

Registration for Nursing Students

You will be responsible for successfully completing this process. Follow these directions carefully:

1. If you are using financial aid, please be sure there are no holds on your account (parking, cafeteria, bookstore, library, etc). This could prevent you from registering in a timely manner. You should make it a habit to do this each quarter.
2. Students are responsible for running a degree audit prior to registering for the upcoming quarter. Directions for running a degree audit can be found at www.sinclair.edu/academics/bps/Info/faq/degaudit/ . We will include a copy of the directions in this packet.
3. If you are missing general education courses, it is your responsibility to meet with an academic advisor before registering – as soon as possible.
4. On your degree audit, check for active NUR.AAS. This is your program in progress. If this program is not active, please see Vickey Salley who will activate it for you.
5. LPNs – check for active NUR.LPN.AAS. This is your program in progress. If this program is not active, please see Vickey Salley who will it activate for you.
6. Review “Course Sequence”. Check for the pattern of courses that you are following in the program. You will follow NSG courses as they occur in the program. For example: NSG 120, 121, 122, 123, 220, 221, 222, 223, 224 etc. Courses that are held in the same quarter can be taken as follows: NSG 221/NSG 222 or NSG 222/NSG 221.
7. Your cumulative grade must be 2.0 or better before you can register for the next quarter.
8. Check for nursing prerequisite and co-requisite courses – For example: register for NSG 221, NSG 222, and ALH 104 unless you have already completed ALH 104. Another example: In course NSG 220, you should be registering for PSY 208 and ALH 219 if you have not already completed those courses with a “C” or better.
9. All nursing and general education courses must be completed with a “C” or better.
10. Transfer students must meet with an academic advisor to ensure that all general education courses applicable to the nursing program have been evaluated and set in the system.
11. Technical problems with registration? Call the Campus Help Desk with computer log-in or loading problems.
12. Problems with course selection and registration? Call or email at nursingdepartment@sinclair.edu.

How to get your Degree Audit

www.sinclair.edu/academics/bps/Info/faq/degaudit/

The **Degree Audit** is an electronic report of your declared academic program major listing the courses needed for program completion. It continuously updates itself as the following activity occurs:

- Quarterly registration(s)
- Quarterly grade(s)
- Proficiency tests/articulated credit(s)
- Grade change(s)
- Transfer equivalency course credit(s)

ACCESSING DEGREE AUDIT FROM WEB ADVISOR

- Login to my.Sinclair.edu
- Type in **user name** and **password** (last 4 digits of your Social Security Number)
- Click on the **Web Advisor** tab
- Go to **Program Evaluation** to view “**active**” degree and certificate programs
- Go to “**what if**” to see what credits meet other program requirements
- Want to “**add**” or “**change**” your Business program major? Click here: [Adjust/Change Major form](#).

ACCESSING DEGREE AUDIT FROM IN TOUCH KIOSKS

- Touch screen to bring up main menu; then touch “**Personal Records**”
- Enter either **Tartan ID** or **Social Security** number
- Enter **PIN** (month/day of birth)
- Touch **Degree Audit** box and access your “**active**” program major(s)
- Enter “**print**” or “**view**” on screen