

COLLEGE OF NURSING
ADVANCE ENROLLMENT PROCEDURES
(for matriculated students only)

Returning matriculated students may add and/or drop courses during the Advanced Enrollment period (please see Academic Calendar for specific dates). <http://www.upstate.edu/currentstudents/records/calendars.php>
Tuition and fees will be based on the number of credits of enrollment selected at this time.

THE FOLLOWING INFORMATION WILL HELP YOU IDENTIFY IF YOU NEED TO ENROLL IN COURSES AT THIS TIME:

COLLEGE OF NURSING

Regardless of whether you are full-time or part-time, no courses will be scheduled for you. You should contact the College of Nursing to assist you in course selection and enrollment (using either ISIS – Integrated Student Information System or completing an Add/Drop form).

HOW TO ADVANCE ENROLL:

If you are using **ISIS** (Integrated Student Information System):

- Obtain your ALT PIN (Alternate Personal Identification Number) from your department chair or designee
- Log on to the ISIS System and select Course Enrollment

If you are using an **Add/Drop Form**:

- Obtain the Add/Drop form from the Registrar's Office or your department
- List the desired courses on the form, obtain the signature from your advisor or department chair
- Return the completed Add/drop form to the Registrar's Office by the end of the Add/Drop period

Regardless of how you enroll in courses, you will need to complete the Registration Process for matriculated students, which includes, completing the on-line Registration Survey form in ISIS.

You are not fully registered until you complete the Registration Survey form on-line.

PLEASE NOTE: ALL COLLEGE OF NURSING STUDENTS MUST ADVANCE ENROLL IN ORDER TO RECEIVE A TUITION BILL.