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1. Clear the course requisites (See : below)
 2. Confirm enrollment (or waitlist) to the HHA (NURS 60) class
Reach out the Admission and Records if you need support
 3. Enroll to [the portal](#) (Different from course canvas)
Being on the enrolled student list does not guarantee the registration to the course confirmation without required paperwork submission completed related to the clinical requirement/arrangement
While on the wait list, continue process the steps and submit the complete paperwork to increase the chance of taking the course
 4. **Complete and submit the required paperwork to the portal by the due date**
Due date is **Monday 11:59 pm, one week the course start day**
Clear date and time are listed on the HHA program website
 5. Once cleared, you will receive an email

Please keep in mind:

1. It is solely the candidate's responsibility to submit all required paperwork by the due date.
2. Instructors do not provide feedback on submitted work unless specifically requested.
3. Email responses from instructors may take up to two business days.