



WISE AND READY

REGISTRATION PACKET

SUMMER/FALL 2019 REGISTRATION

March 26-29, 2019

Congratulations! By accessing your Wise and Ready Registration Packet, you have already completed your first step towards successful registration for Summer/Fall 2019 classes. Below are some important reminders to guide you through the advising and registration process:

1. You must attend your advising appointment in order to be unblocked for registration
2. Prepare for your advising appointment by:
 - Reviewing the materials included in this packet
 - Contacting the Academic Advisor if you have questions
 - Completely filling out your Schedule Planning Form
3. You are required to bring your electronic device to your advising appointment
4. **The only document you need to print is a copy of the schedule planning form**

Inside your Packet, you will find:

- Advising and Registration Resources
- Registration FAQs
- Instructions on Accessing Summer and Fall 2019 Schedule of Courses
- Schedule Planning Form
- Clinical/Lab/Testing Announcement
- Course Scheduling FAQs
- Grading FAQs
- Hybrid/Online FAQs
- Instructions on Accessing the Academic Calendar

ADVISING AND REGISTRATION RESOURCES

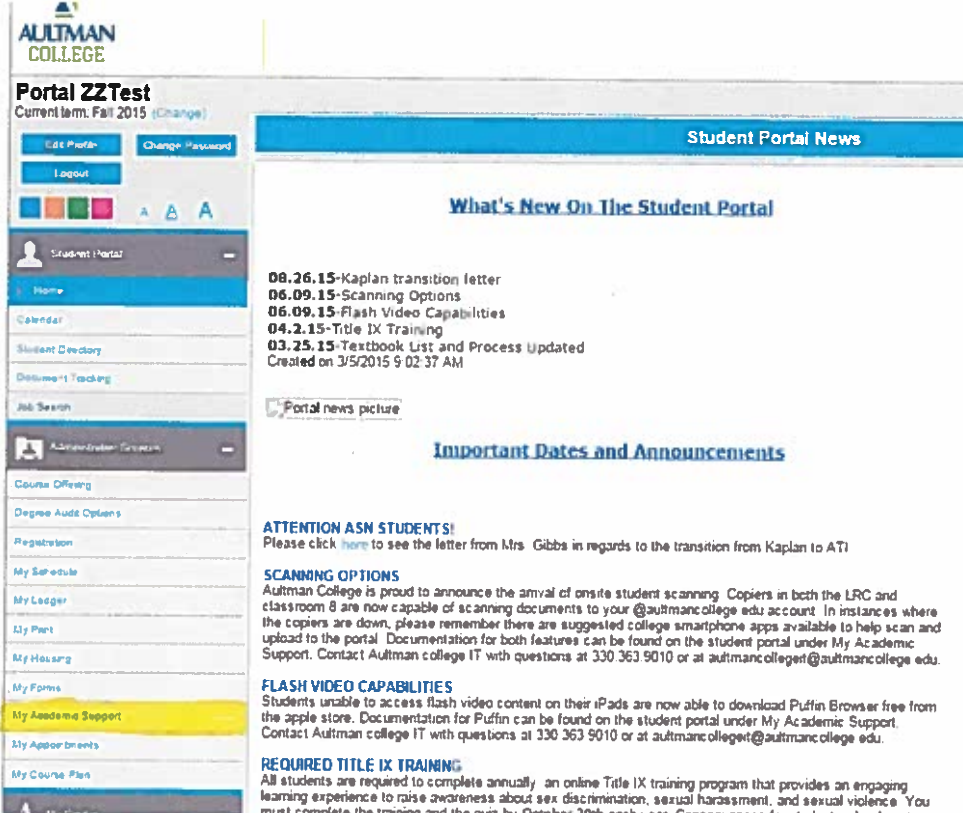
The following advising and registration resources can be found in the “My Academic Support Resources” section of the Wiseline student portal:

Directions for Online Registration

Faculty Advising E-Scheduler Student Reference Guide

How to Access Your Degree Audit

How to Add Yourself to the Wait List



The screenshot displays the Aultman College Student Portal interface. At the top left, the Aultman College logo is visible. Below it, the text "Portal ZZTest" and "Current term: Fall 2015" are shown. A navigation menu on the left side includes options like "Edit Profile", "Change Password", "Logout", and "Student Portal". The "My Academic Support" option is highlighted in yellow, with a black arrow pointing to it from the left. The main content area on the right features a "Student Portal News" section with a "What's New On The Student Portal" heading, listing several news items with dates and titles. Below this is an "Important Dates and Announcements" section with three sub-sections: "ATTENTION ASN STUDENTS!", "SCANNING OPTIONS", and "FLASH VIDEO CAPABILITIES".

Portal ZZTest
Current term: Fall 2015 (Change)

Student Portal News

What's New On The Student Portal

- 08.26.15-Kaplan transition letter
- 06.09.15-Scanning Options
- 06.09.15-Flash Video Capabilities
- 04.2.15-Title IX Training
- 03.25.15-Textbook List and Process Updated

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Important Dates and Announcements

ATTENTION ASN STUDENTS!
Please click [here](#) to see the letter from Mrs. Gibbs in regards to the transition from Kaplan to ATI

SCANNING OPTIONS
Aultman College is proud to announce the arrival of onsite student scanning. Copiers in both the LRC and classroom 8 are now capable of scanning documents to your @aultmancollege.edu account. In instances where the copiers are down, please remember there are suggested college smartphone apps available to help scan and upload to the portal. Documentation for both features can be found on the student portal under My Academic Support. Contact Aultman college IT with questions at 330.363.9010 or at aultmancollegeit@aultmancollege.edu.

FLASH VIDEO CAPABILITIES
Students unable to access flash video content on their iPads are now able to download Puffin Browser free from the apple store. Documentation for Puffin can be found on the student portal under My Academic Support. Contact Aultman college IT with questions at 330.363.9010 or at aultmancollegeit@aultmancollege.edu.

REQUIRED TITLE IX TRAINING
All students are required to complete annually an online Title IX training program that provides an engaging learning experience to raise awareness about sex discrimination, sexual harassment, and sexual violence. You must complete the training and the quiz by October 30th each year. Consequences for students who do not

REGISTRATION FAQS:

1. *When is registration for the spring semester?*

Current student registration will be held online from March 26-29, 2019 from 6:30am to 4:00pm each day.

2. *What is the order in which students register?*

- Tuesday, March 26th - BSN-C, RAD students and all students graduating in Summer 2019
- Wednesday, March 27th – All Juniors and all students graduating in Fall 2019
- Thursday, March 28th – All Sophomore level students
- Friday, March 29th – All Freshmen level students

3. *How do I know my student level?*

Your student level is determined by number of hours earned (including transfer credit). This information can be found on your Degree Audit.

- Senior- 91+ hours earned
- Junior- 61-90 hours earned
- Sophomore- 31-60 hours earned
- Freshman- 0-30 hours earned

4. *What are earned hours?*

Earned hours are hours a student has earned from classes he/she has successfully completed. The classes you are attending for the current semester do **NOT** count in your earned hours.

5. *What is a pre-requisite?*

A pre-requisite is a course that is needed in order to progress. (example: Sally must take Anatomy and Physiology I before progressing to Anatomy and Physiology II)

6. *What is a co-requisite?*

A co-requisite is a course you must take (if not already completed) concurrently with another course (example: Sally must take Anatomy and Physiology I Lecture while she takes Anatomy and Physiology I Lab).

7. *What is a degree audit?*

Your degree audit is available on the Wiseline Student Portal. Instructions on how to access it can be found in the "My Academic Support Resources" section of the portal. Your degree audit tells you how many credits you have earned and how many remain to be earned in order to graduate. If you feel that your degree audit contains errors, you should email the Registrar at registrar@aultmancollege.edu.

COURSE OFFERING

The most up to date Course Offerings can be found on the Aultman College website at:

<http://www.aultmancollege.edu/course-descriptions-schedules>



CLINICAL/LAB/TESTING ANNOUNCEMENTS

Location: When selecting your courses, please remember that not all clinicals/labs are held at Aultman Hospital. For this reason it may be necessary to allow extra travel time (approximately 60 minutes) before and after your clinicals/labs. You will not know the location of your clinical at the time of registration. The locations will be assigned closer to the start of the semester.

Multiple Clinicals for ASN students: If you are taking two courses that contain clinicals (i.e. Med-Surg III and OB/Peds), you **cannot** take both clinicals on the same day. Schedules will be checked after registration, and if you have registered for more than one clinical on a day, you will be contacted to revise your schedule.

Specialty Courses (Psych Nursing and OB/Peds): Due to limited clinical site availability, students cannot take both Psych Nursing and OB/Peds during the same semester. Schedules will be checked after registration, and if you have registered for both NRS 202 and NRS 204, you will be contacted to revise your schedule.

Testing: If you have extended testing accommodations please consider scheduling courses later in the day rather than early morning.

COURSE SCHEDULING FAQs

- 1. Why aren't more sections of each course available with a broader selection of dates and times?**

Aultman College's student population is much smaller than larger colleges and universities. It's not feasible to offer multiple sections of a course and only have a few students sign up for each section. When our semester schedules are built, we strive to offer as much variety as possible while considering the intent to keep sections full.

- 2. Will every class be offered every semester? How can I plan ahead?**

Not every class will be offered every semester; however, offerings are based on curriculum sequencing for all degree programs. We work hard to make sure the proper courses are available for all students. You can view the upcoming semester course schedule on the Aultman College website a few weeks prior to registration. You can also plan ahead by meeting with your academic advisor and/or faculty advisor.

- 3. Will sections be closed? If so, what happens if I'm signed up for that section?**

Every effort is made to not change or close a section any sooner than two weeks before classes begin, but there may be times when this is necessary. Clinical sections can be closed up to the published add/drop deadline. Affected students will be contacted by the Registrar's Office to adjust their schedules.

- 4. The class I want is full, will additional sections be added?**

If the section you would like is full at the time of registration, add yourself to the waiting list. If the list for a particular course is long, an additional section may be added. If this happens, students who are currently on the waiting list will be notified via their Aultman College email. You will be given a deadline to reply to the email if you want added to the course. Failure to reply by the deadline will result in removal from the waiting list.

GRADING FREQUENTLY ASKED QUESTIONS (FAQS)

What information is available in the College Catalog regarding grades?

Grades are awarded for demonstrated student learning based on course requirements. Refer to the course syllabus for grading scale percentage equivalents and to program-specific academic policies for minimum grade requirements that must be achieved to ensure progression toward a degree. For information on grades as they relate to SAP requirements for financial aid, please refer to the catalog. Please note that Aultman College does not round grades. (A score of 76.5% would not be considered a 77%.)

How are Grade Point Averages calculated?

The grade point average is calculated by multiplying the number of credit hours per course by the grade points received to yield a total grade point per course. The total grade points are added together, and then divided by the total number of semester credit hours. In the example below the GPA is 3.40 (23.80 divided by 7). Please note that developmental courses (demarcated by a 0 in the course numbering system, ie 090) do not count toward a GPA.

<i>Credit Course</i>	<i>Grade</i>	<i>Grade Points</i>	<i>Hours</i>	<i>Total Grade Points</i>
<i>English</i>	<i>B</i>	<i>3.00</i>	<i>3</i>	<i>9.00</i>
<i>Math</i>	<i>A-</i>	<i>3.70</i>	<i>4</i>	<i>14.80</i>
<i>Total</i>			<i>7</i>	<i>23.80 = 3.40 GPA</i>

Some helpful definitions:

- **Attempted Hours**: the number of credit hours a student takes in a given semester
- **Earned Hours**: the number of credit hours a student successfully completes in a given semester
- **Grade Points**: each grade is given a specific number of points in calculating your GPA. Please see your course syllabus for grade point and percentage equivalencies

What do I do if I still have questions?

We understand that this can be a little confusing. Please be assured that the accuracy of your academic records is our top priority. Please contact your advisor if you have questions.

HYBRID & ONLINE COURSE FAQs

1. What are hybrid and online courses?

Hybrid courses combine elements of face-to-face (f2f) courses with online learning. In a hybrid course, a significant amount of the course learning occurs online, reducing the amount of f2f, classroom time. Online courses are facilitated entirely online with no f2f time except for the final exam.

2. What does a typical week look like for an online or hybrid course?

For hybrid courses, f2f time is scheduled once every week. All other work is completed online.

3. What are the similarities and differences between hybrid and face-to-face (f2f) courses?

A hybrid/online course offers the same content as an f2f course. Therefore, costs and transferability are the same. However, students in hybrid/online courses can access all course materials online. Many or all assignments and class discussions will be completed electronically. This is determined by the instructor.

While, hybrid/online classes are just as challenging and rigorous as their f2f counterparts and are taught by instructors who are equally experienced and qualified, it is important to remember that they can often be more difficult because they require a student to be more self-driven than an f2f course does.

4. What are the advantages?

- Course materials can be accessed anytime from anywhere
- Reduced traveling time to and from class
- Avoid crowded parking lots
- Fewer time constraints
- Some students find it less intimidating to engage in class discussions online
- Has the potential to strengthen time management and self-directed learning skills

5. What are the disadvantages?

- The discipline of attending class needs to be replaced with the self-discipline and self-motivation of home study.
- Most course material is delivered by electronic documents (such as webpages, PDFs, PowerPoints etc), which may significantly increase the amount of time spent on coursework.

- Class communication is accomplished by email messages, chat rooms, and/or message board, decreasing the time available for social interaction.
- Procrastinators can fall behind more easily in an online class than in a traditional class.
- Even when course material is understood, hybrid courses can be frustrating for students who are less comfortable with computers.

6. What does a student need to be successful in a hybrid/online course?

- Reliable access to a computer that meets hardware and software requirements
 - Reliable broadband connection
 - Office Suite: Word, Excel and PowerPoint
- Comfort with the technical issues of working from a computer
- Computer and Internet savvy
- Self-discipline and the ability to self-motivate
- Commitment and effort
- Solid reading and comprehension skills
- Ability to seek out help when needed

7. How do I know it's a hybrid or online course?

Look for demarcated HYBRID and ONLINE course sections when classes are scheduled.

8. What happens after I enroll in a hybrid/online course?

The Friday before class starts, an email providing instructions on how to access the course is sent out to all enrolled students, and access is granted. At that time, you should log in to the course to view materials, familiarize yourself with the layout, and begin working on the week's assignments. In an online/hybrid course, you are expected to begin working right away; do not wait for the first f2f meeting.

ACADEMIC CALENDARS

The Academic Calendar can be found on the Aultman College website
at:

<http://www.aultmancollege.edu/academic-calendars>

The Academic Calendar contains important dates such as:

ADD/DROP deadlines

REGISTRATION DATES

