

Graduate School Student Services

Name	Contact Information	Contact Regarding:
Director Jesse Keppley	jkeppley@uab.edu 996-5696	<ul style="list-style-type: none"> • 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 and Records Rajada Williams rajada@uab.edu Catherine Bates catbates@uab.edu Danielle Minyard dminyard@uab.edu 934-0656		<ul style="list-style-type: none"> • Accessing applications or app reviews in Salesforce • Admissions Application Requirements • Admission Contingencies • Application Processing/Status • International Admission Materials • Non-degree Admissions • Readmission • Test Scores and Test Score Waivers • Transcripts
Educational Services Coordinator Jasmine Jean	jpjean@uab.edu 934-9751	<ul style="list-style-type: none"> • 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 • Incompletes • Leave of Absence
Plan I Student Coordinator Amber Monique Carr	996-4061	<ul style="list-style-type: none"> • Approval Forms • Auditing Graduate Courses • Candidacy • Dissertations/Theses • Graduate Committees • Graduate Faculty Status
Program Coordinator Rajada Williams	975-2297	<ul style="list-style-type: none"> • General Applicant/Student Questions • gradschool@uab.edu email management • Office support • Indexing Graduate School documents
ALO Advisor and Coordinator of Admissions Mellissa Taylor	MellissaTaylor@uab.edu	<ul style="list-style-type: none"> • Early Acceptance Students • Fast-Track Programs • Accelerated Bachelors/Masters Program • ALO Program Requirements • Fast-Track/ABM/EA Applications

Admissions Operations Coordinator Caitlin Shackelford caitcvw@uab.edu	caitcvw@uab.edu	<ul style="list-style-type: none"> • ABM/Fast-Track Application Processing • Residency Reclassification for Graduate Students • Deferral Requests • Program requirements or deadlines • Discount codes
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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)
- 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 - Caitlin Shackelford (caitcvw@uab.edu)
- Student was admitted and wants to start in an **earlier** semester – Catherine Bates (catbates@uab.edu) Danielle Minyard (dminyard@uab.edu) or Rajada Williams (rajada@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 –Caitlin Shackelford (caitcvw@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 Caitlin Shackelford (caitcvw@uab.edu)
- What is a Registration Access Code (RAC)? – Catherine Bates (catbates@uab.edu) Danielle Minyard (dminyard@uab.edu) or Caitlin Shackelford (caitcvw@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 – Jasmine Jean (jpjean@uab.edu)
- Application for Degree - Jasmine Jean (jpjean@uab.edu)
- Degree Audits – Jasmine Jean (jpjean@uab.edu)
- Diplomas – Jasmine Jean (jpjean@uab.edu)
- Commencement Book – Amber Monique Carr (carram@uab.edu)

Academic Progress/Policies *(In alphabetical order)*

- Academic Appeals – Jasmine Jean (jpjean@uab.edu)
- Academic Standing – Jesse Keppley (jkeppley@uab.edu)
- Conversion of GN to GR Credit – Jasmine Jean (jpjean@uab.edu)
- Curriculum Requirements – Jesse Keppley (jkeppley@uab.edu)
- Grade Replacement – Jasmine Jean (jpjean@uab.edu)
- Graduate School Appeals Board – Jesse Keppley (jkeppley@uab.edu)
- Incompletes – Jasmine Jean (jpjean@uab.edu)
- Leave of Absence – Jasmine Jean (jpjean@uab.edu)
- Program Dismissal – Jesse Keppley (jkeppley@uab.edu)
- Student issues – Jesse Keppley (jkeppley@uab.edu)
- Transfer of Graduate Credit – Jasmine Jean (jpjean@uab.edu)
- Withdrawal from Graduate School – Jesse Keppley (jkeppley@uab.edu)

Graduate School Forms *(In alphabetical order)*

- Academic Appeal Form – Jasmine Jean (jpjean@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 – Jasmine Jean (jpjean@uab.edu)
- Change of Graduate Program – Jasmine Jean (jpjean@uab.edu)
- Change of Graduate Study Committee – Amber Monique Carr (carram@uab.edu)
- Change of Residency Form – Jesse Keppley (jkeppley@uab.edu)
- Completion Plans – Jasmine Jean (jpjean@uab.edu)
- Diploma Replacement Form – Jasmine Jean (jpjean@uab.edu)
- Grade Replacement Request – Jasmine Jean (jpjean@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 – Jasmine Jean (jpjean@uab.edu)
- Permission to Audit Graduate Level Coursework – Jasmine Jean (jpjean@uab.edu)
- Request to Change Non-Degree Seeking Credit to Degree-Seeking Credit – Jasmine Jean (jpjean@uab.edu)
- Request to Defer Admission – Catherine Bates (catbates@uab.edu) Danielle Minyard (dminyard@uab.edu) or Caitlin Shackelford (caitcvw@uab.edu)
- Request for Undergraduate Student Enrollment in Graduate Level Coursework – Caitlin Shackelford (caitcvw@uab.edu)

