

Revised DateMay 2018**I. Statement of Policy**

Students will be required to register for courses offered by the School of Nursing.

II. Scope

Enrolled students of the School of Nursing

III. Procedure

- A. Students will be notified when registration is open.
- B. The student will complete and submit the registration form to his/her advisor.
- C. The student advisors will sign the registration form and indicate their approval or disapproval.
- D. If the registration form is approved, the student will be enrolled in the class(es) as requested.
- E. If the registration is not approved, the advisor will meet with the student to review the reason.
- F. Students will be required to submit proof of grade and completion of pre- and co-requisite general education courses.
 - 1. The student must submit their original grade report from the college where they are taking general education courses by the first day of each semester or as soon as they are available to the student. The advisor will review the report and make a copy.
 - 2. If the student obtains a grade less than a "C" (this includes a C minus), and the course is a prerequisite, the student will not be permitted to take the requested, corresponding nursing course.
 - 3. Students will be required to submit official transcripts prior to the first day of the fall semester each year.
 - 4. Failure to submit grade reports and/or transcripts may result in disciplinary action up to and including involuntary withdrawal from the program.
- G. The School of Nursing Secretary will compile a list of students who are registered for each class.
- H. Request to add a course after the first day of class must be approved by course faculty and advisor. Cases will be reviewed on an individual basis.

GEISINGER-LEWISTOWN HOSPITAL SCHOOL OF NURSING
COURSE REGISTRATION FORM

Name _____ DOB _____ Date _____

Semester Course(s) Requested: _____

Course Number	Course Name
1. _____	_____
2. _____	_____
3. _____	_____

Student Signature _____ Date _____

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- | | |
|-------------|-------------|
| 1. Approved | Disapproved |
| 2. Approved | Disapproved |
| 3. Approved | Disapproved |

Comments _____

Faculty Signature _____ Date _____

Faculty Signature _____ Date _____

Faculty Signature _____ Date _____