NURSING STUDENT AFFAIRS

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.

CONTACT US

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9 AM - 12 PM & 1 PM - 4 PM

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PROFESSIONAL STAFF

Megan Enciso, M.Ed. (she, her, hers)
Director of Student Affairs
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Megan began her Higher Ed journey at Saddleback Community College where she discovered the challenges of being a transfer student, and later transferred to the University of Southern California. She graduated from USC with a B.A. in Social Science with an emphasis in Psychology and a minor in English. Realizing her passion for helping people and education, she continued on to graduate school at USC. While finishing her M. Ed. in Postsecondary Administration and Student Affairs, Megan worked in a psychology lab which focused on cultural competency, in judicial affairs, and in residential education. After graduation, she took a position at UCLA as the Associate Director of the Riordan Programs, an outreach office helping disadvantaged and underrepresented students pursue a career in management. Wanting to return to Orange County, she began working at UCI as an Academic Counselor in the School of the Arts. After 6+ years, she decided it was time to help a new population of students, faculty, and staff and came to the School of Nursing in July of 2019. Her passions include helping people find and pursue their passions and increasing equity and inclusion in higher education.

Chanelle Guillaume, M.Ed. (she, her, hers)
Academic Counselor | DNP, PhD
cguilau@uci.edu | x1549

Zot zot zot! Chanelle is a UCI ’14 alumna and graduated with a degree in Psychology and Social Behavior and two minors in Art History and Asian American Studies. This desert girl from Coachella Valley decided to brave the cold Massachusetts weather for two years as she studied at the University of Massachusetts Amherst obtaining her M.Ed in Higher Education and working as a Study Abroad Advisor. Fun fact! Her Masters program required her to work at a different university and she worked at Texas Christian University for five months within Residence Life and Conference Services. After graduating, she taught English at elementary and middle schools in Niigata, Japan while on the JET Program. Chanelle decided it was time to return to California and worked at the CSU Chancellors Office serving as the system-wide Study Abroad Advisor for all 23 CSU universities, and then wanted to work with a broader range of students, transitioned into health sciences academic advising at Cal State LA, where she worked closely with nursing students. Wanting to continue to support nursing students, Chanelle joined UCI SON in Winter ’19 and serves as an advisor to nursing doctoral students.

Kim Cattarusa-Bernard, M.Ed. (she, her, hers)
Academic Counselor | BS, MEPN
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Kim is originally from the East Bay Area in Northern California, but left the fog and sweater-weather for sunny Southern California where she received her B.A. in Psychology with a minor in Neuroscience from UCLA. After she graduated, Kim worked at UC Berkeley in academic advising and curriculum coordination within their College of Natural Resource Office of Instruction and Student Affairs as well as the Fall Program for Freshmen, a small learning community for first-year students. She eventually returned to her alma mater and graduated from UCLA’s M.Ed. in Student Affairs program and, more recently, she worked in the Vice Chancellor for Student Affairs office. Kim enjoys working directly with students in small schools within larger public university settings, diving into academic policy and organizational structures, and helping students strategically plan their time at UCI to support their holistic development. She joined the UCI SON Student Affairs team in Fall 2019 and is excited to work with students who are passionate about healthcare.

Cherry Chan (she, her, hers)
Student Affairs Officer | Events, Evaluations, Scheduling
chuimc@uci.edu | x0419

Cherry is originally from Hong Kong and came to the US in 1999. She earned her BS in Communications in 2002 from Cal State Fullerton and achieved a project management certificate from UCI in 2010. She has over 15 years of event planning and project management experience.
WHAT WE DO

HELPFUL LINKS

UCI Catalogue
http://catalogue.uci.edu/

Registrar Website
https://www.reg.uci.edu/

How to submit grade changes
https://www.reg.uci.edu/faculty-staff/gradechanges-faculty.html

Reporting Academic Dishonesty
https://aisc.uci.edu/faculty-staff/index.php

UCI Services for Students
https://studentaffairs.uci.edu/services-for-students/

UCI Counseling Center
https://counseling.uci.edu/

UCI Disability Services Center
https://dsc.uci.edu/

Graduate Division
https://www.grad.uci.edu/

UCI Qualtrics Survey Tool
http://surveys.oit.uci.edu/

FOR STUDENTS

Academic Policy and Planning
- Course planning (quarterly, 2-year, & 4-year)
- Review major & UCI degree requirements
- Interpret the UCI Catalogue & clarify UCI & UCI SON policies & procedures
- Confirm registration & academic calendar deadlines
- Monitor student progress
- Degree checks & certify degrees

Student Support and Advocacy
- Meet with students for walk-in &/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 student’s rights
- Create programming to provide a supportive & inclusive environment
- Advise students on subjects including personal, professional, & educational goals
- Act as liaison with Grad Division

Programming and Event Planning
- Organize new student orientation for all students
- Organize Commencement, Grad hooding, Recognition 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

Student-Faculty Communication and Support
- Send emails to students on behalf of faculty
- Assist faculty/instructors with student issues
- Organize scholarship process for all students

Admissions, Grading, and Licensure
- Organize & open student evaluations
- Manage graduate & change of major admissions
- Manage admissions offers & academic student employment offers (TA, GSR, etc.)
- Coordinate BRN/NCLEX process for students

FOR OUTREACH

- Organize & facilitate open houses & information sessions for recruitment
- Create promotional material & advertising
- Attend healthcare recruitment fairs
- Outreach to underrepresented populations to educate about the nursing profession and create pathways for a more diverse workforce
- Table at UCI admissions recruitment & yield events
- Meet with prospective students, families, & school groups & give tours & presentations
- Manage NSSAO & GNSAO email inboxes responding to prospective student inquiries
- Assist with Nursing Camp in Summer