GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE
CINCINNATI, OHIO

POLICY TITLE: <u>REGISTRATION</u>

A. Incoming Students

Registration is held for all incoming students on designated dates prior to each semester.

Incoming students will be grouped by matriculation fee dates and assisted with Web registration for general education courses during the Registration/General College Orientation at the college. Nursing courses will be offered to incoming students as they open, and manually entered by the Registrar's office in the order the student's matriculation fee was received. Incoming students will be notified of registration date(s) in advance. Accommodations will not be made for those incoming students who fail to attend published registration/orientation without notification. A makeup registration will be offered, but the student's priority registration will be limited to open classes at time of the makeup registration.

Incoming BSN students will receive an email with a registration timeframe indicated and an invitation to complete an online tutorial prior to registration. Once the tutorial is completed and all required documentation is received online registration will be opened for each individual student.

When a class is full, the student has the option to be put on the wait list for the course.

Students following the regular curriculum plan will receive priority placement in courses.

Students are allowed to defer/delay enrollment one (1) time. Any further delays will result in change of matriculation date to the date of the most recent delay.

B. Currently Enrolled Students

Web registration is held for currently enrolled students on designated dates each semester starting with students closest to graduation in terms of hours and division in the program. Priority registration will be forfeited if a student does not register during their assigned priority registration period. A late registration fee may be charged for students who fail to register after billing has been completed.

Students making normal academic progress will receive priority registration status according to their hours and division in the program. Students entering the first nursing course will be placed in the course on a space available basis according to the date the matriculation fee was received. This date will be reflected in their priority status at the time of registration.

LPN students who have completed the transition course and all necessary pre-requisites will be placed in NUR 300 on a space available basis.

Students who have been readmitted to the college will be placed in courses on a space available basis.

Students on a waitlist for nursing courses or on probation will lose priority registration status. They must contact the registrar to add classes.

The maximum length a student may be required to be on the waiting list will not exceed two semesters, (unless required courses are not available).

When a class is full, the student will be offered other course/sections to choose from. When a section of a class is full, the student will have the option to choose other sections, if available or wait list

Students may not register for a course for the next semester if they were enrolled in that course in the present semester.

If a student has not met financial obligations for the current semester at the time of registration, the student's registration for the next semester will not be processed and any priority in registration will be forfeited. When outstanding monies are paid, the student's registration will then be processed. If there are no openings in the courses, the student will be placed on the waiting list.

C. Procedure for Registration:

The College will announce the registration period and publish a schedule of courses for each semester. The Registrar’s office will schedule registration periods and set student priority status.

Each student is required to complete his or her registration on the web. The student will be able to print a class schedule immediately after successfully completing registration.

Students may adjust schedules or add courses during the open registration period. After the open registration period ends, students must contact the Registrar's office for add/drops. Students who drop all courses and plan to enroll at a future date will have the matriculation fee date changed to the date courses were dropped.

The Registrar reserves the right to adjust student schedules as needed for pre-requisite and co-requisite course management, clinical section changes, waitlist management and any other conflicts that may arise.

Approved By: Morris Cohen Date: 12/02/2013

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Responsible Committee: Enrollment Management