



## Pre-Registration Quick Start Guide for Students

**Use the following procedure to pre-register for courses.**

1. Log in to *MyAccess* using your NetID and password.
2. Go to the Student Tab and click the Pre-Registration link in the menu.
3. Select the term for which you are eligible to pre-register.
4. Enter the number of credits you intend to take this term in the Desired Load field.
5. Enter the course for which you want to pre-register in the primary request column.
  - a. If you do not know the CRN for the course, click the Search button to access the Search for a course.
6. Next, add an Alternate for each primary request. The Alternate selection should be a different section of the same course, or satisfy the same requirement.
7. If any of your primary choices is full, the Registrar will attempt to add you into the alternate choices. If you do not list alternate sections, you severely reduce your chances of getting a full schedule.
8. If you are ready to submit your selection for approval, click Submit. If you are not ready to Submit, click Save Selections and you may make changes until Pre-registration closes. Remember, your Pre-registration is not complete until you click Submit.

### **AN IMPORTANT NOTE ABOUT CLINICALS THIS YEAR**

*When pre-registration runs, often the clinical times listed in MyAccess have not been confirmed by the agencies (i.e. it is what we have requested, not what we have been approved for). The hospital and agencies are not on as an advanced timetable as we are and often do not get to figuring out capacity for clinical groups until much closer to the start of the semester. This can cause a lot of headaches for you because a finalized clinical placement by an agency in August, for example, may differ than what you registered for in April, potentially shifting location, time, and even day. This can cause HAVOK to your schedule and is rather unwieldy to deal with on our end. It creates a certain expectation that the nursing department cannot meet too. Those students this has happened to are exhausted and disappointed in the current process. We don't like it and want to do something to change it.*

*To combat these issues, we have created clinical blocks attached to certain courses, as listed below. These blocks will permit the nursing department time to finalize clinicals while protecting your schedule, and you will be placed in actual, confirmed clinicals closer to the start of the semester by the department. In addition, although Friday's or the weekends are not being blocked, those days have been used in the past for clinicals and may be again.*

*Please understand that in the nursing profession, patience and flexibility are a must when working in the clinical setting. We ask that you keep this in mind and remain open to your clinical assignments as the start of the fall semester approaches. Thanks for trying something new with us!*

*Best,  
Dean Smith & Dr. Norton*



## Fall 2017 Pre-Registration Guide

### Nursing Majors

#### **Pre-Registration Available on MyAccess: April 3 – April 12**

Students should pre-register for their major courses by year as outlined below.

*As noted above, here are no clinical options to choose during Pre-Registration this year so please sign up for section 01 for each of these course. Students will be placed in clinicals by the Department of Professional Nursing Practice closer to the start of the fall semester.*

#### **Questions/Concerns?**

Make an appointment with Dean Justin Smith: <https://nhs-academic-affairs.youcanbook.me/>

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### **SECOND YEAR REQUIREMENTS**

- **NURS 012** Health Assessment II\* (3 credits)
  - *Clinical Block Tuesday & Thursday 7am-1pm*
- **HEST 112** Nutrition and Disease Prevention (3 credits)
- **HSCI 190** Genomics (2 credits)
- **HSCI 202** Pathophysiology (3 credits)
- **PSYC 001** General Psychology (3 credits) (*if not already completed*)

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### **THIRD YEAR REQUIREMENTS**

- **NURS 175** Intro to Nursing Research (2 credits)
- **NURS 177** Integration Seminar (1 credits)
- **NURS 181** Care of Adults\* (5 credits)
  - *Clinical Block Tuesday & Thursday 7am-3pm*
- **NURS 192** Health Care of Women Across the Lifespan\* (5 credits)
  - *Clinical Block Tuesday & Thursday 7am-3pm*
- **HSCI 201** Microbiology (4 credits)

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### **FOURTH YEAR REQUIREMENTS**

- **NURS 241** Public Health Nursing\* (5 credits)
  - *Clinical Block Tuesday & Thursday 7am-3pm*
- **NURS 243** Complex Problems I\* (5 credits)
  - *Clinical Block Tuesday & Thursday 7am-3pm*
- **HEST 254** Introduction to Health Care Ethics (3 credits)
- **Any remaining general education, elective/NHS elective, or major requirements**

*See Dean Smith if you have any questions regarding your remaining degree requirements.*