

Graduate Nursing Student Affairs Office

Our Team:

- **Shanshan Hua, Graduate Student Affairs Coordinator**
QY, MScA-Nursing & Advanced Nursing – graduate.nursing@mcgill.ca
- **Ana Tomaselli, Graduate Student Affairs Coordinator**
MScA-NP, and PhD – graduate2.nursing@mcgill.ca
- **Petra Gaiser, Student Affairs Officer** - student-affairs-officer.nursing@mcgill.ca



What we do:

- First Point of Contact
- Answer your questions on policies and procedures, assist with registration issues, Inter-University Transfers, exams, degree evaluation, and much more.

Where

- 680 Sherbrooke W., Room 1941

When

- Monday-Friday, 9am-5pm (closed for lunch from noon to 1:30 PM)



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McGILL'S POLICY ON E-MAIL COMMUNICATION WITH STUDENTS

“E-mail routing must be confined to the University’s network, and delivery to the official e-mail address must be verifiable.”

- ✓ Familiarize yourself with the policy available here:
https://www.mcgill.ca/secretariat/files/secretariat/e-mail-communications-with-students-policy-on_0.pdf
- ✓ Always use your McGill-appointed email address when communicating with School faculty and staff
- ✓ Always add your student ID



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ADMINISTRATIVE

- Graduate & Post-Doctoral Studies Policies
 - LOA Policies: <http://www.mcgill.ca/gps/students/progress/leave-vacation>
- Registration
 - Fall/Winter registration
 - Summer registration: you will receive information when registration opens
- Minerva Unofficial Transcript
 - Student tab → Student Records Menu → View Your Unofficial Transcript



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REMINDERS FOR QY STUDENTS

- Name badges
- Pre-clinical preparation:
 - Health Assessment Equipment
 - Dress Code
 - Shoes/Watch
 - Infectious Control Measures
 - Clinical Studies website and Graduate Handbook

Note: The Professionalism Ceremony will be held on September 15. Attendance is mandatory.



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