

# UC IRVINE NURSING STUDENT AFFAIRS

INFORMATION ABOUT OUR OFFICE AND RESOURCES



# WHO WE ARE

The Nursing Student Affairs Office's mission is to facilitate the academic development of Nursing Science students, and to assist them in achieving their academic, personal, and professional goals by providing high quality academic advising and counseling. Our highly experienced academic counselors work with all prospective and current undergraduate and graduate students.

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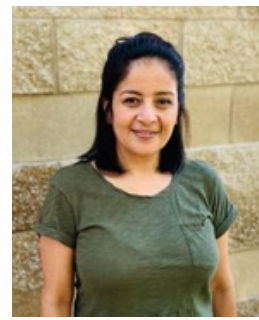
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We're here  
with you  
every step of  
the way!



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# WHAT WE DO

## FOR STUDENTS

### Academic Policy and Planning

- Course planning (quarterly, 2-year & 4-year)
- Review major & UCI degree requirements
- Interpret the UCI Catalogue
- Clarify UCI and SON policies & procedures
- Confirm registration & academic calendar deadlines
- Monitor student progress
- Degree checks & certify degrees
- Track student documentation in Typhon for clinical compliance
- Manage required student trainings and background checks
- Order UCIMC student badges

### Student Support and Advocacy

- Meet with students for walk-in and/or scheduled appointments
- Facilitate departmental scholarship applications
- Provide letters of support to financial aid
- Place students on academic probation, contracts, & disqualifications
- Withdrawals & readmission
- Manage student crises, refer to campus resources
- Advocate for students' rights
- Create programming to provide a supportive & inclusive environment
- Advise students on subjects including personal, professional & educational goals
- Act as a liaison with Grad Division

### Programming and Event Planning

- Organize new student orientation for all students
- Organize Commencement, Grad hooding, Pinning Ceremony, & White Coat Ceremony
- Programming & events for current students

## FOR FACULTY/SCHOOL

### Course Scheduling and Curriculum Management

- Create quarterly schedule of classes
- Room reservations
- Guide faculty with curriculum changes & course creation
- Interpret the UCI Catalogue & clarify UCI & UCI SON policies & procedures
- Act as liaison with Grad division

### Communication and Support

- Send emails to students on behalf of faculty
- Assist faculty/instructors with student issues
- Organize scholarship process for all students
- Order medical supplies for labs and simulations
- Establish affiliation agreements and manage placements for students
- Act as liaisons with Clinical Partners

### Admissions, Grading, and Licensure

- Organize & open student evaluations
- Manage graduate & change of major admissions
- Manage PhD academic student employees (TA, GSR, etc.)
- Coordinate BRN/NCLEX/Board Exam application process for students

## FOR OUTREACH

- Organize & facilitate open houses & information sessions for recruitment
- Create promotional material & advertising
- Attend healthcare and university recruitment fairs
- Outreach to underrepresented populations to educate about the nursing profession and create pathways for a more diverse workforce
- Manage NSSAO & GNSAO email inboxes responding to prospective student inquiries
- Support Nursing Camp in Summer

# CONTACT US

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**Office Hours:** Mon - Fri  
9 AM - 12 PM & 1 PM - 4 PM

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OFFICE

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WEBSITE &  
MEDIA

**Website:** [nursing.uci.edu/students](http://nursing.uci.edu/students)  
**ZotChat:** <https://alive5.com/BVtL342>

**Facebook, Twitter,  
and Instagram:** @ucinursing

# GET CONNECTED

## RESOURCES AND LINKS

### **UCI School of Nursing Website**

<https://nursing.uci.edu>

### **UCI Catalogue**

<http://catalogue.uci.edu>

### **Registrar's Website**

<https://www.reg.uci.edu>

### **Schedule of Classes**

<https://www.reg.uci.edu/perl/WebSoc>

### **UCI Bookstore**

<https://uci.bncollege.com/>

### **How to submit grade changes**

<https://www.reg.uci.edu/faculty-staff/gradechanges-faculty.html>

### **Where to submit grades**

<https://www.reg.uci.edu/perl/WebGrades>

### **How to view your class roster**

<https://www.reg.uci.edu/perl/WebRoster>

### **Reporting Academic Dishonesty**

<https://aisc.uci.edu/resources/reporting.php>

### **UCI Services for Students**

<https://students.uci.edu/>

### **UCI Counseling Center**

<https://counseling.uci.edu>

### **UCI Disability Services Center**

<https://dsc.uci.edu>

### **Faculty/Staff Support Services**

<https://whcs.uci.edu/faculty-staff-support-services>

### **Graduate Division**

<https://www.grad.uci.edu>

### **UCI Qualtrics Survey Tool**

<http://surveys.oit.uci.edu>