

## Graduate School Staff

**Colleen Elliott** is our admissions specialist. She guides our students through the application and admission processes.

Once students are admitted, **Jennifer Bell** takes over. She is responsible for Degree Works, audits, thesis/dissertation committee forms, etc. - all of the processes that relate to getting the students through the program and graduated.

**Mackenzie Taylor** handles graduate assistantship processes, probations/suspensions, Graduate Council, URC, and Student Research Funds.

Finally, **Rae Miller** is our computer support specialist. She helps with the technical side of Degree Works and can provide support with Perceptive Content.

All of these folks have virtual office hours if you want to have a quick chat via Google Meet/Hangouts. Information related to this is available on <https://uca.edu/graduateschool/virtual-office-hours/>

I hope that this information helps you to know who should receive questions/forms/etc. If you are unsure, you can always email your academic advisor, Dr. Nina Roofe ([nroofe@uca.edu](mailto:nroofe@uca.edu)) or Dr. Alicia Landry ([alandry@uca.edu](mailto:alandry@uca.edu)) or send something to [ucagradschool@uca.edu](mailto:ucagradschool@uca.edu). This email is constantly monitored and messages are forwarded to the appropriate person. We all work together to support student success.

