

COLLEGE OF NURSING
ENROLLMENT PROCEDURES
(for matriculated students only)

MATRICULATED STUDENTS

For students who participated in the Advance Enrollment Process, tuition materials will be mailed to you. To be considered fully registered, you must complete the registration process by completing the on-line registration survey.

For College of Nursing students who did not participate in the Advance Enrollment process, you may enroll and register on the first day of the semester. Failure to do so will result in late fees (late registration fee of \$40.00 and/or late payment fee of \$50.00). To register, you must complete the following:

1. Obtain an Add/Drop form and Registration form from the Office of the Registrar.
2. With your advisor, list the desired courses on the form and obtain the signature of your advisor or department chair.
3. Obtain the signatures of instructors for all courses in which you intend to enroll.
Consortium courses require the signature of Margaret Braungart (464-5404).
4. Submit the completed Add/Drop form and Registration form to the Office of the Registrar.
5. Submit payment to the Office of the Bursar.

Please be advised that enrollment in classes does not constitute registration, you must pay your bill and complete the registration form in ISIS (Integrated Student Information System). Failure to do so may result in late fees and the possibility of administrative withdrawal.