

Frequently Asked Questions by Faculty – Admissions & Registrar’s Office

Topic	Question	Answer	Phone #
Admissions, Appl & Trans	Who processes ACC admission applications (first-time, Transfer, Dual Credit, GED, Individual Approval)?	Tammy Martinez, Application/Admissions Specialist	3503
	Who processes incoming transcripts (hard copy) from other institutions?		
	Who processes incoming transcripts (SPEEDE) from other institutions?		
	Who enters TSI statuses/scores on received transcripts from other institutions?		
Registration & Schedule Changes	Who processes student course withdrawals?	Admissions Office, then Advisor for final processing	3531
	Who processes student schedule changes during late registration needing overrides?	Admissions Office, then Advisor for final processing	3531
Program Changes	Where does a student request a program change?	Admissions Office, then Advisor for final processing	3531
Student Data Changes	Who processes ‘in-person’ or ‘online via WebACCess student demographic (name, address, phone, email, emergency contact, etc) data changes?	Admissions Office	3531
Residency	Who determines district residency?	Admissions Office	3531
	Who determines State of Texas residency?	Admissions Office w/oversight from Irene Robinson, Registrar	3531/3501
Verification of Enrollment	Who releases verification of enrollment for students?	WebACCess or Admissions Office (for students w/o SSN only)	3531
	Who processes verification of enrollment for third-party inquiries?	National Student Clearinghouse or Admissions Office (students w/o SSN)	3531
ACC Transcripts	Who processes outgoing ACC transcripts via SPEEDE or paper?	Admissions Office	3531
Statewide Articulation	Who determines Statewide Articulation credit awarding?	Akilah Martin, Statewide Articulation Specialist	3726
	Who processes the award of Statewide Articulation credit in Colleague?	Melissa Reeves, Articulation Specialist	3505
FERPA	Where do students submit FERPA forms?	Admissions Office	3531
	Who processes FERPA forms into our system	Melissa Reeves, Articulation Specialist	3505
	Who deals with issues submitted by students and/or staff/faculty concerning student records/enrollment?	Irene Robinson, Registrar	3501
Veteran Issues	Who processes the State of Texas Hazlewood Benefits applications for students?	Veteran Specialist	3504
	Who processes the federal Montgomery GI Bill for students?	Veteran Specialist w/oversight from Toby Herzog, Veteran’s Advisor	3530 3504
International Students	Who determines foreign student’s eligibility as an international student for admissions and processes I-20 paperwork?	Alpha Trevino, International Student Advisor	3528
Graduation & related forms	Where do students submit their application for graduation?	Admissions Office	3531
	Who processes graduation applications?	Tina Jennings, Graduation Specialist	3506
	Who processes Program Course Substitutions?	Tina Jennings, Graduation	3506

		Specialist	
Nontraditional Credit	Who processes the Application for Evaluation of Nontraditional Learning Form?	Dean for specific discipline	3601
	Who processes the Credit by Examination requests?	Vice President of Instruction Melissa Reeves, Articulation Specialist	3505
Transfer Credit	Who evaluates and posts college transfer credits from other institutions?	Melissa Reeves, Articulation Specialist	3505
Grades	Where do faculty enter final grades?	WebACCess	
	Who verifies final course grades?	Irene Robinson, Registrar	3501
	When can students view their final grades on WebACCess?	After 1 p.m. on grade deadline	
	Who processes student honor classifications?	Registration Specialist	3504
Faculty forms	Where do faculty submit forms pertinent to student records (grade changes, census rosters, nontraditional forms, credit by exam forms, program course substitution forms, etc.)?	Department Chair Dean for specific discipline Vice President of Instruction Registrar's Office	3501
	Who processes course grade changes submitted by faculty?		
	Who processes I-grade extensions submitted by faculty?		
	Who processes enrollment rosters submitted by faculty?		
	Who do I send departmental-approved Program Change forms for students?	Stephanie Stockstill, Director of Advising	3527
National Student Clearinghouse	Who submits student data to the Clearinghouse for enrollment verifications and degree verifications?	Irene Robinson, Registrar	3501