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.

Megan Enciso, M.Ed.  
(she/her/ella)  
Director of Student Affairs  
menciso1@uci.edu

Alejandra Gutiérrez, M.A.  
(she/her/ella)  
Doctoral Programs Manager  
DNP, PhD  
a.gutierrez@uci.edu

Kim Cattarusa-Bernard, M.Ed.  
(she/her/hers)  
Prelicensure Programs Manager  
BS, MEPN  
kcattaru@uci.edu

Jennifer Garcia, M.S.  
(she/her/ella)  
Undergraduate Academic Advisor  
jenng21@hs.uci.edu

Cely Dean  
(she/her/hers)  
Administrative Specialist |  
Events, Evaluations, Scheduling  
adean@hs.uci.edu

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

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

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
Sue and Bill Gross School of Nursing
854 Medical Sciences Quad
Irvine, CA 92697

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

Phone: (949) 824 - 1514
Fax: (949) 824 - 0470

Undergraduates: nssao@uci.edu
Graduates: gnsao@uci.edu

Website: 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