**General Questions?**
- **Graduate Programs (PhD, MSN, NP)**
  - Undergraduate Program (BSN)
  - MHLPe Seniors Care (MEL/MHLP Office)
  - MHLPe Clinical Ed (MEL/MHLP Office)

**Who Can Help?**
- **Emily Cole (Graduate Administrative Assistant)**
  - Programs: MSN, MPH/MSN, MN-NP, PhD
  - email: emily.cole@ubc.ca
  - Manages: student.services@nursing.ubc.ca
  - academic.support@nursing.ubc.ca
  - doctoral.exams@nursing.ubc.ca

- **Vladimir Petchkovsky (Undergraduate Administrative Assistant)**
  - Programs: BSN, non-BSN Elective Courses
  - v.petchkovsky@ubc.ca
  - Manages: bsnprogram@nursing.ubc.ca,
  - student.services@nursing.ubc.ca

- **Akiko Kobayashi (BSN Admissions Coordinator)**
  - Programs: BSN
  - akiko.kobayashi@ubc.ca
  - Manages: information@nursing.ubc.ca

- **Gino Kim (Graduate Programs Officer)**
  - Programs: MSN, MPH/MSN, MN-NP, PhD
  - gino.kim@ubc.ca

- **Rana Hakami (Manager, Student Services)**
  - rana.hakami@ubc.ca
  - Manages: awards@nursing.ubc.ca

- **Kelly Southam (Records & Scheduling Assistant)**
  - Programs (Records): BSN
  - Programs (Scheduling): All NURS Courses
  - kelly.southam@ubc.ca

**What Can They Help You With?**
- **Graduate Program Administration:**
  - Graduate student assistance & academic support
  - Doctoral exams requirements & milestones
  - Graduate Student E-Newsletter Blog
  - Grad Student Education Verification (Alumni)

- **Undergraduate Program Administration**
  - BSN & Non-BSN NURS Elective Student inquiries
  - BSN Announcements Blog
  - TA and Clinical Instructor Access (NURS Courses)

- **Admissions Related:**
  - Prospective student inquiries
  - Admissions eligibility & requirements
  - Application support for prospective students

- **New student inquiries**
  - Program brochures & recruitment materials

- **Awards and Scholarship inquiries (Grad & BSN)**
- Navigating UBC, academic policies & procedures
- School-wide student groups and initiatives
- Student Evaluation of Teaching (SEoT)

- **BSN Records Related:**
  - BSN Student Records & Out of Sync Progression
  - BCCNP Employed Student Registrant Forms
  - ESN Letter of Good Standing
  - BSN Program Completion
  - BCCNP confirmation of enrolment 10.1
  - BSN Educational Verification (Alumni)

- **Course Scheduling Related (All NURS Courses):**
  - Classroom and Exam scheduling for all NURS Courses

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**UBCNURSING CLINICAL PRACTICE PLACEMENT**

**Who Can Help?**
- **Shazeen Hasham (BSN Placement Coordinator)**
  - Programs: BSN Clinicals & Preceptorships
  - shazeen.hasham@ubc.ca
  - Manages: bsn.placements@nursing.ubc.ca

- **Chris Sale (Graduate Placement Coordinator)**
  - Programs: MN-NP, MHLPe-CE & MSN Practica
  - chris.sale@ubc.ca

- **Hammond Yau (Practice Education Coordinator)**
  - Program: BSN Clinical Instructor Recruitment
  - hammond.yau@ubc.ca

- **Natalie Chambers (Manager, CPPU)**
  - n.chambers@ubc.ca

**What Can They Help You With?**
- **Clinical Practice Placement Related:**
- Clinical placements inquiries
- Clinical placements requirements
- Placement systems (HSPnet & PeP)

- **Clinical Practice Placement Related:**
- Clinical placements inquiries

- **Clinical Instructor Recruitment Related:**
- Recruiting, onboarding & orienting Clinical Instructors
- Clinical experience evaluation and follow-up

- **CPPU Administration & Supervision Related:**
- Oversees all activities related to clinical practice,
- Clinical placements and CPPU administration.
- Streamlines policies, procedures & processes
- Supports and supervises the CPPU team.