

Campus Connections for Students

Brevard College consists of seven administrative areas of campus: Academic Affairs, Admissions & Financial Aid, Athletics, Business & Finance, Campus Life, Institutional Advancement, and the President's Office. These areas are overseen by an administrator who serves on the President's Cabinet and is considered part of the senior administration of the College. A list of each administrative unit is listed below with the administrator in parentheses. Additionally, below each administrative area (listed with bullets) are the administrative units of that area.

As a convenience, a list of various items that each office handles is listed next to the office for student information (along with websites that are hyperlinked throughout the document for quick reference). With this, a quick reference guide of phone numbers are listed for contact purposes.

Academic Affairs

(Dr. Scott Sheffield, Dean of the Faculty and Vice President for Academic Affairs, sheffields@brevard.edu)

Each academic division has faculty (with offices in various locations across campus) who not only instruct but also serve as academic advisors. Additionally, other academic support services are listed.

- **Academic Calendar**—Please refer to the following website for the full academic calendar (www.brevard.edu/Academics)
- **Academic Divisions** (note that offices of faculty are generally in the areas listed)—Please refer to the website of academic majors to learn more about each major, see faculty profiles, locations, etc. (www.brevard.edu/Academics)
 - Humanities (McLarty Goodson)
 - Fine Arts (Dunham, Sims, and/or Porter Center)
 - Social Sciences (McLarty Goodson, Ross Hall, and/or Beam Administration Building)
 - Math and Science (Moore Science, and/or Jones Residence Hall Basement)
- **Academic Enrichment Center (AEC)**—Please refer to the AEC website for hours and services. (www.brevard.edu/academics/academic-enrichment-center-0)
 - Office for Career Exploration and Development (Career Services, Major Exploration, Study Abroad)
 - Office for Students with Special Needs and Disabilities
 - Tutoring
- **Brevard College Catalog**—For full catalog information and resources please visit www.brevard.edu/Academics
- **Library**—Please refer to the Library website for hours, services (www.brevard.edu/library)
- **Registrar**—Please refer to the Registrar's website for hours, services as it relates to items like transcripts, enrollment verification, grades, etc. (www.brevard.edu/academics/registrar)
- **Special Programs**—for more information on the Brevard Common Experience (BCE), Honors Program, and/or Institute for Women in Leadership (IWIL), please visit www.brevard.edu/Academics

Admissions & Financial Aid

(Chad Holt, Vice President of Admissions & Financial Aid, holtc@brevard.edu)

- **Admissions** (<http://www.brevard.edu/admissions>)
- **Financial Aid**—for more information Student Loans, Scholarships, Work Study, please visit www.brevard.edu/Admissions/FinancialAid/tabid/200/Default.aspx

Athletics

(Juan Mascaro, Athletic Director, mascarjc@brevard.edu)

For a full listing of all competitive athletic programs/sports, please visit www.bctornados.com

- **Administration**—for more information on Compliance Issues and Eligibility please visit www.bctornados.com/page.asp?articleID=87
- **Athletic Training**—(www.bctornados.com/page.asp?articleID=85)
- **Student Athlete Advisory Committee (SAAC)**—please visit the website for more information on getting involved in SAAC as a student leader (www.bctornados.com/page.asp?articleID=1359)

Business & Finance

(Deborah Hall, Vice President of Business & Finance, dphall@brevard.edu)

- **Bookstore**—for more information on hours, services, etc. please visit <http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&storeId=10672&demoKey=d>
- **Campus Mailroom**—Please visit the mailroom in Coltrane for information on Student Mailboxes, Packages
- **Dining Services**—Visit Myers Dining Hall to get an ID Card, Change Meal Plan, etc.
- **Facilities**—UNICCO provides facilities/maintenance/housekeeping services for the College
- **Finance Office**—Please visit Beam Administration for information on Student Accounts, Paychecks, TMS
- **Information Technology**—for more information on Email, Webtwister, LAMP, Network/Internet Issues, Passwords, Software, etc. please visit www2.brevard.edu/portal/Staff/InformationTechnology/tabid/88/Default.aspx
- **Security**—for more information on Emergency Response, Parking Enforcement, Driving Approvals, Contact Now, etc. please visit www.brevard.edu/LifeatBC

Campus Life

(Debbie D'Anna, Vice President/Dean for Students, dannadl@brevard.edu)

Campus Life offices are located in Coltrane (Dean's Office, Office of Student Involvement, Office of Residence Life, and Office of Multicultural and Service Initiatives, as well as Event Planning and Support), Stamey Wellness Center (Office of Housing and Security, Office of Medical Services, and Office of Counseling Services), and Jones Residence Hall (Office of Security).

- **Administration**—for more information on Judicial Affairs, Parking Permits, Event Planning and Support please visit www.brevard.edu/LifeatBC
- **Housing**—for more information on Room Assignments, Room Changes, Work Orders, Off Campus Living, please visit www.brevard.edu/LifeatBC
- **Multicultural and Service Initiatives**—for more information on Service Opportunities, NC-ACTSI, CMSI, etc. visit www.brevard.edu/LifeatBC
- **Student Involvement**—for more information on CAB, Outdoor Recreation, Intramurals, SGA, Residence Life, and other ways to get involved, please visit www.brevard.edu/LifeatBC
- **Stamey Wellness Center**—for more information on Counseling, Medical, Immunizations, Insurance, and other information visit www.brevard.edu/LifeatBC

Institutional Advancement

(Susan Cothorn, Vice President of Institutional Advancement, strombsl@brevard.edu)

For more information on the services below, please visit the website www.brevard.edu/alumni

- **Alumni Affairs**
- **Annual Giving**
- **International Student Connections**
- **Fundraising**
- **Communications**

President's Office

(David Joyce, President, joycedc@brevard.edu;))

Computer Labs

Computer labs may be found in the following locations and at the available times (pending class usage):

McLarty-Goodson Room 102, 219	8 a.m.-12 a.m.
Moore Science Room 108	8 a.m.-12 a.m.
Super lab, 1st floor of McLarty-Goodson	Open 24 hours
Sims Lab	8 a.m.-5 p.m.
Dunham Lab	8 a.m.-5 p.m.
Academic Enrichment Center in Coltrane Commons	Hours Posted

Quick Reference Guide

Office	Location	Phone #
Academic Affairs	Beam Administration	884-8312
Academic Enrichment	Coltrane AEC	884-8329
Admissions	Beam Administration	884-8300
Athletics	Duplex	884-8276
Bookstore	Coltrane	884-8184
Campus Life	Coltrane Campus Life	884-8258
Career Exploration	Coltrane AEC	884-8249
Counseling	Stamey Wellness Center	884-8129
Dining Services	Cafeteria	883-9475
Disability Services	Coltrane AEC	884-8131
Finance Office	Beam Administration	884-8263
Financial Aid	Beam Administration	884-8287
Fine Arts Division	Dunham	884-8211
Honors Program	McLarty Goodson	884-8143
Housing	Coltrane Campus Life	884-8258
Housekeeping	Maintenance	884-8279
Humanities Division	McLarty Goodson	884-8238
Information Technology	Jones Library Basement	884-8303
Institutional Advancement	Alumni House	884-8218
Library	Library	884-8268
Mail Room	Coltrane	883-8292 x2204
Maintenance	Maintenance	884-8279
Medical Services	Stamey Wellness Center	884-8244
Registrar	Beam Administration	884-8155
Science & Math Division	Moore Science	884-8164
Security Emergency	Jones Basement	577-9590
Social Sciences Division	McLarty Goodson	884-8238

Campus Emergency Numbers

Campus Security Emergency	(828) 577-9590
Community Director (CD) on Call	(828) 577-9582
Emergency	911