**UBCNURSING STUDENT SERVICES OFFICE**

* Please note that due to the UBC COVID-19 response, all Student Services and Clinical Practice Placement support is being handled remotely via email or virtual appointments.

### General Questions?

Graduate Programs (PhD, MSN, NP)
Undergraduate Program (BSN)
MHLP Seniors Care (MEL/MHLP Office)
MHLP Clinical Ed (MEL/MHLP Office)

### Who Can Help?

**Emily Chan** (Graduate Administrative Assistant)
Programs: MSN, MPHMSN, MN-NP, PhD
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**Gino Kim** (Graduate Programs Officer)
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**Rana Hakami** (Manager, Student Services)
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**Kelly Southam** (Records & Scheduling Assistant)
Programs (Records): BSN
Programs (Scheduling): All NURS Courses
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**Vladimir Petchkovsky** (Undergraduate Administrative Assistant)
Programs: BSN, non-BSN Elective Courses
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**Akiko Kobayashi** (BSN Admissions Coordinator)
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**Chris Sale** (Graduate Placement Coordinator)
Programs: MN-NP, MHLP-CE & MSN Practica
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**Hammond Yau** (Practice Education Coordinator)
Program: BSN Clinical Instructor Recruitment
hammond.yau@ubc.ca

**Natalie Chambers** (Manager, CPPU)
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### 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

**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

### UBCNURSING CLINICAL PRACTICE PLACEMENT UNIT

**Who Can Help?**

**Shazeen Hasham** (BSN Placement Coordinator)
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**Chris Sale** (Graduate Placement Coordinator)
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**Hammond Yau** (Practice Education Coordinator)
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**Natalie Chambers (Manager, CPPU)**
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### 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.