3/21/24 nursing@eku.edu email message

AASN and BSN Students,
In preparation for Fall 2024 nursing course registration, all currently enrolled students need to submit the specific nursing course override request form (linked below) to have overrides processed for the fall nursing courses in which a student plans to enroll. As you may be aware, all nursing courses are restricted and require SON office staff to process "chair approval" overrides to permit registration. This process will be new for the students who were admitted in spring 2024.

To allow for efficient processing for all students, before submitting an override request form please review:

    A. Instructions in this message
    B. Instructions in the override request form
    C. FAQ's

I plan to make a brief 10 minute override presentation to each class level during a class meeting time to explain the process outlined below. Please be aware that students' spots are reserved in nursing courses. Students will not be closed out of nursing courses while waiting for overrides to be processed by the office staff.

Mandatory Professional Liability Insurance (PLI) enrollment, *needed prior to submitting an override request form***, will not open for student registration until March 27 – April 3,** depending on a student's class level and earned credit hours. See Fall 2024 Colonel's Compass Advising & Registration Dates.

Before submitting an override request form, you must complete steps 1 - 4:

    1. Obtain a RAC # by scheduling an advising session with your faculty advisor listed in DegreeWorks.
    2. After registration opens to you (March 27 – April 3), register for fall 2024 PLI insurance (CRN # 15236) in myEKU. This covers a student fall 2024 through summer 2025.
    3. All students' CastleBranch health insurance documentation expires on 8/1/24. To be eligible for override processing now, a student will need to ask CastleBranch customer service to open a slot for early renewal,upload a new insurance document, and wait for approval. CastleBranch customer service: (888) 723-4263. A new slot will automatically populate in mid-July.
    4. Confirm completion and acceptance of all CastleBranch requirements through 8/31/24. *For override purposes*, no requirement can be set to expire between now and August, the month the new term starts. Use the instructions in the **CastleBranch summary report instruction document** (or contact CastleBranch customer service at (888) 723-4263) to confirm each expiration date. A green check mark in your account only indicates current compliance on that date, not a future date.

Students will receive a message from no-reply@eku.edu when the office staff has processed the overrides. Students who submit an override form and have not met all requirements will be notified by the office staff that their override request has been put on hold. Do not submit multiple override forms.

The **4 override request forms** linked below are also posted on the School of Nursing home page eku.edu/nursing on the "Students" menu. Angie Wheeler (Angie.Wheeler@eku.edu) is the primary School of Nursing staff member processing all sets of nursing course overrides.

1. **AASN Students Fall 2024 All Courses**

2. **5th/6th Semester Traditional BSN Students Fall 2024 Mid Curriculum**
   Students entering NSC 330, 386, 390, 392, 396

3. **7th/8th Semester Traditional BSN (4th Semester 2nd Degree) Fall 2024 Final Year Curriculum**
   Students entering NSC 480, 484, 487, 492, 495, 496

4. **Summer 2024 Courses for 2nd Degree BSN Students**
   2nd Degree BSN students entering summer NSC 390, 396

Please let me know if you have any questions after reviewing this message, the form instructions, and the FAQ's. I'd be glad to help in any way I can.

Thanks,

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