

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**.

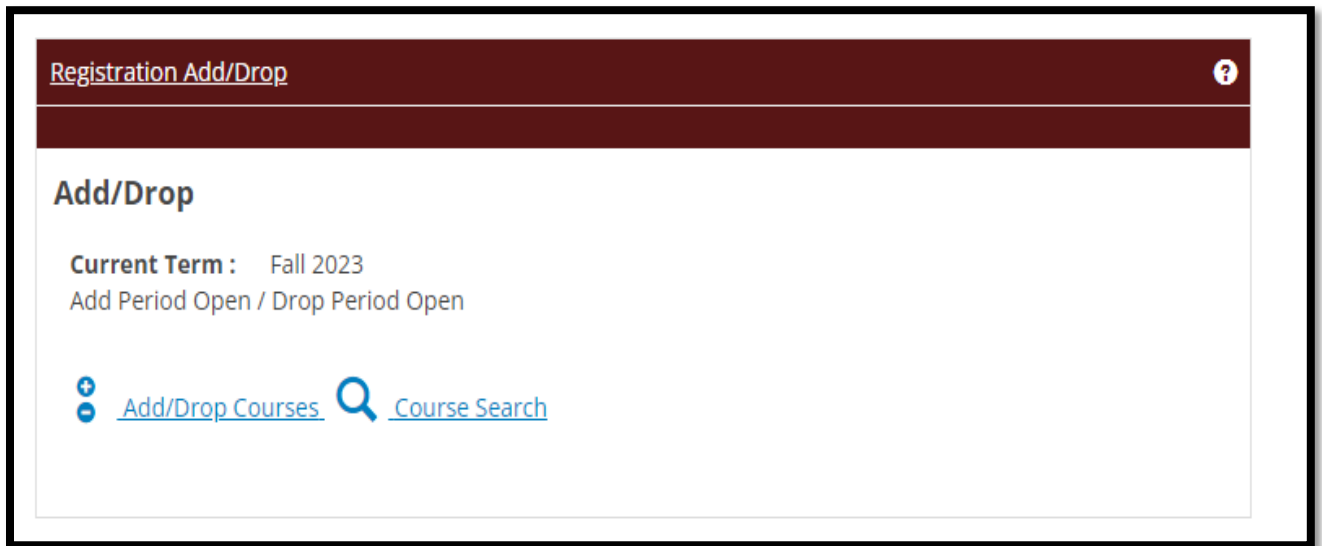
- Sign into Schreiner ONE
- Click on Students tab.
 - ****IF YOU HAVE** a balance DUE, you must be cleared by the Financial Services 830-792-7303 office before you can register.
 - If you owe a transcript, contact the Registrar's Office 830-792-7356

The screenshot shows the Schreiner ONE website's registration page. The browser address bar displays 'info.schreiner.edu/ICS/Students/Registration.jnz'. The navigation menu includes 'Home', 'Students', 'Academic', 'Campus Life', 'Technology', 'University Resources', 'Schreiner Finder', 'Admissions', 'Testing', 'Help', and 'My Pages'. The 'Students' tab is selected. A sidebar on the left lists various student services, with 'Registration' highlighted. The main content area features a 'Registration Quick Start' section with a 'Quick Start' heading and three steps: 1. Complete the Student Information Update and Registration Agreement; 2. Choose Add/Drop Courses and the Course Search option; 3. Enter 4-letter prefix in the course code box and hit search. A 'My Current Holds' section is also visible, with a 'Current Conditions' table. The table has two columns: 'Condition' and 'Action Required'. The first row indicates a missing transcript from another university, with the action required being to order the transcript from the other university and have it sent to Schreiner's Registrar's office. A 'My Academic Information' section is partially visible at the bottom.

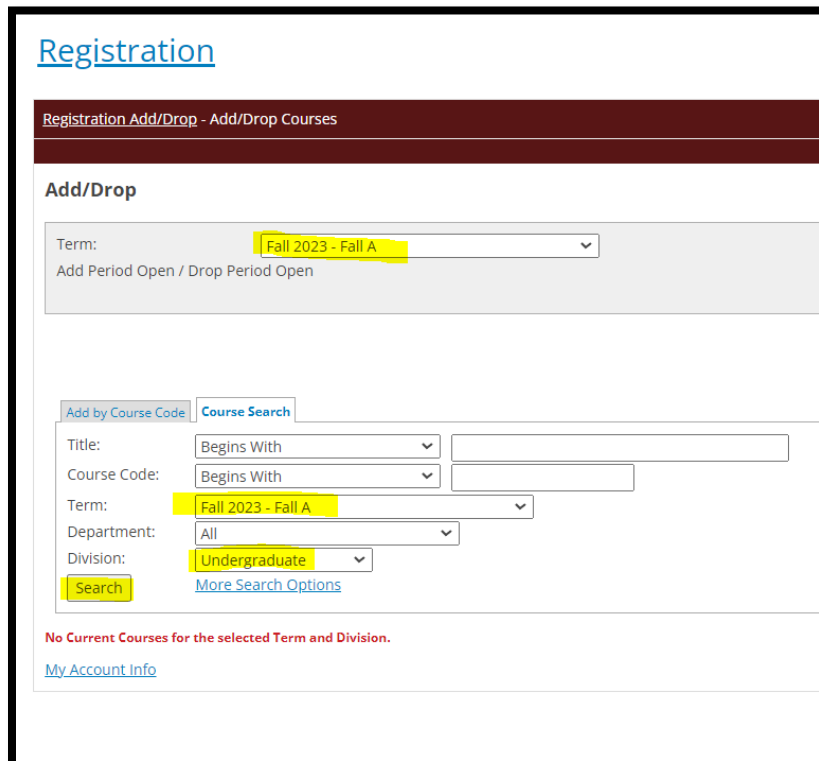
- Scroll Down to Registration ADD/DROP
- Complete Personal Information Update and Registration Agreement

The screenshot shows the 'Registration Add/Drop' page. The page title is 'Registration Add/Drop' with a help icon. The main heading is 'Add/Drop'. Underneath, there are two sections: 'Personal Info Update' and 'Registration Agreement'. The 'Personal Info Update' section contains a text box explaining that the form is used by the Registrar's Office to collect student personal information each semester before class registration. Below this is a blue link: 'Complete the Personal Info Update form'. The 'Registration Agreement' section contains a text box explaining that the form is for the registration agreement. Below this is a blue link: 'Complete the Registration Agreement form'. At the bottom of the page is a blue link: 'Go to Main screen'.

- 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

Registration Add/Drop - Results

Search Results

[Search Again](#)

Term:

Division:

Other previously selected search criteria still apply.

Add	Textbooks	Course code	Name
<input type="checkbox"/>	<input type="checkbox"/>	HIST 1302 A1	U.S. SINCE CIVIL WAR ()
<input type="checkbox"/>	<input type="checkbox"/>	HIST 1350 A1	WORLD CIVILIZATIONS TO 1600 ()
<input checked="" type="checkbox"/>	<input type="checkbox"/>	NURS 3309 A1	TRANSITION TO PROFESSIONAL NURSING ()
<input type="checkbox"/>	<input type="checkbox"/>	NURS 4304 A1	COMMUNITY HEALTH NURSING ()
<input type="checkbox"/>	<input type="checkbox"/>	NURS 4371 A1	HOLISTIC HEALTH ASSESSMENT LIFESPAN ()
<input type="checkbox"/>	<input type="checkbox"/>	NURS 4374 A1	GLOBAL HEALTH NURSING ()

- A **box** will appear to the far left of each class listed that are available for GRADUATE students.
 - By clicking on the **box** a check mark will appear.
- MBA students After checking ALL courses for sessions, A and B
 - 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
 - The checked courses will appear under the **Your Schedule** lists

The screenshot shows the 'Registration Add/Drop' interface. At the top, it says 'Registration Add/Drop - Add/Drop Courses'. Below that, there's a section for 'Add/Drop' with a dropdown menu for 'Term' set to 'Fall 2023 - Fall A'. It indicates 'Add Period Open / Drop Period Open' and 'You are currently registered for 3 credits.' A message icon indicates a notification: 'NURS 3309 A1 - Successfully added to registration record.' Below this is a search section with tabs for 'Add by Course Code' and 'Course Search'. The search form includes fields for 'Title' (Begins With), 'Course Code' (Begins With), 'Term' (Fall 2023 - Fall A), 'Department' (All), and 'Division' (Undergraduate), along with a 'Search' button and a link for 'More Search Options'. At the bottom, there's a section titled 'Your Schedule (Registered)' which contains a table with one row for course NURS 3309 A1. The table has columns for 'Drop', 'Code', 'Title', and 'Schedule'. The 'Drop' column has an unchecked checkbox. Below the table is a 'Drop Selected Courses' button and a link for 'My Account Info'.

- DO NOT PANIC IF YOU MADE AN ERROR
 - To **remove/Drop** a course simple check the box to the left of the course you plan to drop
 - 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/)”

<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