POLICY #320

TITLE: STUDENT REGISTRATION

New Students
Registration for new students will be scheduled after all Documentation Sessions have been conducted and students will be notified of these dates via email. In addition, students will receive registration information and instructions via email. All tuition and fees are due one week prior to the first day of class.

Enrolled Students
Undergraduate students enrolled in the College of Nursing will pre-register for the following semester in March (for summer courses), April (for fall courses), and November (for spring courses), according to the dates and procedure established for registration.

Any course registration after the deadline must be approved by each course coordinator. There will be a fee charged to students who do not register by the deadline dates. All students will be notified of the registration period through their OSF e-mail. There is no guarantee of placement in classes if the registration occurs after the deadline date.

A student cannot preregister for a course if currently enrolled in that course. A student must have withdrawn or failed a course prior to pre-registering for a previously enrolled course.

If a student is not currently enrolled in a clinical course, but wishes to register for the next clinical course in the progression, the student may request to be put on the waitlist and make a deposit. The deposit will reserve the student’s place on the waitlist and will be applied to the course tuition, if space is available.

If the class remains full and the student is not offered a seat in the class, the student’s deposit may be refunded. If the class is not full and the student decides not to take the seat, the student will not be refunded the deposit.

Reduced Enrollment
The Undergraduate Admission & Progression Committee reserves the right at any time to restrict a new or continuing student’s enrollment, if the Committee feels to do so is in the student’s best interest. Restrictions may include, but are not limited to, part-time enrollment or specific course enrollments. Notice of such restrictions will be sent to the student, Student Affairs, and the student’s advisor.