

# Graduate Nursing Student Affairs Office

## Our Team:

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



**McGill**

Ingram School  
of Nursing

École des sciences  
infirmières Ingram

# 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](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



McGill

Ingram School  
of Nursing

École des sciences  
infirmières Ingram

# ADMINISTRATIVE

- Graduate & Post-Doctoral Studies Policies
  - LOA Policies: <http://www.mcgill.ca/gps/students/progress/leave-vacation>
  - Note: Qualifying Year students CANNOT request for LOA. They need to request for Withdrawal first and request for Readmission once ready to return.
- 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



McGill

Ingram School  
of Nursing

École des sciences  
infirmières Ingram

# 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.



McGill

Ingram School  
of Nursing

École des sciences  
infirmières Ingram