## 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                                                                 |
| **Coordinator of Student Admissions, Records, and Reporting**        |                           | • Accessing applications or application reviews in TargetX  
• Admissions Application Requirements  
• Admission Contingencies  
• Application Processing/Status  
• Deferral Requests  
• International Admission Materials  
• Non-degree Admissions  
• Readmission  
• Residency Reclassification for Graduate Students  
• Test Scores and Test Score Waivers  
• Transcripts  
• Incompletes  
• Leave of Absence  
• Undergraduate Registration in Graduate Courses                                                                 |
| Kelsey Cain                                                          | kcain1@uab.edu 934-0656   |                                                                                   |
| Caitlin Woodruff                                                     | Cwoodruff@uab.edu 934-8396|                                                                                   |
| **Coordinator of Student Admissions and Records**                   |                           |                                                                                   |
| **Educational Services Coordinator**                                | loriedwards@uab.edu 934-9751| • Application for Degree or Certificate (Graduation)  
• Academic Appeals  
• Conversion of GN to GR Credit  
• Change of Programs  
• Degree Audits  
• Diploma Orders  
• Grade Replacement  
• Graduation Planning System (GPS)  
• Transfer of Graduate Credit                                                                 |
| Lori Edwards                                                         |                           |                                                                                   |
| **Plan I Student Coordinator**                                       | juanitra@uab.edu 996-4061 | • Approval Forms  
• Auditing Graduate Courses  
• Candidacy  
• Dissertations/Theses  
• Graduate Committees  
• Graduate Faculty Status                                                                 |
| Juanitra Moore                                                       |                           |                                                                                   |
| **Program Coordinator**                                             |                           | • General Applicant/Student Questions  
• gradschool@uab.edu email management  
• Office support  
• Indexing Graduate School documents                                                                 |
| Molly Toler                                                          | 975-2297                  |                                                                                   |
| **ALO Advisor and Coordinator of Admissions**                       | MellissaTaylor@uab.edu    | • Early Acceptance Students  
• Fast-Track Programs  
• Accelerated Bachelors/Masters Program  
• ALO Program Requirements  
• Fast-Track/ABM/EA Applications                                                                 |
| Mellissa Taylor                                                     |                           |                                                                                   |
Admissions Questions (In alphabetical order)

- ABM, Fast-Track, of Early Acceptance Students – Mellissa Taylor (MellissaTaylor@uab.edu)
- Application Requirements – Kelsey Cain (kcain1@uab.edu) or Caitlin Woodruff (Cwoodruff@uab.edu)
- Application Status – Kelsey Cain (kcain1@uab.edu) or Caitlin Woodruff (Cwoodruff@uab.edu)
- INTO – Jesse Keppley (jkeppley@uab.edu)
- Is a school regionally accredited? Kelsey Cain (kcain1@uab.edu) or Caitlin Woodruff (Cwoodruff@uab.edu)
- Non-degree Admissions – Kelsey Cain (kcain1@uab.edu) or Caitlin Woodruff (Cwoodruff@uab.edu)
- Processing applications in TargetX – Kelsey Cain (kcain1@uab.edu) or Caitlin Woodruff (Cwoodruff@uab.edu)
- Setting up application requirements in TargetX – Ciara Duncan (ciarabd@uab.edu)
- Student has applied and wants to change the program they are applying to (prior to a decision being processed) – Kelsey Cain (kcain1@uab.edu) or Caitlin Woodruff (Cwoodruff@uab.edu)
- Student was admitted and wants to defer to a later semester – Kelsey Cain (kcain1@uab.edu) or Caitlin Woodruff (Cwoodruff@uab.edu)
- Student was admitted and wants to start in an earlier semester – Kelsey Cain (kcain1@uab.edu) or Caitlin Woodruff (Cwoodruff@uab.edu)
- Transcripts – Kelsey Cain (kcain1@uab.edu) or Caitlin Woodruff (Cwoodruff@uab.edu)
- Test Scores or Test Score Waivers – Kelsey Cain (kcain1@uab.edu) or Caitlin Woodruff (Cwoodruff@uab.edu)

Newly Admitted Students (In alphabetical order)

- Residency Reclassification Application – Kelsey Cain (kcain1@uab.edu) or Caitlin Woodruff (Cwoodruff@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? Kelsey Cain (kcain1@uab.edu) or Caitlin Woodruff (Cwoodruff@uab.edu)
- What is a Registration Access Code (RAC)? Kelsey Cain (kcain1@uab.edu) or Caitlin Woodruff (Cwoodruff@uab.edu)

Dissertations/Theses (In alphabetical order)

- Approval Forms – Juanitra Moore (juanitra@uab.edu)
- Candidacy – Juanitra Moore (juanitra@uab.edu)
- Committees – Juanitra Moore (juanitra@uab.edu)
- Dissertations - Juanitra Moore (juanitra@uab.edu)
- Graduate Faculty – Juanitra Moore (juanitra@uab.edu)
- Theses – Juanitra Moore (juanitra@uab.edu)

Degree Completion (In alphabetical order)

- Application for Certificate – Lori Edwards (LoriEdwards@uab.edu)
- Application for Degree - Lori Edwards (LoriEdwards@uab.edu)
- Degree Audits – Lori Edwards (LoriEdwards@uab.edu)
• Diplomas – Lori Edwards (LoriEdwards@uab.edu)
• Commencement Book – Juanitra Moore (juanitra@uab.edu)

Academic Progress/Policies (In alphabetical order)

• Academic Appeals – Lori Edwards (LoriEdwards@uab.edu)
• Academic Standing – Jesse Keppley (jkeppley@uab.edu)
• Conversion of GN to GR Credit – Lori Edwards (LoriEdwards@uab.edu)
• Curriculum Requirements – Jesse Keppley (jkeppley@uab.edu)
• Grade Replacement – Lori Edwards (LoriEdwards@uab.edu)
• Graduate School Appeals Board – Jesse Keppley (jkeppley@uab.edu)
• Incompletes – Kelsey Cain (kcain1@uab.edu)
• Leave of Absence – Kelsey Cain (kcain1@uab.edu)
• Program Dismissal – Jesse Keppley (jkeppley@uab.edu)
• Student issues – Jesse Keppley (jkeppley@uab.edu)
• Transfer of Graduate Credit – Lori Edwards (LoriEdwards@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)
• Admission to Candidacy – Juanitra Moore (juanitra@uab.edu)
• Application for a Hearing before the Graduate School Appeals Board – Jesse Keppley (jkeppley@uab.edu)
• Change of Diploma Mailing Address – Lori Edwards (LoriEdwards@uab.edu)
• Change of Graduate Program – Lori Edwards (LoriEdwards@uab.edu)
• Change of Graduate Study Committee – Juanitra Moore (juanitra@uab.edu)
• Change of Residency Form – Jesse Keppley (jkeppley@uab.edu)
• Completion Plans – Lori Edwards (LoriEdwards@uab.edu)
• Diploma Replacement Form – Lori Edwards (LoriEdwards@uab.edu)
• Grade Replacement Request – Lori Edwards (LoriEdwards@uab.edu)
• Graduate Faculty Appointment Form – Juanitra Moore (juanitra@uab.edu)
• Graduate Study Committee Letter – Juanitra Moore (juanitra@uab.edu)
• Leave of Absence – Kelsey Cain (kcain1@uab.edu)
• Permission to Audit Graduate Level Coursework – Kelsey Cain (kcain1@uab.edu)
• Request to Change Non-Degree Seeking Credit to Degree-Seeking Credit – Lori Edwards (LoriEdwards@uab.edu)
• Request to Defer Admission – Kelsey Cain (kcain1@uab.edu)
• Request for Undergraduate Student Enrollment in Graduate Level Coursework – Kelsey Cain (kcain1@uab.edu)