Individual Responsibilities - Tulsa Student Affairs Staff

Priority activities: Student Recruitment and various Student Activities & Events
Responsible Staff: Dawn Johnson
- Primary contact for Tulsa prospective students
- Primary contact for Tulsa prospective student transcript evaluations
- Coordinate application workshops
- Prerequisite checks and worksheets
- Organize recruitment and advisement of prospective students for all OUCN at Tulsa programs
- Answer prospective student inquiries (drop-ins, phone calls, etc.)
- Provide NLN Exam support for Tulsa prospective CM students
- Provide support with OUCN at Tulsa graduation & convocation related activities
- Other duties as assigned

Priority activities: Student Progression (Enrollment, Clinical Compliance and Tracking, Student/Alumni Activities and Events)
Responsible Staff: Dianne Estes
- Support admission and progression of undergraduate and MSN & doctoral students
- Assist with preparing Tulsa applicant data for AAC review
- Plan and implement Tulsa new student orientations (all programs)
- Support in preparing Tulsa grade rosters, incompletes, grade changes, etc.
- Process Tulsa undergraduate student enrollment
- Provide leadership in planning OUCN at Tulsa graduation & convocation related activities
- Provide leadership in Tulsa Student Leadership Activities
- Provide support with Tulsa undergraduate student enrollment
- Provide advice to OUCN at Tulsa students regarding enrollment related decisions
- Track Tulsa student clinical credentials
  - Drug screens
  - Immunization
  - Background checks
- Other duties as assigned

Priority activities: SA/Faculty Support (Student Recruitment, Student Enrollment, and other support functions)
Responsible Staff: Karen Mitchell
- Assist with answering prospective student inquiries (drop-ins, phone calls, etc.)
- Provide support in reserving Tulsa rooms and lab space
- Process OUCN Tulsa staff & faculty travel
- Provide support with Tulsa student enrollments (adds, drops, withdrawals, cancellations, etc.)
- Provide support with OUCN at Tulsa graduation & convocation related activities
- Other duties as assigned