Undergraduate Program Team

Professor Andrea Brennan-Hunter  
**Associate Dean**

Jennifer Bishop  
**Secretary to the Associate Dean**

Professor Krista Collett  
**Coordinator – Years 3 & 4 YO + Year 2 FT**

Professor Nicole Lewis-Power  
**Coordinator – Years 1 & 2 YO + Year 1 FT**

Ms. Marion Cochrane  
**Academic Program Administrator**

Ms. Andrea Watkins  
**Clinical Placement Coordinator**

Ms. Alison Maddigan-Cox  
**Clinical Program Administrator**

Ms. Daisy Baldwin
Ms. Megan Carey
Ms. Leah Healey
Ms. Kristelle McSween (on leave until Winter 2019)

**Learning Resource Centre Instructors**

Ms. Alison Maddigan-Cox  
**Clinical Program Administrator**

Ms. Daisy Baldwin
Ms. Megan Carey
Ms. Leah Healey
Ms. Kristelle McSween (on leave until Winter 2019)

Do you have a question regarding the courses and your progress in the program?  
Contact:

**Ms. Marion Cochrane, Academic Program Administrator**  
Email: m.cochrane@mun.ca  
Room: H-3466  
Telephone: 709-864-4804

After consultation with the Academic Program Administrator, you may be referred to the Associate Dean, Undergraduate Programs to further discuss your inquiry.

Academic Inquiries would include:

- General questions about Program Planning/Course Sequencing
- Course Registration Problems
  - Nursing
  - Non-nursing: Contact the specific academic department (e.g., Biochemistry, English, Psychology)
- Course Equivalencies and Substitutions
- Challenge for Credit
- Course Change Forms (Course Drop and/or Add)
- Nursing Course Pre-requisites and Co-requisites
  - Psychology 1000 required for N1015
  - Math Requirement for N2004
  - Statistics 2500 or equivalent, or Education 2900 required for N3104
- Permission to Register for Additional Credits Hours (course load waiver)
- Examinations: Deferral and Supplementary
- Dean's List
- Application for Transfers:
  - From 4-Year Option to Fast-Track Option
  - From Fast-Track to 4-Year Option
  - To WRSON or CNS

If you have questions regarding the **items below**, contact the **Registrar’s Office** (as applicable):

- Transfer Credits transfer.credit@mun.ca
- Program or Degree Audit nursing_registrar@mun.ca
- Re-read of Final Examination
- Important Dates (e.g., Registration, Course Drop and Add dates)  
  https://www.mun.ca/regoff/
- Convocation http://www.mun.ca/regoff/graduation/
Do you have a question regarding the planning for your clinical courses?
Contact:

Ms. Alison Maddigan-Cox, Clinical Program Administrator
Email: amaddigancox@mun.ca  Room: H-3468  Telephone: 709-864-8352

After consultation with the Clinical Program Administrator, you may be referred to your Clinical Instructor, Course Leader, one of the Coordinators for BN (Collaborative) Program and/or the Associate Dean for Undergraduate Programs to further discuss your inquiry.

Clinical Inquiries would include:

- Pre-Clinical Requirements
  - CPR/Standard First Aid
  - Immunization Records and Titre Blood Work Reports
  - TB Skin Testing
  - Certificate of Conduct and Vulnerable Sector Check
  - PHIA and Oath of Confidentiality Forms
- Request for Copies of your Non-academic Information (e.g., immunization record, TB skin testing)
- Clinical Dress Code
- Reporting a lost Clinical ID Card or Name Tag

If you have questions related to the items listed below, contact:

Ms. Andrea Watkins, Clinical Placement Coordinator
Email: andrea.watkins@mun.ca  Room: H-3471  Telephone: 709-864-8507

- Meditech and Long-Term Care Passwords
- Pyxis Access
- Programming of Clinical ID Card for Clinical Unit Access
- HSPnet Access
- Clinical Course Start/End Dates and Hours
- Clinical Placement Requests/Clinical Area Assignment

Learning Resource Centre and CAHILL Nursing Simulation Room

Do you have a question related to the Learning Resource Centre?
Contact a Learning Resource Centre Instructor:

Ms. Daisy Baldwin
Email: daisy.baldwin@mun.ca  Room: H-2914  Telephone: 709-864-3147

Ms. Megan Carey
Email: megan.carey@mun.ca  Room: H-2933  Telephone: 709-864-6121

Ms. Leah Healey
Email: lahealey@mun.ca  Room: H-2933  Telephone: 709-864-3118

Learning Resource Centre Inquiries would include:

- Items to Bring to the Lab (e.g., stethoscope)
- Dress Code
- Practice Hours
- Practicum Exam Schedules
- Practicum Re-tests
- Glucometer Training for the Clinical Setting
- Mask fit testing (N95 respirators)

If you have questions related to the CAHILL Nursing Simulation Room, contact:

Ms. Daisy Baldwin
Email: daisy.baldwin@mun.ca  Room: H-2914  Telephone: 709-864-3147

CAHILL Nursing Simulation Room Inquiries would include:

- Items to Bring to the Simulation Room
- Dress Code
- Simulation Schedule
**Scholarships, Awards, and Bursaries**

Do you have a question regarding scholarships, awards, and bursaries?

First check the website [http://www.mun.ca/regoff/calendar/sectionNo=SCHO-0589](http://www.mun.ca/regoff/calendar/sectionNo=SCHO-0589)

Contact:
Ms. Marion Cochrane, Academic Program Administrator  
Email: m.cochrane@mun.ca  
Room: H-3466  
Telephone: 709-864-4804

After consultation with the Academic Program Administrator, you may be referred to the Chair, MUNSON Scholarships and Awards Committee.

Scholarships, Awards, and Bursaries Inquiries would include:

- Availability of Scholarships, Awards, and Bursaries
- Criteria for Scholarships, Awards, and Bursaries (e.g., Am I eligible to apply?)
- Application for Scholarship, Award, and/or Bursary
- Documentation to support your application (i.e., student letter, faculty reference)
- Scholarships and Awards Ceremony

**Note:** Descriptions of Scholarships, awards, and bursaries indicate that they are awarded on the recommendation of the Dean, School of Nursing. To meet this requirement, you do not have to obtain any additional documentation from the Dean. As part of the nomination process, the Dean or delegate approves the nominations for MUN School of Nursing.

**ATI**

Do you have a question regarding ATI or NCLEX?

Contact one of our ATI/NCLEX Committee members:

- **Professor Nicole Lewis-Power,**  
  Email: nicolelewis@mun.ca  
  Room: H-2946  
  Telephone: 709-864-2958

  Or

- **Professor Mary Bursey,**  
  Email: mbursey@mun.ca  
  Room: H-3477  
  Telephone: 709-864-4552

If you have a question regarding the items listed below, contact:

- Jennifer Bishop  
  Email: janneb@mun.ca or nursundergrad@mun.ca  
  Room: H-3469  
  Telephone: 709-864-4626

Inquiries to the Secretary would include:

- Scheduling or Re-scheduling an Appointment with the Associate Dean, Undergraduate Program
- Request to Send Emails to other MUNSON Classes through the List Service
- Request for Verification of Enrollment (e.g., For student aid)
- Student Contact Information (e.g., Update contact information, Change of name)
- Ordering and Pick Up of your Name Tag
- Graduation Ceremony
- Accommodation in Classroom Courses

If you are considering or need a change in your program status (e.g., Leave of Absence, Course Failure, Program Withdrawal), please make an appointment with Professor Andrea Brennan-Hunter, Associate Dean, Undergraduate Program.
If you have questions or issues arising regarding specific Y1 / Y2 / Y1 FT nursing courses you are presently enrolled in and don’t know how to proceed, contact:

Professor Nicole Lewis-Power, Student and Faculty Resource Yr 1+2, Y1 FT
BN (Collaborative) Program
Email: nicolelewis@mun.ca  Room: H-2946  Telephone: 709-864-2958

If you have questions or issues arising regarding specific Y3 / Y4 / Y2 FT nursing courses you are presently enrolled in and don’t know how to proceed, contact:

Professor Krista Collett, Student and Faculty Resource Yr 3+4, Y2 FT
BN (Collaborative) Program
Email: kcollett@mun.ca  Room: H-2942  Telephone: 709-864-2596

If you have a question not included in the topics listed above, consider the following:

Is my question non-clinical or clinical?

Non-clinical Question:
Contact the following in order (as applicable):
- Instructor for Lab or Seminar
- Course Instructor
- Program Coordinator for your Year
- Associate Dean

Clinical Question:
Contact the following in order (as applicable):
- Your Clinical Group Instructor
- Course Leader
- Program Coordinator for your Year
- Associate Dean

Still not sure who to contact?
Email nursundergrad@mun.ca
A member of the Undergraduate Team will get back to you.

This listing will be updated throughout the year if/as contact information changes.
Last update: Feb 14, 2019 [JB]