

REGISTRATION FOR COURSES

ADN students register for classes via their MY WITC web portal at their assigned time. All WITC program students are allowed to 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 of time**. After the two week period on 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

Clinical registration **must be completed eight (8) weeks prior to the first day of clinical**. ADN students registering for a clinical course may **not switch clinical sections**. 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 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.

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.