Advising Tip

Registering for variable credit courses
(Clinical, Research Residency, Dissertation, Immersion, Individual Study and Group Studies courses)

Enrollment in Research Residency (N8980), Dissertation (N8999), or Individual Study (N8193, NP8193/N7193) courses
Students are not able to enroll themselves in these courses. If you need to be enrolled in N8980, N8999, N8193, NP8193, or N7193 you will need to work with your advisor/instructor to develop the course goals and objectives. Once this is complete, students will submit the appropriate form in Beacon. This form will flow to the advisor/instructor for approval, and then to the appropriate Graduate Program Manager who will complete your enrollment. Please note the forms below:

- Research Residency (N8980): Research Residency (N8980) Enrollment Form
- Dissertation (N8999): PhD dissertation (N8999) Enrollment Form
- Individual Study (N8193/NP8193/N7193): Individual Studies Form

Enrollment in Group Studies Courses (N5194, N7194 or NP8194)
Group studies courses are often used to pilot a course before it is given a permanent course number in the system. These courses are often not viewable in the system. In this case, you will need to email your Graduate Program Manager for enrollment.

Enrollment in MS Clinical or DNP Immersion courses
Clinical and immersion courses are viewable in SIS, but must be added per the instructions below in order to enroll in the correct number of credit hours.

If you add a clinical or immersion course from the Search function you will automatically be enrolled for the minimum number of credits. If this happens please drop the course and use the directions below to add the course to your schedule. The correct number of credit hours for each clinical or immersion course is listed on your assigned plan of study in Beacon.

Once you have logged into your Student Center choose the Add a Class link. Select the term for which you would like to register. Enter the class number for the Clinical section into the “Enter Class Nbr” field and select the green Enter button next to that field. The class number is the four or five digit number used to enroll, not the four digits tied to the course title (IE: Nursing 7483 is Quality & Informatics). The class number changes each semester, session, or term whereas the course number never changes.
Review the information and select Next. This should take you to a screen where you can adjust your credits/units. Ignore the Permission number field, if there is one. Choose the appropriate number of credit hours and select the green Next button. If the class is full you will also need to click the “Wait list if class is full” box in order to be placed on the wait list. This will place the course into your shopping cart, along with the related component, which will automatically be added. Once the courses are in your shopping cart they will remain there until you finalize your schedule, even if you log out and log back in at a later time. This does not save you a seat in the course however, so it is best to enroll immediately and completely.
Review the courses. Be sure the course number, class times, and credit hours are correct. If they are not you can either use the trash can icon to remove the course, or you can click the blue link under the class section to go back in and edit the credits. Once you have all your courses checked use the green button labeled Proceed to Step 2 of 3 and confirm that these are the courses that you would like. You then finalize your schedule using the Finish Enrolling button. Please note that you can still go in and make changes to your schedule until your window closes using the Add and Drop options.

If you get an error message please take a screenshot of it. You may have a hold on your account, which will you can also find on your main Buckeyelink page under “holds”. The most common reason for students to have a hold on their account is for the “Financial Responsibility Statement.” This is required to be completed before enrollment each semester. You can located this under your “To Do List” in Buckeyelink. If you are still unsure why you are unable to enroll, please contact your Graduate Program Manager and send the screen shot of the error so they may best assist you.

To return to your student center use the navigation on the left side and choose the Student Center link, or use the drop-down menu at the top of the page that usually defaults to “go to” and choose Student Center, then the arrow button (>>).