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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We're here with you every step of the way!
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
- Manage Nursing Camp in Summer
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