

## Student FAQs about Student Services

August 31, 2016

### 1. What questions can the Undergraduate Advisors help me with?

Contact the advisors either via email at [UMSN-UndergradAdvisors@med.umich.edu](mailto:UMSN-UndergradAdvisors@med.umich.edu) or via phone at 734-764-0092.

- a. Academic concerns
- b. Registration questions, including overrides
- c. Electives and the number of electives needed
- d. Minors
- e. Double majors
- f. Study abroad
- g. Transferring credits
- h. Taking classes at another institution
- i. Taking a leave of absence
- j. New MCards
- k. Education verification
- l. Kaplan
- m. NCLEX
- n. Personal issues impacting your academics

### 2. What questions can the Graduate Advisors help me with?

Contact the advisors either via email at [UMSN-GradAdvisors@med.umich.edu](mailto:UMSN-GradAdvisors@med.umich.edu) or via phone at 734-615-6154.

- a. Academic concerns
- b. Registration questions, including overrides
- c. Program Plan questions
- d. Transferring credits
- e. Taking classes at another institution
- f. Fulfilling the statistics requirement
- g. Health Informatics Certificate
- h. Global Health Concentration
- i. Occupational Health Concentration
- j. Certificate in Nursing Education
- k. Taking a leave of absence
- l. Study abroad
- m. New MCards
- n. Education verification
- o. Professional certification
- p. Personal issues impacting your academics

### 3. How do I make an appointment to see an advisor?

You can reach our **Undergraduate Advising Team** Members Lyndsey Coleman and Rachel Patterson at [UMSN-Undergradadvisors@med.umich.edu](mailto:UMSN-Undergradadvisors@med.umich.edu) or by calling 734-764-0092.

You can reach our **Graduate Student Advising** Team Members Julie Stilber and Ryan Shell at [UMSN-GradAdvisors@med.umich.edu](mailto:UMSN-GradAdvisors@med.umich.edu) or by phone by calling 734-615-6154.

**4. Who can answer my questions about clinical placements?**

**Undergraduate** students should contact Kate Wood at [UMSN-UndergradClinicalPlacements@med.umich.edu](mailto:UMSN-UndergradClinicalPlacements@med.umich.edu) or via phone at 734-764-0092.

**Graduate** students should contact Anne Marie Garbinski who manages the clinical placement processes and she is assisted by Theresa Davis. They can be reached at the general email [UMSN-GraduateClinicalPlacement@med.umich.edu](mailto:UMSN-GraduateClinicalPlacement@med.umich.edu) or by calling 734-763-7304.

**5. Who can answer my questions about compliance?**

**Undergraduate** students should contact [UMSN-UndergradCompliance@med.umich.edu](mailto:UMSN-UndergradCompliance@med.umich.edu) or via phone at 734-764-0092.

**Graduate** students should contact Anne Marie Garbinski who manages the compliance process, and assisted by Theresa Davis. They can be reached at the general email at [UMSN-GraduateClinicalPlacement@med.umich.edu](mailto:UMSN-GraduateClinicalPlacement@med.umich.edu) or by calling 734-763-7304.

**6. I think I may need accommodations in my class, who do I contact?**

You should [register with Services for Students with Disabilities](#) (SSD) as soon as possible. Once you have a verified individualized accommodation form from SSD, turn in a copy of the signed form to the SNB front desk (or email a copy to [UMSN-Proctor@med.umich.edu](mailto:UMSN-Proctor@med.umich.edu)). You must then show the letter to each of your UMSN instructors (including your PNE instructors) and have them sign the UMSN SSD Letter Confirmation. The signed confirmation forms will also need to be turned into the SNB front desk (or emailed to [UMSN-Proctor@med.umich.edu](mailto:UMSN-Proctor@med.umich.edu)). The process of notifying your instructors and having them sign the confirmation forms will need to be completed at the beginning of each term. Once the forms have been turned in, the UMSN Proctoring Team will work with you and your instructors to coordinate times, proctors and space for your accommodated exams.

**7. Can students reserve classrooms?**

Yes. Students may email [UMSN-ClassroomRequests@med.umich.edu](mailto:UMSN-ClassroomRequests@med.umich.edu) to request the use of one of the classrooms for academic purposes. There are two open proctor rooms on the 3<sup>rd</sup> floor that are open 24 hours and they are first-come, first-served for students wishing to use them to study.

**8. How can I get an official transcript?**

The Office of the Registrar can assist with this request. Check their site online to learn [how to order a transcript](#).

**9. If I need a recommendation letter from my Program Director or Dean, who do I contact?**

For **undergraduate students** please contact the specific faculty member you are using as a reference for scholarships and or on applications. For other needs you can email [UMSN-UndergradAdvisors@med.umich.edu](mailto:UMSN-UndergradAdvisors@med.umich.edu) and they can triage your request to get it to the right place.

For **graduate students** please contact the specific faculty member you are using as a reference for scholarships and or on applications. For graduation verification or certification you can email [UMSN-](#)

[GradAdvisors@med.umich.edu](mailto:GradAdvisors@med.umich.edu) and they can triage the request to the correct individual within the graduate program office.

**10. How can I learn more about your programs?**

There is an [overview](#) online of each of the undergraduate and graduate programs offered at the School of Nursing. Additional FAQs are available for each program [here](#). We also encourage you to register to visit us and learn more about our programs at an [information session](#).

**11. What are the application requirements?**

The application requirements vary depending on the degree type as do the deadlines. For more details on the submitting an application, the first step is to [review these details](#). If you need clarification, please contact us via phone or email per the contact information list in the next question.

**12. Who do I contact if I have other questions?**

Prospective freshmen should contact the Admissions team at [UMSN-UndergradAdmissions@med.umich.edu](mailto:UMSN-UndergradAdmissions@med.umich.edu) or via phone at 734-763-5985

Prospective master's students should contact the Admissions team at [UMSN-MastersAdmissions@med.umich.edu](mailto:UMSN-MastersAdmissions@med.umich.edu) or via phone at 734-763-5985

Prospective DNP students should contact the Admissions team at [UMSN-DNPAdmissions@med.umich.edu](mailto:UMSN-DNPAdmissions@med.umich.edu) or via phone at 734-763-5985

Prospective PhD students should contact the Admissions team at [UMSN-PhDAdmissions@med.umich.edu](mailto:UMSN-PhDAdmissions@med.umich.edu) or via phone at 734-763-5985