

## Meet Your Student Affairs, Equity and Inclusion Program Manager

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Title: Graduate Program Manager

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### 1. Describe your role working with students. How can you help students now and in the future?

As your Program Manager I serve as an administrative advisor, working with issues outside of the classroom. I can take care of registration and enrollment issues, support with financial aid or questions regarding the tuition statement, and sign paperwork for outside entities needing your verification as a graduate nursing student. Although I manage many different functions, my primary role is to know the processes, procedures, and rules of the University and College. Your overall academic guidance will come from your faculty advisor, but I will be the one to contact for any problems related to the registration or enrollment process.

I am happy to support you in learning what department or person can help you with your issue. If you have a question and are not sure who to direct it to, feel free to start with me and I can connect you to the right person or resource.

### 2. What is your advice for incoming students?

I highly recommend checking in with your Program Manager if you have a question about something rather than guessing or asking other students. Circumstances, rules and events change, and your Program Manager will have the most up-to-date information. It is never a bother; that is why your Program Manager is here!

### 3. How can students make the most of the Virtual Admit Packet?

- Read through everything once before taking action, writing down questions along the way. Your questions may be answered in a later section, but if they are not please let me know.
- Prioritize on taking action on the post-admission and compliance information. Next focus on registering for classes.
- Revisit the Virtual Admit Packet several times between now and the beginning of the program. The information will stay consistent, but the intent of this packet is to remind you of what needs to be completed and provide for a self-paced guide on your way to becoming a graduate nursing student. Any changes to the information will be sent to you via email.