

**Sharon Lim – Reception**

Administrative Assistant,  
Graduate Programs  
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**Rachael Gao – Room T248G**

Administrative Assistant,  
Undergraduate Program  
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**Gino Kim – Room T248A**

Graduate Programs Officer  
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**Ruxandra Vasiljevic – Room T248D**

Undergraduate Admissions Coordinator  
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**Kelly Southam – T248E**

Records & Scheduling Assistant  
604.822.7489  
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**Rana Hakami – Room T248B**

Manager, Student Services  
604.822.7497  
rana.hakami@nursing.ubc.ca

## Important Contacts:

### Prospective Students:

Admissions Info (BSN):  
604.822.9754  
information@nursing.ubc.ca

Admissions Info (Grad):  
604.822.7446  
inquiries@nursing.ubc.ca

### Current Students:

BSN: 604.822.7489  
Grad: 604.822.7473  
student.services@nursing.ubc.ca

BSN Document Submission:  
BSN 2016 Cohort Connect Shell

General Questions & Feedback?  
604.822.7497



How can we  
help you?

Your Guide to the 2017

# Student Support Office

## Rana Hakami

### Manager Student Services

- Manage staff & operations of Student Services
- Oversee management of Awards for all programs
- Liaise with Grad Program Coordinators & BSN Level Coordinators to maintain systems of student records & progression tracking and create protocols to carry out the policies of the academic programs
- In collaboration with SSO team, create systems of support for graduate & undergraduate students with registration, and progression through their program
- In collaboration with the SSO team, provides referrals to the appropriate resources on campus
- Support the efforts & events of the GSNA & the NUS
- In collaboration with the SSO team, executes orientation events and graduation celebrations for all programs

## Kelly Southam

### Records & Scheduling Assistant

- Course room bookings & timetables for both undergrad & grad programs
- Sets up student registration for all programs
- Maintain student records in the BSN program
- Prepare accreditations documents for BSN alumni
- Supports the BSN progressions committee and facilitates action on student progression decisions
- Student ESN Letter of Good Standing
- BSN 2016 Cohort Connect Shell administrator
- BSN Announcements Blog administration

## Gino Kim

### Graduate Programs Officer

- Recruitment for both graduate & professional programs
- Evaluate all graduate & professional program applications with admissions committees
- Manage admissions databases (evison, SISC) & prepare application files for review by each Admissions Committee
- Liaise with Grad Studies and other UBC departments on all admission and recruitment aspects
- Provide clear, professional, and accurate consultation to prospective and current students regarding: University admission, academic policies and procedures, academic schedules
- Coordinates all professional practice (clinical) placements at the graduate level

## Ruxandra Vasiljevic

### Undergraduate Admissions Coordinator

- Responding to inquiries regarding current admission requirements for the BSN program
- Process, create /maintain applicant databases
- Coordinate application review for BSN Program
- Providing applicant support: advising applicants about required information to complete the application process; resolving inconsistencies in application files; monitoring files with prerequisite courses in progress; informing applicants of admission decision
- Administering the PLAR review process for human anatomy and physiology courses
- Planning and organizing the CASPER process
- Communication with new incoming students

## Sharon Lim

### Program Assistant, Graduate Programs

- Provides clerical and logistical support to the Associate Director, Grad Programs & Grad Programs Committee
- Maintains the graduate library & facilitates student access
- Processes all student academic requests with G+PS
- Editor of the graduate student e-newsletter
- Administers course evaluation for all grad programs
- Clerical & logistic support to the Masters of Health Leadership & Policy (MHLP) Program & Program Director
- Grad & Professional programs communication

## Rachel Gao

### Undergraduate Administrative Assistant

- Assists in the day-to-day running of the BSN program (CoursEval, textbooks and desk copies, meeting support, student assistance, syllabi collection and storage, curriculum review, etc.)
- Supports the Associate Director and the BSN Program in the development of academic materials (for curriculum and policy planning)
- Responsible for planning, entering, tracking, and administering BSN Placements in HSPnet and PeP as a supporting member of the Clinical Practice Placement Unit (CPPU)
- BSN Announcements Blog administration support & student communication

**Don't know who to ask?**  
**[student.services@nursing.ubc.ca](mailto:student.services@nursing.ubc.ca)**  
**& we'll help you!**