

## BASIC NURSING ASSISTANT COURSE

### Registration Information

Fall 2019 Session

**Dates:**

First day of class (mandatory): August 26

Last day of class: December 20

Open registration begins April 1

Call 402-481-3805 to make an

appointment to register.

**Cost:**

\$499

This total includes your student manual, student workbook, and **\$50 non-refundable registration deposit**. The deposit will be applied to your tuition once attendance has been recorded. First day of class is mandatory, if a student does not attend the first day of class they are automatically withdrawn from the course.

**Registration Information:**

Course Number	Section	Course Title	Day and Time
NURA102X	1	<b>Basic Nursing Assistant Course with Lab (non-credit)</b> Limit 32 students First day of class is MANDATORY	Monday 12:30 – 3:30 p.m.
NURA102L	1	<b>Basic Nursing Assistant Lab (non-credit)</b> 16 student maximum Clinical Orientation: December 2 Clinical Day: December 9 Competency Testing: December 10	Monday 9 a.m. – 12 p.m.
NURA102L	2	<b>Basic Nursing Assistant Lab (non-credit)</b> 8 student maximum Clinical Orientation: December 2 Clinical Day: December 12 Competency Testing: December 19	Thursday 8:30 -11:30 a.m.
NURA102L	3	<b>Basic Nursing Assistant Lab (non-credit)</b> 8 student maximum Clinical Orientation: December 2 Clinical Day: December 12 Competency Testing: December 19	Thursday 1 – 4 p.m.

**Requirements**

Must be at least 16 years of age.

All paperwork is sent out a month prior to the start of the class or is given to you at time of registration and is due **PRIOR** to the first day of class to allow processing time on background checks and health records.

- Background Check
- Demographic Forms
- Immunization and Health Forms

Your Student Health History Form, Student Required Immunizations Form, and Student TB Questionnaire must be turned in **PRIOR** to the first day of class. Failure to submit documentation will result in automatic withdrawal from the course.

**A summary of information from our college catalog. If you need more information the catalog can be found online or by requesting it from the Records and Registration department.**

### **Transcripts**

Official transcripts are available through the Records and Registration Office upon written request.

### **Tuition Payment Policy**

Tuition and fees are billed three weeks after the first day of a new semester and are due at the end of the fifth week. A student who is delinquent in the payment of tuition and fees will be refused admission to additional courses. An official transcript will not be issued until a student has met all financial obligations to the College.

### **Dropping a course**

A course may be dropped through the end of the first week of the semester. The student must complete a "Request to Drop/Add a Course" and submit it to the Records and Registration Office. A course dropped by the end of the first week of the semester is not recorded on the transcript. A student who wishes to drop a course after the first week must follow the "Withdrawal from a Course" policy.

Please note that you will still be responsible for related tuition and fees associated with your dropped course. If you have questions on what you owe, please either check your student portal or contact the bursar in student accounts.

### **Tuition Refund Schedule**

Refunds will be processed within one month of the request. The following fees are not refundable: enrollment fee, course materials and laboratory fees, and books purchased through the bookstore.

### **Withdrawal policy**

A student who wishes to drop a course after the first week of the semester must withdraw from the course. The student must complete a "Request to Drop/Add a Course" and submit it to the Records and Registration Office. If a student withdraws from a course before the end of the tenth week of the semester, a grade of "W" (withdrawal) is recorded on the transcript. A withdrawal is not computed in the grade point average.

Students who find it necessary to withdraw from a course after the tenth week of the semester must petition the Dean of the appropriate school for permission to withdraw. If approved to withdraw, the student will receive a WP (withdraw passing) or a WF (withdraw failing) on the transcript, dependent upon the student's grade in the course at the time of withdrawal. A WP or WF is not computed in the grade point average. If a student withdraws after the tenth week and does not petition for a WP or WF the course grade will be assigned based on work completed to date with zeros assigned for work not completed. This may result in a failing grade. The failing grade will be included in the grade point average.

### **Directory Information**

The Family Educational Rights and Privacy Act (FERPA) specifies the rights a student has with regard to their educational records when they enter an institution of higher education. Directory information may be disclosed without student consent; however, students have the right to withhold its disclosure. Students must notify the Records and Registration Office in writing during the first week of courses if they wish to have their information withheld. Bryan College of Health Sciences has designated the following items as directory information:

- Name of student
- Address of student
- Telephone number of student
- Email address of student
- Field of study (major)
- Academic class (freshman, sophomore, junior, senior)
- Enrollment status (full-time or part-time)
- Dates of attendance
- Estimated graduation date
- Graduation date
- Academic awards and degrees
- Participation in officially recognized activities and sports