https://www.tmcc.edu/police/">https://www.tmcc.edu/police/</a>
<b>Recruitment and Access Center (RAC)</b> The mission of RAC is to promote student success, academic excellence and access to lifelong learning by creating college access opportunities and offering support services to help students make life-changing decisions through education. Our team connects and assists students during the pre-enrollment and college transition processes by providing top-notch recruitment services, accurate and timely information, and college application assistance. Our programs include adult and non-traditional student recruitment, high school recruitment, Success First, Jacobs Presidential Scholars, Jump Start Dual Credit, GEAR UP, and the Nevada Promise Scholarship.	RDMT 315	775-673-8236	<a href="https://recruitment.tmcc.edu/">https://recruitment.tmcc.edu/</a>
<b>Educational Partnership Programs</b> (now part of the ARC <sup>2</sup> H at each campus location) TMCC's Educational Partnership Programs offer assistance students who have had a break in their educational careers, or face barriers to education and employment. It is primarily funded by TMCC as well as federal, state and private grants, is dedicated to helping individuals become economically self-sufficient through education. TMCC's <b>Displaced Homemaker Program</b> assists individuals who spent years working, without compensation, as a homemaker and now have to enter or re-enter the workforce and attain living wage employment. <b>SNAPET</b> assists SNAP recipients enrolled in eligible programs. <b>JIVE</b> assists those who were formerly incarcerated. The <b>Perkins Educational Partnership</b> Program assists low income students pursuing CTE (career technical education) programs	RDMT 115 EDSN 119 MDWN 205 HSC 101B	775-673-7060	<a href="https://www.tmcc.edu/educational-partnership-programs">https://www.tmcc.edu/educational-partnership-programs</a>
<b>Starfish/Early Alerts</b> Starfish is a college-wide retention tool designed to facilitate student success. Faculty use Starfish Early Alerts to provide	RDMT 115	775-673-7060	<a href="https://earlyalert.tmcc.edu/">https://earlyalert.tmcc.edu/</a>

positive feedback and "Kuddos" to students as well as to facilitate referrals connecting struggling students to appropriate resources. Progress Reports are used by a variety of programs to track academic progress. Faculty are key in TMCC's efforts to retain students; Starfish is an important tool in identifying students who need help and connecting them to the supports that will help them successfully complete their classes. Contact <a href="mailto:omesina@tmcc.edu">omesina@tmcc.edu</a> for Starfish questions or IT helpdesk for technical assistance.			
<b>Student Life and Development (SGA)</b> The Student Government Association is the official student government body at TMCC which provides a variety of programs, activities, and services to students. They make recommendations and contribute student opinions to the college, the system, and the Board of Regents. In addition, the SGA supports over 20 student clubs and organizations on campus.	RDMT 121	775-673-7203	<a href="https://www.tmcc.edu/sga/">https://www.tmcc.edu/sga/</a>
<b>Student Clubs and Organizations</b> Co-curricular student organizations are founded on the premise that not all learning on a college campus is confined to what takes place in the classroom. Students can participate in a number of SGA recognized student organizations (RSO).	RDMT 121	775-673-7203	<a href="https://www.tmcc.edu/sga/recognized-student-organizations/">https://www.tmcc.edu/sga/recognized-student-organizations/</a>
<b>Student Conduct</b> The Office of Student Conduct supports the mission of TMCC by objective and efficiently administering our Student Code of Conduct, promoting academic integrity balancing individual and community interests in order to encourage student accountability, and connecting students to resources that foster student success.	RDMT 120	775-673-7270	<a href="https://www.tmcc.edu/vpss/student-conduct/">https://www.tmcc.edu/vpss/student-conduct/</a>
<b>Technical Support, Online Student Support Center</b> The Support Center offers help with student email, wireless network set-up for phones and laptops, and resetting a user name or password. Students can find assistance with MyTMCC, printing information, online tutorials and other technical issues.	Online	775-674-7576	<a href="https://www.tmcc.edu/it/students/">https://www.tmcc.edu/it/students/</a>
<b>Testing Services</b> Students can find information and schedule tests such as: <ul style="list-style-type: none"> <li>• Academic Placement Exam (ACCUPLACER)</li> <li>• Alternate Pathways for Placement</li> <li>• College Level Examination Program (CLEP)</li> <li>• Computerized Adaptive Placement Exam (CAPE)</li> <li>• Dental Hygiene Pre-Admission Assessment Exam</li> <li>• Dexterity</li> <li>• High School Equivalency (HSE) Testing</li> <li>• Medical Terminology Test</li> </ul>	Welcome Center	775-673-7111	<a href="https://www.tmcc.edu/testing">https://www.tmcc.edu/testing</a>



<ul style="list-style-type: none"> <li>Proctored Exams for Non-TMCC Students</li> <li>Proctored Exams for TMCC Online Students</li> <li>TEAS® Exam (ATI Test of Essential Academic Skills)</li> <li>WorkKeys</li> </ul>			
<b>TRIO Student Support Services Program</b> TRIO Student Support Services (SSS) Program, funded through the U.S. Department of Education serves low-income students, first-generation students, and students with disabilities. Its primary goal is to increase the postsecondary persistence, graduation rate, and transfer rates from 2-year to 4-year institutions of its participants. This is accomplished by providing focused support, services, and activities designed to connect participants to the TMCC community. Email trio@tmcc.edu	RDMT 127	775-674-7676	<a href="https://www.tmcc.edu/trio">https://www.tmcc.edu/trio</a>
<b>Tutoring and Learning Center (TLC)</b> The TMCC Tutoring and Learning Center (TLC) provides free tutoring to TMCC students in many subject areas. Students can get help in individual appointments or can drop in to have a few questions answered. The TLC is staffed with well-trained tutors to help students become independent learners for their own academic success.	SIER LIB	775-674-7517	<a href="https://www.tmcc.edu/tutoring">https://www.tmcc.edu/tutoring</a>
<b>Veteran Services – Dandini Campus</b> Veterans and dependents are welcome at the Veterans Resource Center with questions regarding Veterans Educational Benefits or to seek information about TMCC. A VA Certifying Official (RDMT 241, 775-337-5612), and a dedicated Academic Advisor (RDMT 111, 775-673-7062) are available on campus and the Veterans Resource Center (RDMT 241, 775-337-5612) can help with intake, the online application for benefits, campus resources referrals, or for coffee and conversation.	RDMT 241	775-337-5612	<a href="https://www.tmcc.edu/veteran-services/">https://www.tmcc.edu/veteran-services/</a>  Email: <a href="mailto:veterans@tmcc.edu">veterans@tmcc.edu</a>
<b>Veterans Upward Bound – Meadowood Center</b> Prospective veterans who are not yet enrolled should contact Veterans Upward Bound (VUB). VUB is a free program for veterans who meet the eligibility requirements. The program is sponsored by TMCC and funded by the U.S. Department of Education. It is designed to assist veterans in preparing for success in college and other post-secondary training.	MDWS 303	775-829-9007	<a href="https://www.tmcc.edu/veterans-upward-bound">https://www.tmcc.edu/veterans-upward-bound</a>
<b>WebCollege</b> TMCC offers many classes that are delivered electronically and fully transferable. In addition, there are certificates of achievement and degrees that can be pursued entirely online, including a bachelor's degree that can be completed through a partnership with UNLV. WebCollege uses the Canvas Learning Management System (LMS). <a href="#">Complete the</a>	LIB 200	775-673-7814	<a href="https://www.tmcc.edu/webcollege">https://www.tmcc.edu/webcollege</a>



Getting Started with WebCollege Tutorial, and become familiar with the <a href="#">TMCC Online Resources</a> .			
<b>Welcome Center</b> See <i>New Student Services</i> entry, above.	Welcome Center	775-673-7111	<a href="https://www.tmcc.edu/welcome-center">https://www.tmcc.edu/welcome-center</a>
<b>Wizard's Warehouse (now part of the ARC<sup>2</sup>H)</b> On campus food pantry available at all campus locations. For the most current information check <a href="https://www.tmcc.edu/vpsd/wizards-warehouse">https://www.tmcc.edu/vpsd/wizards-warehouse</a> Email: <a href="mailto:resources@tmcc.edu">resources@tmcc.edu</a> or call the ARC <sup>2</sup> H 673-7060 for information. A comprehensive list of community resources is available online at <a href="#">community resources</a> .	RDMT 115 MWDS 119 EDSN 208	775-673-7060	<a href="https://www.tmcc.edu/education-al-partnership-programs/student-resources">https://www.tmcc.edu/education-al-partnership-programs/student-resources</a> and <a href="https://www.tmcc.edu/vpsd/wizards-warehouse/">https://www.tmcc.edu/vpsd/wizards-warehouse/</a>

## TMCC DIVISIONS AND ACADEMIC SUPPORT CENTER

Division		Phone	Location	Website
Academic Support Center (Part-time Faculty Support)				
<b>Hours:</b> Mon. – Fri. 8 a.m.–5 p.m. <b>Contact:</b> Academic Support Center Contact this office for assistance with lost and found items, posting materials at TMCC and student locker rentals.		775-673-7001	LIB 200	<a href="https://www.tmcc.edu/asc">https://www.tmcc.edu/asc</a>
Business and Social Sciences Division, Dean: Amy Williams				
<b>Hours:</b> Mon.-Fri. 8 a.m.-5 p.m. <b>Contact:</b> Sarah Gill <i>This office will be open until 6:00 p.m. on Monday-Thursday the first week of classes.</i>		775-674-4836	SIER 203E	<a href="https://www.tmcc.edu/business">https://www.tmcc.edu/business</a>
Department Contacts				
Business	Jean Lampson	775-673-7132	SIER 202	
Culinary	Jean Lampson	775-673-7132	SIER 202	
History and Political Science	Jean Lampson	775-673-7132	SIER 202	
Social Sciences	Ellie Wilkins	775-673-7185	SIER 202	
Office Management	Teresa Brooks	775-824-3830	MDWS 216A	
Personal Trainer, Massage	Teresa Brooks	775-824-3830	MDWS 216A	
Physical Education	Teresa Brooks	775-824-3830	MDWS 216A	
Liberal Arts Division, Acting Deans: Dr. Ana Douglass, Dr. Eric (Rick) Bullis, Ron Marston				
<b>Hours:</b> Mon.-Fri. 8 a.m.-5 p.m. <b>Contact:</b> Diane St. Jacques <i>This office will be open until 6:00 p.m. Monday-Thursday the first week of classes.</i>		775-674-7937	SIER 200-1	<a href="https://www.tmcc.edu/vpaa/academic-divisions/liberal-arts-division/">https://www.tmcc.edu/vpaa/academic-divisions/liberal-arts-division/</a>

Department Contacts						
English	Zac Damon	775-673-7092	VSTA B300			
Humanities/Foreign Languages	Hans Meadows	775-674-7945	SIER 200V			
Visual Arts	Scottie Lockrem	775-673-7291	RDMT 207			
Performing Arts	Steven Meyer	775-674-7610	RDMT 334U			
Math and Physical Sciences Division, Dean Anne Flesher						
<b>Hours:</b> Mon.-Fri. 8 a.m.-5 p.m. <b>Contact:</b> Barb Evans <i>This office will be open until 6:00 p.m. on Monday-Thursday the first week of classes.</i>		775-673-7180	RDMT 324A	<a href="https://www.tmcc.edu/vpaa/academic-divisions/math-physical-sciences-division">https://www.tmcc.edu/vpaa/academic-divisions/math-physical-sciences-division</a>		
Department Contacts						
Mathematics	Janet Bicker	775-673-7181				
Physical Sciences	Lee Anderson	775-673-7183				
Life Science, Allied Health, and Public Safety Division, Dean: Dr. Julie Ellsworth						
<b>Hours:</b> Mon.-Fri. 8:00 a.m.-4:30 p.m. <b>Contact:</b> Barb Evans <i>This office will be open until 6 p.m. Monday-Thursday during the first week of classes.</i>		775-673-7182	SIER 202D/E	<a href="https://www.tmcc.edu/vpaa/academic-divisions/sciences-division">https://www.tmcc.edu/vpaa/academic-divisions/sciences-division</a>		
Department Contacts						
Biology	Barb Evans	775-673-8251				
Dental Assisting and Dental Hygiene	Toni Hippert	775-674-7657				
Nursing	Amber Ka'ai'ai	775-850-4054				
C.N.A. (NURS 130) - CLS	Tina May	775-824-8640				
NUTR	Toni Hippert	775-674-7657				
Public Safety	Laura Meacham	775-336-4270				
RAD Tech	Manuela Dobbert	775-850-4003				
Veterinary Technology	Tina May	775-824-8660				
Technical Sciences Division, Dean: Barbara Walden						
Director of Technical Sciences: Kreg Mebust						

<b>Hours:</b> Mon.-Fri.: 8 a.m.-5 p.m. <b>Contact:</b> Cinch Irwin <i>This office will be open until 6 p.m. Mon.-Thur. during the first week of classes.</i>		775-856-5302	EDSN 200C  <a href="https://www.tmcc.edu/vpaa/academic-divisions-and-units/technical-sciences-division/">https://www.tmcc.edu/vpaa/academic-divisions-and-units/technical-sciences-division/</a>
<b>Department Contacts</b>			
Air Conditioning and Refrigeration	Cinch Irwin	775-856-5302	
Applied Industrial Technologies	Kreg Mebust	775-856-5328	
Apprenticeships (Union)	Cinch Irwin	775-856-5302	
Automation and Robotics	Cinch Irwin	775-856-5302	
Computer Technology	Roxanne Sharp-Strauser	775-673-7130	
Construction and Design Technologies	Cinch Irwin	775-856-5302	
Criminal Justice	Roxanne Sharp-Strauser	775-673-7130	
Energy Technologies	Cinch Irwin	775-856-5302	
Law	Roxanne Sharp-Strauser	775-673-7130	
Manufacturing Technologies	Cinch Irwin	775-856-5302	
Transportation Technologies	Cinch irwin	775-856-5302	

## For Faculty: Advising Students about Audits, Withdrawals and Incompletes

TMCC will receive funding for students who stay in the class for the entire term and receive a letter grade, A-F, audit or incomplete. TMCC does not receive funding for W or FN grades. We therefore encourage you to contact students who stop coming to classes or appear to be having trouble, and refer them to TMCC support services. The Admissions and Records Office will begin sending the names of students who have withdrawn to faculty members each day. If it is indeed in a student's best interest not to receive a letter grade, encourage students to audit the class instead. In this way students can stay in the class, receive all information and be better prepared to repeat the course.

# Audits

- If a student wishes to change to or from an **audit**, this must be done by the designated deadline date. See the [Admissions Dates and Deadlines](#) webpage for specific dates.
- Note that this is the same date as the last day for a student to withdraw (for nondynamically-dated classes).

# Withdrawals

- If a student wished to withdraw, this must be done by the designated deadline date. See the [Admissions Dates and Deadlines](#) webpage for specific dates.
- Faculty are encouraged to withdraw students for non-attendance as soon as they are aware the student is not attending. Preferably during the first week of class so that other students may register.

## Incompletes

A temporary grade of incomplete ("I") may be granted to a student at the end of the semester if the student is performing passing work in the course, and there are extenuating circumstances (beyond the student's control) that prevent the student from completing the course requirements by the end of the instructional period. Non-attendance, poor performance or requests to repeat the course are unacceptable reasons for issuance of the "I" grade. A conference between the instructor and the student should be held prior to the due date for grades at the end of the semester and a detailed statement describing the work to be completed must be signed by the instructor and the student, with copies to the department chair or dean.

Students have until the last day of the next regular semester in which to make up assignments or examinations for a course in which they receive an incomplete. (Summer and Winter Sessions are not defined as a semester for this purpose.) Failure to do so will result in the incomplete grade being changed to an 'F' grade. Students must make arrangements with the instructor who originally issued the incomplete or, if the instructor is not available, the department chair or dean to complete the requirements. A class with an "I" grade cannot be used as a prerequisite for another class.