This guide was created to serve the faculty and staff of Northeastern Oklahoma A&M College. Please use this resource to familiarize yourself with the services each campus department provides. It is our goal to use this guide as a means to better serve our students.

When we row together, we grow together.
ADMISSIONS & REGISTRAR’S OFFICE

- Review student applications
- Admissions process
  - Signatures for policy paperwork
- Add/Drop classes
- Hold/Lifting Academic Holds
  - Overrides
- Graduation Paperwork Review
- Award Degree
- Transcripts/Enrollment Verifications
- Academic Suspension Appeals
- Location: First Floor of Library Admin Building
- Concurrent Advising

Registrar
Shay Clapp
918-540-6188
shay.clapp@neo.edu

Asst. Registrar
Kalli Crippen
918-540-6164
kalli.crippen@neo.edu

Admission’s Clerk
Ashley Kelley
918-540-6399
ashley.kelley11@neo.edu

Admission’s Clerk
Trina Grayson
918-540-6210
trina.grayson@neo.edu
BUSINESS OFFICE

- Accounts Payable/Finance
  - Assist w/ Fund Budgets
  - Help w/ PO's
  - Payment of Invoices
  - Travel Reimbursements
  - Purchasing Card Coding Help
    - Training, Questions, Audit

- Student Accounts/Cashiering
  - Student Account Balance & Billing
  - Processing of All Payments
  - Housing/PO Box Deposits
  - Parking Decals
  - Purchase of Faculty/Staff/Commuter Meal Plans

Office Staff

VP of Fiscal Affairs
Mark Rasor
918-540-6213

Asst. VP of Fiscal Affairs
Michael Allgood
918-540-6311

Staff Accountant
Angie Gleaves
918-540-6220

Purchasing Asst.
Gina Rentfrow
918-540-6224

Accounts Payable
Sky Pendergraft
918-540-6218

Cashier
Hollie Snyder
918-540-6223

Cashier
Crystal Baker
918-540-6222
HUMAN RESOURCES

- Payroll
- Benefits
- Retirement
- Hiring

Contact:
Jennifer Barger-Enyart
918-540-6219
jennifer.barger-enyart@neo.edu
IT DEPARTMENT/HELP DESK

- Set Up Goldkey/Email Account
- Resetting Passwords
- D2L Assistance
- Downloading Free Software
- Responds To IT Request
  - Set-up
  - Technical Assistance

Contact:
Helpdesk Coor./Admin Asst.
Michelle Snyder
918-540-6253
michelle.snyder@neo.edu
FINANCIAL AID

- Student Financial Aid Services
- Federal Work Study

Office Location: 2nd floor of Library Administration Building
Office Number: 918-540-6235

David Fisher
Director
918-540-6233
dlfisher@neo.edu

Karen Key
Assistant Director
Scholarship Admin.
918-540-6244
kkey@neo.edu

Deenia Engelbrecht
Financial Aid Counselor
918-540-6159
deenia@neo.edu

Aimee McMain
Financial Aid Counselor
918-540-6191
amcmain@neo.edu

NEO FAFSA CODE: 003160
RECRUITMENT

- Schedules campus tours
- Schedules various events (i.e. counselor luncheon, Junior/Senior Day, Open Enrollment, etc.)
- Provides NEO ID’s
- Oversees Grove Center
- Assists students with enrollment
- Recruit students

Elsie Grover
Asst. VP for Student Affairs
Recruitment Director
918-540-6290
elsie.grover@neo.edu

Jana Hayes
Administrative Assistant
918-540-6291
jana.hayes@neo.edu

Shelby Saul
Recruiter
918-540-6260
shelby.saul@neo.edu

Jacob Rexwinkle
Recruiter
918-540-6286
jacob.t.rexwinkle@neo.edu
CENTER FOR ACADEMIC SUCCESS & ADVISING

- Enrollment
- Academic Advising
- Transfer Guidance
- Major & Career Exploration
- Placement, ACT & CLEP Testing
- Student Recognition (TOP TEN)
- Leadership Development
- Student Retention
- Reach Higher Adult Degree Completion
- Location: Basement of Library Admin Building

Admin Asst. Tina Hancock
918-540-6242
tina.hancock@neo.edu
AMERICAN INDIAN CENTER FOR EXCELLENCE

- Scholarship Assistance
- Ancestry.com
- Computer Lab
- Service Learning
- Cultural Experiences
- Mentoring
  - Hannah Berryman (Professional Mentor)
  - hannah.berryman@neo.edu
  - 918-540-6144

Director
Rachel Lloyd
918-540-6785
rlloyd@neo.edu
TUTORING CENTER

- Provide live, personable tutoring for students in all required subjects, all levels of mathematics, and all levels of composition, as well as in physics, chemistry, biology, and physical science.
- Open 56 hours a week, 8:00 am to 8:00 pm Mon-Thurs, 8:00 am to 4:00 pm Friday
- Located in the NE Corner of Library, 2nd Floor
- Provide proofreading and editing for all writing assignments
- Provide assistance in finding research materials
- Provide assistance in writing thesis statements, organization, and citations
- Employ several excellent student tutors as well as two full-time staff

Contact:
Kathryn Wenzel                                      Daniel Smathers
Phone: 918-540-6139                                  Phone: 918-540-6122
Email: kathrew@neo.edu                                Email: Daniel.smathers@neo.edu
CAMPUS BOOKSTORE

- Purchase Department Supplies
- Purchase Textbooks
- NEO Gear & Memorabilia
- Location: Student Union
- Hours of Operation:
  - Monday thru Friday 7:45 am – 4:00 pm
- Webpage:
  - bookstore.neo.edu

Contact:
Bookstore Manager
Kathryn Vanover
918-540-6388
kathryn.vanover@neo.edu

Contact:
Bookstore Asst. Manager
Kandie Noel
918-540-6389
kdnoel@neo.edu
STUDENT SUPPORT SERVICES

- Student Centered
- One-on-One & Group Tutoring
- Computer Lab/Study Area
- Academic Advisement
- Career Guidance
- Transfer Counseling/College Visits
- Cultural Events
- Community Service Opportunities
- Development Workshops
  - Study Skills/Money Mgmt./Financial Aid

Julie Brixey, Director
918-540-6263
julie.brixey@neo.edu

Bobbie Pennington,
Career/Retention Specialist
918-540-6353
bpennington@neo.edu

Katy Stovall, Academic Specialist
918-540-6145
katy.stovall@neo.edu

Donni Long, Success Coach
918-540-6351
donni.long@neo.edu

Rachel Conrad, Admin. Asst.
918-540-6165
rachel.conrad@neo.edu
ALLIED JOBS

◊ Allied JOBS Program is a federal grant administrated through the Oklahoma Department of Human Services and the Oklahoma State Regents for Higher Education. The program is designed to train participants for employment and to open doors of opportunity. The job skills preparation includes computer applications, written communication, customer service, and job readiness.

◊ Services are provided in Miami and Jay.

Staff
Mary Jordan  Co-Coordinator – NEO Campus
Ables Hall Room 228  918-540-6008 or mary.jordan10@neo.edu

Robin Shambaugh  Co-Coordinator – Jay Office
1492 North Main in Jay  918-253-5456 or rshambaugh@neo.edu
ATHLETICS

- Home of NEO Sports
  - Baseball, Men’s Basketball, Women’s Basketball, Cheer & Dance, Football, Men’s Soccer, Women’s Soccer, Softball, Volleyball, and Wrestling
- Athletic Scholarships, Grant in Aid, Transfers, and Tracking Forms
- Athletic Training
- Athletic Booster Programs
- Athletic Games
- Athletic Events

Contact:
Athletic Administrative Assistant
Lisa Severe
918-540-6327
lsevere@neo.edu
PHYSICAL PLANT

- Maintains NEO Campus and facilities owned by NEO
- Receive/Respond to work orders
- Check-out/Reserve fleet vehicles
- Event set-up

Maintenance Admin. Asst.
Roxi Callahan
918-540-6227
roxi.callahan@neo.edu
SODEXO DINING SERVICES

- Campus Dining
  - Student Union
  - Galley
- Vending
- Concessions
- Catering

Misty Snider
918-540-6386
msnider@neo.edu

NOTE: Any food brought on campus not provided by Sodexo must be approved by Cathy Cunningham (ext. 6386)
DEPARTMENT OF PUBLIC SAFETY

- Staffed by certified police officers 24 hours a day, 7 days a week.
- The mission of the NEO A&M College Department of Public Safety/Campus Police Department is to provide the safest, most secure learning and working environment of any college campus in Oklahoma. We are a service-oriented department whose members serve with honor and integrity and respect for others as the cornerstones of our daily work.

Director: Mark Wall
Location: Corner of 4th at I Street NE (North of Cunningham Hall)
Office Hours: Monday thru Friday 8:00 am to 4:30 pm
Office Number: 918-540-6373
24 Hour Cell Phone Number: 918-533-1243
Contact 911 in the event of an emergency.
DEVELOPMENT FOUNDATION

✎ Jennifer Walker
 ✎ Executive Director, Development Foundation
 ✎ Alumni Relations
 ✎ 918-540-6250 – jennifer.hessee@neo.edu

✎ Sandy Shults
 ✎ Development Foundation Scholarships
 ✎ 918-540-6115 – sandy.shults@neo.edu
MARKETING AND PUBLIC RELATIONS

✩ David Frazier
   ✩ Graphic/Multimedia Design/Web Master
   ✩ 918-540-6113 – david.frazier@neo.edu

✩ Jordan Adams
   ✩ Coordinator of Public Information and Marketing
   ✩ 918-540-6211 – jordan.m.adams@neo.edu

✩ Zulema Ware
   ✩ Print Shop Coordinator/Graphic Design
   ✩ 918-540-6365 – zware@neo.edu
ADULT LEARNING CENTER

- Free GED and HiSET Prep Classes
- GED Testing – Computer-Based
- HiSET Testing – Paper Test (Computer-Based Coming Soon!)
- ESL Classes
- Classes in Miami, Vinita, and Grove

Cheryle Martin
GED Coordinator
Director of the Adult Learning Center
918-540-6292
cheryle.martin@neo.edu
STUDENT ACTIVITY CENTER/WELLNESS

◊ Wellness facilities and Get Fit classes are available to NEO employees free of charge.

◊ Fitness Center:
  ◊ Located in the Student Activity Center
  ◊ Offers wide range of equipment from cardio machines to weight stations. The SAC also has a functional training unit that is handicap accessible along with a walking track and core fitness room.

◊ Get Fit Classes:
  ◊ Include kickboxing, yoga, Zumba, and water aerobics.

◊ Aquatic Center
  ◊ Available for use during open swim hours.

CONTACT:
Jeremy Jackson       Lisa Bell
918-540-6098         918-540-6169
GROVE CENTER

✧ Northeastern Oklahoma A&M College and the city of Grove combined resources to build a higher education center in Grove, Oklahoma. NEO – Grove provides courses each semester to meet general education requirements. Courses are taught by full-time and adjunct faculty in the classrooms at the Center, as well as by interactive video from NEO – Miami.

✧ Services include Admissions, Advisement and Enrollment, College Course Work, College Placement Testing, Distance Education (ITV), GED Test Preparation, and Test Proctoring.

Teresa Spurling
Grove Center Coordinator
918-787-5474
teresa.spurling@neo.edu