

# How to Register Review

A step-by-step guide to navigate the registration portal



# BEFORE YOU REGISTER - COMPLETE YOUR REGISTRATION CHECKLIST

- a. Schedule a TEAS exam (if applicable)
- b. Pay your \$250 Non-Refundable deposit
- c. Activate your Labouré College of Healthcare Student email
- d. Complete Accepted Student Day
- e. Complete your FAFSA

## Logging In

- In your web browser, navigate to [my.laboure.edu](https://my.laboure.edu). Click **Login**. **Step 1**
- Sign in with your student email credentials.

Labouré  
COLLEGE OF HEALTHCARE

Home Downloadable Forms Admissions Campus Life

Need to login via a different method? [Login Here](#)

**Sign in**

FirstName\_LastName@students.laboure.edu

Can't access your account?

Next

Sign in using your full email address in the below format:

Students:  
FirstName\_LastName@students.laboure.edu

Faculty and Staff: FirstName\_LastName@laboure.edu

Browser compatibility icons: Chrome (check), Firefox (check), Safari (X), Edge (X)

**Step 1:** Enter “my.laboure.edu” into your web browser. Use Google Chrome or Firefox.

**Step 2:** Click on the **Blue** login and sign in using your LCH Email Credentials and follow the prompts.

Home | Welcome to Labouré College of Healthcare

https://my.laboure.edu/ics

RD Web Access | Staff Links | MAP | BORN FAQs 9\_12\_22.d... | Homepage - Labouré | HSRSP23.xlsx | Labouré College of He...

# Labouré

COLLEGE OF HEALTHCARE

**Step 3**

Home | Office of Institutional Effectiveness | Learner Success Lab | Employee Reopening Info | Strategic Planning | More ^

Downloadable Forms | Admissions | Faculty | **Student** | Library Services | Advisor | Campus Life | My Pages

Welcome to Labouré College of Healthcare

Home

Prepare Budget

Quick Links

My Pages

- Labouré College Catalog & Student Handbook
- Academic Calendar
- Gallagher Student Insurance

## Welcome to Labouré College of Healthcare

### Labouré College of Healthcare Hours

**College Remote Hours (All Departments):**  
Monday - Friday: 8:30 am - 5:00 pm

For more information about Admissions, please call (617)-322-3575 or email [Admissions@laboure.edu](mailto:Admissions@laboure.edu)

For more information about the Welcome Center, please call (617)-322-3517 or email [WelcomeCenter@laboure.edu](mailto:WelcomeCenter@laboure.edu)

For more information about the Student Success Center, please call (617)-322-3579 or email [StudentSuccess@laboure.edu](mailto:StudentSuccess@laboure.edu)

### College Announcements

#### Inclement Weather Information

Mon, Nov 1 2021 at 11:55 PM

Cancellation of Classes  
Announcements about class cancellations due to inclement weather will be broadcast by the following radio stations:

**Step 3:** Click the “Student” tab at the top of the page.

The screenshot shows a web browser window with the URL <https://my.laboure.edu/ICS/Student/>. The page features a left sidebar with links to various college resources, including IT Support, Facebook, Website, Twitter, Financial Aid, and Private Loans. The main content area is titled 'Important Dates' and contains a section 'From the President's Office: Spring Listening Sessions'. This section informs students about listening sessions with President Hsu, provides a list of session dates and times for February 2023, and includes a Zoom link and meeting details. On the right side of the page, there is a 'Register for Classes' button, which is circled in red, and a 'Course Search' section below it. The 'Course Search' section includes an alert about the Add and Drop Period being closed and the current term being 2023 Spring.

Website

- IT Support and Guides
- Labouré College Facebook
- Labouré College Website
- Labouré College Twitter
- Labouré College Financial Aid Website
- Private Loans - ELM
- Private Loans - Credible
- Brightspace

### From the President's Office: Spring Listening Sessions

Students across all programs are welcome to participate in Labouré's Student Listening Sessions with President Hsu. These sessions are optional to attend. They are an opportunity for all students to share any concerns or questions they have about their studies or happenings at the College. Most sessions will take place via Zoom. Please review the full list of sessions below for dates and times.

During the Fall semester, many students took the opportunity to chat about a variety of topics. [Click here to access a summary of the issues discussed at the Fall sessions.](#)

#### Spring Listening Session Dates / Times

- Monday, February 6, 2023 at 11:30am
- Tuesday, February 7, 2023 at 3pm (in person classroom TBD and Zoom)
- Thursday, February 9, 2023 at 2:30pm

We look forward to seeing and hearing from all of you! Zoom link below.  
<https://laboure-edu.zoom.us/j/82921685685?pwd=OEZsUzZOVmdlQ0QrUHNxcnpCdTJQQT09>

Meeting ID: 829 2168 5685  
Passcode: 025230

register for courses.

If you are not sure about the courses you should select, the day or time you are eligible to register, or have questions about registration, an Academic Advisor in the Student Success Center can help. For an advising appointment, please contact (617)322-3579.

Thank you!

**Register for Classes**

### Course Search

**Alert:** The Add and Drop Period is closed but you may be able to add or drop one or more registrations.

**Current Term :** 2023 Spring  
Add Period Closed / Drop Period Closed

[Course Search](#)

## Step 4

**Step 4:** Scroll down and click “Register for Classes” on the right hand side. It should be halfway down the page.



Register for Classes

Add/Drop

**Financial Responsibility Statement**

**Student Agreement**

**Financial Responsibility Statement**

I understand that Labouré College will withhold all diplomas, grades and academic transcripts from students who have an outstanding overdue debt or have defaulted on their loan agreement. I understand that if any overdue obligation is referred to an outside agency or attorney for the collection efforts and or legal suit, the debt is increased to cover all reasonable costs of collection, such as collection agency fees, attorney fees, and court costs. In this instance, the account will not be held by the College, and the student will have to direct all inquiries and payments to the collection agency.

The actual amount of financial aid or tuition assistance that Labouré College receives depends on my continued eligibility, the timely submission of appropriate paperwork and my future registration for the appropriate course load. I understand that all tuition due is my ultimate responsibility. If for whatever reason financial aid or tuition assistance is not received by Labouré College to apply against my balance or the amount of financial aid or tuition assistance does not exceed my student account balance, I agree to pay all unpaid tuition balances when required. Failure to pay according to guidelines will result in loss of privilege to register for next term. If I am on the payment plan and do not pay according to guidelines, I will lose my privilege to be on the payment plan in future terms.

1. I agree with the conditions outlined in the previous statement. \*Required

☒ Yes.

☐ No. (This means you will not be able to register for classes)

**Step 5**

**Step 6**

Submit Cancel

**Step 5:** Before you can search for classes, you must read the **Financial Responsibility Statement** and select “Yes”.

**Step 6:** Click “Submit”.

Register for Classes - Add/Drop Courses

### Add/Drop

Term: 2022 Spring  
The Add and Drop Period is closed but you may be able to add or drop one or more registrations.

Course Search

Title:

Begins With

Course Code:

Begins With

Term:

2022 Spring

Department:

All

Division:

Associate Level coursework

Associate Level coursework  
Non Degree Seeking AS Level  
Non-Credit Level coursework  
Undergraduate Level coursework

Search

No Current Courses for t

[My Account Info](#)

**Step 7:** Do not fill in any boxes. Under "Division", select your program.

**Step 8:** Click Search.

Note: Do Not type anything in the Title and/or Course Code Fields, leave those blank and click Search.

## Step 9

Other previously selected search criteria still apply.

Add	Textbooks	Course code	Name	Faculty	Seats Open	Status	Schedule	Credits	Be
<input type="checkbox"/>		<a href="#">ETH 3210 F O</a>	Domains/Dilem.	Stagnaro, John	19/30	Open	Online; Milton - Labouré College, Labouré College	3.00	3/4
		<a href="#">HSP 3020 C O</a>	Econ & Fin	Richards, Doreen	27/30	Open	Online; Milton - Labouré College, Labouré College	3.00	1/4
		<a href="#">HSP 3130 C O</a>	Mmnt of HC Org	David, Mondy Nikkia	26/30	Open	Online; Milton - Labouré College, Labouré College	3.00	1/4
		<a href="#">HSP 4050 F O</a>	Strat Leadershi	TBA	16/30	Open	Online; Milton - Labouré College, Labouré College	3.00	3/4
		<a href="#">HSP 4090 F O</a>	HC Rev Cy Man	Ochotorena, Vince	27/30	Open	Online; Milton - Labouré College, Labouré College	3.00	3/4
		<a href="#">MAT 3410 C O</a>	Ess of Statis.	Feinman, Lisa	26/30	Open	Online; Milton - Labouré College, Labouré College	3.00	1/4
		<a href="#">NUR 3110 C O</a>	Prof Nur Pespec	Borgella, Marie A	6/20	Open	Online; Milton - Labouré College, Labouré College	3.00	1/4
<input type="checkbox"/>		<a href="#">NUR 3110 F O</a>	Prof Nur Pespec	Doyle, Lynn	11/20	Open	Online; Milton - Labouré College, Labouré College	3.00	3/4
		<a href="#">NUR 3226 C O</a>	Pathopharmacolo	Stockbridge, Karen	9/30	Open	Online; Milton - Labouré College, Labouré College	3.00	1/4
		<a href="#">NUR 3330 C O</a>	Health Assess.	Foley, JoAnne	12/30	Open	Online; Milton - Labouré College, Labouré College	3.00	1/4
<input type="checkbox"/>		<a href="#">NUR 3330 F O</a>	Health Assess.	Foley, JoAnne	13/30	Open	Online; Milton - Labouré College, Labouré College	3.00	3/4
<input type="checkbox"/>		<a href="#">NUR 3445 F O</a>	Comm & Informat	Colman-Brochu, Stephanie	0/30	Waitlisted	Online; Milton - Labouré College, Labouré College	3.00	3/4
		<a href="#">NUR 3660 C O</a>	Evidence Based	Mason, Virginia	5/20	Open	Online; Milton - Labouré College, Labouré College	3.00	1/4
<input type="checkbox"/>		<a href="#">NUR 3660 F O</a>	Evidence Based	Mason, Virginia	3/20	Open	Online; Milton - Labouré College, Labouré College	3.00	3/4
		<a href="#">NUR 4226 C O</a>	Lead Manag II	Doyle, Lynn	17/30	Open	Online; Milton - Labouré College, Labouré College	3.00	1/4
<input type="checkbox"/>		<a href="#">NUR 4226 F O</a>	Lead Manag II	Mason, Virginia	16/30	Open	Online; Milton - Labouré College, Labouré College	3.00	3/4
		<a href="#">NUR 4235 C O</a>	Pop Focused HC	Ogbonna, Ifeoma	9/30	Open	Online; Milton - Labouré College, Labouré College	3.00	1/4
		<a href="#">NUR 4336 C O</a>	Evi-bae Prac II	Foley, JoAnne	1/21	Open	Online; Milton - Labouré College, Labouré College	3.00	1/4
		<a href="#">NUR 4336 F O</a>	Evi-bae Prac II	Doyle, Lynn	8/20	Open	Online; Milton - Labouré College, Labouré College	3.00	3/4
		<a href="#">NUR 4337 C O</a>	Opi Dis Syndrom	Mason, Virginia	17/30	Open	Online; Milton - Labouré College, Labouré College	3.00	1/4

Add Courses

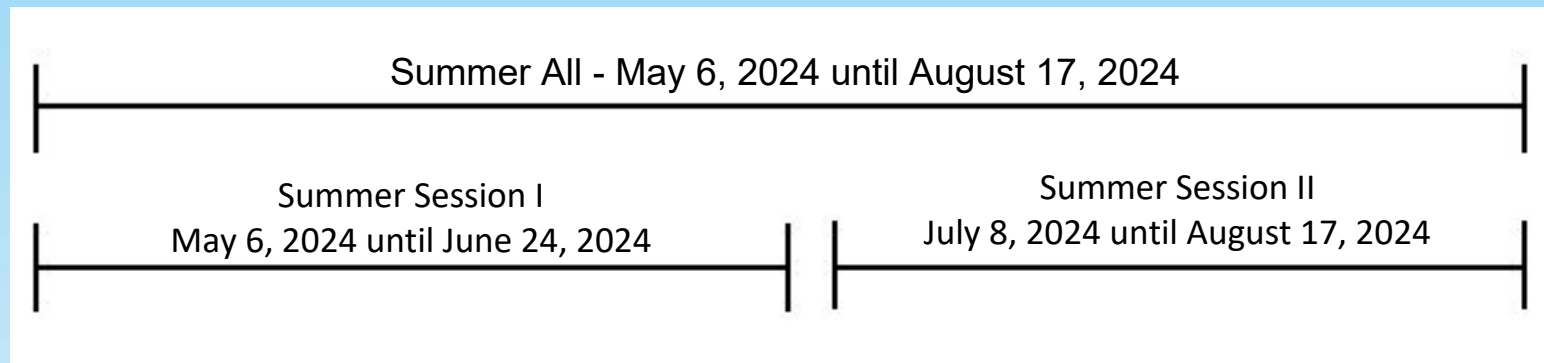
**Step 9:** All courses available will appear in alphabetical order, so you may have to search through multiple pages to find the course you are looking for.

If you completed your registration checklist (see slide 2), a box will appear next to the course on the left. Click that box for the course you want and then click the button “add courses” at the bottom of the page.

\*If you are registering for a Science, please make sure to sign up for both the lecture and lab of that course. For example: ANA 1010 A O is the lecture and ANA 101L A1 O is lab. You will need to register for both.

"O" after a course means it is fully Online, and "H" after a course means it is Hybrid (part online, part on campus). The lab and lecture for Science classes have to either both have O or both have H. *You cannot take a hybrid lab section if your lecture is online!*





<a href="#">EOL 213R A O</a>	Record Review	Dionne, Paul John	19/25	Open	Online; Milton - Labouré College, Labouré College	4.00	1/8/2024	4/22/2024
<a href="#">EOL 2401 F O</a>	EEG Review	Baydoun, Debra	13/20	Open	Online; Milton - Labouré College, Labouré College	1.00	3/4/2024	4/22/2024
<a href="#">ETH 1010 C O</a>	Healc Eth	Stagnaro, John	21/30	Open	Online; Milton - Labouré College, Labouré College	3.00	1/8/2024	2/26/2024
<a href="#">ETH 1010 F O</a>	Healc Eth	Stagnaro, John	17/30	Open	Online; Milton - Labouré College, Labouré College	3.00	3/4/2024	4/22/2024
<a href="#">HSC 1010 C O</a>	Intro HS	Marks, Adam	23/30	Open	Online; Milton - Labouré College, Labouré College	3.00	1/8/2024	2/26/2024
<a href="#">HSC 1020 C O</a>	Med Term	Marks, Adam	29/30	Open	Online; Milton - Labouré College, Labouré College	3.00	1/8/2024	2/26/2024
<a href="#">INT 2100 A O</a>	Integrative Sem	Santi, Tricia Aslanian, Aram	13/40	Open	Online; Milton - Labouré College, Labouré College	4.00	1/8/2024	4/22/2024

Be mindful of when class begin and end dates are listed. Classes are separated into 3 sections: All, Session 1, and Session 2. When registration opens, you should register for the entire term, not just the first half.

Remember to make sure you are selecting a course with seats open (19/20 means there are 19 seats open; 0/20 means there are no seats open) and pay attention to the begin/end dates. If there are no available seats, you need to add yourself to a waitlist by clicking the box next to the course, where you will be given the option to "add to waitlist".

**\*\*Note: Most of Arts and Sciences are online and therefore do not have an exact meeting day/time.\*\***

# WHEN TO REGISTER:

Registration will only open for you at a very specific date and time.

Read the Registration Newsletter to determine what day/time you can register for classes. It is published 1-2 weeks before the registration period begins.

It can be found on the top right of the "Student" tab , labeled **"Please Read Before Registration!"**

Do not just read the first page! There is critical information on all 4 pages of the newsletter.

Student Home | Student | Welcc X

https://my.laboure.edu/ICS/Student/

RD Web Access Staff Links MAP BORN FAQs 9\_12\_22.d... Homepage - Laboure HSRSP23.xlsx Laboure College of He...

# Laboure

COLLEGE OF HEALTHCARE

Home Office of Institutional Effectiveness Learner Success Lab Employee Reopening Info Strategic Planning More

You are here: [Student](#) > [Student Home](#)

**Student**

Student Home

Student Success Center (SSC)

Liquid Compass

Financial Aid Information

Student Account Information

Forms and Reports

TutorMe

Quick Links

## Student

**Tech Support 24/7**

Laboure College has launched 24x7x365 IT Help Desk Support to provide round-the-clock assistance. Availability of support at all hours will ensure that faculty, staff and students have immediate access to I.T. help whenever any technical issue arises. Call **1-877-322-7748** or [click here for chat support](#).

**Student Announcements**

[Student Newsletter - January 20, 2023](#)

New Fri, Jan 20 2023 at 3:33 PM

**Please Read Before Registration!**

Online Classes: Online and Hybrid courses are indicated with course numbers that end in either "O" for Online or "H" for Hybrid (ex: THE2090A H). Please know that there are no on campus classes for online courses. Hybrid courses at Laboure College utilize a "Flex" format. This means that students who are not able to attend one or more of the on-campus class meetings may avoid being penalized for nonattendance by completing an alternative assignment. If available, the dates of the

# Questions?

Please contact the Student Success Center by emailing [StudentSuccess@laboure.edu](mailto:StudentSuccess@laboure.edu) or call (617) 322-3579

