

## Graduate School Student Services

Name	Contact Information	Contact Regarding:
<b>Director</b>  Vacant	996-5696	<ul style="list-style-type: none"> <li>• Assistantship/Fellowships for Residency</li> <li>• Banner Coding</li> <li>• Graduate Catalog/Graduate School Policies</li> <li>• INTO</li> <li>• Program Dismissal</li> <li>• Questions/Concerns about Graduate Student Services</li> <li>• Withdrawal from the Graduate School</li> </ul>
<b>Program Coordinator</b>  Isabela Rosa Chioato	<a href="mailto:ichioato@uab.edu">ichioato@uab.edu</a> 975-2297	<ul style="list-style-type: none"> <li>• General Applicant/Student Questions</li> <li>• <a href="mailto:gradschool@uab.edu">gradschool@uab.edu</a> email management</li> <li>• Deferral Requests</li> <li>• Office support</li> <li>• Indexing Graduate School documents</li> </ul>
<b>Student and Academic Services Manager - Admissions</b>  Catherine Bates	<a href="mailto:catbates@uab.edu">catbates@uab.edu</a> 4-4453	<ul style="list-style-type: none"> <li>• Graduate Admissions or Application Processes</li> <li>• Residency Reclassification for Graduate Students</li> <li>• Program requirements or deadlines</li> <li>• Discount codes</li> </ul>
<b>Coordinator of Student Admissions and Records</b>  Rajada Williams <a href="mailto:rajada@uab.edu">rajada@uab.edu</a> 934-3435  Danielle Plumb <a href="mailto:dminyard@uab.edu">dminyard@uab.edu</a> 934-0656		<ul style="list-style-type: none"> <li>• Accessing applications or app reviews in Salesforce</li> <li>• Admissions Application Requirements</li> <li>• Admission Contingencies</li> <li>• Application Processing/Status</li> <li>• International Admission Materials</li> <li>• Non-degree Admissions</li> <li>• Readmission</li> <li>• Test Scores and Test Score Waivers</li> <li>• Transcripts</li> </ul>
<b>Student and Academic Services Manager – Academic Services</b>  Lily Leath		<ul style="list-style-type: none"> <li>• General Student Questions</li> <li>• Academic Appeals</li> <li>• Conversion of GN to GR Credit</li> <li>• Change of Programs</li> <li>• Grade Replacement</li> <li>• Transfer of Graduate Credit</li> <li>• Incompletes</li> <li>• Leave of Absence</li> <li>• Academic Common Market</li> <li>• Academic Standing</li> </ul>

<b>Degree Specialist</b>  Caitlin Shackelford <a href="mailto:caitcvw@uab.edu">caitcvw@uab.edu</a>	<a href="mailto:caitcvw@uab.edu">caitcvw@uab.edu</a>	<ul style="list-style-type: none"> <li>• Application for Degree or Certificate (Graduation)</li> <li>• Degree Audits</li> <li>• Diploma Orders</li> <li>• Graduation Planning System (GPS)</li> </ul>
<b>Plan I Student Coordinator</b>  Amber Monique Carr	<a href="mailto:carram@uab.edu">carram@uab.edu</a> 996-4061	<ul style="list-style-type: none"> <li>• Approval Forms</li> <li>• Auditing Graduate Courses</li> <li>• Candidacy</li> <li>• Dissertations/Theses</li> <li>• Graduate Committees</li> <li>• Graduate Faculty Status</li> </ul>
<b>Student and Academic Services Manager – Accelerated Learning</b>  Mellissa Taylor	<a href="mailto:MellissaTaylor@uab.edu">MellissaTaylor@uab.edu</a> 4-8169	<ul style="list-style-type: none"> <li>• Early Acceptance Students</li> <li>• Fast-Track Programs</li> <li>• Accelerated Bachelors/Masters Program</li> <li>• ALO Program Requirements</li> <li>• Fast-Track/ABM/EA Applications</li> </ul>
<b>Program Coordinator – ALO (50% effort)</b>  Brennan Cunningham <a href="mailto:mbcunnin@uab.edu">mbcunnin@uab.edu</a>	<a href="mailto:mbcunnin@uab.edu">mbcunnin@uab.edu</a>	<ul style="list-style-type: none"> <li>• ABM/Fast-Track Application Processing</li> <li>• MBS ABM Advising</li> </ul>

### Admissions Questions *(In alphabetical order)*

- ABM, Fast-Track, of Early Acceptance Students – Mellissa Taylor ([MellissaTaylor@uab.edu](mailto:MellissaTaylor@uab.edu))
- Application Requirements – Catherine Bates ([catbates@uab.edu](mailto:catbates@uab.edu)) Danielle Minyard ([dminyard@uab.edu](mailto:dminyard@uab.edu)) or Rajada Williams ([rajada@uab.edu](mailto:rajada@uab.edu))
- Application Status — Catherine Bates ([catbates@uab.edu](mailto:catbates@uab.edu)) Danielle Minyard ([dminyard@uab.edu](mailto:dminyard@uab.edu)) or Rajada Williams ([rajada@uab.edu](mailto:rajada@uab.edu))
- INTO – Jesse Keppley ([jkeppley@uab.edu](mailto:jkeppley@uab.edu))
- Is a school regionally accredited? – Catherine Bates ([catbates@uab.edu](mailto:catbates@uab.edu)) Danielle Minyard ([dminyard@uab.edu](mailto:dminyard@uab.edu)) or Rajada Williams ([rajada@uab.edu](mailto:rajada@uab.edu))
- Non-degree Admissions – Catherine Bates ([catbates@uab.edu](mailto:catbates@uab.edu)) Danielle Minyard ([dminyard@uab.edu](mailto:dminyard@uab.edu)) or Rajada Williams ([rajada@uab.edu](mailto:rajada@uab.edu))
- Processing applications in Salesforce — Catherine Bates ([catbates@uab.edu](mailto:catbates@uab.edu)) Danielle Minyard ([dminyard@uab.edu](mailto:dminyard@uab.edu)) or Rajada Williams ([rajada@uab.edu](mailto:rajada@uab.edu))
- Setting up application requirements in Salesforce –Catherine Bates ([catbates@uab.edu](mailto: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](mailto:catbates@uab.edu)) Danielle Minyard ([dminyard@uab.edu](mailto:dminyard@uab.edu)) or Rajada Williams ([rajada@uab.edu](mailto:rajada@uab.edu))
- Student was admitted and wants to **defer** to a later semester – Isabela Rosa Chioato ([ichioato@uab.edu](mailto:ichioato@uab.edu))
- Student was admitted and wants to start in an **earlier** semester – Isabela Rosa Chioato ([ichioato@uab.edu](mailto:ichioato@uab.edu))
- Transcripts – Catherine Bates ([catbates@uab.edu](mailto:catbates@uab.edu)) Danielle Minyard ([dminyard@uab.edu](mailto:dminyard@uab.edu)) or Rajada Williams ([rajada@uab.edu](mailto:rajada@uab.edu))

- Test Scores or Test Score Waivers – Catherine Bates ([catbates@uab.edu](mailto:catbates@uab.edu)) Danielle Minyard ([dminyard@uab.edu](mailto:dminyard@uab.edu)) or Rajada Williams ([rajada@uab.edu](mailto:rajada@uab.edu))

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

- Residency Reclassification Application – Catherine Bates ([catbates@uab.edu](mailto:catbates@uab.edu))
- Academic Common Market – Lily Leath ([lleath@uab.edu](mailto:lleath@uab.edu))
- Residency based on qualifying assistantships/fellowships – Cyndi Ballinger ([cknight@uab.edu](mailto:cknight@uab.edu))
- Immunizations – Contact Student Health & Wellness ([studenthealth@uab.edu](mailto:studenthealth@uab.edu))
- When will a student be eligible to register? – Catherine Bates ([catbates@uab.edu](mailto:catbates@uab.edu)) Danielle Minyard ([dminyard@uab.edu](mailto:dminyard@uab.edu)) or Rajada Williams ([rajada@uab.edu](mailto:rajada@uab.edu))
- What is a Registration Access Code (RAC)? – Catherine Bates ([catbates@uab.edu](mailto:catbates@uab.edu)) Danielle Minyard ([dminyard@uab.edu](mailto:dminyard@uab.edu)) or Rajada Williams ([rajada@uab.edu](mailto:rajada@uab.edu))

#### **Dissertations/Theses** *(In alphabetical order)*

- Approval Forms – Amber Monique Carr ([carram@uab.edu](mailto:carram@uab.edu))
- Candidacy – Amber Monique Carr ([carram@uab.edu](mailto:carram@uab.edu))
- Committees – Amber Monique Carr ([carram@uab.edu](mailto:carram@uab.edu))
- Dissertations - Amber Monique Carr ([carram@uab.edu](mailto:carram@uab.edu))
- Graduate Faculty – Amber Monique Carr ([carram@uab.edu](mailto:carram@uab.edu))
- Theses – Amber Monique Carr ([carram@uab.edu](mailto:carram@uab.edu))

#### **Degree Completion** *(In alphabetical order)*

- Application for Certificate – Caitlin Shackelford ([caitcvw@uab.edu](mailto:caitcvw@uab.edu))
- Application for Degree - Caitlin Shackelford ([caitcvw@uab.edu](mailto:caitcvw@uab.edu))
- Degree Audits – Caitlin Shackelford ([caitcvw@uab.edu](mailto:caitcvw@uab.edu))
- Diplomas – Caitlin Shackelford ([caitcvw@uab.edu](mailto:caitcvw@uab.edu))
- Commencement Book – Amber Monique Carr ([carram@uab.edu](mailto:carram@uab.edu))

#### **Academic Progress/Policies** *(In alphabetical order)*

- Academic Appeals – Lily Leath ([lleath@uab.edu](mailto:lleath@uab.edu))
- Academic Standing – Lily Leath ([lleath@uab.edu](mailto:lleath@uab.edu))
- Conversion of GN to GR Credit – Lily Leath ([lleath@uab.edu](mailto:lleath@uab.edu))
- Curriculum Requirements – Lily Leath ([lleath@uab.edu](mailto:lleath@uab.edu))
- Grade Replacement – Lily Leath ([lleath@uab.edu](mailto:lleath@uab.edu))
- Incompletes – Lily Leath ([lleath@uab.edu](mailto:lleath@uab.edu))
- Leave of Absence – Lily Leath ([lleath@uab.edu](mailto:lleath@uab.edu))
- Program Dismissal – Lily Leath ([lleath@uab.edu](mailto:lleath@uab.edu))
- Student issues – Dr. Lilian Mina ([lmina@uab.edu](mailto:lmina@uab.edu))
- Transfer of Graduate Credit – Lily Leath ([lleath@uab.edu](mailto:lleath@uab.edu))
- Withdrawal from Graduate School – Lily Leath ([lleath@uab.edu](mailto:lleath@uab.edu))

#### **Graduate School Forms** *(In alphabetical order)*

- Academic Appeal Form – Lily Leath ([lleath@uab.edu](mailto:lleath@uab.edu))
- Accelerated Bachelors/Masters Form – Mellissa Taylor ([MellissaTaylor@uab.edu](mailto:MellissaTaylor@uab.edu))
- Admission to Candidacy – Amber Monique Carr ([carram@uab.edu](mailto:carram@uab.edu))

- Change of Diploma Mailing Address – Caitlin Shackelford ([caitcvw@uab.edu](mailto:caitcvw@uab.edu))
- Change of Graduate Program – Caitlin Shackelford ([caitcvw@uab.edu](mailto:caitcvw@uab.edu))
- Change of Graduate Study Committee – Amber Monique Carr ([carram@uab.edu](mailto:carram@uab.edu))
- Change of Residency Form – Catherine Bates ([catbates@uab.edu](mailto:catbates@uab.edu))
- Completion Plans – Caitlin Shackelford ([caitcvw@uab.edu](mailto:caitcvw@uab.edu))
- Diploma Replacement Form – Caitlin Shackelford ([caitcvw@uab.edu](mailto:caitcvw@uab.edu))
- Grade Replacement Request – Lily Leath ([lleath@uab.edu](mailto:lleath@uab.edu))
- Graduate Faculty Appointment Form – Amber Monique Carr ([carram@uab.edu](mailto:carram@uab.edu))
- Graduate Study Committee Letter – Amber Monique Carr ([carram@uab.edu](mailto:carram@uab.edu))
- Leave of Absence – Lily Leath ([lleath@uab.edu](mailto:lleath@uab.edu))
- Permission to Audit Graduate Level Coursework - Lily Leath ([lleath@uab.edu](mailto:lleath@uab.edu))
- Request to Change Non-Degree Seeking Credit to Degree-Seeking Credit – Lily Leath ([lleath@uab.edu](mailto:lleath@uab.edu))
- Request to Defer Admission – Isabela Rosa Chioato ([ichioato@uab.edu](mailto:ichioato@uab.edu))
- Request for Undergraduate Student Enrollment in Graduate Level Coursework – Lily Leath ([lleath@uab.edu](mailto:lleath@uab.edu))