

## ENROLLMENT SERVICES - "Who Does What?"

	Staff	EXT	Backup	EXT
2+2 /Early College Posting	Barbara Bond	6137	Danell Oliver	6784
Academic Renewal	By Alpha			
Administrative Assistant - Enrollment Services	Stacey Brown	6860		
Admissions Application questions	General Line	6853		
AP test scores	Molly Boyatt	6491		
Assessment Test information - MJC	General Line	6853		
Assessment Test Scores from other CA community Colleges	Molly Boyatt	6491		
Athletic Eligibility	Molly Boyatt	6491		
Audit Form	General Line	6853		
Business Office Liaison	Sarah Woodard	6683	Cheri Garcia	6102
Concurrent Enrollment (Columbia & MJC)	By Alpha			
Communication Management Emails	Danell Oliver	6784	Sarah Woodard	6683
Credit by Exam (posting & eligibility)	Molly Boyatt	6491		
Datatel Troubleshooting & Testing	Joanne Nielson	6855		
Degree Verify (Clearinghouse)	Cheri Garcia	6102		
Director of Admissions & Records	Laura Yager	6471		
DSPS Office Liaison	Sarah Woodard	6683	Brigitte Calderon	6015
Duplicate Students	Clara Valencia	6740	Cheri Garcia	6102
EOPS/CalWorks Office Liaison	Barbara Bond	6137	Clara Valencia	6470
ESL Office Liaison	Clara Valencia	6470	Barbara Bond	6137
Financial Aid Office Liaison	Edwina Ashouri	6858	Barbara Bond	6137
Foster Youth Liason	Barbara Bond	6137		
Forms	Brigitte Calderon	6015	Barbara Bond	6137
Grade Improvement	Cheri Garcia	6102	Danell Oliver	6784
High School Transcripts	By Alpha			
Honors Courses	Danell Oliver	6784	Edwina Ashouri	6858
IB (posting)	Molly Boyatt	6491		
Illegal Repeats	By Alpha			
Incomplete Grade	Cheri Garcia	6102	Danell Oliver	6784
Instruction Office	Joanne Nielson	6855	Molly Boyatt	6491
Instructor Grade Correction	Cheri Garcia	6102	Danell Oliver	6784
International/Undocumented Office Liaison	Danell Oliver	6784	Brigitte Calderon	6015
Multiple Measures Processing	Molly Boyatt	6491		
Pass / No Pass	General Line	6853		
Positive Attendance	Sarah Woodard	6683	Cheri Garcia	6102
Pre/Co-Requisite enforcement and troubleshooting	Molly Boyatt	6491		
Residency	Brigitte Calderon	6015	Danell Oliver	6784
Roster Certification Issues/Questions	Joanne Nielson	6855		
Special Part-Time Advanced Admission Petitions	By Alpha			
SSSP Liaison (Meetings & Communication)	Brigitte Calderon	6015	Barbara Bond	6137
SSSP Liaison for High Schools (Jonathan A.)	Sarah Woodard	6683	Cheri Garcia	6102
SSSP Liaison for High Schools (Kristina B.)	Edwina Ashouri	6858	Barbara Bond	6137
SSSP Liaison for High Schools (Rosalinda V.)	Cheri Garcia	6102	Brigitte Calderon	6015
Student Petitions	Brigitte Calderon	6015	Sarah Woodard	6683
Student Services Representative (East Campus)	Amy Filbrun	6510		
Student Services Representative (East Campus)	Kimberly Aguilar	6524		
Student Services Representative (East Campus)	Sonya Oviedo	6511		
Student Services Representative (East Campus)	Arianna Kennedy	6535		
Student Services Representative (East Campus)	Susie Manning-Torres	6526		
Subpoenas	Sarah Woodard	6683	Edwina Ashouri	6858
Transcripts, Verifications, & other listed "By Alpha" - A, B, C	Edwina Ashouri	6858	Sarah Woodard	6683
Transcripts, Verifications, & other listed "By Alpha"- D, E, F	Sarah Woodard	6683	Clara Valencia	6470
Transcripts, Verifications, & other listed "By Alpha" - G, H, I, J	Clara Valencia	6470	Cheri Garcia	6102
Transcripts, Verifications, & other listed "By Alpha"- K, L, M, N	Cheri Garcia	6102	Danell Oliver	6784
Transcripts, Verifications, & other listed "By Alpha"- O, P, Q, R	Danell Oliver	6784	Barbara Bond	6137
Transcripts, Verifications, & other listed "By Alpha"- S, T, U, V	Barbara Bond	6137	Brigitte Calderon	6015
Transcripts, Verifications, & other listed "By Alpha"- W, X, Y, Z	Brigitte Calderon	6015	Edwina Ashouri	6858
Trio Office Liaisons	Clara Valencia	6470	Danell Oliver	6784
Veterans Office Liaison	Cheri Garcia	6102	Barbara Bond	6137
Website Updates	Sarah Woodard	6683	Brigitte Calderon	6015