

Answers to Frequently Asked Registration-Related Questions

Registration

When does registration open?

For Regis non-nursing and non-radiography classes, fall and summer registration opens in April. Spring and winter registration opens in November. For students enrolled in nursing or radiography courses, registration is automatic, assuming you meet financial obligations and are academically successful.

Can I pre-register for courses?

No, you can only be registered after registration opens. Registration is on a first-come first served basis after registration opens up. Classes do fill quickly, especially the online courses, so register early.

Do I contact Regis to register? Can I register online?

No, you need to email kklucevsek@lmh.edu to register/drop courses/ask questions about curriculum or transfer courses. Although you may be able to login to Regis systems, you should not register yourself online or follow registration instructions sent to you by Regis College. Please email kklucevsek@lmh.edu to register and follow the registration instructions that are provided by LMRC.

What if I am added to a waitlist?

If you are added to a waitlist, you need to wait until a seat opens up in order to be registered. Please be sure to check your Regis College email address if you are waiting to be placed, as notice will be sent there if a seat becomes available. You have two days to enroll before your seat is offered to the next student on the waitlist. Contact kklucevsek@lmh.edu as soon as possible within the two-day timeframe to claim your seat and be registered.

How do I know what classes I should take?

If you are a new student, please refer to your Academic Plan that was sent to you shortly after acceptance or contact kklucevsek@lmh.edu with curriculum-related questions. Current students should meet with their Faculty Advisor if they have questions regarding their class selections. You may also view your Degree Audit on the [LMRC Student Portal](#) to see what courses you still need to complete (under "Academics," click on "Degree Audit").

I need to take NU 404. How do I register?

NU 404 is offered only in the summer and winter semesters. Once details for the LMRC sections of this course are confirmed, the Registrar will email you and let you know registration is open. You will then need to email the Registrar (kklucevsek@lmh.edu) your preference for the course. Registration is on a first-come, first-served basis. Students must successfully complete NU 102 before being registered. Additionally, students about to enter NU 202 are given priority to register for NU 404.

How do I know when I'll be starting my nursing and/or radiography classes?

Radiography courses begin in the fall semesters only and note that each radiography course is offered once per semester. Nursing courses begin in the fall and spring semesters. Regarding start date for nursing classes, this is based off of when students apply, when they are accepted, and the number of non-nursing classes completed thus far. Additionally, pre-requisites must be successfully completed in order to begin and the specific courses required to be completed may differ based upon the semester that students begin in the program. There is not a guarantee that you will begin nursing classes in the following semester. You will receive notice via email from Admissions when you are cleared to begin your first nursing class.

Classes

How do I know what classes I am enrolled in?

You can view your schedule through the LMRC student portal.

Where do classes take place?

All in-person non-nursing and non-radiography courses meet at Regis College's campus in Weston. Online courses will be held on the Moodle course management system. Nursing and radiography courses are held on the Medford campus, including NU 404.

How do I know what classroom my classes are held in on the Regis campus?

You will be able to see your schedule information (including room assignments) on the Regis Hub (<https://hub.regiscollege.edu/Student>). If you need help finding your classroom, you can go to the Center for Student Services in College Hall and ask for assistance.

How will I know what classes cost?

All tuition and fee information is posted on our website at: <https://lmregis.org/financial-aid/tuition-fees/>.

I am enrolled in an online course. How do I find out when and how to log into the class?

Online courses are typically held on the Moodle course management system. If you do not see the course information posted right away do not panic. Each faculty member will make their content live on Moodle, but some wait until the class begins to do so. If you do not see the course there after classes begin, contact your instructor. If you experience any issues with Moodle, you may reach out to Regis IT at helpdesk@regiscollege.edu or 781-768-7177. Additionally, note that your instructors may ask that you access different materials or systems, so it is good practice to check with them as to what you may need for a specific course.

What is a hybrid course?

Hybrid courses meet in person less than traditional courses. The remainder of instruction takes place online. The science review courses offered at Regis are often run in a hybrid format. These courses do not include a lab, and are less expensive than traditional courses offered at Regis.

Where do I get my books?

Each instructor may have different materials that they require for their courses. For non-nursing and non-radiography courses, you can check the Regis College Bookstore website at <https://www.regiscollege.edu/regis-life/life-campus/bookstore> to see if your course lists any materials. You will need to have the course number, section and instructor name. Check store hours to ensure they're open if you plan to purchase materials in person. You can also email your instructors directly to inquire about materials needed for your class.

How many classes can be transferred?

A maximum of 6 non-nursing (7 if taken prior to acceptance) and 5 non-radiography (6 if taken prior to acceptance) courses can be transferred from outside institutions. College Level Examination Program (CLEP) scores of a 50 or above are also accepted as transfer courses in some cases.

What is the residency requirement? Are there any exceptions?

Depending on where students stand with transfer courses upon acceptance, all students must complete a minimum of three (3) or two (2) courses with LMRC to fulfill the residency requirement. The Registrar will confirm transfer courses upon acceptance to LMRC. The course Concepts and Challenges in Professional Practice (NU404) cannot be counted towards the residency requirement. Science review courses may be counted towards the residency requirement. There is no exception to this policy.

Where can I find information about the non-nursing or non-radiography courses?

These are posted on our website at <https://lmregis.org/nursing/curriculum/non-nursing-course-descriptions/> (non-nursing courses) and <https://lmregis.org/radiography/curriculum/non-radiography-course-descriptions/> (non-radiography courses). Note that sciences and Human Growth and Development need to have been taken within the last 7 years in order to be transferred.

What is the difference between asynchronous and synchronous courses?

Asynchronous courses are online courses that have no specific lecture or lab times, so students can login at any time and go at their own pace. Synchronous courses are online courses where students will need to login online at specific/set times to attend real-time course lectures or labs.

I took a course but it's not listed on my LMRC transcript. What do I do?

If you haven't done so already, you will need to request that an official transcript be sent to the Program, with your grade included for the course in question. There are a few options for sending transcripts: 1) official electronic transcripts can be accepted as long as the institution sends it directly to kklucevsek@lmh.edu (it cannot be forwarded from a student) 2) request that an official transcript be mailed to our office at 170 Governors Avenue Medford, MA 02155 (note that this can sometimes take 2-3 weeks to get to us so is not recommended if you need your records updated quickly) 3) request an official transcript, pick it up at the institution (or have it delivered to yourself) and then drop it off on campus with a staff member in the Hallway of Help (we also have a drop box located in between the double doors at the front of the building).

Can I take non-nursing classes and nursing classes at the same time? What about radiography?

This is not recommended, as each nursing course is a minimum of 9 credits alone, which is the equivalent of 3 non-nursing classes all at the same time. If you take additional coursework, it's likely going to be an unmanageable workload. For Radiography students in Year I, it is recommended to take no more than 1 non-radiography course alongside the regular curriculum. In Year II, it is recommended to take no more than 2 non-radiography courses alongside the regular curriculum. Students will also have the opportunity in summer and winter to take non-nursing and non-radiography coursework.

Grades

What is a passing grade?

Course grades are determined by a combination of class work and examinations. A minimum course grade of 2.0 / 75% (C) is required in all non-nursing and non-radiography courses. Courses taken at other colleges also require at least a 2.0 / 75% (C) for course exemption. The exception to this is that NU 101 and NU 102 must be passed with a 70% (C+) or higher and radiography clinical courses must be successfully completed with a minimum grade of 85% (B).

What happens if I don't pass my course?

A student may fail and repeat only one course within the entire curriculum. If the failed course is prerequisite to another course(s), it must be passed before the student can take the requisite course(s). A student who is not enrolled in any course in the curriculum is automatically placed on leave of absence for that period. Students who fail two courses are withdrawn from the program. Additionally, students who fail NU 101 or NU 102 with a grade of less than 70% are not eligible to repeat and are withdrawn from the program.

What if I need to drop my class?

A student may drop or withdraw from a non-nursing/non-radiography course, within the specific time published by Regis College, only if it is being taken before it is required in the curriculum as a prerequisite course. A student may not drop or withdraw from a course if it is being taken as a co-requisite with another course. Courses dropped after the add/drop deadline will remain on students' records and be recorded as WP or WF, depending on their standing in the course on the last date of attendance. The grade is determined by the course instructor. Depending on when students drop or withdraw, they may be responsible for a portion of the tuition and their financial aid may be impacted.

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Technology

How do I get my Regis account information?

All LMRC student information is provided to Regis upon acceptance. Regis will set up your Regis Account (email, Moodle, Office365, etc.) as part of the normal onboarding process in their systems. Once your account has been set up, you will receive an email with instructions about how to login to your account. It is recommended that you double-check junk and spam folders for this, in case the email inadvertently goes there. Once you receive this email with your account information, please feel free to contact the Regis College Helpdesk (helpdesk@regiscollege.edu or 781-768-7177) if you need help logging in or have any questions. If you were accepted over a month ago and have not yet received this information, please reach out to the Regis College Helpdesk to ask for assistance in receiving your account information.

What if I can't login to my Regis Account (includes Moodle, Regis College email, Regis Access/Self-Service Office 365, etc.)?

Contact Regis IT at helpdesk@regiscollege.edu or 781-768-7177.

What if I can't login to my LMH email account?

Contact the Melrose Wakefield Healthcare IT HelpDesk at isservicedesk@hallmarkhealth.org or 781-306-6330.

What is the LMRC Student Portal? How do I access it? What if my account is locked?

The LMRC Student Portal is a self-service platform for student to access unofficial transcripts, degree audits, billing statements, financial aid awards, tax forms, etc. Students can access this platform after they register for their first class. You can sign in to the LMRC Student Portal at <https://www.lmrcsonisweb.com/>. Click the drop-down login menu and select 'Student'. You will need your student ID to login. Note that the first two characters are letters and the rest are numbers. Your PIN is initially a default of your 6-digit date of birth - 12/31/1990 (mm/dd/yy). Do not include the "19" or slashes (/). You will be prompted to change your PIN to any 4-6 digit number. Write down your new PIN in a safe place so you can easily access the portal! Be aware that some browsers auto-save passwords, so ensure that it's the correct one. If your account gets locked and it tells you to contact your system administrator, you can reach out to kklucevsek@lmh.edu.

Regis Campus

Is there an orientation?

LMRC holds orientation sessions at Regis twice a year prior to semester starts. These are typically in January and August. If you are registered for your first course on the Regis campus as an LMRC student, you will be sent the orientation details by the Registrar. Topics covered include LMRC policies, securing your Regis ID, obtaining a Regis College parking pass, meeting with Regis IT, and meeting with the Regis Registrar. This is an optional orientation.

Do I need a parking pass for my car on the Regis College campus?

Yes, all cars must be registered with the Regis College Police Department. After you have your Regis ID, you can obtain a parking pass. Additional information can be found at: <https://www.regiscollege.edu/about-regis/find-us/regis-college-parking-guidelines>. Questions can be referred to the Regis College Police Department at 781-768-7111 or campuspolice@regiscollege.edu.

How do I get a Regis College ID?

More details about how to obtain this can be found at: <https://www.regiscollege.edu/regis-life/student-services/campus-id-cards>. If you attend the option Regis Orientation session, you may also pick up your ID at this event. If you have questions or if you want to arrange a time to pick-up your ID, you can email ids@regiscollege.edu.

Medford Campus

Where do I park?

Onsite student parking is not available at LMRC, but shuttle service is provided from Old Malden Hospital. Students may only park on campus after 4:00 PM and on the weekends. *Note: due to COVID-19, the shuttle is no longer in operation. LMRC Administration and/or your course coordinator will share details about parking for courses held on campus. Please be aware that campus buildings are currently locked to the public, so if you are coming to campus for anything but a class, you will likely need to arrange to have someone let you in.*

What if I am coming to campus to drop something off?

You can let security know that you are a short-term visitor to the School of Nursing and Radiography and are not parking here for class. If possible, try to take care of school-related matters on campus when you are here anyway for class.

I am a student in the evening/weekend nursing program. Is the school open in the evening?

A staff member from the Hallway of Help is available in the office until 5:30 PM Monday through Thursday. *Note: due to COVID-19, staff hours have changed. Please reach out to contacts via email to arrange a meeting time if needed. You may also utilize on-campus drop boxes (located in between the double doors at the front of the building and in the back hallway near the handicapped restroom) if you need to drop off materials.*

Advising

Who is my advisor?

Non-nursing and non-radiography students are automatically assigned as advisees to the LMRC Registrar (kklucevsek@lmh.edu) upon acceptance. Once you begin nursing or radiography courses, a member of the faculty is your advisor and meets with you each semester within the program.

When is my advisor assigned?

Faculty advisors are assigned in August for fall semesters or January for spring semesters.

Who do I contact about the RN to BSN Program?

You should reach out to Kelly Golden, Associate Dean of Student Affairs and Enrollment/Executive Director Regis North. She can be reached at Kelly.golden@regiscollege.edu or you can schedule a virtual appointment with her at: <https://outlook.office365.com/owa/calendar/LMHAppointments@regiscollege.edu/bookings/>. Note that you need to complete NU 102 in order for acceptance to this program to be confirmed.

Who do I contact about the BS Completion in Medical Imaging Sciences Program?

You can contact Gary L'Abbe Jr., Assistant Professor, Medical Imaging, NM Clinical Coordinator & Program Director BS-Comp Medical Imaging. Gary can be reached via email at gary.labbe@regiscollege.edu or phone at 781-768-7549.