

# Student Affairs

The Office of Student Affairs has two locations. One is within the School of Medicine and the other is within the Emory at Grady Faculty Office Building across the street from Grady Memorial Hospital.

Student Affairs provides resources to support and promote students during their development at Emory School of Medicine. Student Affairs provides services to all students on all campuses. Some of the specific functions of this office include:

- Clinical class registration in the OASIS system
- Collaborate with EmoryDOCS in the Office of Student Success to organize and implement informational class meetings, including Residency Days, for students in their clinical years
- Assign space for classrooms, conferences, and other meetings in the School of Medicine building space using FM Scheduler
- Arrange access to the School of Medicine Building after hours for after-hours events and for students with ID prox cards
- Provide current students with enrollment verification and letters of good standing
- Degree verifications for state medical board/residency programs for alumni
- Request exclusion of jury duty during medical school rigors on behalf of students
- Facilitate, monitor, and ensure compliance of students' annual immunization and healthcare training requirements
- Arrange N95 respirator fit testing for students
- Assign student lockers: anatomy locker rooms, and lockers for use by bicyclists
- Lost and found for the School of Medicine building

## Office of Clinical Education

The Office of Clinical Education provides resources to support students during the Application, Discovery, and Translation phases. Some of the major activities of this office include:

- Plan and implement Orientation to the Clinical Years
- Career counseling and assistance with selecting a clinical advisor
- Determine student schedules during the Application and Translation phases
- Student onboarding for clinical sites
- Review clinical student assessments and provide counsel to students in need of remediation
- Oversight of committee that writes Medical Student Performance Evaluation (MSPE) letters for residency applications
- Issue tokens to access ERAS and upload documents
- Counsel and assist students with the residency application process - selecting letter writers for letters of recommendation, residency program choices, interviewing, NRMP rank list, etc.
- Counsel unmatched students with the Supplemental Offer and Acceptance Program (SOAP)

- Assign student lockers for storing personal belongings while rotating at Grady
- Assist Emory students in their application process for away electives
- Oversight of the visiting student program for visiting MD and PA students from other institutions

Student Affairs is supported by the staff listed below, located on both the Emory and Grady campuses.

## Grady Campus

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

### [Stacy Higgins, MD](#)

Associate Dean for Student Affairs, Clinical Services  
[404-778-1622](tel:404-778-1622) office

- Any absences during the Application and Translation phases
- Oversight of clerkship experience (clerkship directors first contact)
- Pre-residency application counseling
- Approval of away and special electives
- Oversight of MSPEs
- Oversight of residency application process
- Clinical rotation changes (Laura Hopkins and Mary Kaye Garcia first contact; Dr. Higgins to be copied)
- Student Affairs staff
- Career in academic internal medicine, medical education leadership, healthcare for the underserved
- General questions, concerns, or suggestions

### [Barbara Bingham](#)

Administrative Manager, Office of Clinical Services  
[404-778-1372](tel:404-778-1372)

## Emory Campus

School of Medicine Building  
100 Woodruff Circle  
Suite 375P

### [Mary Kaye Garcia](#)

Registrar, School of Medicine  
Associate Director, Student Affairs  
[404-712-9921](tel:404-712-9921)

### [Laura Hopkins](#)

Program Coordinator  
[404-727-5655](tel:404-727-5655)  
[404-712-9948](tel:404-712-9948)

### [Zachy Farrell](#)

Program Coordinator

[404-727-5655](tel:404-727-5655)

**[Annemarie David, M.Ed.](#)**

Senior Program Coordinator Electives & Visiting Students

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