

# Academic Divisions Directory

## Office of Academic and Student Affairs

**Vice President** . . . . . **Dr. Michael Banks, 636-922-8356**  
Administrative Assistant . . . . . Eileen Schnelle, 636-922-8358  
**Assistant Vice President** . . . . . **Dr. Michael Dompierre, 636-922-8355**  
Academic and Student Affairs Specialist . . . . . Vicki Skiles, 636-922-8775  
**ACE Services, Associate Dean** . . . . . **Barbara Chandler, 636-922-8641**

## Division of Math, Science, & Health

**Dean** . . . . . **Dr. Patricia Porterfield, 636-922-8281**  
Division Office Coordinator: **Denise Lammers, 1442 ADM, 636-922-8280**  
• Health Information Technology • Nursing • Physical Education  
• Massage Therapy • Occupational Therapy Assistant • Practical Nursing  
• Medical Transcription • Pharmacy Technician  
Division Office Coordinator: **Ginny Tiller, 1242 ADM, 636-922-8496**  
• Mathematics  
Division Office Coordinator: **Vicki Remington, 2442 ADM, 636-922-8351**  
• Biology • Chemistry • Physical Science  
Division Office Coordinator: **Margaret O’Dea, 205 TECH, 636-922-8419**  
• Computer-Assisted Drafting • Pre-Engineering

## Division of Arts & Humanities

**Dean** . . . . . **Dr. Patrick Vaughn, 636-922-8698**  
Division Office Coordinators: **203 HUM: Tana Burton, 636-922-8254/ Vicky Teson 636-922-8255;**  
**103 VAB: Karen Murray, 636-922-8556, 115A FAB, 636-922-8609**  
• Art • Graphic Design • Speech/Communication  
• College Development • Music • Theater  
• English/Literature/Journalism/ESL • Philosophy  
• Foreign Language/Global Studies • Reading

## Division of Business and Social Sciences

**Dean** . . . . . **Jill Riethmayer, 636-922-8607**  
Division Office Coordinator: **Wanda Newmyer, 105 TECH, 636-922-8334**  
• Business Administrative Systems • Computer Science  
Division Office Coordinator: **Margaret O’Dea, 205 TECH, 636-922-8419**  
• Accounting • Business • Economics  
Division Office Coordinator: **Christy Gant, 1104 SSB, 636-922-8398**  
• Child Care & Early Education • Criminal Justice/Human Services • Education  
• History/Geography/Political Science • Sociology/Anthropology/Psychology

## Division of Corporate and Community Development

**Dean** . . . . . **Yvonne Wills, 636-922-8315**  
Office Supervisor . . . . . Tina Sieker, 636-922-8613  
**Associate Deans**  
Continuing Education . . . . . Dr. Nancy Pittman, 636-922-8314  
Extended Learning . . . . . Dr. Diane Schroeder, 636-922-8389  
Director, Workforce Development . . . . . Amanda Sizemore, 636-922-8388  
**Managers**  
Business & Industry . . . . . Joe Hogan, 636-922-8311  
Dislocated Worker Program . . . . . Lauri Gray-Stoewsand, 636-278-1360  
School-Business Programs . . . . . Tammie De Los Santos, 636-922-8342

## Division of Learning Resources

**Dean** . . . . . **Dr. Stephanie Tolson, 636-922-8512**  
Administrative Secretary . . . . . Gwen Bell, 636-922-8470  
• Distance Learning • Instructional Media • Library

# Services/Directory

## ACADEMIC AND CAREER ENHANCEMENT (ACE) CENTER

Help with classes, tutoring, a computer lab, Adult Education and Literacy, individual study classes, First Alert, and more.

Room 2201, Daniel J. Conoyer Social Sciences Building  
7:30a-9p Mon.-Wed.; 9a-9p Thurs.; 7:30a-3:30p Fri.; 9a-2p Sat.

**CONTACT:** Secretary – Sharon Schreiber, 922-8444.

## ACCESSIBILITY SERVICES

If you have a disability, find out about accommodations and services available to you.

Room 133, Student Center  
8:30a-7p Mon.; 8a-4:30p Tues.-Fri.  
**CONTACT:** Coordinator – Pam Bova, 922-8247.

## ADMISSIONS, RECORDS, AND REGISTRATION

General information about SCC. Register for classes, add/drop classes, apply for graduation, get transcript copies, and transfer credits to and from SCC.

Room 1113, Admin. Building  
8 a.m.-7 p.m. Mon.-Thurs.;  
8 a.m.-4:30 p.m. Fri.

**CONTACT:** Admissions – 922-8299; Records – 922-8235; Registration – 922-8237.

## ADVISING, ACADEMIC

Learn about classes and programs, discuss educational goals, get help with academic problems.

Room 1204, Admin. Building  
Walk-in advising available daily (M-F). 8a-7p Mon.-Thurs.; 8a-4:30p Fri. Day/evening appointments available.

**CONTACT:** Student Development staff – 922-8241, 922-8246.

## ASSESSMENT

Information about the Academic Skills Assessment test, make-up testing, and other assessments.

Room 133, Student Center  
8:30a-4p Mon.-Tues.; 8:30a-8p Wed.-Thurs.; 8:30 a-4p Friday; Sat. – 8a-noon March 8, April 5, May 10, June 7, July 12, Aug. 9.

**CONTACT:** Assessment Center staff – 922-8629.

## ATHLETICS

Intercollegiate men's baseball and women's fast-pitch softball.

Room 104, College Center  
7a-3p Mon.-Fri. Hours vary; call for more information.

**CONTACT:** Secretary – Becky Witt; Baseball – Chris Gober; Softball – Cassandra Samson, 922-8250.

## BOOKSTORE

(CALL TO VERIFY HOURS BETWEEN TERMS) In addition to textbooks, general school supplies, and educationally priced computer software, the Bookstore sells art supplies, nursing supplies, graduation regalia, and SCC logo apparel. Show your school spirit with a variety of collegiate wear and gifts available at the Bookstore. To order textbooks online, visit the Web site: <http://bookstore.stcbas.edu>.

Café-Bookstore 8a-7p Mon.-Thurs.; 8a-4:30p Fri.; 8a-Noon Sat.

**CONTACT:** Bookstore Director – Pat Haynes, 922-8448.

## CAMPUS/ROOM SCHEDULING

Information regarding classroom and meeting space.

Room 2110, Daniel J. Conoyer Social Sciences Building  
7:30a-4p Mon.-Fri.

**CONTACT:** Scheduling Coordinator – Linda Shipley, 922-8468.

## CAREER SERVICES

Career counseling to help students choose a major/career path. The Strong, MBTI, SIGI-Plus, Discover, or Missouri Connections are tools used to help in your career search. Reference materials on careers and colleges.

Room 1204, Admin. Building  
Career resources available 8a-7p Mon.-Thurs.; 8a-4:30p Fri. Day/evening appointments available. Call to verify evening hours.

**CONTACT:** Student Development staff, 922-8241.

## CASHIER

Pay tuition and fees at the Cashier's Office.

Room 1117, Admin. Building  
8a-4:30p Mon.-Fri.

**CONTACT:** Cashier – Pat McDermott, 922-8232.

## CHILD DEVELOPMENT CENTER (CDC)

Sign up 2- to 8-year-olds for part- or full-time child care.

Child Development Center  
6:30a-6:30p Mon.-Fri.

**CONTACT:** Secretary – Debbie Abrahamson, 922-8422.

## COLLEGE CENTER

Fitness Center, gymnasium, and locker rooms during open hours.

Room 103, College Center  
Hours vary; call for information.

**CONTACT:** College Center Coordinator – Brenda Hollrah, 922-8219.

## COMPUTING HELP DESK

Help with wireless, iConnect, and other technology related issues.

Room 146, Learning Resource Center

Summer & between semester hours: 7:30a-6p Mon-Thurs.; 7:30a-4:30p Friday.

Fall semester hours: 7:30a-10p Mon.-Thurs.; 7:30a-4:30p Fri.; 9a-2p Sat.

**CONTACT:** 922-8555

## CORPORATE & COMMUNITY DEVELOPMENT

### CONTINUING EDUCATION

Non-credit classes, Young People's Theatre, College for All Kids, Elderhostel

Room 103, Humanities Building  
8a-5:30p Mon.-Thurs.; 8:30a-4p Fri.  
**CONTACT:** Office Supervisor – Tina Sieker; Evening Coordinator – Lori Porter, 922-8316.

### GED/NON-CREDIT ESL

Room 2242, Admin. Building  
8a-4:30p Mon.-Fri.

**CONTACT:** Secretary – Samantha Humes, 922-8411.

#### WORKFORCE DEVELOPMENT

**CONTACT:** Director – Amanda Sizemore, 922-8474.

##### 1) Business & Industry Program Room 203, Student Center

8a-4:30p Mon.-Fri.

**CONTACT:** Manager, Joe Hogan, 922-8474.

##### 2) Dislocated Worker Program/ Missouri Career Center

212 Turner Blvd., St. Peters

8a-7p Mon.-Thurs.; 8a-4:30p Fri.

**CONTACT:** Manager – Lauri Gray-Stoewsand, 636-278-1360.

##### 3) School-Business Programs

Room 203, Student Center

8a-4:30p Mon.-Fri.

**CONTACT:** Coord. – Tammie De Los Santos, 922-8474.

#### DISTANCE LEARNING

Information on telecourses, teleweb, and online classes. WebCT and technical support is available 7:30a-10p Mon.-Thurs.; 7:30a-4:30p Fri.; 9a-2p Sat. WebCT outage occurs 3-6 a.m. daily.

Room 234, Learning Resource Center

**CONTACT:** Secretary – Gwen Bell, 922-8470; WebCT support – 922-8555.

#### FACULTY

To leave a message for an instructor, call him or her directly at the number noted on the course syllabus. Contact information for individual departments is listed on page 47.

#### FINANCIAL ASSISTANCE

Financial aid, scholarships, loans, veterans assistance, work-study, and more.

Room 1115, Admin. Building  
8a-7p Mon. and Tues.; 8a-4:30p Wed.-Fri.

**CONTACT:** 922-8270.

#### FOOD SERVICES

Café with a grab-n-go menu in the SCC Café-Bookstore, north of the College Center. Full food service for breakfast, lunch, dinner, snacks, beverages, and catering located in the Student Center.

#### Student Center & Café-Bookstore

7:30a-8p Mon.-Thurs.;

7:30a-2p Fri.

**CONTACT:** Dir. of Food Services – Mike Ott; Catering – Lorie Skinner, 922-8394.

#### GED CLASSES/EXAM

Get information about Adult Education and Literacy/GED classes in the AEL Office and ask about the exam in the Assessment Center.

Room 2242, Admin Building

(classes) 8a-4:30p Mon.-Fri.

Room 133, Student Center (exam)

EXAM INFO – 8a-4:30p Mon./Tues.;

9a-8p Wed./Thurs.; 10a-4p Fri.

**CONTACT:** Secretary – Jeanette Boria (classes) 922-8411; Assessment Specialist – Kay Conroy (exam, application), 922-8598.

#### GRADES

Contact the Registrar's Office for a copy of your grades or your transcript.

Room 1113, Admin. Building

8a-7p Mon.-Thurs.; 8a-4:30p Fri.

**CONTACT:** 922-8235.

#### JOB SEARCH

Assistance with job search skills, including resume preparation. Job openings at area companies are posted in the Career Center and online at [www.collegecentral.com/stchas](http://www.collegecentral.com/stchas).

Room 1204, Admin. Building

Career Center resources available 8a-7p Mon.-Thurs.; 8a-4:30p Fri. Day/evening appointments available.

**CONTACT:** Student Development staff, 922-8241.

#### LIBRARY

Books, periodicals, non-print material, electronic databases, and Internet access.

Learning Resource Center

7:30a-10p Mon.-Thurs.; 7:30a-4:30p Fri.; 9a-2p Sat.

**CONTACT:** Manager of Public Services – Ying Li, 922-8434.

Web site: [www.stchas.edu/library](http://www.stchas.edu/library).

#### MENTAL HEALTH COUNSELING

A mental health counselor is available to assist all current SCC credit students. Call 636-288-6533 to make an appointment or just to talk. Students can also e-mail [mball@bridgewaybh.com](mailto:mball@bridgewaybh.com) to find out more.

Room 1204U, Admin. Building

8a-4:30p Mon.-Fri.

**CONTACT:** Mary Hall, 288-6533.

After-hours crisis line:

Bridgeway Behavioral Health,

1-877-946-6854.

#### NON-CREDIT COURSE REGISTRATION

Non-credit (continuing education) course registration in the Corporate & Community Development Office.

Room 103, Humanities Building

8a-5:30p Mon.-Thurs.;

8:30a-4p Fri.

**CONTACT:** Registration Assistant – Kelly Sommer, Melissa Freed, 922-8233.

#### NURSING ADVISING AND OTHER CAREER/TECHNICAL PROGRAMS

The career/technical counselors will assist students entering allied health programs and all other career/technical programs.

Room 1204, Admin. Building

10:30a-7p Mon./Wed./Thurs.;

8a-4:30p Tues./Fri.

**CONTACT:** Student Development staff, 922-8241 or 922-8246.

#### PAYMENT OF FEES

Tuition, fees, parking fines, etc. paid at the Cashier's Office.

Room 1117, Admin. Building

See Cashier's hours.

**CONTACT:** Cashier – Pat McDermott, 922-8232

# Services/Directory, (cont'd.)

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## **POLICE ACADEMY**

### **(Eastern Missouri Law Enforcement Training Academy)**

State certified law enforcement training.

Room 210, Student Center

8a-5p Mon.-Fri.

**CONTACT:** Registrar, 922-8724.

## **SAFETY (DEPARTMENT OF PUBLIC SAFETY)**

Campus safety, crime prevention and reporting, and parking/traffic violations.

### **Campus Services**

24 hours a day; 365 days a year

**CONTACT:** Contact – Bob

Ronkowski, 922-8545.

## **STUDENT ACTIVITIES**

Information about student organizations, student events, intramurals, and permission for posting printed materials.

Room 102, College Center

8a-6:30p Mon.-Thurs.;

8a-4:30p Fri.

**CONTACT:** Coordinator – Kelley Pfeiffer, 922-8214.

## **TRANSFER OF CREDITS**

Information about SCC college credits transferring to another institution. Call for an appointment. Transfer guides are available for many institutions.

Room 1204, Admin. Building

8a-7p Mon.-Thurs.; 8a-4:30p Fri.

**CONTACT:** Student Development staff – 922-8241.

## **UNIVERSITY OF MISSOURI-ST. LOUIS (UMSL)**

UMSL classes held at SCC.

Room 2123, Admin. Building

Hours vary; call for more information.

**CONTACT:** Secretary – Marsha Miller, 922-8675.

## **VETERANS SERVICES**

Veterans who are looking for answers about financial aid matters should contact the Financial Assistance Office.

Room 1115, Admin. Building

8a-7p Mon.-Thurs.; 8a-4:30p Fri.

**CONTACT:** 922-8270.

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# Policies You Should Know

## **Changes to Credit Class Schedule**

This schedule should not be considered a contract between St. Charles Community College and any student or prospective student. The college retains the right to cancel programs or courses, to change instructors, and to change the time and/or location of classes offered. Other information in this schedule is subject to change without notice, including tuition and fees.

## **Confidentiality of Student Education And Financial Records**

The General Education Provision Act of 1974, as amended by the Family Educational Rights and Privacy Act of 1974, provides for privacy safeguards for students and families by setting up guidelines for the disclosure of education records and personally identifiable information. Account balances will not be disclosed to any person without the student's written consent. Students have the right to inspect official records directly relating to them. The Act does not permit the college to provide information regarding grades, transcripts, or schedules to parents of students enrolled at SCC regardless of age without a written release granted by the student. (See Directory Information.)

## **Cancelled Classes**

### **Due to Lack of Enrollment**

**Summer enrollees** – On May 28, 2008, all summer semester classes with too few people enrolled may be cancelled. Students enrolled in these classes will be notified and if they have paid, their accounts will be credited.

**Fall enrollees** – On Aug. 12, 2008, all summer semester classes with too few people enrolled may be cancelled. Students enrolled in these classes will be notified and if they have paid, their accounts will be credited.

## **Last Day to Pay –**

### **Don't Get Dropped From Classes!**

After the summer semester payment deadline on **May 27, 2008**, and the fall semester payment deadline on **Aug. 11, 2008** students who have not paid for **all** of their classes will be dropped from the class lists. These students will **not** be notified.

## **Outcomes Assessment**

SCC is committed to the assessment of college programs and services to improve and maintain their quality and effectiveness. Classroom and program activities, including surveys and focus groups, will be used to assess the outcomes of college education. Students who complete career-technical programs will be assessed on their mastery of essential occupational skills and general education knowledge; the method varies by discipline. Methods include portfolios, culminating projects, field specific national tests, and tests developed by the department. Most programs will assess general education knowledge using multiple modules from ACT-WorkKeys. These are taken in the Assessment Center. The nursing program uses the ACT-CAAP Critical Thinking module to pre- and post-test students. The results of these assessments will be used to modify the curriculum as needed to assure program completers are ready to proceed to employment in their chosen field or to further their education.