

Nursing Priority Registration

Students who are working toward admission to the AHC Nursing Program and have not yet completed all required science prerequisites may apply for priority registration. Eligible students will receive second-day priority registration.

Eligibility Requirements: (All must be completed)

- ☐ Must be on the path for AHC's LVN/RN nursing programs.
- ☐ **Completion** of the following course **must show in your AHC portal with a grade of "C" or better:**
 - ☐ ENGL C1000 – semester/year _____
 - ☐ Math 100 level – semester/year _____
 - ☐ PSYC C1000 – semester/year _____
- ☐ Complete and pass each credit course held in the semester **prior** (Spring / Fall).
- ☐ Official transcripts from ALL other colleges must be received, evaluated, and transcribed by Admissions & Records and reflected in your AHC portal.
- ☐ No academic or progress probation for two consecutive terms as defined in the policies and procedures. Students must also be in good program standing as applicable. (Board Policy 5055)
- ☐ A current CSEP (Comprehensive Student Education Plan) for Nursing, dated within the last six months, must be submitted with this form. Hand-deliver to the Health Sciences Department (W-11) office or place them in the mailbox in the hallway outside the W-11 office. If you would like to discuss this in person, please come to W-11 and speak with Tawnya Karstrom.

To maintain eligibility:

- You must take a nursing pre-requisite (Anatomy (BIO 124), Physiology (BIO 125) or Microbiology (BIO 128)) science course each semester (Spring and Fall) and make progress on your CSEP.

You will lose priority registration by:

- Allowing your GPA to fall below 2.0 in any semester
- Having a failing or withdrawal grade appear on your student record for any course while maintaining priority registration status
- Being placed on academic or progress probation

Guidelines:

- Submit this form during the appropriate registration period for the term requested.
- Nursing priority registration is available for two years (four semesters: Fall/Spring) or until all science courses are completed, whichever comes first. This opportunity is only granted once during your AHC college career.
- By signing this form, you acknowledge that you have reviewed the eligibility requirements and believe you meet all requirements for nursing priority registration. Your student record will be reviewed each semester to verify continued eligibility.
- If you do not meet the eligibility requirements at the time of application, you will be notified by email and provided the reason you do not qualify.
- If you are approved for priority registration and later become ineligible, you will not be notified. It is your responsibility to maintain eligibility and check your AHC Portal for your registration date.

Print Name: _____ AHC Student ID: _____

Email Address: _____ Phone Number: _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY			
Meets initial criteria		Completion Date	
Start Term		Removed Date	
End Term		Reason	
Date Attribute Added			