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: For Financial Aid and Student Affairs: 901-448-1570; Admissions: 901-448-7772; and Registrar: 901-448-1017.

- Associate Vice Chancellor for Student Affairs (oversight Student Affairs & Enrollment Services)
  - Dr. Sonya G. Smith, ssmit209@uthsc.edu, 901-448-5070 or 901-448-8014
- Director of Student Affairs & Banner Project Manager (policy/research, HEA compliance, programming, Banner training and Liaison with other departments, Banner Lead)
  - Dr. Simpfronia Taylor, staylo47@uthsc.edu, 901-448-2839
- Assistant to Dr. Smith (OSAES budget, orders, payroll, scheduling, general inquiries)
  - Terri Fought, tfought@uthsc.edu, 901-448-8014

Admissions
- Director (Admission Policy & Procedure; In-state & Out of State Residency Lead, Chair Commencement Committee)
  - William H. Carter, wcarte17@uthsc.edu, 901-448-1687
- Assistant Director (manages day to day & serves as liaison with colleges regarding admissions Banner issues)
  - Melodie Patterson, mpatter9@uthsc.edu, 901-448-2747
- General Enrollment Services Questions, Receptionist
  - Shanta Hampton, shampto4@uthsc.edu, 901-448-4856
- Admissions Counselor - Graduate Health and Nursing
  - Sahar Khalifa, skhalifa@uthsc.edu, 901-448-4854
- Admissions Counselor - Medicine and Dentistry
  - Andrea Jordan, ajorda19@uthsc.edu, 901-448-1035
- Admissions Counselor - Health Professions (Allied Health)
  - Paula Webber, pwebber@uthsc.edu, 901-448-4857
- Admissions Counselor - Pharmacy, Speech Pathology & Audiology
  - Leyra Purnell, lpurnell@uthsc.edu, 901-448-7764
- Student Services Specialist/Campus Tours – (admissions scanning, quality control, and document management)
  - Sheryta Edwards, sedwar32@uthsc.edu, 901-448-2851
  - Carrolet Thomas, cthoma53@uthsc.edu, 901-448-1127

Financial Aid
- Director (financial aid policy, procedure, reporting, and awarding)
  - Samuel Matheny, Samuel.Matheny@uthsc.edu, 901-448-2745
- Associate Director, Graduate Health Sciences Counselor (manages day to day, processing of loans, and awarding of aid)
  - Paulette Moore, pmoore8@uthsc.edu, 901-448-4859
- Scholarships & Loans Coordinator (reconciles scholarships and assists with work study)
  - Sheynah Craft, scralf1@uthsc.edu, 901-448-5315
- General Financial Aid Questions, Receptionist
  - Julia Hill, jhill65@uthsc.edu, 901-448-2664
- College of Medicine Financial Aid Counselor, Work-Study Coordinator
  - Jessica Howell, jhowel15@uthsc.edu, 901-448-4858
- Pharmacy and Nursing Financial Aid Counselor
  - Jacquelyn LeSueur, jesueur@uthsc.edu, 901-448-8324
- Health Professions (Allied Health) and Dentistry Financial Aid Counselor
  - Gloria Dobbs, gdoobs1@uthsc.edu, 901.448.1472

1 Subject to change
• Financial Literacy Coordinator (debt management and financial literacy programming and counseling)
  o Janice Maddox, jmaddox9@uthsc.edu, 901.448.1601
• Financial Literacy Coordinator (debt management and financial literacy programming and counseling)
  o Christopher Pollard, mbj846@uthsc.edu, 901.448.2190

Registrar
• Director of Academic Records & Registrar (FERPA Campus Compliance Officer, Departmental Policy/Procedure, Banner Registrar Updates, state and federal reporting)
  o Dr. Darla Keel, dkeel1@uthsc.edu, 901-448-1603
• Coordinator – Academic Records (Academic Common Market, Reporting, General Inquiries)
  o Eunice Taylor, etaylor@uthsc.edu, 901-448-7770
• Administrative Services Assistants - Transcripts (1990-Present), Enrollment Verifications, ERAS, VSAS)
  o Mary Bandy, mbandy@uthsc.edu, 901-448-2495
• Administrative Services Assistant - Imaging, Academic Records Management
  o Tiffany Jordan, tjordan7@uthsc.edu, 901-448-2850
• Administrative Services Assistant - Transcripts (PRE-1990) and Enrollment and Degree Verifications (PRE-1990), Degree Audit Lead, Graduation Degree Verification, Student Name Changes, Data Collection
  o Lyncie Crawford, lcrawror@uthsc.edu, 901-448-1049
• Administrative Services Assistant - Registration , VA Certifications, Banner Course Set-up, Student Status Changes, Banner Term Set Up, National Student Clearinghouse reporting)
  o Verlesha Jordan, vjordan4@uthsc.edu, 901-448-4985

One Stop Shop
• Director – One Stop Shop (Departmental Policy/Procedure, Liaison with departments, Assistant 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)
  o Ilisa Gunn, igunn@uthsc.edu, 901-448-7706
  o Debra Hall, 901-448-7704
  o Jason Holloway, jhollow7@uthsc.edu, 901-448-7701
• Student Services Specialist (General Information; Transcript Requests; Degree/Enrollment Verification; Data Collection)
  o Demaria Young, dyoung35@uthsc.edu, 901-448-7703

Student Life
• (Commencement Planning, SGAEC Support, Orientation, Parking Appeals, Yearbook photos, Student Appreciation Day, Ice Cream Socials, Student Organization Registration)
  o Sr. Administrative Services Assistant – Liz Roemer, lroemer@uthsc.edu, 901-448-4860
  o Administrative Aide – Emily Cooley, ebarnes@uthsc.edu, 901-448-5610