



STUDENT NEWSLETTER

SPECIAL REGISTRATION ISSUE SPRING 2019

Dear Continuing Students,

Spring 2019 registration week begins November 5, 2018 online at my.laboure.edu. Please refer to the dates below to determine when you are eligible to register. It is important to register as soon as you can, as courses fill up quickly! Please read through this newsletter carefully and save it in a safe space for future reference.

The course schedule will be available to view on my.laboure.edu by Monday, October 29, 2018. In order to view the schedule/register, you will need to read and accept the Financial Statement of Responsibility.

| Online Registration begins 9:00AM on... | Students registering for the following courses: |
|---|---|
| Monday, November 5 | <ul style="list-style-type: none">• All BSN courses• NUR2020 for students who have a GPA of 2.0 or higher |
| Tuesday, November 6 | <ul style="list-style-type: none">• All allied health courses• NUR2000 for students who have a GPA of 2.0 or higher |
| Wednesday, November 7 | <ul style="list-style-type: none">• NUR1025 for students who have a GPA of 2.0 or higher |
| Thursday, November 8 | <ul style="list-style-type: none">• NUR1015 for students who have completed or will be completing all general education courses as of December 2018 with a GPA of 2.0 or higher |
| Friday, November 9 | <ul style="list-style-type: none">• NUR1015 for students who have 1 (one) remaining general education course after December 2018 with a GPA of 2.0 or higher |
| Tuesday, November 13 | <ul style="list-style-type: none">• All other current students• New students accepted for Spring 2019 |

Associate in Nursing Students: please review page 4 of this newsletter for important information for Spring 2019 and future registration.

(Continued next page)

Academic Advising & Student Success Center:

If you are not sure about the courses you should select, an Academic Advisor in the Student Success Center can help! For an advising appointment, please contact the One-Stop Student Service Center (617) 322-3517.

Student Success Center Hours

Monday-Thursday: 8:30 am to 7:00 pm
Fridays: 8:30 am to 5:00 pm

Registering for classes:

If you need to review how to register online, please go to my.laboure.edu. Scroll down to "Helpful 'How-To' Videos," and view "How to Register for Classes."

Hybrid and Online Courses

Hybrid courses meet both online and on-campus. Hybrid courses are indicated by the "H" following the course code (ex: THE2070B H). If available, students will be able to click on the course description link to view the dates of the on campus classes.

Online courses are entirely online, though instructors may offer optional on-campus courses during the semester. Online courses are indicated by the "O" following the course code (ex: THE2090F O).

Note: dates/times listed for online courses are for Instructor attendance purposes only. Students should review course syllabi for assignment due dates.

Registration Holds

If you have an outstanding student account balance or have not submitted health compliance requirements, you will have a hold placed on your account that will prevent registration. Once these obligations are met, the hold will be lifted.

Waitlists

If a course is full, you will have the option of placing yourself on the waitlist. Waitlisted courses are reflected on your student schedule.

When an opening occurs in general education courses, allied health courses, or BSN courses, the Associate Registrar will place waitlisted students into the course. Students will be notified of this change by email.

ASN students with one (1) or no general education courses remaining will be eligible to go on the waitlists for: NUR1015, NUR1025, NUR2000, NUR2020 and NUR2025Q. Each student on these waitlists are reviewed individually for priority using the following criteria (in no particular order):

- prior degree
- Advanced Placement (LPN to RN students)
- remaining general education courses
- cumulative GPA
- passing current Professional Nursing courses
- registration holds
- health requirement compliance
- previously on a wait list for this course

There is only one waitlist per course (day and evening sections are combined). As openings occur, the Associate Registrar will notify the priority student for enrollment. Due to clinical compliance requirements the NUR waitlists will close on December 15, 2018. There will be no further additions to these courses after this date.

The College reserves the right to close online registration on the waitlist at any time. If this occurs, notification will be sent to all students.

Students who are not accommodated with a space off of the waitlist for Spring 2019 professional nursing courses will be granted priority registration for Fall 2019.

Your Financial Obligation:

College tuition & fees are available for review on my.laboure.edu. You will have the option to pay in full, sign up for the Nelnet payment plan, utilize financial aid, or a combination of any of these to fulfill your financial obligation.

Financial Aid

If you are relying on financial aid to cover a portion of your balance, make sure you have submitted all required paperwork to the Office of Financial Aid promptly and that you are able to determine your financial aid eligibility. Your eligibility may be adjusted due to changes in enrollment. It is possible that additional documents may be required before your financial aid can be disbursed. Monitor your financial aid status and check the Documents tab at financialaid.laboure.edu. If you have any questions about financial aid please stop by the One-Stop Student Services Center or email financialaid@laboure.edu.

Bill Due Date

The bill due date for spring is December 15, 2018.
Students who do not resolve their spring balance by this deadline may be dropped from all classes.

Students that register on or after the bill due date will have 7 days to fully cover their bill or risk being dropped from classes.

Nelnet Payment Plan

The deadline to enroll in the spring payment plan is December 15, 2018. Your student account balance will be divided into four equal payments that will be automatically debited from a checking account or a credit card (MasterCard, Visa, or Discover) on the 20th of each month: December, January, February, and March.

How to Enroll:

- Sign-in to my.laboure.edu
- Click on **Student** tab at the top of the screen
- On the left hand side, click on **Student Account Information**
- On the right hand side, click on **My Account Balances**
- Select the current semester
- Scroll to the bottom of the page
- Click **Enroll in Payment Plan** to be directed to the Nelnet enrollment page

Payment plans are not automatically adjusted if there are changes in your enrollment or financial aid. You will need to contact Student Accounts or Nelnet Customer Service to make changes.

Costs to Participate in the Nelnet Payment Plan per Semester:

- A \$25 enrollment fee charged by Nelnet;
- Nelnet charges a 2.75% service fee if a credit card is used;
- Nelnet will charge a \$30 fee for any returned check and/or declined credit charges.

Books

Books are available online prior to the start of classes: <http://laboure.textbookx.com>.
Labouré College offers an extended line of credit to purchase books. You will receive an email approximately 30 days prior to the start of the semester with detailed information. If you use the line of credit, your TextbookX purchase will be added to your student account balance which must be paid before the end of January.

Health Requirements:

For information regarding health requirements please contact the Compliance Office at (617)322-3586 or laboure_compliance@laboure.edu.

Compliance Deadline

Students in a program other than ASN are required to submit all health requirement documentation to the Compliance Office by December 15, 2018.

If you are enrolled in the ASN program, please review carefully: Labouré has partnered with CastleBranch, a compliance tracking management company for students to manage their College and clinical health requirements.

Newly registered ASN students will be sent an electronic invitation from the CastleBranch system after they registered for a course. Students taking General Education courses must have their documents uploaded and approved no later than one week before the first class day. Health documentation submitted directly to the Compliance Office will not be accepted.

If you are taking a clinical course, you will not be able to attend unless you are fully compliant. Health clearances must be kept up-to-date during a clinical rotation. This requires you to plan ahead and be aware of when your health requirements expire.

CPR

You need to have current CPR BLS Provider certification from the American Heart Association prior to attending clinical. No other CPR certification will be accepted. Our affiliate, EMS Academy <http://www.emsacademy.biz> offers discounted trainings for Labouré students who show their student ID.

Health Insurance:

Massachusetts law requires that all students enrolled in nine or more credits have health insurance.* If qualified, health insurance will automatically be provided and charged to your account. If you wish to waive or enroll in this insurance you may do so by visiting the website www.gallagherstudent.com. This waiver only has to be completed once per academic year (September-August). The deadline to waive or enroll for Spring 2019 will be January 21, 2019. Please note that if you have not waived the insurance prior to the bill due date, it will need to be paid to clear your account for attendance.

**Students enrolled in online programs are exempt from this requirement.*

Academic Calendar:

The Academic Calendar can be found under the Downloadable Forms section at my.laboure.edu.

ASN Students:

A Note from the Division of Nursing

Please read the information on this page carefully. There are important changes that you may need to be aware of for Spring 2019 and future registration.

Course Progression Change

Students planning to enroll in NUR1020 for Spring 2019 are advised that there has been a change in course progression. **This change does not apply for students who are planning to enroll in NUR2000 or NUR2020 for Spring 2019.**

The new course sequencing is as follows and can be viewed in detail in the [Labouré College Catalog & Student Handbook](#):

NUR1000 is now NUR1015 (9 credits)
NUR1020 is now NUR1025 (9.5 credits)
NUR2000 is now NUR2005 (9.5 credits)
NUR2020 is now NUR2025 (9 credits)

Course sequencing for students beginning NUR courses in Fall 2018: NUR1000, NUR1025, NUR2005, NUR2025.

Clinical Assignment

Clinical placement will be assigned by the Division of Nursing. Students who are currently enrolled in a professional course for Fall 2018 will be asked to submit extenuating circumstances in class the week of November 13th. Students enrolled in NUR1015 for Spring 2019 will be assigned clinical without extenuating circumstance.

Please note that submitting an extenuating circumstance does not guarantee that your request can be accommodated.

Clinical locations/days/times are expected to be confirmed with students by the end of November. Though the Division of Nursing will try to stay on schedule, there may be unexpected circumstances beyond control that may shift clinical confirmation.

In general, every effort will be made not to change a student's clinical placement once courses begin. However, on rare occasion, students may be required to have their clinical site changed with little advanced notice. The

Division of Nursing reserves the right to make adjustments in students' clinical assignments based on contractual and educational requirements.

For questions regarding clinical site or placement, please contact DivisionofNursing@laboure.edu.

Switching Day/Evening Designations

Students will not be permitted to switch their designation during registration week. If you have not switched your designation previously and would like to switch your designation, you may do so ahead of November 5, 2018 by contacting the One-Stop Student Service Center (617)322-3517. Students that have switched their designation previously must receive authorization from the Division of Nursing.

P.A.S.S. Program

All students who enroll in NUR1015 for spring 2019 are mandated to attend the Professional Attitude for Student Success (P.A.S.S.) Program, which will be held on both Friday, November 30th and Saturday, December 1st, 2018. Students must clear their schedule and be prepared to attend both days which begin at 8:30 AM until 4:30 PM on Friday; and 9:30 AM until 3:30 PM on Saturday.

Students who are unable to attend may not be eligible to participate in NUR1015 for Spring 2019. Students will receive an invitation from the Division of Nursing one month prior to the beginning of this program with important reminders and details, so please make sure you are staying on top of your Labouré email. Questions or concerns about P.A.S.S., must be made in writing to the DivisionofNursing@laboure.edu.

Summer 2019 Registration

Summer availability for professional Nursing courses is limited due to clinical contracts. Beginning Summer 2019, students designated as **Advanced Placement** or **Accelerated** will be enrolled first. If there is space remaining, we will open a wait list to all other students who have completed or are completing all general education courses and hold a cumulative GPA of 3.2 or higher.

Details regarding summer registration will be communicated in the [Summer 2019 Registration Newsletter](#) that will be sent to students via email in February 2019.