

**DEPARTMENT OF NURSING
FACULTY OF HEALTH SCIENCES
RE-REGISTRATION PACKAGE
FOR N2 STRUCTURE STUDENTS (REGISTERED YEAR 2018, 2019, 2020 & 2022)**

BACHELOR OF SCIENCE HONOURS IN NURSING DEGREE PROGRAMME

INSTRUCTIONS:

1. ALL STUDENTS OF THE BSC HONOURS NURSING DEGREE PROGRAMME IN THE FACULTY OF HEALTH SCIENCES ARE REQUIRED TO REGISTER FOR THE COURSES IN THE ACADEMIC YEAR OF 2023/2024.
2. DATES FOR REGISTRATION, LATE REGISTRATION, ADD/DROP AND DROP ARE GIVEN IN ANNEXURE 1. INSTRUCTIONS FOR ADD/DROP COURSES ARE GIVEN IN ANNEXURE 2.
3. TO SELECT COURSES OF THE BACHELOR OF SCIENCE HONOURS IN NURSING FOR THE ACADEMIC YEAR 2023/24, USE THE RE-REGISTRATION FORM GIVEN IN ANNEXURE 3.
 - Courses you wish to register for this academic year should be indicated with an 'X' in the first blank column of the Re-registration Form. You can decide the number of credits you want to register for this academic year up to a maximum of 30 credits, based on your capacity and time available for studies.
 - **Special Instructions to Re-Registration without Academic Counselling** Bachelor of Science Honours in Nursing Degree Programme (N2 students only) (ANNEXURE 4). However, **if you are confident enough to continue registration without the help of an academic counsellor**, please use ANNEXURE- 5 Re-Registration Form C (Without Academic Counselling).
4. IF YOU HAVE **NOT** COMPLETED THE COMPULSORY COURSES ENGLISH FOR GENERAL ACADEMIC PURPOSES (EGAP) AND EMPOWERING FOR INDEPENDENT LEARNING (EfIL)., YOU ARE ADVISED TO REGISTER AND COMPLETE THE PARTICULAR COURSES WITHIN THIS ACADEMIC YEAR (2023/24).
 - It is compulsory to register and pass LTE3412- English for General Academic Purposes (EGAP) and FDE3023- Empowering for Independent Learning (EfIL).
5. AFTER YOUR COURSE CHOICES ARE ENTERED TO THE COMPUTER SYSTEM BY STAFF AT THE REGISTRATION BLOCK, **CHECK WHETHER THE COMPUTER-GENERATED PRINTOUT ACCURATELY LISTS ALL COURSES YOU INCLUDED IN THE RE- REGISTRATION FORM.**

The following documents are attached as annexures.

- Annexure 1 : Schedule for Re-Registration, Late Registration, Add/Drop and Drop**
- Annexure 2 : Instructions for Add/Drop and Dropping of courses**
- Annexure 3 : Re-Registration form- BScHons in Nursing Degree Programme Regular Courses - N2 Structure**
- Annexure 4 : Special Instructions to Re-Registration without Academic Counselling Bachelor of Science Honours in Nursing Degree Programme**
- Annexure 5 : Re-Registration Form (Without Academic Counselling) Bachelor of Science Honours in Nursing Degree Programme - Regular Courses N2 Structure**

ANNEXURE- 1

**DEPARTMENT OF NURSING
FACULTY OF HEALTH SCIENCES
BACHELOR OF SCIENCE HONOURS IN NURSING DEGREE PROGRAMME**

DATES FOR RE-REGISTRATION, LATE REGISTRATION, ADD/DROP AND DROP

Re-Registration	Late Registration	Add/Drop	Drop
17 th , 18 th , 19 th , 20 th and 21 st October 2023 All Regional Centres	31 st October 2023 All Regional Centres	24 th November 2023 All Regional Centres	20 th December 2023 CRC only

Important Notice

1. It is **COMPULSORY** that you **APPLY TO SIT FOR FINAL EXAMINATIONS** of each semester through MyOUSL using the 'Exam Registration' link before the deadline.

- **1st semester examinations 2023/24 - Apply between 08th January 2024 to 18th February 2024**
- **2nd semester examinations 2023/24 - Apply between 08th July 2024 to 12th August 2024**

If you have not registered to sit final exams online, you may **NOT** be permitted to sit the final examinations.

2. If you wish to **CHANGE YOUR CENTER** when sitting for Final Examinations or Continuous Assessment Tests, inform the Head/Department of Nursing via email (hdnurse@ou.ac.lk) at the beginning of **each semester** of the Academic year.

Those who just turn up at a Regional centre without informing, may **NOT** be permitted to sit the CAT or Final examination.

How to Access MyOUSL?

You can log into MyOUSL site in two ways:

- i) Directly login by typing: <http://myousl.ou.ac.lk/> OR
- ii) Log-in through the OUSL home page by typing: <http://www.ou.ac.lk/>

In the OUSL home page, click on 'MyOUSL'.

In the MyOUSL log-in screen, type in the Username and Password.

Username: Student ID Number

Password: National Identity Card Number

Student ID Number is given on the Personal information page of the Record Book

Note:- This is different from the Registration Number.

Special Notices for Students

Please follow the given instructions

Regarding Re-registration Counselling

- For students registered under N2 programme structure (Students registered after year 2018, Registration Numbers X18XXXXXX, X19XXXXXX, X20XXXXXX, X22XXXXXX), your attendance for re-registration counselling is **optional**. If any student registered under N2 programme structure, do not want to receive academic counselling from the Department, please refer the instructions given for Re-Registration without academic counselling in **Annexure 5**.
- When you are attending for re-registration counselling session, it is **compulsory** to present a hard copy of your recently downloaded (from MyOUSL) **RESULT HISTORY/ SHEET and a hard copy of Complete Registration package**.

Regarding eligibility/ Overall Continuous Assessment Mark (OCAM)

- The eligibility (**OCAM**) for the courses of BSc Honours Nursing Degree Programme is valid only for **two academic years** including the registered year and one subsequent year. (**NGU and BSU coded courses**)

Regarding Centre Change

- If you need to change your regional centre, you can make a request in writing to the Assistant Director of a centre to make the necessary changes in the computer system.

Regarding Student Registration & Reregistration

- You are allowed to register/reregister only during the specified registration given to you. The system will be automatically closed after the last date of the registration. After the deadline given no student requests will be entertained.
- You can add and/or drop courses only during the Add/Drop date.
- During the Drop date, you can only drop courses.

Regarding Renewal of Studentship

- Renewal of studentship will be allowed up to six months from the commencement date of registration of a particular program.

Regarding Sitting examinations

- You are eligible to sit for the examination if,
 - a. has an active registration for the particular Academic Year
 - b. has settled all due payments
 - c. has eligibility for the particular course

Sitting examinations as Center Changed student

- If you wish to sit an examination as a “Center Changed” student in a different center other than the Academic center / examination center, that should be notified to the Head/ Department of Nursing (hdnure@ou.ac.lk) at least two weeks’ before the examination date.

ANNEXURE -2

**THE OPEN UNIVERSITY OF SRI LANKA
FACULTY OF HEALTH SCIENCES
BACHELOR OF SCIENCE HONOURS IN NURSING PROGRAMME – 2023/24**

ADD/DROP OF COURSES

Add/Drop date: 24th November 2023 at **all Regional Centres**

INSTRUCTIONS

- (A) You are permitted to change courses by adding or dropping courses you previously registered for without any financial or academic penalty on add/drop date.
- (B) Check if the staff member has made the appropriate entry in the Student Registration Book.
- (C) Courses at a higher Level cannot be offered unless the minimum credit requirement specified is offered at the lower Level (for example, you cannot register for Level 6 courses, without having registration/exemption/EL for 30 credits at Level 5).
- (D) Courses at a lower Level cannot be dropped unless all courses offered at the higher Level are also dropped (for example, you cannot drop any Level 5 courses, unless you drop any courses registered at Level 6).
- (E) You are not allowed to add courses unless you have paid the full voucher sent to you without any changes. If you have got your voucher reduced, you cannot add courses based on additional fees paid.
- (F) Request for Add/Drop of courses will be entertained only **ONCE** per student per academic year.
- (G) **Add/Drop form is available for download in the Department website.** Students must fill sections 1 to 4 in the form and hand over the completed form to the Academic Counsellor.

DROPPING OF COURSES WITHOUT ACADEMIC PENALTY

Drop date: 20th December 2023 at **Colombo Regional Centre Only**

INSTRUCTIONS

- (A) There will be no academic penalty for courses dropped up to 20th December 2023. However, the 1st instalment paid (60%), in respect of the courses you drop must be forfeited.
- (B) Courses **CANNOT** be dropped at a lower Level unless those offered at a higher Level are also dropped.
- (C) A request for dropping of courses will be entertained only **ONCE** per student.
- (D) **Drop form is available for download in the Department website.** Students must fill the form and hand over the completed form to the Head of Department.
- (E) Once the form is signed by the Head, it is your responsibility to take it to Registration Desk and have the dropped of courses officially recorded in your Student Record Book and the Computer system.

ANNEXURE- 3

Re-Registration Form A
Bachelor of Science Honours in Nursing Degree Programme - Regular Courses N2
Structure

Name: _____
Registration No: _____

COURSE CODE	COURSE TITLE	CREDIT RATING	PRE-REQUISITES	SEMESTER	MARK "X"	OFFICIAL USE ONLY
Level 5						
Compulsory Courses						
NGU5300	Theoretical Orientation in Nursing	3	-	1 st		
NGU5401	Teaching & Learning in Nursing	4	-	2 nd		
NGU5302	Professional Development in Nursing	3	-	2 nd		
NGU5303	Research Methods in Nursing	3	-	1 st		
NGU5404	Maternal, Neonatal and Gynaecological Nursing	4	-	2 nd		
NGU5405	Paediatric Nursing	4	-	1 st		
NGU5406	Psychiatry & Mental Health Nursing	4	-	1 st		
BSU5335	Health Statistics	3	-	1 st		
Optional Courses						
NGU5207	Critical Care Nursing	2	-	2 nd		
NGU5208	Health Care Informatics	2	-	2 nd		
Level 6						
Compulsory Courses						
NGU6400	Trends & Issues in Nursing	4	-	2 nd		
NGU6601	Management & Leadership in Nursing	6	-	1 st & 2 nd		
NGU6602	Public Health Nursing	6	-	1 st & 2 nd		
NGU6803	Research Project	8	NGU5303(C) & BSU5335(C) & EL to remaining 24 credits of L5	1 st & 2 nd		
Optional Courses						
NGU6304	Gerontological Nursing	3	-	1 st		
NGU6305	Palliative Care Nursing	3	-	1 st		
NGU6307	Forensic Nursing	3	-	2 nd		
Continuing Education Courses						
Compulsory Courses						
LTE3412	English for General Academic Purpose (EGAP)	4	-	1 st		
FDE3023	Empowering for Independent Learning (EfIL)	0	-	1 st		
Optional Courses						
CSE3213	ICT skills	2	-	1 st		

Student's Signature :

Date:

Counsellor's Signature:

Date:

Checked by:

Date:

Special Instructions to Re-Registration without Academic Counselling

Bachelor of Science Honours in Nursing Degree Programme

(Only for the students registered under N2 Structure)

- This is a short guide for selecting courses without academic counselling. If you are competent in selecting the courses and if you are conversant with the system, you are able to select courses in your own. In that case, you can complete your re-registration without academic counseling according to the instructions given in this guide.
- Please note that the student is the responsible person for his/her own course selection. **Department of Nursing will not take any responsibility in your individual course selection.**
- Before selecting courses, check whether you belong to N2 programme structure according to the year of registration. (The students registered in the year 2018 or after belong to N2 programme structure. Eg: Registration Number X18XXXXXX, X19XXXXXX, X20XXXXXX, X22XXXXXX)
- Take a hard copy of your recently downloaded (from MyOUSL) **RESULT HISTORY/ SHEET.**
- In your **RESULT HISTORY/ SHEET** you may find following terms.
 - **Resit** – Students who are eligible but failed to obtain a minimum pass mark at the Final Examination. Resit candidates need NOT to re-register for the particular course at the subsequent registration.
 - **Repeat**
 - Students failing to obtain eligibility to sit the Final Examination for a course. Repeat students have to re-register for the relevant course in a subsequent year by re-paying the tuition fee.
 - Students who obtained eligibility but failed at the final examination within two attempts provided.
 - **Pending** -Final examination results are not released yet for the course. You can select such courses during Add/drop period if necessary.
- First step is to check your current progress. Carefully check your results sheet and mark already completed courses in the table (TABLE 01) given. Then, identify the courses and mark the courses you need to register for this academic year in the last column. Please consider the following when you select courses.
 - To complete BSc Hons Nursing degree, you must complete a total of 60 credits from level 5 and level 6. It consists of 30 credits from level 5 and 30 credits from level 6.
 - In level 05, you should complete all the compulsory courses (28 credits) and only one course (02 credits) from the optional courses.
 - In level 06, you should complete all the compulsory courses (24 credits) and two courses (06 credits) from the optional courses.
 - You must either complete or maintain concurrent registration for all the level 5 courses before selecting courses at the higher level; level 6.
 - You must obtain a minimum of “C” grade for both NGU5303 and BSU5335 and the **eligibility** to the remaining 24 credits in level 5 to register for NGU6803.
- You can decide the number of credits you want to register for this academic year up to a maximum of 30 credits, based on your capacity and time available for studies.

- You are strongly advised to balance your credits between two semesters when selecting courses. Check the semester that offers each course given in column 5 of Table 01.
- Finally, mark the courses you wish to register for this academic year with an 'X' in the first blank column of the **Re-registration Form (Without academic counselling) [Annexure 06]** and place your signature by agreeing that you take the responsibility of your own course selection.
- If you have **not** completed the compulsory courses in LTE3412- English for General Academic Purposes (EGAP) and FDE3023- Empowering for Independent Learning (EfIL), you are advised to register and complete the particular courses within this academic year (2023/24).

TABLE 01 – MARK YOUR PROGRESS BY COMPLETING THIS TABLE

COURSE CODE	COURSE TITLE	CREDIT RATING	PRE-REQUISITES	SEMESTER	CURRENT STATUS (COMPLETED/ RESIT/ PENDING/ REPEAT)	COURSES YOU NEED TO REGISTER
Level 5						
Compulsory Courses						
NGU5300	Theoretical Orientation in Nursing	3	-	1 st		
NGU5401	Teaching & Learning in Nursing	4	-	2 nd		
NGU5302	Professional Development in Nursing	3	-	2 nd		
NGU5303	Research Methods in Nursing	3	-	1 st		
NGU5404	Maternal, Neonatal and Gynaecological Nursing	4	-	2 nd		
NGU5405	Paediatric Nursing	4	-	1 st		
NGU5406	Psychiatry & Mental Health Nursing	4	-	1 st		
BSU5335	Health Statistics	3	-	1 st		
Optional Courses						
NGU5207	Critical Care Nursing	2	-	2 nd		
NGU5208	Health Care Informatics	2	-	2 nd		
Level 6						
Compulsory Courses						
NGU6400	Trends & Issues in Nursing	4	-	2 nd		
NGU6601	Management & Leadership in Nursing	6	-	1 st & 2 nd		
NGU6602	Public Health Nursing	6	-	1 st & 2 nd		
NGU6803	Research Project	8	NGU5303(C) & BSU5335(C) & EL to remaining 24 credits of L5	1 st & 2 nd		
Optional Courses						
NGU6304	Gerontological Nursing	3	-	1 st		
NGU6305	Palliative Care Nursing	3	-	1 st		
NGU6307	Forensic Nursing	3	-	2 nd		

ANNEXURE- 5

Re-Registration Form C (Without Academic Counselling)
Bachelor of Science Honours in Nursing Degree Programme - Regular Courses N2
Structure

Name: _____
Registration No: _____

COURSE CODE	COURSE TITLE	CREDIT RATING	PRE-REQUISITES	SEMESTER	MARK "X"	OFFICIAL USE ONLY
Level 5						
Compulsory Courses						
NGU5300	Theoretical Orientation in Nursing	3	-	1 st		
NGU5401	Teaching & Learning in Nursing	4	-	2 nd		
NGU5302	Professional Development in Nursing	3	-	2 nd		
NGU5303	Research Methods in Nursing	3	-	1 st		
NGU5404	Maternal, Neonatal and Gynaecological Nursing	4	-	2 nd		
NGU5405	Paediatric Nursing	4	-	1 st		
NGU5406	Psychiatry & Mental Health Nursing	4	-	1 st		
BSU5335	Health Statistics	3	-	1 st		
Optional Courses						
NGU5207	Critical Care Nursing	2	-	2 nd		
NGU5208	Health Care Informatics	2	-	2 nd		
Level 6						
Compulsory Courses						
NGU6400	Trends & Issues in Nursing	4	-	2 nd		
NGU6601	Management & Leadership in Nursing	6	-	1 st & 2 nd		
NGU6602	Public Health Nursing	6	-	1 st & 2 nd		
NGU6803	Research Project	8	NGU5303(C) & BSU5335(C) & EL to remaining 24 credits of L5	1 st & 2 nd		
Optional Courses						
NGU6304	Gerontological Nursing	3	-	1 st		
NGU6305	Palliative Care Nursing	3	-	1 st		
NGU6307	Forensic Nursing	3	-	2 nd		
Continuing Education Courses						
Compulsory Courses						
LTE3412	English for General Academic Purpose (EGAP)	4	-	1 st		
FDE3023	Empowering for Independent Learning (EfIL)	0	-	1 st		
Optional Courses						
CSE3213	ICT skills	2	-	1 st		

By signing below, I confirmed that I will register for the courses I selected above on my own and follow the policies of the Department/ University. I acknowledge that the Department of Nursing will have no liability on the selection of courses.

Student's Signature :

Date:

Checked by:

Date: