

# ARTS STUDENT AFFAIRS

## WHO WE ARE

The Arts Student Affairs Office's mission is to support the academic and personal goals of all Claire Trevor School of the Arts undergraduate and graduate students. Our highly experienced counselors work with all prospective and current students.

## CONTACT US

Office Hours: Monday – Friday  
9 AM - 12 PM & 1 PM - 4 PM

101 Mesa Arts Building  
MAB 101  
Irvine, CA 92697-2775

Phone: 949-824-6646  
Fax: 949-824-4106

Email: [artscounselor@uci.edu](mailto:artscounselor@uci.edu)  
Chat: <https://alive5.com/Nrv33ou>  
Appt: [appointments.web.uci.edu/](https://appointments.web.uci.edu/)

Web: [arts.uci.edu/students](https://arts.uci.edu/students)  
FB: @CTSASStudentAffairs

## PROFESSIONAL STAFF

Amy Lee Kim '04, M.Ed. (she, her, hers)

Director, Arts Student Affairs

[amykim@uci.edu](mailto:amykim@uci.edu) | x45765

Amy is an Orange County native and a long-time Ant eater. She earned her B.A. in English at UC Irvine in 2004 and is an alumna of the Campuswide Honors Collegium (formerly the Campuswide Honors Program). She went on to pursue her graduate studies at the University of Southern California (USC) and earned her M.Ed. in Postsecondary Administration and Student Affairs (PASA). She cultivated her love for the arts through singing and playing the piano and violin. The Student Affairs team in the Claire Trevor School of the Arts was the perfect environment to combine her passion for both the arts and education. Over the last decade, she has enjoyed helping many artists, performers, and creative types navigate their education at UCI. As the Director of Student Affairs, she is committed to each student's development, engagement, and success. When she is not at work, you can find her spending her time with her husband (also a UCI alumnus – ZOT ZOT ZOT!) and two kids, reading a good book, streaming Netflix, or training for the World Series of Poker.

Jennifer Thongnoi Wong, M.Ed. (she, her, hers)

Academic Counselor | Graduate Program Coordinator

[jt.wong@uci.edu](mailto:jt.wong@uci.edu) | x42252

A southern California native, Jenn received her B.A. in Public Relations and Advertising at Chapman University and worked in publicity and marketing in the music, health and wellness, travel, and online gaming industries. Realizing that she wanted a career change to higher education, Jenn earned her M.Ed. in the PASA program at USC. While a graduate student, she worked in orientation, advising, and career advising. After completing her degree, Jenn worked as an international advisor for sponsored Kuwaiti students at the Consulate General of the State of Kuwait. Missing the flurry of student activity on a campus, Jenn returned to USC as an academic advisor and was promoted to assistant director of advising at the USC Annenberg School for Communication and Journalism. In fall 2018, she joined the Arts Student Affairs team and has enjoyed her time at UCI so far. In her spare time, Jenn enjoys binge watching movies and shows, eating, traveling, hanging out with her family, and cheering for her favorite English soccer team, Chelsea F.C.

Martha Martinez '12, M.A. (she, her, hers)

Academic Counselor

[mgmart@uci.edu](mailto:mgmart@uci.edu) | x46647

Martha earned her Bachelor's degrees in Sociology and Chicano/Latino Studies at UC Irvine. Her favorite memory from her undergraduate years is having participated in the Study Abroad program where she had the opportunity to live and study in Italy. In 2015, Martha completed her Master's degree in Leadership Development with an emphasis in Higher Education from Chapman University. In the future, she would like to pursue a doctoral degree in Educational Leadership to continue advocating for students from underrepresented backgrounds. Martha is the former Coordinator of the CalTeach Science and Mathematics program on campus where she helped students navigate the process of receiving a bachelor's and secondary teaching credential. She has a passion for serving others and helping students along their journey in higher education. When she is not at work, Martha loves to explore new places with her family, go on hikes, get in a good work out, go on runs, and spend time enjoying the California weather.

## PEER ACADEMIC ADVISORS 2023-2024

Brenna Farrell '25 | B.A. in Dance, B.S. in Biological Sciences

Laine Matkin, '24 | B.F.A. in Music Theatre, Campuswide Honors Collegium

Daisy Rodriguez '24 | B.A. in Art, B.A. in Education Studies

# WHAT WE DO

## HELPFUL LINKS

### COVID-19 FAQs

[https://www.reg.uci.edu/addl/faq\\_covid.html](https://www.reg.uci.edu/addl/faq_covid.html)

### UCI Catalogue

<http://catalogue.uci.edu/>

### Registrar Website

<https://www.reg.uci.edu/>

### How to submit grade changes

<https://www.reg.uci.edu/faculty-staff/gradechanges-faculty.html>

### Reporting Academic Dishonesty

<https://aisc.uci.edu/faculty-staff/index.php>

### UCI Counseling Center

<https://counseling.uci.edu/>

### UCI Disability Services Center

<https://dsc.uci.edu/>

### Graduate Division

<https://www.grad.uci.edu/>

## FOR INCOMING/CURRENT STUDENTS

- Review major and UCI degree requirements
- Course planning (includes quarterly, 2-year, & 4-year)
- Degree checks and certify degrees
- Interpret the UCI Catalogue and clarify UCI and UCI Arts policies and procedures
- Confirm registration and academic calendar time frames and deadlines
- Explain how to complete honors/departmental scholarship applications
- Provide letters of support to financial aid
- Process unit increase requests
- Meet with students for walk-in and/or scheduled appointments
- Monitor student progress
- Place students on academic probation, contracts, & disqualifications
- Facilitate and route course petitions
- Host advising workshops
- Withdrawals & readmission
- Work Commencement & grad hooding
- New student advisement and registration
- Refer to campus resources
- Act as liaison with Grad Division

## FOR DEPARTMENTS & FACULTY/INSTRUCTORS

- Assist with scheduling
- Guide faculty with curriculum updates for each department
- Send out emails to students with department updates
- Interpret the UCI Catalogue and clarify UCI and UCI Arts policies and procedures
- Assist faculty/instructors with student issues
- Facilitate student petitions
- Review scholarships for undergrad and some grad (not grad funding)
- Participate in recruitment events for UCI Arts including tabling admission fairs, Discover UCI, & Celebrate UCI
- Promote courses for departments
- Act as liaison with Office of Admissions (OARS) & Office of Financial Aid & Scholarships
- Act as liaison with Grad Division
- Coordinate end of year Arts Award Reception
- Refer to campus resources

## FOR OUTREACH & RECRUITMENT

- Attend arts-related off-campus recruitment fairs
- Table at Discover UCI and Celebrate UCI (central admissions yield events)
- Personalized tours of the Arts Campus (conducted by PAAs)
- Intermediary with UCI Admissions and departments