HOW TO REGISTER FOR ONLINE RN to BSN COURSES

Summer and Fall registration OPEN the first week of APRIL.
Spring registration OPENs the first week of NOVEMBER.

• Sign into Schreiner ONE
• Click on Students tab.
  • **IF YOU HAVE a balance DUE, you must be cleared by the Financial Services 830-792-7303 office before you can register.
  • If you owe a transcript, contact the Registrar’s Office 830-792-7356

• Scroll Down to Registration ADD/DROP
• Complete Personal Information Update and Registration Agreement
If you do not have holds continue to the Add/Drop Course Search

Select the Term you are registering for this example is Fall 2023.
  - You MUST register for sessions A & B at the same time in order to use Financial Aid.
    - EXAMPLE Select
      - Term: Fall 2023 – Fall A (then) Fall B
      - Division: Undergraduate
      - Click: Search
• All courses available for Fall A will pull.

![Registration](image)

• A box □ will appear to the far left of each class listed that are available for GRADUATE students.
  o By clicking on the box  ✔ a check mark will appear.
• MBA students After checking ALL courses for sessions, A and B
  o scroll to then click Add Courses

• NOTE: Courses that do not have a box to the LEFT are NOT in your program
• The screen will then change
  o The checked courses will appear under the **Your Schedule** lists

• **DO NOT PANIC IF YOU MADE AN ERROR**
  o To **remove/Drop** a course simple check the box to the left of the course you plan to drop
  o Then click the button **Drop Course(s)**

• After you click the **Drop Course(s)** button, a message will let you know that the course has been dropped.

• The course will **NO longer** appear under **Your Schedule**

• And a message will appear indicating success.

If you “lay out” a session and cannot register, please fill out a “**Intent to Return Form**”
https://schreiner.edu/academics/academic-resources/Registrar/
DROPPING A COURSE AFTER COURSE HAS STARTED

To drop a course AFTER the course has started:

- Student must send an email from their Schreiner email address.
  - State which course(s) they would like to withdraw from by course code.
  - State a brief reason why.
  - Send the email to all the following:
    - The Registrar: registrar@schreiner.edu
    - Financial Aid: FinancialServices@schreiner.edu
    - RN to BSN: ROliver@schreiner.edu

- The registrar will withdraw the student from the course.
- If using financial aid, the drop may affect the amount of aid the student may keep and it may affect future disbursements of aid. Contact the financial aid department with questions about the student’s specific case. 830-792-7303

The Refund Policy is as follows:

Tuition and fees (excluding commitment fee) are refunded to students who are withdrawing from the University according to the following schedule:

Before classes/through second day of classes............................................................100%
Third through fifth day of classes ...............................................................................75%
Sixth through tenth day of classes .............................................................................50%
After tenth day of classes..........................................................................................0%

For terms shorter than seven (7) weeks, the following schedule will apply:

Before classes and first day......................................................................................100%
Second day..............................................................................................................50%
Third day and after.................................................................................................0%

Students who withdraw from the LSS program will be refunded a portion of the LSS fee based on the percent indicated above for Fall/Spring.

*Refund policy is subject to change.

Updated 4/13/2023 lw