Student Affairs and Enrollment Services

Student Affairs processes student enrollment and class registration and provides resources to support and promote students during their development at Emory School of Medicine. Some of the specific functions of this office include:

- Class registration in the Emory PeopleSoft/OPUS system
- Upload final grades for MD students and process grade changes in OPUS
- Process changes to enrollment status for student leaves, dual degree study, and withdrawals in OPUS
- Support EmoryDOCS, which includes: organize and plan student Career Advising resources, activities, and class meetings, maintain and update the EmoryDOCS website
- Assign space for classrooms, conferences, and other meetings in the School of Medicine building space using 25Live
- Arrange access to the School of Medicine Building after hours for after-hours events and for students with ID prox cards
- Enrollment verification and letters of good standing
- Request exclusion of jury duty during medical school rigors on behalf of students
- Initiate emergency loan requests
- Facilitate, monitor and ensure compliance of students’ annual vaccination and healthcare training requirements (PPD, flu shot, OSHA, HIPAA)
- Generate Intent to Graduate letters
- Degree verifications for state medical board/residency programs
- Notary Public services
- Monitor and facilitate the sign up for USMLE Step 1 board examination
- Assign student lockers in the student lounge, in the anatomy locker rooms, and in the basement for use by bicyclists
- Lost and found for the School of Medicine building
- Provides services to students on all campuses and has staff members on both the main Emory and Grady campuses.

Emory Campus

School of Medicine Building
100 Woodruff Circle
Suite 375P

Mary Kaye Garcia
Registrar, School of Medicine
Associate Director, Student Affairs
Emory University School of Medicine
404-712-9921

Kimberly M. Hemingway
Assistant Director of Registration and Student Affairs
404-712-9930

Shikina Harrison, MS
Program Coordinator
Career Counseling and Student Affairs
404-727-4335

(vacant)

Academic Services Coordinator
404-727-5655

Grady Campus

Emory University Faculty Office Building
49 Jesse Hill Jr. Drive
Suite 102

Barbara Bingham
Administrative Manager
Clinical Education and Student Affairs
404-778-1372

Theresa Hicks
Assistant Program Coordinator
404-778-1368

Laura Hopkins
Program Coordinator
Clinical Education and Student Affairs
404-778-1365 (Grady campus)
404-712-9948 (Emory Main campus)

Michele Rutherford
Academic Electives Program Coordinator
404-778-1371

Last modified: 7/8/2020