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.

- Now Monty has NO “Balance due”
- Now the student may proceed
- Click on Registration left side menu
• Select the Term you are registering for this example is Spring 2020.
  o 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
• All courses that have the course code NURS will be pulled up for you to view.

• 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
  o You will need to search for Courses Code: “Begins With” HIST or ART.
  o Only courses that end with A1 G, A2 G, B1 G, B2 G are available for Online RN to BSN students.

• NOTE:
  o A1, A2, B1, B2 are section numbers “A” indicates Spring A session,
  o “B” indicates Spring B session.
• The numbers, 1, 2, 3…indicate the number of sections for a course.
  o 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.
  o By clicking on the box ✓ a check mark will appear.
• 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 the RN to BSN program

The screen will then change
  o The checked courses will appear under the Your Schedule list.
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)

REGISTRATION OPENING 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 SCHEDULE, PLEASE CONTACT YOUR ADVISOR JPapesca@schreiner.edu
DROPPING A COURSE AFTER COURSE HAS STARTED

To drop a course AFTER the course has started:
  o 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
  o The registrar will withdraw the student from the course
  o 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.