

# What Department Do I Need to Talk to for Students

## Overview

This article provides a comprehensive list of departments that students may need to contact for support, inquiries, or additional information.

## Getting Started

**Student Support & Contact Information Directory**

Question Regarding:	Phone:	Department:	Email or Link:
Academic Advising	254-299-8614	Advising & Career Services	<a href="mailto:advise@mclennan.edu">advise@mclennan.edu</a>
Accidents	254-299-8911	Campus Police	
Accommodations (Student)		Accommodations & Title IX	<a href="mailto:disabilities@mclennan.edu">disabilities@mclennan.edu</a>
Address Change (Student)	254-299-8628	Admissions	<a href="#">MyMCC-Student Information Change Form</a>
Admissions	254-299-8628	Admissions	<a href="mailto:studentadmissions@mclennan.edu">studentadmissions@mclennan.edu</a>
Adult Education & Literacy	254-299-8777	Adult Education & Literacy	<a href="mailto:ael@mclennan.edu">ael@mclennan.edu</a>
Alternative Teacher Certification	254-299-8063	Continuing Education	<a href="mailto:atc@mclennan.edu">atc@mclennan.edu</a>
Athletics	254-299-8326	Athletics	
Bookstore	254-299-8685	Bookstore	<a href="mailto:mcc@bkstr.com">mcc@bkstr.com</a>

Bus Passes	254-299-8627	Business Office	<a href="mailto:highlanderone@mclennan.edu">highlanderone@mclennan.edu</a>
Business Office for Student payments	254-299-8627	Business Office	<a href="mailto:billing@mclennan.edu">billing@mclennan.edu</a>
Business Programs (ACCT, BUSI, MRKG, RELE, etc.)	254-299-8238	Business Program	
C.A.R.E. Team	254-299-8204	C.A.R.E. Support	<a href="mailto:care@mclennan.edu">care@mclennan.edu</a>
Campus Directions	254-299-8622	Highlander Central	
Campus Tours	254-299-8622 254-299-8454	Recruitment	<a href="mailto:recruitment@mclennan.edu">recruitment@mclennan.edu</a>
Career Counseling		Advising & Career Services	<a href="mailto:careers@mclennan.edu">careers@mclennan.edu</a>
Child Development / Day Care	254-299-8720	Child Development Center	
Class Changes (Drop/Add/Withdrawal)	254-299-8507	Student Records	<a href="mailto:classchanges@mclennan.edu">classchanges@mclennan.edu</a>
Clinic	254-313-5800	Waco Family Medicine	
CMA/CNA	254-299-8888	Continuing Education	<a href="mailto:communityhealth@mclennan.edu">communityhealth@mclennan.edu</a>
College Degree Plans	254-299-8614	Advising & Career Services	<a href="mailto:advise@mclennan.edu">advise@mclennan.edu</a>
Continuing Education	254-299-8888	Continuing Education	<a href="mailto:cereg@mclennan.edu">cereg@mclennan.edu</a>
Cosmetology	254-299-8701	Cosmetology	
Counseling / Crisis Intervention (non-emergency)	254-299-8210	Counseling Center	<a href="mailto:counseling@mclennan.edu">counseling@mclennan.edu</a>
CREW	254-299-8226 254-299-8516 254-299-8527	CREW	<a href="mailto:crew@mclennan.edu">crew@mclennan.edu</a>

Crisis Intervention/Emergency	254-299-8911	Campus Police	
Dual Credit	254-299-8937	Dual Credit	<a href="mailto:dualcredit@mclennan.edu">dualcredit@mclennan.edu</a>
E-mail Access / Internet Access issues	254-299-8077	Information Systems & Services	<a href="mailto:helpdesk@mclennan.edu">helpdesk@mclennan.edu</a>
Emergency / First Aid	254-299-8911	Campus Police	
Enrollment	254-299-8622	Highlander Central	<a href="mailto:highlandercentral@mclennan.edu">highlandercentral@mclennan.edu</a>
ESEC Administrative Assistant	254-299-6502	Emergency Services Education Center	
Financial Aid	254-299-8698	Financial Aid	<a href="mailto:financial_aid@mclennan.edu">financial_aid@mclennan.edu</a>
Financial Aid Waivers (foster/adoption, blind/deaf, etc.)	254-299-8643	Financial Aid	<a href="mailto:financial_aid@mclennan.edu">financial_aid@mclennan.edu</a>
Foundation	254-299-8604	MCC Foundation	<a href="mailto:foundation@mclennan.edu">foundation@mclennan.edu</a>
GED	254-299-8777	Adult Education & Literacy	<a href="mailto:ael@mclennan.edu">ael@mclennan.edu</a>
Graduation	254-299-8507	Student Records	<a href="mailto:commencement@mclennan.edu">commencement@mclennan.edu</a>
Student Grants	254-299-8604	MCC Foundation	<a href="mailto:foundation@mclennan.edu">foundation@mclennan.edu</a>
Help Desk / IT / Network Services	254-299-8077	Information Systems & Services	<a href="mailto:helpdesk@mclennan.edu">helpdesk@mclennan.edu</a>
Highlander Central	254-299-8622	Highlander Central	<a href="mailto:highlandercentral@mclennan.edu">highlandercentral@mclennan.edu</a>
Highlander Ranch	254-299-8547	Highlander Ranch	
Housing/Transportation/Utilities	254-299-8226 254-299-8527 254-299-8516	CREW	<a href="mailto:crew@mclennan.edu">crew@mclennan.edu</a>

Human Resources	254-299-8611	Human Resources	<a href="mailto:hrstaff@mclennan.edu">hrstaff@mclennan.edu</a>
ID Card Students	254-299-8627	Business Office	<a href="mailto:highlanderone@mclennan.edu">highlanderone@mclennan.edu</a>
International Admissions	254-299-8396	Admissions	<a href="mailto:international-admissions@mclennan.edu">international-admissions@mclennan.edu</a>
Job Postings (MCC Positions)	254-299-8605	Human Resources	<a href="http://www.schooljobs.com/careers/mclennan">www.schooljobs.com/careers/mclennan</a>
Jobs for Students (Off campus)	254-299-8614	Advising & Career Services	
Library (see Bookstore for textbooks)	254-299-8325	Library Services	<a href="mailto:research_help@mclennan.edu">research_help@mclennan.edu</a>
Loans	254-299-8698	Financial Aid	<a href="mailto:financial_aid@mclennan.edu">financial_aid@mclennan.edu</a>
Lost & Found	254-299-8860	Campus Police	
Makerspace	254-299-4003	Learning Commons	<a href="mailto:makerspace@mclennan.edu">makerspace@mclennan.edu</a>
Medical Assistant Program	254-299-8262	Medical Assistant Program	
Mental Health/Social Work	254-299-8718	Mental Health / Social Work	
Music Department	254-299-8283	Music	<a href="mailto:music@mclennan.edu">music@mclennan.edu</a>
Student Name Change	254-299-8507	Student Records	<a href="#">MyMCC-Student Information Change Form</a>
Non-degree seeking/Transient Students	254-299-8622	Highlander Central	<a href="mailto:highlandercentral@mclennan.edu">highlandercentral@mclennan.edu</a>
Parking Permits (Students)	254-299-8627	Business Office	<a href="mailto:highlanderone@mclennan.edu">highlanderone@mclennan.edu</a>
Parking Tickets (Dispute)	254-299-8860	Campus Police	
Parking Tickets (Pay)	254-299-8627	Business Office	<a href="mailto:billing@mclennan.edu">billing@mclennan.edu</a>

Police: Emergency (MCC PD)	254-299-8911	Campus Police	
Police: Non Emergency (MCC PD)	254-299-8860	Campus Police	
Recruitment	254-299-8622	Recruitment	<a href="mailto:recruitment@mclennan.edu">recruitment@mclennan.edu</a>
Register for Classes	254-299-8614	Advising & Career Services	<a href="mailto:advise@mclennan.edu">advise@mclennan.edu</a>
Research Assistants for the Library	254-299-8323	Library Services	<a href="mailto:research_help@mclennan.edu">research_help@mclennan.edu</a>
Scholarships (Already awarded)	254-299-8437	Financial Aid	<a href="mailto:financial_aid@mclennan.edu">financial_aid@mclennan.edu</a>
Scholarships (Apply)	254-299-8818	MCC Foundation	<a href="mailto:foundation@mclennan.edu">foundation@mclennan.edu</a>
Shuttle	254-299-8860	Campus Police	
Student Activities/Clubs	254-299-8443 254-299-8444	Student Life	<a href="mailto:studentlife@mclennan.edu">studentlife@mclennan.edu</a>
Student death/incarceration/hospitalization	254-299-8524	Success Coaching Services, Associate Director	
Student request documents	254-299-8628	Admissions	<a href="mailto:studentadmissions@mclennan.edu">studentadmissions@mclennan.edu</a>
Student Records (Academic)	254-299-8507	Student Records	<a href="mailto:studentrecords@mclennan.edu">studentrecords@mclennan.edu</a>
Success Coaching	254-299-8226	Success Coaching Services	<a href="mailto:success@mclennan.edu">success@mclennan.edu</a>
Tarleton State University @ MCC	254-299-8322	Educational Partnerships	
Testing Services (submit ACT/SAT/TSI scores, testing, etc.)	254-299-8453	Testing Services	<a href="mailto:testingservices@mclennan.edu">testingservices@mclennan.edu</a>
Texas Tech University @ MCC	254-299-8324	Educational Partnerships	
Tickets / Box Office for Performing Arts	254-299-8200	Visual & Performing Arts	<a href="mailto:boxoffice@mclennan.edu">boxoffice@mclennan.edu</a>

Title IX	254-299-8465	Accommodations & Title IX	<a href="mailto:titleix@mclennan.edu">titleix@mclennan.edu</a>
Transcripts (Incoming)	254-299-8628	Admissions	<a href="mailto:studentadmissions@mclennan.edu">studentadmissions@mclennan.edu</a>
Transcripts (Outgoing)	254-299-8507	Student Records	<a href="mailto:transcriptrequest@mclennan.edu">transcriptrequest@mclennan.edu</a>
Transfer IN	254-299-8628	Admissions	<a href="mailto:studentadmissions@mclennan.edu">studentadmissions@mclennan.edu</a>
Transfer OUT	254-299-8614	Advising & Career Services	<a href="mailto:advise@mclennan.edu">advise@mclennan.edu</a>
TRIO (EOC)	254-299-8599	TRIO	<a href="mailto:trioeoc@mclennan.edu">trioeoc@mclennan.edu</a>
TRIO for current student in program or seeking information and EOC	254-299-8431	TRIO	<a href="mailto:trioss@mclennan.edu">trioss@mclennan.edu</a>
Tuition / Fees Payment	254-299-8627	Business Office	<a href="mailto:billing@mclennan.edu">billing@mclennan.edu</a>
Tutoring/Study Help	254-299-8500	Academic Support & Tutoring	<a href="mailto:ast@mclennan.edu">ast@mclennan.edu</a>
University Center	254-299-8882	Educational Partnerships	<a href="mailto:transfer@mclennan.edu">transfer@mclennan.edu</a>
Upward Bound, High School Students	254-299-8555	Upward Bound	<a href="mailto:upwardbound@mclennan.edu">upwardbound@mclennan.edu</a>
Vending Machine Refunds	254-299-8627	Business Office	<a href="mailto:billing@mclennan.edu">billing@mclennan.edu</a>
Veteran Information	254-299-8432	Financial Aid	<a href="mailto:financial_aid@mclennan.edu">financial_aid@mclennan.edu</a>
Work Study	254-299-8437	Financial Aid	<a href="mailto:financial_aid@mclennan.edu">financial_aid@mclennan.edu</a>
1098-T for Students	254-299-8634	Business Office	

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