# Graduate School Student Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
<th>Contact Regarding:</th>
</tr>
</thead>
</table>
| **Director**                  | **jkeppley@uab.edu** 996-5696     | • Academic Common Market  
• Academic Standing  
• Assistantship/Fellowships for Residency  
• Banner Coding  
• Graduate Catalog/Graduate School Policies  
• INTO  
• Program Dismissal  
• Questions/Concerns about Graduate Student Services  
• Withdrawal from the Graduate School |
| **Jesse Keppley**             |                                   |                                                                                                                                                      |
| **Program Coordinator**       | **ichioato@uab.edu** 975-2297      | • General Applicant/Student Questions  
• gradschool@uab.edu email management  
• Deferral Requests  
• Office support  
• Indexing Graduate School documents |
| **Isabela Rosa Chioato**      |                                   |                                                                                                                                                      |
| **Student and Academic**      | **catbates@uab.edu** 4-4453        | • Graduate Admissions or Application Processes  
• Residency Reclassification for Graduate Students  
• Program requirements or deadlines  
• Discount codes |
<p>| <strong>Services Manager -</strong>        |                                   |                                                                                                                                                      |
| <strong>Admissions</strong>                |                                   |                                                                                                                                                      |
| <strong>Catherine Bates</strong>           |                                   |                                                                                                                                                      |
| <strong>Coordinator of Student</strong>    |                                   |                                                                                                                                                      |
| <strong>Admissions and Records</strong>    |                                   |                                                                                                                                                      |
| <strong>Rajada Williams</strong>           | <strong><a href="mailto:rajada@uab.edu">rajada@uab.edu</a></strong> 934-3435        |                                                                                                                                                      |
| <strong>Danielle Plumb</strong>            | <strong><a href="mailto:dminyard@uab.edu">dminyard@uab.edu</a></strong> 934-0656      |                                                                                                                                                      |
| <strong>Student and Academic</strong>      | <strong><a href="mailto:catcvw@uab.edu">catcvw@uab.edu</a></strong>                 |                                                                                                                                                      |
| <strong>Services Manager –</strong>        |                                   |                                                                                                                                                      |
| <strong>Academic Services</strong>         | <strong>OPEN</strong>                           |                                                                                                                                                      |
| <strong>Degree Specialist</strong>         | <strong><a href="mailto:catcvw@uab.edu">catcvw@uab.edu</a></strong>                 |                                                                                                                                                      |
| <strong>Caitlin Shackelford</strong>       |                                   |                                                                                                                                                      |</p>
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<tr>
<th>Position</th>
<th>Email Address</th>
<th>Responsibilities</th>
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</table>
| Plan I Student Coordinator                | carram@uab.edu/996-4061            | • Approval Forms
• Auditing Graduate Courses
• Candidacy
• Dissertations/Theses
• Graduate Committees
• Graduate Faculty Status                |
| Student and Academic Services Manager – Accelerated Learning | MellissaTaylor@uab.edu/4-8169     | • Early Acceptance Students
• Fast-Track Programs
• Accelerated Bachelors/Masters Program
• ALO Program Requirements
• Fast-Track/ABM/EA Applications        |
| Program Coordinator – ALO (50% effort)    | mbcunnin@uab.edu                  | • ABM/Fast-Track Application Processing
• MBS ABM Advising                      |

**Admissions Questions (In alphabetical order)**

- ABM, Fast-Track, of Early Acceptance Students – Mellissa Taylor (MellissaTaylor@uab.edu)
- Application Requirements – Catherine Bates (catbates@uab.edu) Danielle Minyard (dminyard@uab.edu) or Rajada Williams (rajada@uab.edu)
- Application Status — Catherine Bates (catbates@uab.edu) Danielle Minyard (dminyard@uab.edu) or Rajada Williams (rajada@uab.edu)
- INTO – Jesse Keppley (jkeppley@uab.edu)
- Is a school regionally accredited? – Catherine Bates (catbates@uab.edu) Danielle Minyard (dminyard@uab.edu) or Rajada Williams (rajada@uab.edu)
- Non-degree Admissions – Catherine Bates (catbates@uab.edu) Danielle Minyard (dminyard@uab.edu) or Rajada Williams (rajada@uab.edu)
- Processing applications in Salesforce — Catherine Bates (catbates@uab.edu) Danielle Minyard (dminyard@uab.edu) or Rajada Williams (rajada@uab.edu)
- Setting up application requirements in Salesforce – Jesse Keppley (jkeppley@uab.edu) or Catherine Bates (catbates@uab.edu)
- Student has applied and wants to change the program they are applying to (prior to a decision being processed) – Catherine Bates (catbates@uab.edu) Danielle Minyard (dminyard@uab.edu) or Rajada Williams (rajada@uab.edu)
- Student was admitted and wants to **defer** to a later semester – Isabela Rosa Chioato (ichioato@uab.edu)
- Student was admitted and wants to start in an **earlier** semester – Isabela Rosa Chioato (ichioato@uab.edu)
- Transcripts – Catherine Bates (catbates@uab.edu) Danielle Minyard (dminyard@uab.edu) or Rajada Williams (rajada@uab.edu)
- Test Scores or Test Score Waivers – Catherine Bates (catbates@uab.edu) Danielle Minyard (dminyard@uab.edu) or Rajada Williams (rajada@uab.edu)

**Newly Admitted Students (In alphabetical order)**

- Residency Reclassification Application – Catherine Bates (catbates@uab.edu)
- Academic Common Market – Jesse Keppley (jkeppley@uab.edu)
• Residency based on qualifying assistantships/fellowships – Jesse Keppley (jkeppley@uab.edu)
• Immunizations – Contact Student Health & Wellness (studenthealth@uab.edu)
• When will a student be eligible to register? – Catherine Bates (catbates@uab.edu) Danielle Minyard (dminyard@uab.edu) or Rajada Williams (rajada@uab.edu)
• What is a Registration Access Code (RAC)? – Catherine Bates (catbates@uab.edu) Danielle Minyard (dminyard@uab.edu) or Rajada Williams (rajada@uab.edu)

Dissertations/Theses (In alphabetical order)
• Approval Forms – Amber Monique Carr (carram@uab.edu)
• Candidacy – Amber Monique Carr (carram@uab.edu)
• Committees – Amber Monique Carr (carram@uab.edu)
• Dissertations - Amber Monique Carr (carram@uab.edu)
• Graduate Faculty – Amber Monique Carr (carram@uab.edu)
• Theses – Amber Monique Carr (carram@uab.edu)

Degree Completion (In alphabetical order)
• Application for Certificate – Caitlin Shackelford (caitcvw@uab.edu)
• Application for Degree - Caitlin Shackelford (caitcvw@uab.edu)
• Degree Audits – Caitlin Shackelford (caitcvw@uab.edu)
• Diplomas – Caitlin Shackelford (caitcvw@uab.edu)
• Commencement Book – Amber Monique Carr (carram@uab.edu)

Academic Progress/Policies (In alphabetical order)
• Academic Appeals – Jesse Keppley (jkeppley@uab.edu)
• Academic Standing – Jesse Keppley (jkeppley@uab.edu)
• Conversion of GN to GR Credit – Jesse Keppley (jkeppley@uab.edu)
• Curriculum Requirements – Jesse Keppley (jkeppley@uab.edu)
• Grade Replacement – Jesse Keppley (jkeppley@uab.edu)
• Graduate School Appeals Board – Jesse Keppley (jkeppley@uab.edu)
• Incompletes – Jesse Keppley (jkeppley@uab.edu)
• Leave of Absence – Jesse Keppley (jkeppley@uab.edu)
• Program Dismissal – Jesse Keppley (jkeppley@uab.edu)
• Student issues – Jesse Keppley (jkeppley@uab.edu)
• Transfer of Graduate Credit – Jesse Keppley (jkeppley@uab.edu)
• Withdrawal from Graduate School – Jesse Keppley (jkeppley@uab.edu)

Graduate School Forms (In alphabetical order)
• Academic Appeal Form – Jesse Keppley (jkeppley@uab.edu)
• Accelerated Bachelors/Masters Form – Mellissa Taylor (MellissaTaylor@uab.edu)
• Admission to Candidacy – Amber Monique Carr (carram@uab.edu)
• Application for a Hearing before the Graduate School Appeals Board – Jesse Keppley (jkeppley@uab.edu)
• Change of Diploma Mailing Address – Caitlin Shackelford (caitcvw@uab.edu)
• Change of Graduate Program – Caitlin Shackelford (caitcvw@uab.edu)
• Change of Graduate Study Committee – Amber Monique Carr (carram@uab.edu)
• Change of Residency Form – Jesse Keppley (jkeppley@uab.edu)
• Completion Plans – Caitlin Shackelford (caitcvw@uab.edu)
- Diploma Replacement Form – Caitlin Shackelford (caitcvw@uab.edu)
- Grade Replacement Request – Jesse Keppley (jkeppley@uab.edu)
- Graduate Faculty Appointment Form – Amber Monique Carr (carram@uab.edu)
- Graduate Study Committee Letter – Amber Monique Carr (carram@uab.edu)
- Leave of Absence – Jesse Keppley (jkeppley@uab.edu)
- Permission to Audit Graduate Level Coursework – Jesse Keppley (jkeppley@uab.edu)
- Request to Change Non-Degree Seeking Credit to Degree-Seeking Credit – Jesse Keppley (jkeppley@uab.edu)
- Request to Defer Admission – Isabela Rosa Chioato (ichioato@uab.edu)
- Request for Undergraduate Student Enrollment in Graduate Level Coursework – Jesse Keppley (jkeppley@uab.edu)