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

Sharon Lim – Reception
Administrative Assistant, Graduate Programs
604.822.7473
sharon.lim@ubc.ca

Rachael Gao – Room T248G
Administrative Assistant, Undergraduate Program
604.822.7446
rachel.gao@ubc.ca

Gino Kim – Room T248A
Graduate Programs Officer
604.822.7446
gino.kim@ubc.ca

Ruxandra Vasiljevic – Room T248D
Undergraduate Admissions Coordinator
604.822.9754
ruxandra.vasiljevic@nursing.ubc.ca

Kelly Southam – T248E
Records & Scheduling Assistant
604.822.7489
kelly.southam@nursing.ubc.ca

Rana Hakami – Room T248B
Manager, Student Services
604.822.7497
rana.hakami@nursing.ubc.ca
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

Gino Kim
Graduate Programs Officer
- Recruitment for both graduate & professional programs
- Evaluate all graduate & professional program applications with admissions committees
- Manage admissions databases (evision, 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

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

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Jason Kim
Graduate Programs Officer
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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
& we’ll help you!