# Graduate School Student Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
<th>Contact Regarding:</th>
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</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                                  |                             |                                                                                   |
| **Senior Coordinator of Student Admissions and Records** |                             | • 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 |
| Kelsey Cain                                    | kcain1@uab.edu 934-0656     |                                                                                   |
| **Coordinator of Student Admissions and Records** |                             |                                                                                   |
| Caitlin Woodruff                               | Cwoodruff@uab.edu 934-8396  |                                                                                   |
| **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  
• Incompletes  
• Leave of Absence  
• Undergraduate Registration in Graduate Courses |
| Juanitra Moore                                 |                             |                                                                                   |
| **Program Coordinator**                        | 975-2297                    | • General Applicant/Student Questions  
• gradschool@uab.edu email management  
• Office support  
• Indexing Graduate School documents |
| OPEN                                           |                             |                                                                                   |
| **CRM Administrator**                          | ciarabd@uab.edu 996-6355    | • Graduate Application Configuration in TargetX  
• Communication Plans in TargetX  
• Reports in TargetX  
• TargetX Training |
| Ciara Duncan                                   |                             |                                                                                   |
Admissions Questions (In alphabetical order)

- 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)
- Residencies 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)
• Request Thesis or Dissertation Approval Forms – Juanitra Moore (juanitra@uab.edu)
• UAB/ProQuest Submission Site – Juanitra Moore (juanitra@uab.edu)