

# REGISTRATION INFORMATION

## LEARNER CLASSIFICATIONS

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*Note: Adding or dropping courses can change learner classification, which may affect financial aid eligibility and academic progress. Learners may meet with a Learner Funding Advisor for more information.*

### **Full-time:**

A learner who is registered for twelve (12) or more semester credits in undergraduate academic programs or for nine (9) semester credits in graduate academic programs.

### **Three-quarters time:**

A learner who is registered for nine (9) – eleven (11) semester credits in undergraduate academic programs or for seven (7) – eight (8) semester credits in graduate academic programs.

### **Half-time:**

A learner who is registered for six (6) – eight (8) semester credits in undergraduate academic programs or for five (5) – six (6) semester credits in graduate academic programs.

### **Less than Half-time:**

A learner who is registered for less than six (6) semester credits in undergraduate academic programs or for less than five (5) semester credits in graduate academic programs.

### **Auditor**

A learner who is enrolled in a course but is not taking the course for credit.

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### **Advanced Placement**

The College offers advanced placement in the Bachelor of Science in Nursing (BSN) Program to qualified Licensed Practical and Vocational Nurses (LPN/LVN). To be considered for advanced placement, the learner must hold a current, active, and unencumbered license to practice as an LPN/LVN in any U.S. jurisdiction. Some learners may hold licenses to practice in more than one state. If any of the learner's licenses are encumbered at the time of enrollment, the College reserves the right to require a re-certification of competency, which may result in ineligibility for the advanced placement option. Failure to disclose an encumbered license may result in disciplinary action. Advanced placement LPN/LVN learners are granted a block transfer of credit for BSN 206 and BSN 225, free of charge.

To earn a transfer of credit for BSN 215, learners must successfully complete the Medical Dosage Calculation (MDC) self-paced online course as described in the [Acceptance Notification and Matriculation Requirements](#) section of the Catalog. Otherwise, learners must complete BSN 215. To earn a transfer of credit for BSN 246 and/or BSN 266, candidates must pass the required placement exams as described in the [Admissions Requirements and Procedures](#) section of the BSN Program.

The College offers advanced placement in the Licensed Practical Nursing (LPN) to Associate of Science in Nursing (ASN) Program to qualified Licensed Practical and Vocational Nurses (LPN/LVN). To earn transfer of credit for ASN 241 and/or ASN 261, candidates must pass the required placement exams as described in the [Admissions Requirements and Procedures section of the LPN to ASN program](#).

The College offers advanced placement in the Bachelor of Science in Nursing (BSN) Program to qualified active duty or retired U.S. Air Force medical technicians and U.S. Navy corpsmen. Servicemembers who have successfully completed the Basic Medical Technician Corpsman (BMTTC) curriculum at the U.S. Military's Medical Education Training Center (METC) in San Antonio, Texas, within the three (3) years immediately preceding admissions application will be granted the automatic eleven (11) semester credit block transfer, free of charge. Upon acceptance, applicants granted the block transfer will be required to take the HESI Fundamentals exam and remediate if necessary. Servicemembers who do not qualify for automatic credit block transfer may request to take the HESI Fundamentals advanced placement exam as described in the [Admissions Requirements and Procedures](#) section of the BSN Program.

The College offers advanced placement in the Bachelor of Science in Nursing (BSN) Program to licensed registered nurses. To be considered for advanced placement, the learner must hold a current, active, and unencumbered license to practice as a registered nurse in any U.S. jurisdiction. Advanced placement RN learners are granted a block transfer of forty-eight (48) semester credits toward all lower-division nursing core course requirements. Some learners may hold licenses to practice in more than one state. If any of the learner's licenses are encumbered, the College reserves the right to prohibit access to the advanced placement option. Failure to disclose an encumbered license may result in disciplinary action.

The College offers advanced placement in the Bachelor of Science in Nursing (BSN) Program and the Licensed Practical Nursing (LPN) to Associate of Science in Nursing (ASN) Program to individuals who transfer nursing credits. For more information, learners may refer to the [Transfer of Credit](#) section of the Catalog and the [Admissions Requirements and Procedures](#) section of the BSN Program and the [Admissions Requirements and Procedures section of the LPN to ASN program](#).

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## Matriculated

A degree-seeking learner who has completed all admission and matriculation requirements is considered fully matriculated in an academic program. A degree-seeking learner who has not completed all admission matriculation requirements may be considered conditionally matriculated. Fully matriculated and conditionally matriculated learners must complete the Learner Success Series in the first semester of enrollment to progress in the academic program. See the corresponding program's Admissions Requirements and Procedures section of this Catalog for more information.

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## Non-Matriculated

There are two (2) types of non-matriculated learners: (1) continuing education or non-degree seeking learners and (2) degree-seeking learners who are enrolled in an academic program but have not yet completed all matriculation requirements. In addition to other matriculation requirements, non-matriculated degree-seeking learners must complete the Learner Success Series in the first semester of enrollment to fully matriculate in the academic program.

For more information, see the [Non-Matriculated Learners Requirements](#) section of this Catalog.

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## Pending Graduate

A learner who has successfully completed the academic program course requirements but has one (1) or more other graduation requirements outstanding will be granted pending graduate status for up to one (1) additional academic semester. The degree will not be conferred and, where applicable, the learner may not apply for RN licensure or take the NCLEX-RN® exam until all graduation requirements are met. If all graduation requirements are not completed within the allowed time frame, the learner will be withdrawn from the College without graduating.

The learner may request reinstatement for future graduation upon completing all graduation requirements. The College, at its sole discretion, may grant the request and charge a \$100 non-refundable reinstatement for graduation fee.

**Note to prelicensure program learners:** *Learners who do not complete all graduation requirements within one (1) academic semester of program completion will be required to retake the standardized exit exam at their own expense. If the learner does not successfully pass the exam, the learner will be required to complete prescribed remediation in addition to normal graduation requirements before graduation clearance is issued.*

### Posthumous Degrees

To recognize the achievements of a learner who passes away prior to the completion of their academic degree requirements, the College will award posthumous degrees for the learners who meet the following conditions:

- The learner has completed 75% or more of their academic program;
- The learner is in good academic standing in their academic program and current courses at the time of their passing.

Degrees will be awarded posthumously unless otherwise requested by the family of the deceased, and the learner will be acknowledged in the next relevant commencement ceremony.