

Filing Complaints, Grievances & Honor Violations

Filing a Complaint or Grievance	→	Student Handbook
Where to File an Honor Violation	→	Student Handbook
Grade Challenge	→	Syllabus for the Class
Report Harassment	→	Whitney Caudill or Other Administrator

Health Care/Insurance

Where can I go	→	Buchanan Healthcare, LLC (Drs. Goss) – UACP students are eligible for a 40% pay on time discount and will be seen within 24-hours.
Information on Insurance	→	Sherrie Baldwin (GC) or Amanda Keene (SC) - UACP provides information on individual plans.

Forms

Non-Routine Travel	→	Public Folders
Reimbursement Form	→	Public Folders
Student Organization Forms	→	Student Organization Handbook

If you have any questions regarding services provided by the Student Affairs Office please contact any of the following individuals:

Whitney Caudill, Assistant Dean of Student & Alumni Affairs (GC) - Mon., Wed. and Fri.; (SC) - Tues. and Thurs.); wcaudill@uacp.org

Vickie Keene, Director of Admissions (GC); vkeene@uacp.org

Sherrie Baldwin, (GC); sbaldwin@uacp.org

Kristen Stiltner, (GC); kstiltner@uacp.org

(SC) = Slate Creek Campus

(GC) = Garden Campus



Student Affairs Office Resource and Contact Guide

Spring 2008

Financial Resources

General Information	→	Sherrie Baldwin
Scholarship Information	→	Sherrie Baldwin
Certification of Funds	→	Vickie Keene
Cost of Living Checks	→	Holli Harman
Promissory Notes	→	Whitney Caudill
Year-end Tax Statements	→	Holli Harman
Expense Reimbursements	→	Holli Harman
Non-Routine Travel Forms	→	Holli Harman
Deferment/Forbearance of Student Loans	→	Vickie Keene

Student Counseling

Personal Counseling/Counseling Referral	→	Whitney Caudill
Financial Aid Counseling	→	Vickie Keene

Library/IT

PIN Numbers	→	Bill Hibbitts
ID Badges	→	Rachel Maderik; Bill Hibbitts
Copiers	→	Rachel Maderik (GC); Anand Doshi (SC)
Website	→	Rachel Maderik
IT Support	→	Bill Hibbitts

PICS Program

General Information	→	Ted Hagen
Approval of Activities	→	Ted Hagen
Form Submission	→	Sherrie Baldwin (GC); Amanda Keene (SC)

Experiential Education

General Information	→	Susan Mayhew, Bobbi Ratliff
Experiential Site Approval	→	Susan Mayhew
Evaluation Forms	→	Bobbi Ratliff; Regina Horn
Letter of Enrollment for Pharmacy Intern	→	Vickie Keene

Immunization Information

General Information	→	Treye Heim
Form Submission	→	Sherrie Baldwin (GC); Amanda Keene (SC)

Student Tutors

Apply to be a Tutor	→	Whitney Caudill
Approval Time	→	Whitney Caudill
Submit Timesheets	→	Holli Harman
Request a Tutor	→	Whitney Caudill

Transcripts & Grade Reports

Request Transcripts & Grade Reports	→	Vickie Keene
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Enrollment Information

Verification of Enrollment	→	Vickie Keene
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Faculty Advisors to Student Organizations

SGA	→	Whitney Caudill
ASHP	→	Treye Heim; Ray Weber
APhA	→	David Gettman; Holly Hurley
NCPA	→	Holly Hurley; Elshamly Abdelfattah
PDC	→	Charles Breese
KP	→	Treye Heim

Student Organizations Procedures

How to Propose an Event	→	Student Organizations Handbook
How to Schedule an Event	→	Student Leadership Council
Proposal Submissions	→	Faculty Advisor/Assistant Dean
Alcohol Policies	→	Student Organizations Handbook
Agendas, Minutes & Budgets	→	Student Organizations Handbook

Student Volunteer Opportunities

Be a Student Interviewer	→	Vickie Keene
Be a Student Advisor	→	Whitney Caudill