

Student Affairs (Who to Contact List)

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Student Affairs Vice Presidents Office
Bernadette “Bern” Battle, Vice President of Student Affairs

bbattle@virginiawestern.edu x76572

Area	Who to Contact	Back up Person(s)
Student Affairs Employee/Student Concerns General Concerns re: Student Affairs Process/Policies	Bernadette “Bern” Battle X76572 bbattle@virginiawestern.edu	

Behavioral Health and Wellness – Student Life room 207

Kim Stafford, Behavioral Health and Wellness Advocate

kstafford@virginiawestern.edu x76711

Area	Who to Contact	Back up Person(s)
Intervention Care/Threat	Kim Stafford x76711	Hillary Holland x76711 Bernadette Battle x76572

Hall Associates Career Center & Services – Student Life room S206

David Porter, Interim Career Services Manager

dporter@virginiawestern.edu x76718

Area	Who to Contact	Back up Person(s)
Career Center	David Porter x76718	Jenei Grogans x77609

Disability Services – Student Life room S207

Hillary Holland, Disability Counselor/ADA Coordinator

hholland@virginiawestern.edu x76488

Area	Who to Contact	Back up Person(s)
Accommodation Plans; Documentation; Appointments; Faculty/Student Questions; Intake	Emily Scott x76567 Egscott@virginiawestern.edu	Kim Stafford x76711 Kstafford@virginiawestern.edu
Student Grievance-Disability Related	Kim Stafford x76711 Kstafford@virginiawestern.edu	Austin Pryor x76660 Apryor@virginiawestern.edu

Enrollment Services – Chapman Hall

Tristin Kitts, Director of Enrollment Services

tkitts@virginiawestern.edu x76455

Area	Who to Contact	Back up Person(s)
Domicile issues; New Student Advising supervisor	Debbie LaRocca x76493 Dlarocca@virginiawestern.edu	Tristin Kitts x76455 Tkitts@virginiawestern.edu
Recruitment; Discover Orientation; New Student Bash	Allison Dooley x76953 Adooley@virginiawestern.edu	Tristin Kitts x76455 Tkitts@virginiawestern.edu
Adult Learner Coaching	Nickole Toler x76704 Ntoler@virginiawestern.edu	Tristin Kitts x76455 Tkitts@virginiawestern.edu
Workforce enrollment	Lisa Russell x77306 Lrussell@virginiawestern.edu	Melissa Marcus x76820 Mmarcus@virginiawestern.edu
Workforce enrollment; Workforce financial assistance	Melissa Marcus x76820 Mmarcus@virginiawestern.edu	Lisa Russell x77306 Lrussell@virginiawestern.edu
Blackboard 24/7 Contact line; Enrollment Campaigns Navigate; Enrollment Cancellation Calendar; General enrollment concerns and inquiries	Tristin Kitts x76455 Tkitts@virginiawestern.edu	Bern Battle x76572 Bbattle@virginiawestern.edu

Financial Aid – Chapman Hall

Chad Sartini, Director of Financial Aid, Veteran's Affairs, and Records

csartini@virginiawestern.edu x76495

Area	Who to Contact	Back up Person(s)
Federal Work Study	Pam Cotton x76827 Pcotton@virginiawestern.edu	Jeff Jamison x 76059 Jjamison@virginiawestern.edu
Satisfactory Academic Progress and SAP appeals	Jeff Jamison x76059 Jjamison@virginiawestern.edu	Pam Cotton x76827 Pcotton@virginiawestern.edu
To Do List Items, Verification, Conflicting Information	Tammy Rice x76703 Trice@virginiawestern.edu	Sean Quesenberry x76480 Squesenberry@virginiawestern.edu
CCAP, G3, state grants	Jaime Robinson x76695 Jrobinson@virginiawestern.edu	Sean Quesenberry x76480 Squesenberry@virginiawestern.edu
Financial Aid Appeals – change in family finances or dependency status (not SAP appeals)	Tammy Rice x76703 Trice@virginiawestern.edu	Chad Sartini x76495 Csartini@virginiawestern.edu
International Student Financial Aid	Tammy Rice x76703Trice@virginiawestern.edu	Chad Sartini x76495 Csartini@virginiawestern.edu
Student Loans	Jeff Jamison x76059 Jjamison@virginiawestern.edu	Sean Quesenberry x76480 Squesenberry@virginiawestern.edu
Balances Due, Financial Aid Returns (Return to Title IV)	Sean Quesenberry x76480 Squesenberry@virginiawestern.edu	Chad Sartini x76495 Csartini@virginiawestern.edu
Financial Aid Course Eligibility (FACA)	Sean Quesenberry x7648 Squesenberry@virginiawestern.edu	Chad Sartini x76495 Csartini@virginiawestern.edu
General Financial Aid Eligibility	Jaime, Jeff, Pam, Tammy, Sharnice, Brandon N.	Sean or Chad
Pell Boost Initiative	Sharnice Mayo x76716 Smayo@virginiawestern.edu	Chad Sartini x76495 Csartini@virginiawestern.edu
Data Requests	Sean Quesenberry x76480 Squesenberry@virginiawestern.edu	Chad Sartini x76495 Csartini@virginiawestern.edu
Emergency Funds	Sean Quesenberry x76480 Squesenberry@virginiawestern.edu	Chad Sartini x76495 Csartini@virginiawestern.edu
FA website	Chad Sartini x76495 Csartini@virginiawestern.edu	Brandon Nash x76802 Bnash@virginiawestern.edu
Student Support Call Center	Chad Sartini x76495 Csartini@virginiawestern.edu	Sean Quesenberry x76480 Squesenberry@virginiawestern.edu

Great Expectations – Student Life room 207
JW Taylor, Great Expectations Student Success Coach
jwtaylor@virginiawestern.edu x76288

Area	Who to Contact	Back up Person(s)
Great Expectations Program	JW Taylor – x76288	Kim Stafford x76711
Single Stop – connection to and assistance with Government/Social Service Programs	JW Taylor - x76288	Kim Stafford x76711

Military Services

Chad Sartini, Director of Financial Aid, Veteran's Affairs, and Records
csartini@virginiawestern.edu x76495

Area	Who to Contact	Back up Person(s)
Veteran Enrollment Certifications	Allison Taylor Ataylor@virginiawestern.edu	Jennifer Bobbitt x77213 jbobbitt@virginiawestern.edu
Veteran/Military-related Student Advising	Brandon Snead x76680 Bsnead@virginiawestern.edu	Chad Sartini x76495 Csartini@virginiawestern.edu

New Student Advising – Chapman Hall

Debbie LaRocca, New Student Advising Coordinator and Domicile Officer
dlarocca@virginiawestern.edu x76493

Area	Who to Contact	Back up Person(s)
Questions about advising, onboarding process, holds or domicile	Debbie LaRocca x76493 Dlarocca@virginiawestern.edu	Tristin Kitts X76455
Student last names A-B	Katelyn Quinley x76287 Kquinley@virginiawestern.edu	Debbie LaRocca x76493 Dlarocca@virginiawestern.edu
Student last names C-E	Terry Drumheller x76366 Tdrumheller@virginiawestern.edu	Debbie LaRocca x76493 Dlarocca@virginiawestern.edu
Student last names F-H	Brittany Helton x76383 Bhelton@virginiawestern.edu	Debbie LaRocca x76493 Dlarocca@virginiawestern.edu
Student last names I-L	Debbie LaRocca x76493 Dlarocca@virginiawestern.edu	Tristin Kitts x76455
Student last names M-P	Ciara Lee X76330 clee@virginiawestern.edu	Debbie LaRocca x76493 Dlarocca@virginiawestern.edu
Student last names Q-S	Traci Oakes x 76805 Toakes@virginiawestern.edu	Debbie LaRocca x76493 Dlarocca@virginiawestern.edu
Student last names T-Z	Heather Hunter x76684 Hhunter@virginiawestern.edu	Debbie LaRocca x76493 Dlarocca@virginiawestern.edu

Title IX

Bernadette “Bern” Battle, Title IX Coordinator

bbattle@virginiawestern.edu x76572

Area	Who to Contact	Back up Person(s)
Deputy Title IX Students & Employees	Hillary Holland hholland@virginiawestern.edu x76488 Jennifer Pittman	Bernadette “Bern” Battle bbattle@virginiawestern.edu x76572

Records Office – Chapman Hall

Michele Hilts, Registrar

mhilts@virginiawestern.edu x77395

Area	Who to Contact	Back up Person(s)
Graduation/Commencement	Jennifer Bobbitt x77213 Jbobbitt@virginiawestern.edu	Michele Hilts x 77395 Mhilts@virginiawestern.edu
FERPA	Michele Hilts x 77395 Mhilts@virginiawestern.edu	Records staff Records@virginiawestern.edu
Grade/roster entry issues	Michele Hilts x 77395 Mhilts@virginiawestern.edu	Jennifer Bobbitt x77213 Jbobbitt@virginiawestern.edu
Dual Enrollment	Michele Hilts x 77395 Mhilts@virginiawestern.edu	Laura Overbay x77319 Loverbay@virginiawestern.edu
Late add/drop/withdrawal	Michele Hilts x 77395 Mhilts@virginiawestern.edu	Jennifer Bobbitt x77213 Jbobbitt@virginiawestern.edu
Multiple IDs	Laura Overbay x77319 Loverbay@virginiawestern.edu	Michele Hilts x77395 Mhilts@virginiawestern.edu
Tuition Appeal	Michele Hilts x77395 Mhilts@virginiawestern.edu	Chad Sartini x76495 Csartini@virginiawestern.edu
Waitlist	Michele Hilts x77395 Mhilts@virginiawestern.edu	Chad Sartini x76495 Csartini@virginiawestern.edu
Technical Studies	Michele Hilts x 77395 Mhilts@virginiawestern.edu	Chad Sartini x76495 Csartini@virginiawestern.edu

Recruitment – Chapman Hall
Allison Dooley, Recruitment Coordinator
adooley@virginiawestern.edu x76953

Area	Who to Contact	Back up Person(s)
Large Scale Recruitment Events (on & off campus)	Allison Dooley x6953 Adooley@virginiawestern.edu	Paige Miller x7615 Pmiller@virginiawestern.edu
High School Recruitment	Allison Dooley x6953 Adooley@virginiawestern.edu	Paige Miller x7615 Pmiller@virginiawestern.edu
Orientation/Welcome Events	Allison Dooley x6953 Adooley@virginiawestern.edu	Paige Miller x7615 Pmiller@virginiawestern.edu
General Campus Tours & Small Group Tour Scheduling	Paige Miller x7615 Pmiller@virginiawestern.edu	Allison Dooley x6953 Adooley@virginiawestern.edu
Student Ambassador Requests	Paige Miller x7615 Pmiller@virginiawestern.edu	Allison Dooley x6953 Adooley@virginiawestern.edu
Community Event Attendance Requests, EnVision Center	Paige Miller x7615 Pmiller@virginiawestern.edu	Allison Dooley x6953 Adooley@virginiawestern.edu
Purchasing Requests (Recruitment, Advising, Enrollment Center)	Allison Dooley x6953 Adooley@virginiawestern.edu	
Spanish recruitment/CCAP	Xochitl Ayala-Gonzalez xayala-gonzalez@virginiawestern.edu O: (540)857-6178	Paige Miller x7615 Pmiller@virginiawestern.edu

Student Activities – Student Life room 307

Natasha Lee, Student Activities Coordinator
nlee@virginiawestern.edu x76326

Area	Who to Contact	Back up Person(s)
Campus Events New Clubs Student Bulletin Email Expressive Activity Food Pantry Student Center 3 rd floor	Natasha Lee x6326	Chad Heddleston x76690 Kayla Brown x76692 Expressive Activity: Bern Battle x76572 Craig Harris/Police x77979
Fitness Center Other sport facilities: o H100 Gym o Pickleball courts Sport/Recreation programs	Chad Heddleston x76690	Natasha Lee x76326 Kayla Brown x76692
Student Activities Existing Club Support Food Pantry	Kayla Brown x6692	Natasha Lee x76326 Chad Heddleston x76690
Fralin Futures Scholarship	Becky Kraemer x77204	Natasha Lee x76326

Student Affairs Technology

Bernadette “Bern” Battle, Vice President of Student Affairs

bbattle@virginiawestern.edu x76572

Area	Who to Contact	Back up Person(s)
Navigate	Austin Pryor x76660	Bern Battle x76572
Maxient	Austin Pryor x76660	Bern Battle x76572
SIS	Michele Hilts x77395	Tristin Kitts x76455
Application - XAP/Mitek	Tristin Kitts x76455	Debbie LaRocca x76493
Salesforce CRM	Tristin Kitts x76455	Bern Battle x76572
Student and Employee ID's	Nickole Toler x76704	Tristin Kitts x76455
Chatbot	Bern Battle x76572	Paige Miller x7615 Jeff Thomas x 76265
Transfer VA/Credits2Career	Heather Hunter x76684	
SUNY	Bern Battle x76572	Hillary Holland x 76488
Navigate Catalog Update	Michele Hilts x77395	Chad Sartini x76495

TRIO Student Support Services – Student Life 207/208

Cheryl Hilton, TRIO Project Manager

chilton@virginiawestern.edu x76328

Area	Who to Contact	Back up Person(s)
Program Administration	Cheryl Hilton, chilton@virginiawestern.edu x7-6328	Bernadette “Bern” Battle bbattle@virginiawestern.edu x76572
Student Success Coaching - Academic Coaching and Advising - Program recruitment - Transfer Tour Coordination - Success Workshops - FWS supervision	Ray Wickertsy rwickersty@virginiawestern.edu x7-7672	Cheryl Hilton, chilton@virginiawestern.edu x76328
Student Success Coaching - Academic Coaching and Advising - Program recruitment - Success Workshops	Marcus Epps mepps@virginiawestern.edu x7-6257	Cheryl Hilton, chilton@virginiawestern.edu x76328 Ray Wickertsy rwickersty@virginiawestern.edu x7-7672
Office Administration - Office reception - Appointment scheduling - Office supply management - Communication and collaboration - Programmatic support	Evelyn Aune eaune@virginiawestern.edu x7-7675	Cheryl Hilton, chilton@virginiawestern.edu x76328 Ray Wickertsy rwickersty@virginiawestern.edu x7-7672 Marcus Epps mepps@virginiawestern.edu x7-6257