Student Affairs & Enrollment Services
Responsibilities

The Office of Student Affairs & Enrollment Services is open Monday-Friday from 8AM-5PM CST, and other times by appointment or Skype. Our fax numbers are: Financial Aid: 901-448-1570; Admissions: 901-448-7772; Registrar: 901-448-1017; One Stop Shop: 901-448-7700.

- Associate Vice Chancellor for Student Affairs (oversight Student Affairs & Enrollment Services)
  - Dr. Susan Davies, sdavies3@uthsc.edu, 901-448-5070 or 901-448-8014
- Assistant to Associate Vice Chancellor for Student Affairs (OSAES budget, orders, payroll, scheduling, general inquiries)
  - Jean Perdicaris, jperdica@uthsc.edu 901-448-8014

Admissions
- Director of Admissions and Operations (Admission Policy & Procedure)
  - Ann M. Salina, asalina@uthsc.edu 901-448-1603
- Assistant Director (manages day to day & serves as liaison with colleges regarding Admissions Banner issues)
  - Melodie Patterson, mpatte9@uthsc.edu 901-448-2747
- General Enrollment Services Questions, Receptionist
  - Shanta Hampton, shampto4@uthsc.edu 901-448-4856
- Admissions Counselor - Nursing
  - Christie Rakestraw, crakesr@uthsc.edu, 901-448-4854
- Admissions Counselor - Medicine and Dentistry
  - Andrea Jordan, ajorda19@uthsc.edu 901-448-1035
- Admissions Counselor - Graduate Health Science, Pharmacy, ASP 3+1
  - Paula Webber, pwebber@uthsc.edu 901-448-4857
- Admissions Counselor - Health Professions, Speech Pathology & Audiology
  - Sheryta Edwards, sedwar32@uthsc.edu 901-448-7764

Financial Aid
- Executive Director, Student Retention & Financial Aid (financial aid policy, procedure, reporting, and awarding)
  - Samuel Matheny, Samuel.Matheny@uthsc.edu 901-448-2745
- Associate Director (manages day to day, processing of loans, and awarding of aid; Nursing Counselor)
  - Paulette Moore, pmoore8@uthsc.edu 901-448-4859
- Scholarships & Loans Coordinator (reconciles scholarships and oversees federal work-study)
  - Sheynah Craft, scraft1@uthsc.edu 901-448-5315
- College of Health Professions Financial Aid Counselor, Customer Service and Training
  - Gloria Dobbs, gdobbs1@uthsc.edu 901.448.1472
- College of Dentistry, College of Graduate Health Financial Aid Counselor; Financial Literacy Coordinator (debt management and financial literacy programming and counseling)
  - Janice Maddox, jmaddox9@uthsc.edu 901.448.1601

Registrar
- Assistant Vice Chancellor & Registrar (FERPA Campus Compliance Officer, Departmental Policy/Procedure, Banner Registrar Updates, state and federal reporting)
  - Dr. Matthew S. Moore, mmoor158@uthsc.edu, 901-448-7770

1 Subject to change
• Assistant Registrar (Banner Course Set-up and Course Data Management, Veteran Student Contact)
  o Ilisa Gunn, igunn@uthsc.edu 901-448-8015
• Administrative Services Assistant (Imaging, Academic Records Management)
  o Tiffany Jordan, tjordan7@uthsc.edu 901-448-2495
• Coordinator I (Registration, Student Status Changes, National Student Clearinghouse reporting)
  o Verlesha Wilson, vjordan4@uthsc.edu 901-448-4985

One Stop Shop
• Director (Departmental Policy/Procedure, Liaison with departments, Banner Project Lead, Banner Access Security, Student Organization On-Campus Solicitation/Fundraising Contact, Student Affairs policy and programming)
  o Keith Chandler, schandle@uthsc.edu 901-448-1047
• One Stop Shop Counselors (Financial Aid/Registrar/Bursar/Student Health Insurance queries – all students; General Information, Transcript Requests, Enrollment Verifications, Electronic Transcripts (ERAS, VSAS, MODS), CAPP)
  o Debra Bolton, dhall48@uthsc.edu 901-448-7705 (College of Medicine Financial Aid Counselor)
  o Phyllis Faulkner, pfaulk1n@uthsc.edu 901-448-4858 (College of Pharmacy Financial Aid Counselor)
• Student Services Specialist (General Information; Transcript Requests; Degree/Enrollment Verification; Data Collection)
  o Thomas Davis, tdavi104@uthsc.edu 901-448-2850
  o Julia C. Hill, jhill65@uthsc.edu, 901-448-7703

Student Affairs/Student Life
Commencement Planning, SGAEC Support, Orientation, Parking Appeals, Digital Yearbook Photos, Student Appreciation Day, Student Social Events, Student Organization Registration, Service Learning, SMDEP/Pipeline support, Student Life/SGAEC Website Management, Centerscope (With OSS), Student Life Compliance and Honor Code support

• Director of Student Affairs
  o Jonathan Perez, jperez11@uthsc.edu; 901-448-2839
• Administrative Aide
  o Emily Cooley, ebarnes@uthsc.edu 901-448-5610