

Dear Students,

Fall 2025 registration week begins June 2, 2025, online at [my.laboure.edu](http://my.laboure.edu). It is important to register as soon as you can, as courses fill up quickly! Please read through this newsletter carefully and save it in a safe space for future reference.

## Associate of Science in Nursing Professional Course Registration:

**On May 8, 2024 the MA Board of Registration in Nursing voted to restore "Full Approval" status for the Associates of Science in Nursing program.**

However, the restriction of total spaces will continue for any student entering their first ASN professional courses for Fall 2025. Registration for these 80 students will not be available online. The Division of Nursing has identified all students preparing to enter their first professional course and placed them into groups based on Accelerated status, number of Arts and Health Science courses completed, and GPA:

- The 80 students eligible for their first ASN professional course will be notified by email that includes instructions to secure placement in the course. The Student Success Center will follow up with these students by telephone.
- There may be a small waitlist. Students eligible for wait list status will be notified by email that includes instructions to secure placement on the waitlist.
- All other students will be notified of their status by email.

Please refer to the dates below to determine when you are eligible to register.

Fall 2025 Registration	
Registration begins...	Students registering for the following courses:
Monday, June 2 <sup>nd</sup> 9AM	<ul style="list-style-type: none"> <li>• All Continuing BSN Students for Fall 2025, Spring 2026, and Summer 2026 semesters</li> <li>• All Continuing Health Science Majors (HSC, HSP, RTT, NDT, IONM, EKG, RSC, PHL) for Fall 2025, Spring 2026, and Summer 2026 semesters</li> <li>• New students accepted for Fall 2025 taking Arts and Science and BSN professional courses</li> </ul>
June 2 <sup>nd</sup> 11AM	<ul style="list-style-type: none"> <li>• NUR2025 Accelerated Continuing Students*</li> <li>• NUR2005 Accelerated Continuing Students*</li> <li>• NUR1025 Accelerated Continuing Students*</li> <li>• LPN Advanced Placement Continuing Students (please see ASN Student section for more information)</li> </ul>
June 2 <sup>nd</sup> 1PM	<ul style="list-style-type: none"> <li>• NUR2025 Continuing students with completed science requirements with a CGPA** of 3.2 or higher</li> <li>• NUR2005 Continuing students with completed science requirements with a CGPA** of 3.2 or higher</li> <li>• NUR1025 Continuing students with completed science requirements with a CGPA** of 3.2 or higher</li> </ul>
June 2 <sup>nd</sup> 3PM	<ul style="list-style-type: none"> <li>• NUR2025 Continuing students with completed science requirements with a CGPA** of 2.0 or higher</li> <li>• NUR2005 Continuing students with completed or IP*** MIC2201 and completed ANA1120 and ANA1010 requirements with a CGPA** of 2.0 or higher</li> <li>• NUR1025 Continuing students completed or IP*** ANA1120 and completed ANA1010 requirements with a CGPA** of 2.0 or higher</li> <li>• NUR1025 Continuing students with completed science requirements with no CGPA**</li> </ul>

\*Accelerated students hold prior degrees (includes Bachelor's, Master's, and Ph.D. only), have completed all science requirements, and have a CGPA of 2.0 or higher.

\*\* CGPA or Cumulative Grade Point Average (see definition below).

\*\*\*In Progress (IP) courses are courses currently being taken for Spring 2025 at Labouré College of Healthcare. Students currently taking courses for transfer credit at another college, please see the External Transfer Credit section below.

### Cumulative Grade Point Average (CGPA):

Cumulative grade point average (CGPA) is calculated by your course work at Labouré and does not include courses transferred in. Students can view their CGPA on [my.laboure.edu](http://my.laboure.edu). Click on the student tab, then click the link to the right to view your unofficial transcript.

**Continuing Student Transfer Credit:**

Students taking a course at another college expecting transfer credit for that course must have official transcripts submitted and reviewed by the Office of the Registrar prior to May 27, 2025. If transfer credit is still pending by this date, the program requirement will be considered unmet, and students will not be eligible to register for a requisite or corequisite course. Questions regarding transfer credit can be emailed to [transfercredit@laboure.edu](mailto:transfercredit@laboure.edu).

**Academic Advising & Student Success Center**

If you are not sure about the courses you should select, an Academic Advisor in the Student Success Center can help! For an advising appointment, please contact [studentsuccess@laboure.edu](mailto:studentsuccess@laboure.edu) or call (617) 322-3579.

During registration, join the Welcome Center, Office of the Registrar, and the Student Success Center in-person or via Zoom if you have any issues, questions or concerns during live registration.

**Zoom Availability:**

- June 2nd from 9:00AM to 4:00PM
- June 3rd from 9:00AM to 12:00PM

[Click here to access the open zoom meeting](#) at the above times.

**Registering for Classes*****We are here to help!***

If you experience any issues during registration, be sure to log out and back to refresh the system. If you need additional assistance, please call the Student Success Center at (617) 322-3579 or email [registrar@laboure.edu](mailto:registrar@laboure.edu).

The Student Success Center has created a [PDF Helpful Guide to Register](#) for courses.

**My.Laboure.edu Preferred Browsers**

As a reminder [Chrome](#) or [Firefox](#) are required for use with [my.laboure.edu](http://my.laboure.edu). Do not use Microsoft Internet Explorer, Microsoft Edge, or Apple Safari. If you don't have one of the required browsers, download and install [Chrome](#) or [Firefox](#) by clicking one of the links above and following the directions. It is free and easy.

**Viewing Course Options:**

Fall 2025, Spring 2026, and Summer 2026 BSN, Health Science (HSC, HSP, RTT, NDT, IONM, EKG, RSC, PHL) and ASN Arts and Health Science courses will be available to view on [my.laboure.edu](http://my.laboure.edu) beginning Tuesday May 27, 2025. ASN

professional courses for Fall 2025 will be available to view online beginning Tuesday May 27, 2025.

To view the schedule/register, you will need to read and accept the Financial Statement of Responsibility. Directions for completing the Financial Statement of Responsibility are included in the helpful [How to Register Guide](#).

**Online & Hybrid Courses**

Online courses are fully remote and do not meet in person. Online courses are asynchronous; there are no required online class sessions. Students must have access to a computer and reliable, high-speed internet. Online courses are indicated by the "O" following the course code (ex: THE2090F **O**).

Hybrid courses blend in-person and online learning, replacing a portion of classroom instruction with virtual coursework. Hybrid courses require students to attend some in-person assessments, class meetings, labs, orientations, and/or other required activities. Students must have access to a computer and reliable, high-speed internet. Hybrid courses are indicated by the "H" following the course code (ex: THE2090C **H**).

All courses will use the LMS Brightspace for any online coursework. As usual, course sites will become available approximately one week prior to the first day of the semester, however, you can watch this [short introductory video](#), then, if registered for your courses, check out the [Brightspace landing page](#) now if you'd like to see where most courses at the College will be hosted this fall.

**Registration Holds**

If you have an outstanding student account balance or have not submitted (or do not have) approved health records, you will have a hold placed on your account that will prevent registration. Once these obligations are met, the hold will be lifted. ***Do not wait until the last minute to resolve your registration hold!***



### **Academic Calendar**

The Academic Calendar can be found in the Quick Links section at [my.laboure.edu](https://my.laboure.edu).

### **Waitlists**

If a course is full, you will have the option of placing yourself on the waitlist. Waitlisted courses are reflected on your student schedule with a status of "waitlisted". When an opening occurs in arts & sciences courses or professional health science courses, the Office of the Registrar will place waitlisted students into the course. Students will be notified of this change by email.

#### ASN professional course waitlists:

Professional course waitlists are not first-come-first-served. Each student on these waitlists is reviewed individually for priority using the following criteria (in no order):

- Assigned professional course cohort
- Prior degree
- Advanced Placement (LPN to RN students)
- Remaining arts & science courses
- Cumulative grade point average (CGPA)
- Passing current Professional Nursing courses
- Registration holds
- Health and Safety Records requirement compliance
- Previously on a waitlist for this course

There is only one waitlist per ASN professional course (all day and evening sections are combined). To be considered for space, students can only add themselves to one waitlist section. Students cannot be registered in a section and on the waitlist for another section. Adding to multiple sections does not improve chances of enrollment and you will be dropped without notice.

As openings occur, the Office of the Registrar will notify the priority students for enrollment by email. ASN professional course waitlists will remain open and reviewed until the Division of Nursing closes them for the semester. If this occurs, the Office of the Registrar will send notification by student email.

Waitlisted students that have not met the clinical health record deadline will be dropped from the waitlist.

Please refer to the Clinical Health Records section of this newsletter for detailed requirement information.

The Division of Nursing reserves the right to close online waitlist registration at any time. If this occurs, it may still be possible to add yourself to a waitlist by emailing your request to [registrar@laboure.edu](mailto:registrar@laboure.edu).

### **Your Financial Obligation**

College tuition & fees are available for review on [www.laboure.edu](https://www.laboure.edu). You will have the option to pay in full, sign up for the Nelnet payment plan, utilize financial aid, or a combination of any of these to fulfill your financial obligation.

### **Books**

Books are available online prior to the start of classes: <http://laboure.textbookx.com>. Laboure offers an extended line of credit to purchase books. You will receive an email approximately 30 days prior to the start of the semester with detailed information. If you use the line of credit, your TextbookX purchase will be added to your student account balance which must be paid by September 30, 2025.

### **Financial Aid**

The first step in applying for financial aid is to complete the 2025-2026 FAFSA at [fafsa.gov](https://fafsa.gov) or add our school code (006324) to an already completed FAFSA. It will take 3-5 days for us to receive it. Once received, you can create an account and log in to [laboure.studentforms.com](https://laboure.studentforms.com) to submit any requested documents required to complete the FAFSA process. It is important to allow as much processing time as possible before the bill due date if you are relying on financial aid to cover a portion of your balance. After completing all tasks, we will email instructions for you to log in or create an account if a "first time user" at [financialaid.laboure.edu](https://financialaid.laboure.edu) to view, accept, deny, or modify your financial aid offer. You should continue to monitor your financial aid status and check your Laboure email consistently, as additional documents may become required at any time. Please remember that any enrollment changes may affect your financial aid eligibility. It is highly recommended you regularly check in with the financial aid office. If you have questions, please stop by or email [financialaid@laboure.edu](mailto:financialaid@laboure.edu).

**Bill Due Date – August 15, 2025**

The bill due date for Fall is August 15, 2025. Students who do not resolve their summer balance by this deadline will be dropped from all classes. Students that register on or after the bill due date will have 7 days to fully cover their bill or risk being dropped from classes.

Students registering early for Spring 2026 or Summer 2026, please be aware that your student account will not reflect charges or applicable anticipated aid beyond Fall 2025. We encourage you to contact the Financial Aid Office if you rely on an award to cover a portion of your balance to determine eligibility and to ensure all requirements are completed.

**Nelnet Payment Plan**

The deadline to enroll in the Fall payment plan is August 15, 2025. Your student account balance will be divided into four equal payments that will be automatically debited from a checking account or a credit card (Mastercard, Visa, or Discover) on the 20th of each month: August, September, October, and November.

How to Enroll:

- Sign-in to [my.laboure.edu](https://my.laboure.edu)
- Click on **Student** tab at the top of the screen
- On the left-hand side, click on **Student Account Information**
- On the right-hand side, click on **My Account Balances**
- Select the current semester
- Scroll to the bottom of the page
- Click **Enroll in Payment Plan** to be directed to the Nelnet enrollment page

Costs to Participate in the Nelnet Payment Plan per Semester:

- A \$35 enrollment fee charged by Nelnet;
- Nelnet charges a 2.85% service fee if a credit card is used;
- Nelnet will charge a \$10 fee for any returned check and/or declined credit charges.

**College & State Health and Safety Requirements deadline: Friday, August 1, 2025**

All students are required to upload required College/State immunizations and Clinical Health Record requirements to Castlebranch

(<https://portal.castlebranch.com/BW83>). Students currently taking courses at Labouré have received an invitation to their student email from the Health and Safety Records (HSR) office ([HealthandSafetyRecords@laboure.edu](mailto:HealthandSafetyRecords@laboure.edu)). The invite is typically sent within the first week of each term to students who are completing non-clinical coursework within their first semester. Students must be in compliance with College and State level requirements within the **first 30 days** of their first semester. If all requirements are not met, a Registration Hold will be placed on their account. If you have a hold now or believe you have not received this invite and are currently registered for classes, please email the HSR office directly for assistance.

As a reminder, the following are required by the College/State within the first 30 days to be cleared to register:

- MMR
- Varicella
- Hepatitis B (positive antibody titer within 12 months of next semester start) OR documentation of 3 vaccinations\*
- Tetanus (Tdap) – within the last 10 years
- COVID-19 Completed Primary Vaccination (i.e 1 J&J, or 2 Pfizer, or 2 Moderna)
  - Students are cleared with their Primary Vaccination 2-weeks after their final dose in a series.
  - [Religious Waivers](#) are not accepted by any of our clinical affiliates at this time; however, if you are not currently registering for clinical courses you can submit a request for review, by emailing the document by **Friday, August 1, 2025**, via email to [HealthandSafetyRecords@laboure.edu](mailto:HealthandSafetyRecords@laboure.edu). There is no guarantee clinical sites will accept religious exemptions in the future.
  - [Medical Waivers](#) must be submitted by **August 1, 2025**, via email to [HealthandSafetyRecords@laboure.edu](mailto:HealthandSafetyRecords@laboure.edu) for review by the clinical affiliates. Currently, only a few sites allow medical exemptions for very specific reasons. If you are not taking clinical courses, this can be approved with proper and recent supportive documentation from a physician.
- Meningitis (if under 21 years old)



\*If you only have a titer and no documentation of vaccinations – email the Health and Safety Records Office after uploading your positive antibody titer so it can be manually overridden. Additionally, if your titer is negative, you will be required to submit the negative titer followed by an initial dose in a repeat series immediately.

#### ***Clinical Health Records Deadline: Friday August 1, 2025***

All students in any program with a clinical requirement must complete Clinical Specific requirements in addition to the College and State requirements no later than the above deadline to their Castlebranch account. **Please remember, your record must be approved, not just submitted in order to be considered fully compliant.** Any pending requirements will not be considered met after the deadline. It is the student's responsibility to submit requirements in a timely manner and ensure review if anything is rejected, overdue, or additional information is needed.

Clinical Specific requirements are outlined below – please note the updated time frames:

- CPR (American Heart Association-BLS Only) – see below
- Tuberculosis (Annual Titer within the last 12 months of beginning clinical in the next term or Clear Chest X-Ray if positive – within the last 5 years) Flu Vaccination (Between August 2025 – May 2026)
- Most Recent COVID-19 Booster (<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html>)
  - Students can begin to receive this **2 months** after their most recent booster or completion of primary COVID vaccine series.
  - Religious Waivers are not accepted by any of our affiliates at this time.
- **Medical Waivers** must be submitted by **August 1, 2025** via email to [HealthandSafetyRecords@laboure.edu](mailto:HealthandSafetyRecords@laboure.edu) for review by the clinical affiliates. Currently, only a few sites allow medical exemptions for very specific reasons. Please ensure you have proper and recent supportive documentation from a physician. Waivers that have been approved in a prior semester must be re-submitted for review with new supportive documentation before each term.

\*If you have a TB from within the last 12 months then you just need to email the HSR office so the requirement can be overridden.

**Students who do not complete all requirements by the Clinical Health Records Deadline, will be dropped or withdrawn from their course.** Clinical compliance is sent to facilities several weeks in advance of the semester. Compliance must be up to date during a clinical rotation, otherwise students risk being pulled from their clinical or dropped/withdrawn from the course. Students must plan ahead and be aware of health requirement expirations. Castlebranch contacts students via email when they are scheduled to submit a renewal or will come out of compliance, beginning 30 days before it is due. Please double check your CB account is created with your Student Email account.

Students registered for clinical courses will be emailed information regarding their Background Check (CORI) requirements via their student email shortly after registration once the PASS program begins.

#### **Background Checks – CORI & Fingerprinting**

Students registered for their first clinical courses and those entering NUR1025 and NUR2025 will be emailed information about their Background Check (CORI) requirements via their student email shortly after registration. Individual meetings must be set up with the Health and Safety Department to verify identification for completion of the CORI submission form. The deadline for completion is **August 4, 2025**.

Students attending clinical sites that require fingerprinting will be notified individually and required to complete the fingerprinting process within the deadlines established by the site they are assigned to attend. The final deadline for completion is **Friday, August 1, 2025**.

#### ***CPR: American Heart Association – BLS (American Red Cross is not acceptable for any program)***

Students must have a current CPR BLS Provider certification from the American Heart Association prior to attending clinical. No other CPR certification will be accepted. Our affiliates, CPR Boston [www.cprboston.org](http://www.cprboston.org) or [www.bostoncprpartners.com](http://www.bostoncprpartners.com) offer discounted trainings for Labouré students who show their student ID. Please know, your AHA-BLS must be completed with



at least 1 component on-ground; it cannot be a fully online certification.

### Health Insurance

Massachusetts law requires that all students enrolled in nine or more credits have health insurance\*. If qualified, health insurance will automatically be provided and charged to your account. If you wish to waive or enroll in this insurance, you may do so by visiting the website <https://www.gallagherstudent.com/laboure>. This waiver only has to be completed once per academic year (September-August). The deadline to waive or enroll for Fall 2025 will be September 14, 2025. Please note that if you have not waived the insurance prior to the bill due date, it will need to be paid to clear your account for attendance. \*Students enrolled in online programs are exempt from this requirement.

### ASN Students

#### ***Message from the Division of Nursing:***

The Division of Nursing seeks to offer as much space as possible in any given semester. Enrollment for all courses is offered on a space available basis.

Professional nursing courses in the ASN program are expected to fill very quickly. Once this occurs, students will have the option of enrolling themselves on the waitlist for that course. Waitlists are reviewed as outlined earlier in this newsletter.

Please read the following information carefully; there are important changes that you may need to be aware of for Fall 2025:

**Online Registration for ASN Professional Courses Ends on July 7, 2025.** *Registration past this date requires pre-approval from Clinical Placement and Health and Safety Records Division.*

Once clinical health requirements are submitted to facilities, the Division of Nursing reserves the right to close registration for professional courses. When this occurs, requests to switch sections and additional student enrollment will not be permitted for the Fall 2025 semester. Waitlists will also be closed and any student not accommodated with a space for Fall 2025 will be notified via student email for next steps.

### ***Continuing LPN Advanced Placement Students***

LPN Advanced Placement Students that have successfully completed both HESI Fundamentals and HESI Maternity/Pediatrics examinations will be eligible to enroll in NUR1035.

LPN Advanced Placement students must complete both HESI exams, ANA1010, ANA1120, and MIC2201, prior to registering for ASN professional nursing courses. Questions regarding HESI exams can be emailed to [HESI@laboure.edu](mailto:HESI@laboure.edu)

If an LPN Advanced Placement student does not successfully complete both HESI exams, he or she will no longer receive Advanced Placement privileges. These students will be following the continuing student track for professional nursing courses: NUR1015, NUR1025, NUR2005, and NUR2025.

### ***Clinical Assignment***

Clinical placement will be assigned by the Division of Placement and Compliance. Students enrolled in ASN professional courses will receive a clinical assignment without option of extenuating circumstance. If a student cannot make the assignment work with their personal schedule, they will have the option of dropping the class.

In general, every effort will be made not to change a student's assigned clinical placement once courses begin. However, on rare occasions, students may be required to have their clinical site changed with little advanced notice. The Division of Nursing reserves the right to make adjustments in students' clinical assignments based on contractual and educational requirements.

For questions regarding clinical site or placement, please contact [DivisionofNursing@laboure.edu](mailto:DivisionofNursing@laboure.edu).

### ***Switching Day/Evening Designations***

Students will not be permitted to switch their designation during registration week. If you have not switched your designation previously and would like to switch your designation, you may do so ahead of **June 2, 2025** by emailing [registrar@laboure.edu](mailto:registrar@laboure.edu). Students who have switched their designation previously must receive authorization from the Division of Nursing by emailing [divisionofnursing@laboure.edu](mailto:divisionofnursing@laboure.edu).

***P.A.S.S. Program- SAVE THE DATE!***

The Professional Attitude & Student Success (P.A.S.S.) Program will run in Hybrid format for Fall 2025. P.A.S.S. will be held on campus on **July 30th and July 31st**. Students will only be required to attend one of these sessions. The online component of P.A.S.S. will open shortly after. Participation and completion of this orientation is required for any student beginning in their first professional Nursing course (NUR1015) or if you are an LPN and have not yet completed a NUR course here at Labouré (i.e. NUR1025 or NUR1035). You will receive an invitation with instructions and important updates from the Division of Nursing ahead of P.A.S.S. via email.

Any student who is on the waitlist for their first professional nursing course (due to repeating or adjustment with cohort), may be invited by email to participate in the P.A.S.S. program depending on where they fall on the waitlist. Though there is not a guarantee you will be enrolled in the course, you are still required to participate in the P.A.S.S. program as it will become a requirement if accommodated with a space.

Questions or concerns about P.A.S.S. must be made in writing to [DivisionofNursing@laboure.edu](mailto:DivisionofNursing@laboure.edu).