

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 as the student MONTY does, You must be cleared by the Financial Services office before you can register.**
 - If you have any other registration holds, please contact your advisor, Jamie Papesca.

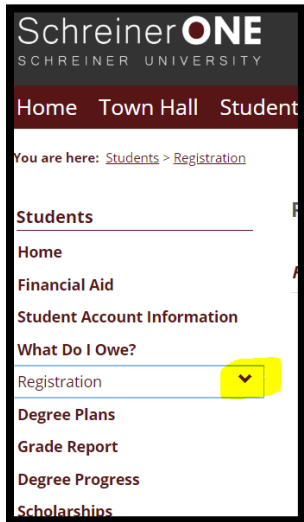
The screenshot shows the Schreiner ONE Students page. The left sidebar menu has 'Registration' highlighted in yellow. The main content area is divided into three columns. The middle column, 'Your Courses in Canvas', contains text about Canvas access. The right column, 'My Current Conditions', has a table with the following data:

Condition	Action Required
Balance due - NOT eligible to register.	Please go to the Financial Services office immediately.
ELIGIBLE TO REGISTER. Math placement MATH 0303	Based on Math department evaluation. Eligible to register.

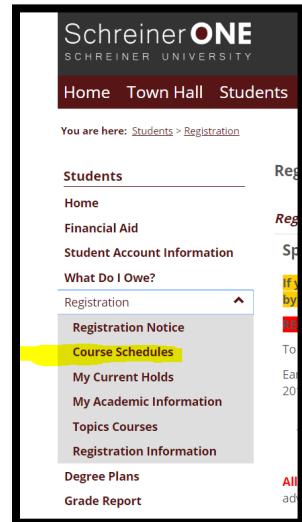
- Now Monty has NO “Balance due”
- Now the student may proceed
- Click on **Registration** left side menu

This screenshot is similar to the one above but with different highlights. The 'Registration' item in the left sidebar is highlighted in yellow. In the 'My Current Conditions' table, the 'Condition' 'Balance due - NOT eligible to register.' is highlighted in yellow, and the 'Action Required' 'Please go to the Financial Services office immediately.' is also highlighted in yellow.

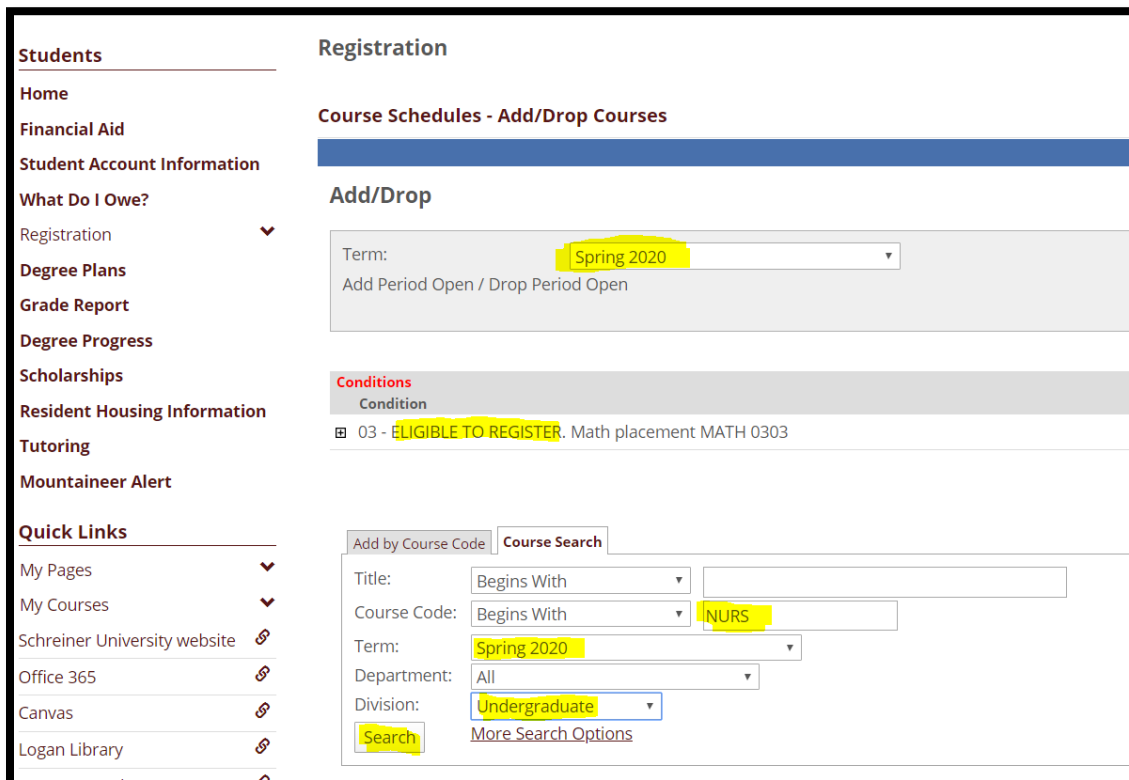
Click on **down arrow** for next menu



Click on **Course Schedules**



- Select the Term you are registering for this example is Spring 2020.
 - You MUST register for sessions A & B at the same time in order to use Financial Aid.
 - EXAMPLE Select
 - Term: **Spring 2020**
 - Course Code: **Begins With NURS**
 - Term: **Spring 2020**
 - Division: **Undergraduate**
 - Click **Search** button



Students

- Home
- Financial Aid
- Student Account Information
- What Do I Owe?
- Registration
- Degree Plans
- Grade Report
- Degree Progress
- Scholarships
- Resident Housing Information
- Tutoring
- Mountaineer Alert

Registration

Course Schedules - Add/Drop Courses

Add/Drop

Term: **Spring 2020**
Add Period Open / Drop Period Open

Conditions

Condition

03 - **ELIGIBLE TO REGISTER**. Math placement MATH 0303

Add by Course Code **Course Search**

Title: Begins With

Course Code: Begins With **NURS**

Term: **Spring 2020**

Department: All

Division: **Undergraduate**

Search More Search Options

- All courses that have the course code NURS will be pulled up for you to view.

Registration

Course Schedules - Results

Search Results

[Search Again](#)

Term:

Division:

Other previously selected search criteria still apply.

Add	Textbooks	Course code	Name	Faculty	Seats Open	Status	Schedule
<input type="checkbox"/>		NURS 3208 01	NURSING CARE OF ADULT II CLINICAL	Barron, Lillian Louise	21/30	Open	M 6:30 AM-4:30 PM; Off Campus, Clinical Sites
<input type="checkbox"/>		NURS 3305 01	NURSING THEORY AND RESEARCH	Dawson, Mona Marie	19/28	Open	W 12:10 PM-3:10 PM; Main Campus Weir, W201
<input type="checkbox"/>		NURS 3307 A1 N	NURSING RESEARCH - R	Granger, Jessica Perry	79/99	Open	Online; Online, Online
<input type="checkbox"/>		NURS 3307 A2 N	NURSING RESEARCH - R	Fichter-Patrick, Patricia Gail	82/99	Open	Online; Online, Online
<input type="checkbox"/>		NURS 3308 A1 N	PATHOPHYSIOLOGY	Johnson, Lisa M	9/30	Open	Online; Online, Online

- ONLY courses that begin with NURS and end with A1 N, A2 N or B1 N, B2 N are available for the ONLINE RN to BSN Nursing Students.
- For general education courses
 - You will need to search for Courses Code: “Begins With” HIST or ART.
 - Only courses that end with A1 G, A2 G, B1 G, B2 G are available for Online RN to BSN students.
- NOTE:
 - A1, A2, B1, B2 are section numbers “A” indicates Spring A session,
 - “B” indicates Spring B session.
- The numbers, 1, 2, 3...indicate the number of sections for a course.
 - You may be moved to a different section without notice.

- A **box** will appear to the far left of each class listed that are available for RN to BSN students.
 - By clicking on the **box** a check mark will appear.
- After checking ALL courses for sessions, A and B
 - scroll to then click **Add Courses**

<input type="checkbox"/>	<input type="checkbox"/>	NURS 4207 01	NURSING CARE OF ADULT III CLINICAL	Fuller, Abigail	20/30	Open	F 3:00 PM-11:00 PM; Off Cam Clinical Sites
<input type="checkbox"/>	<input type="checkbox"/>	NURS 4303 01	NURSING LEADERSHIP AND MANAGEMENT	Hedges, Donna Mary	30/40	Open	M 9:00 AM-12:00 PM; Main C Moody, M113
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NURS 4303 B1 N	NURSING LEADERSHIP AND MANAGEMENT	Staff, Z	12/40	Open	Online; Online, Online
<input type="checkbox"/>	<input type="checkbox"/>	NURS 4308 01	TRANSITION TO PROFESSIONAL PRACTICE	Gunter, Martha Danielle	20/30	Open	R 1:30 PM-4:30 PM; Main Cam Moody, M113
<input type="checkbox"/>	<input type="checkbox"/>	NURS 4371 A1 N	HEALTH ASSESSMENT EXPERIENCED NURSE	Madsen, Lydia Torian	86/100	Open	Online; Online, Online
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NURS 4372 B1 N	NURSING INFORMATICS	Staff, Z	62/70	Open	Online; Online, Online
<input type="checkbox"/>	<input type="checkbox"/>	NURS 4372 B2 N	NURSING INFORMATICS	Staff, Z	24/40	Open	Online; Online, Online
<input type="checkbox"/>	<input type="checkbox"/>	NURS 4373 B1 N	POLITICS AND POLICY	Staff, Z	14/40	Open	Online; Online, Online
<input type="checkbox"/>	<input type="checkbox"/>	NURS 4397 B1 N	NURSING CAPSTONE	Staff, Z	180/200	Open	Online; Online, Online

Add Courses

- NOTE: Courses that do not have a box to the LEFT are NOT in the RN to BSN program

- The screen will then change
 - The checked courses will appear under the **Your Schedule** list.

Add/Drop

Term: Spring 2020
 Add Period Open / Drop Period Open
 You are currently registered for **6 credits**.

Conditions	Type
<input type="checkbox"/> 03 - ELIGIBLE TO REGISTER. Math placement MATH 0303	Registration warning

Messages

NURS 4303 B1 N - Successfully added with warnings: Student has Registration Warnings: (ELIGIBLE TO REGISTER. Math placement MATH 0303)
NURS 4372 B1 N - Successfully added with warnings: Student has Registration Warnings: (ELIGIBLE TO REGISTER. Math placement MATH 0303)

Add by Course Code | **Course Search**

Title: Begins With
 Course Code: Begins With NURS
 Term: Spring 2020
 Department: All
 Division: All
 [More Search Options](#)

Your Schedule

Drop	Code	Title	Schedule	Location	Credits
<input type="checkbox"/>	NURS 4303 B1 N	NURSING LEADERSHIP AND MANAGEMENT	Online	Online Online	3.00
<input type="checkbox"/>	NURS 4372 B1 N	NURSING INFORMATICS	Online	Online Online	3.00

[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)**

Add/Drop

Term: Spring 2020 ▼
 Add Period Open / Drop Period Open
 You are currently registered for **6 credits**.

Conditions

Condition

03 - ELIGIBLE TO REGISTER. Math placement MATH 0303

Messages

NURS 4303 B1 N - Successfully added with warnings: Student has Registration Warnings: (ELIGIBLE TO
 NURS 4372 B1 N - Successfully added with warnings: Student has Registration Warnings: (ELIGIBLE TO

Add by Course Code | **Course Search**

Title: Begins With ▼
 Course Code: Begins With ▼ NURS
 Term: Spring 2020 ▼
 Department: All ▼
 Division: All ▼
 [More Search Options](#)

Your Schedule

Drop	Code	Title	Schedule	Location
<input checked="" type="checkbox"/>	NURS 4303 B1 N	NURSING LEADERSHIP AND MANAGEMENT	Online	Online Online
<input type="checkbox"/>	NURS 4372 B1 N	NURSING INFORMATICS	Online	Online Online

[My Account Info](#)

REGISTRATION OPENNING AND CLOSING INFORMATION

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

- Registration for each session will end on the first day of class at 11:59 PM (Mid-Night).
 - At that time no one will be able to add any additional classes for that session.
- NOTE: When session A closes
 - Session B will still be OPEN.
 - B will remain open until the first day of session B at midnight
- WHEN COURSES ARE NOT AVAILABLE
 - THE BOX AT THE FAR LEFT WILL NOT BE AVAILABLE.
- IF YOU RECEIVE ANY ERRORS OR HAVE ANY QUESTIONS REGARDING YOUR SCHEDLUE, PLEASE CONTACT YOUR ADVISOR JPapesca@schreiner.edu

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
 - State a brief reason
 - Send the email to:
 - The Registrar: OfficeOfTheRegistrar@schreiner.edu
 - Financial Aid: financialservices@schreiner.edu
 - Advisor: JPapesca@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.

The Refund Policy for 7 week online courses is as follows:

- 100% refund for dropped courses or session withdrawals before the first class day of the session.
- 50% refund for dropped courses or session withdrawals between the 1st and 5th class day of the session (end of the first week)
- 25% refund for dropped courses or session withdrawals between the 6th and 10th class day of the session (end of the second week)
- No refund will be given for drops or withdrawals after the 11th day of classes, or after the beginning of the third week.