

NORTHWOOD TECHNICAL COLLEGE  
ASSOCIATE DEGREE NURSING  
STUDENT POLICIES

## **REGISTRATION FOR COURSES**

ADN students register for classes via their web portal at their assigned time. All Northwood Tech program students can register for classes two (2) weeks prior to courses being opened for other qualified students to also register for any available spaces. Continuing ADN students must register within this two-week block. After the two-week period of program-only student registration, if there is space available and there are qualified returning students, the reentry students will be assigned to any available spaces.

### **Clinical sections registration**

Registration for clinicals courses: 10543104, 10543108, 10543111, 10543115, and 10543116 must be made eight (8) weeks prior to the start of the clinical course. This is due to the clinical facility onboarding requirements. There may be some exceptions based on the clinical facility.

ADN students registering for a clinical course may not switch clinical sections after the two-week block of registration for current students. Clinical agencies have strict mandates regarding student documents required to enter their clinical facilities. Student rosters and required documents are sent to the clinical agencies after this two-week block of time for review and will not be changed after submission to the clinical agencies. Students making changes in their clinical section beyond the deadline will not be allowed to enroll in the clinical course because their mandated records will not be submitted to the clinical agency and therefore are exempt from attending the clinical course that semester.

To ensure the best learning experience for all students in the clinical course, the instructor(s) may need to balance out the number of students in the clinical course and move students to a different clinical section despite the student signing up for another section. When this is necessary, the instructor(s) will contact the students involved to make this change as agreeable as possible.