

Nursing Student Affairs Office (NSAO)



Undergraduate Nursing Student Affairs Team

Who: Petra Gaiser
Student Affairs Officer

Cassandra Wilken, Melanie Kakuli,
Undergraduate Student Affairs Coordinators

What we do: Student Advising, oversees all NSAO activities and both undergraduate and graduate teams.
Advising for all undergraduate students, Students in distress, request for leave of absence and more

Answers your general inquiries such as registration, degree requirements, course changes and schedules, procedures for withdrawal, exam schedules and conflicts, deferred & supplemental exams, and more

Where: 680 Sherbrooke, Room 1944

680 Sherbrooke, Room 1941

When: By appointment or scheduled drop in:
Monday to Friday, 8:30 AM to 4:30 PM

Drop in from:
Monday to Friday, 8:30 AM to 4:30 PM

How to reach us: student-affairs-officer.nursing@mcgill.ca

Tel: 514-398-4159

undergraduate.nursing@mcgill.ca

Tel: 514-398-3784

We are your first stop for student affairs, student services and student advising



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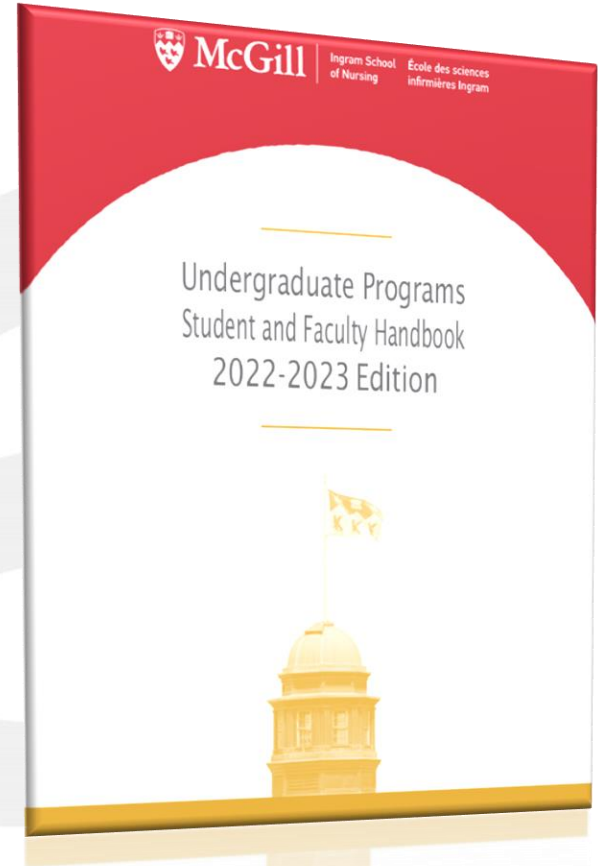
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Undergraduate Student Handbook



https://www.mcgill.ca/nursing/files/nursing/undergraduate_student_handbook_2022-2023.pdf

- Mission, Vision, Organigram of the Ingram School of Nursing
- Program details
- Registration and study guidelines
- Scholarships and awards
- Clinical studies
- Assessment and academic standing
- Graduation and licensure (registration to practice)



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Registration Problems?



Important Reminder: Follow the course of study

Registration holds:

Please ensure that you have submitted all of the necessary documents, completed all of the forms and complete “it takes all us” course.

To resolve registration holds you can review your holds in Minerva:

- SR Menu
- Registration Menu
- Review Holds and Warnings

Activate your McGill Student email account (your name@mail.mcgill.ca)

Send us an email with the screen shot of the error message to:

undergraduate.nursing@mcgill.ca

Always include the following information when you contact us:

- Your Name
- Your McGill ID
- Your registration need/request
- Screen shot of the error message



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Key Resources

Undergraduate Nursing Students Affairs Office (NSAO)

➤ undergraduate.nursing@mcgill.ca

Program Directors & Assistant Program Directors:

- Lia Sanzone & Amanda Cervantes (BScN)
- Oxana Kapoustina and Kimani Daniel (BNI-On Campus)

The WELL Office

➤ <https://www.mcgill.ca/thewelloffice/>



Student Services (Brown Building)

- Physical and mental health services
- Student Accessibility & Achievement (formerly known as OSD)
- Career Planning Service (CAPS)

NPMP

➤ [Nurse Peer Mentorship Program Form](#)



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Important dates & events

Add/drop deadlines:

Fall term: September 13th

Winter term: January 17th

Deadline to withdraw from courses with refund:

Fall Term: September 20th

Winter Term: January 24th

Deadline to withdraw from courses without refund:

Fall term: October 25th

Winter term: March 7th

Professionalism Ceremony: September 15th 2022

Please note that this is a mandatory event

Key Academic dates: <https://www.mcgill.ca/importantdates/>

Holidays



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OTHER FIRST-YEAR RESOURCES

McGill 101 – your first year at McGill University

Master Full-Year Checklist: [Your First Steps: Pre-Arrival Information & Resources | Your First Year at McGill - McGill University](#)

CL&E's First-Year Website: [Your First Year at McGill - McGill University](#)

- Undergraduate Orientation
- Your First Year (& McGill essentials)
- Montreal essentials

New Students' Website: [I've Been Accepted - McGill University](#)

Student Information: [Resources and Services for Students | McGill University](#)

- Everything you could possibly want to know as a McGill student

Get Involved: www.mcgill.ca/engage

CL&E Webinars: [Webinars | Your First Year at McGill - McGill University](#)

Held throughout the summer, designed to connect you with McGill experts on Budgeting, Housing, getting Involved, & Academic Culture



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Important Websites

- ✓ [Students | Ingram School of Nursing - McGill University](#)
- ✓ [Bachelor Programs | Ingram School of Nursing - McGill University](#)
- ✓ [Student Handbooks | Ingram School of Nursing - McGill University](#)
- ✓ [Requirements - Clinical Studies | Ingram School of Nursing - McGill University](#)
- ✓ [Roles and responsibilities | Ingram School of Nursing - McGill University](#)



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