



Enhanced Services for Banner Record Creation and Contact Information Changes

Effective October 1, 2010

New Policy

To ensure convenience, timeliness, and accuracy of Banner record creation and contact information changes for all NSU constituents, the following policies and procedures have been approved by the Executive Administration and will become effective October 1, 2010.

New Policy

1. The university community will use a newly defined process for requesting contact information changes. (See slides 4–5.)
2. The university community will use the NSU Web for Prospects form to create new Banner records. (See slides 6–9.)
3. Exclusive responsibility for record creation and contact information changes in Banner lies with the following units:
 - Enrollment and Student Services (ESS)
 - Finance
 - Business Services
 - Human Resources (HR)
 - Institutional Advancement (IA)

1. Process for Requesting Contact Information Changes

- NSU students, alumni, faculty, and staff will change their own contact information (record) via [SharkLink](#).
- Authorized* staff may submit changes to contact information on behalf of students that do not have access to SharkLink by completing the new Contact Information Change Request Form at <https://www.nova.edu/contactinfo>. The Change Request Form will be processed by ESS' Enrollment Processing Services (EPS).

* Access to this form will require your NSU User name and password.

Requestor's full name,
email address, and
phone extension

First name, last
name, and NSU ID of
individual whose
contact information
is to be updated

Contact Information Change Request Form

The purpose of this form is to allow authorized users to request contact information changes or additions for individuals without SharkLink access.

NSU students, alumni, faculty and staff may update their own contact information utilizing [SharkLink](#).

Requestor Information

Full Name: *
Email Address: *
Extension: *

Change Contact Information

First Name: *
Last Name: *
NSU ID: *
Email Address:
Phone Number:
Address Type: Permanent Address
 Mailing Address
 Business Address
Street Line 1:
Street Line 2:
Street Line 3:
City:
State or Province:
Zip or Postal Code:
Country:

Submit Request

Reset Form

2. WebSTAR Web for Prospects Form New Record Creation – Students/Applicants

- Prospective students and applicants use the online NSU Web for Prospects Form to create a new record at https://webstar.nova.edu/pls/PROD/bwskwpro.P_ChooseProspectType

Programs of Study



Please select the Program of Study for which you wish to receive information.

For all Undergraduate Programs of Study, please click [HERE](#).

[Anesthesiologist Assistant](#)
[Audiology \(Au.D.\)](#)
[Audiology_ United Kingdom](#)
[Biomedical Science \(MBS\)](#)
[Business - Doctoral](#)
[Business - Masters](#)
[CJ- Criminal Justice \(PhD\)](#)
[CJ- Master of Human Services](#)
[CJ- Master of Science in CJ](#)
[Certificate in Education Law](#)
[Clinical Psychology PhD-Main](#)
[Clinical Psychology PsyD-Main](#)
[Clinical Psychopharm_ MS-Main](#)
[Clinical Vision Research](#)
[College Student Affs MS-Main](#)
[College Student Affs MS-Online](#)
[College Student Person'l Admin](#)
[Conflict Resol'n MS/Bilingue](#)
[Conflict Resol'n MS/Cert-Main](#)
[Conflict Resol'n MS/Cert-Web](#)
[Conflict Resolution PhD-Main](#)
[Conflict Resolution PhD-Online](#)
[Counseling MS-Online](#)
[Cross-Disciplinary MA-Main](#)
[Cross-Disciplinary MA-Online](#)
[Dental International Students](#)

Done

[Dental Medicine \(DMD\)](#)
[Dental Medicine \(Post Grad\)](#)
[Education-Doctorate \(Ed.D.\)](#)
[Education-Ed Specialist\(Ed.S\)](#)
[Education-Endorsement Cert.](#)
[Education-Inst. Techn. Masters](#)
[Education-Mast. Tchng & Lrng](#)
[Education-Masters M.S.](#)
[Family Therapy D.M.F.T-Main](#)
[Family Therapy MS/Cert-Main](#)
[Family Therapy PhD-Main](#)
[Health Science Doctoral Prgrms](#)
[Health Science_ Dual Prgm.](#)
[Health Science_ MHSc.](#)
[Law-Juris Doctorate \(JD\)_ Day](#)
[Law-Juris Doctorate \(JD\)_ Eve](#)
[MS Instruct Dsgn & Divsty Educ](#)
[Marine Studies \(M.S.\)](#)
[Masters in Education Law](#)
[Masters in Employment Law](#)
[Masters in Health Law](#)
[Medical Informatics \(MS\)](#)
[Mental Health Counsel MS-Tampa](#)
[Mental Health Counsel_ MS-Main](#)
[Mental Health Counsel_ MS-ORL](#)
[Mental Health Counsel_ MS-WPB](#)
[Mental Health Counseling MS-JAX](#)
[Mental Health Counseling MS-MIA](#)
[Nursing \(Master's Program\)](#)
[Nursing \(Ph. D\)](#)

Web for Prospects

New Record Creation – Prospective students/ applicants

[Occupational Therapy \(Dr.OT\)](#)
[Occupational Therapy \(MOT\)](#)
[Occupational Therapy \(PhD\)](#)
[Oceanography/Marine Bio \(Ph.D\)](#)
[Optometry \(OD\)](#)
[Osteopathic Med \(DO\)](#)
[Peace Studies Cert-Main](#)
[Peace Studies Cert-Online](#)
[Pharmacy \(Pharm.D.\) Fort Laud](#)
[Pharmacy \(Pharm.D.\) Internat'l](#)
[Pharmacy \(Pharm.D.\) PuertoRico](#)
[Pharmacy \(Pharm.D.\) WPalmBeach](#)
[Physical Therapy \(Entry Level\)](#)
[Physical Therapy \(Ph.D.\)](#)
[Physical Therapy \(T-DPT\)](#)
[Physician Asst_ Ft Lauderdale](#)
[Physician Asst_ Ft. Myers](#)
[Physician Asst_ Jacksonville](#)
[Physician Asst_ Orlando](#)
[Public Health \(MPH\)](#)
[Qualitative Research Grad Cert](#)
[School Counseling MS-JAX](#)
[School Counseling MS-MIA](#)
[School Counseling MS-Main](#)
[School Counseling MS-ORL](#)
[School Counseling MS-Tampa](#)
[School Counseling MS-WPB](#)
[School Psychology PsyS-Main](#)
[School Psychology PsyS-Tampa](#)
[School Psychology PsyS-WPB](#)
[Spch/Lang Path-Doctorate SLPC](#)
[Spch/Lang Path-Masters M.S.](#)
[Writing \(Master of Arts\)](#)

Request for Information



Complete the following items. When done, click the SUBMIT button. You will receive information from NSU within 5-10 business days.

* - indicates a required field.

When entering a Prefix and/or Suffix, please use the following examples as a guide.

Prefix: i.e., Miss, Ms, Mr, Mrs
Suffix: i.e., Jr, Sr, III

Name

Prefix:

First Name: *

Middle Name:

Last Name: *

Suffix:

Nickname:

Birthdate

Date of Birth: * Month Day Year (YYYY)

SSN/TIN/TFN

U.S. Social Security Number: (999999999 or 999-99-9999)

Primary Address Information:

1. It is not necessary to enter an until date.
2. When inserting a US address, Address Line 1, City, State/Province, and ZIP/Postal Code are required fields. If you are entering a foreign address, Address Line 1, City and Nation are required.
3. Do not enter any periods, commas or other types of punctuation marks when inserting an address.
4. When Entering your **Phone Number**:
 - a. In the **First box**, enter your **Area Code Only**
 - b. In the **Second box**, enter your **Entire 7 Digit Phone Number**
 - c. In the **Third box**, enter your **Extension Only (if applicable)**

Web for Prospects

New Record Creation – Prospective students/ applicants

Primary Address

Valid From: Month Day Year (YYYY)

Until: Month Day Year (YYYY)

Address Line 1: *

Address Line 2:

Address Line 3:

City: *

State or Province:

ZIP or Postal Code:

County:

Nation:

Phone Number: - (xxxxxx)-(xxxxxxxxxxxx) (xxxxxxxxxx)

International Access Code:

E-Mail Address

E-mail Address: *

Verify E-mail Address: *

Anticipated Entry Term

Term of Entry: *

How I Learned About Nova Southeastern University: Nova Southeastern University

*Advertsmt/Nursing Publictns
ABA/LSAC Official Guide
AOL.com
ASHRM

2. NSU Web for Prospects Form New Record Creation – Staff

- ▶ NSU staff will use the link below to create Banner records for prospective students and others (i.e., University School, Mailman Segal Institute/Family Center)

https://webstar.nova.edu/pls/PROD/bwzkwpro.P_ChooseProspectType

Choose Prospect Type



Please choose the prospect type that best describes you from the list below.

Anesthesiologist Assistant
 Audiology (Au.D.)
 Audiology, United Kingdom
 Biomedical Science (MBS)
 Business - Doctoral
 Business - Masters
 CJI- Criminal Justice (PhD)
 CJI- Master of Human Services
 CJI- Master of Science in CJ
 Certificate in Education Law
 Clinical Psychology PhD-Main
 Clinical Psychology PsyD-Main
 Clinical Psychopharm. MS-Main
 Clinical Vision Research
 College Student Affs MS-Main
 College Student Affs MS-Online
 College Student Person'l Admin
 Conflict Resol'n MS/Bilingue
 Conflict Resol'n MS/Cert-Main
 Conflict Resol'n MS/Cert-Web
 Conflict Resolution PhD-Main
 Conflict Resolution PhD-Online
 Counseling MS-Online
 Cross-Disciplinary MA-Main
 Cross-Disciplinary MA-Online
 Dental International Students
 Dental Medicine (DMD)
 Dental Medicine (Post Grad)

Dental International Students
 Dental Medicine (DMD)
 Dental Medicine (Post Grad)
 Education-Doctorate (Ed.D.)
 Education-Ed Specialist(Ed.S)
 Education-Endorsement Cert.
 Education-Inst. Techn. Masters
 Education-Mast. Tchng & Lrng
 Education-Masters M.S.
 Family Therapy D.M.F.T-Main
 Family Therapy MS/Cert-Main
 Family Therapy PhD-Main
 Health Science Doctoral Prgrms
 Health Science, Dual Prgm.
 Health Science, MHSc.
 Law-Juris Doctorate (JD), Day
 Law-Juris Doctorate (JD), Eve
 MS Instruct Dsgn & Divsty Educ
 Marine Studies (M.S.)
 Masters in Education Law
 Masters in Employment Law
 Masters in Health Law
 Medical Informatics (MS)
 Mental Health Counsel MS-Tampa
 Mental Health Counsel. MS-Main
 Mental Health Counsel. MS-ORL
 Mental Health Counsel. MS-WPB
 Mental Health Counseling MS-JAX
 Mental Health Counseling MS-MIA
 Nursing (Master's Program)
 Nursing (Ph. D)
 Occupational Therapy (Dr.OT)
 Occupational Therapy (MOT)
 Occupational Therapy (PhD)
 Oceanography/Marine Bio (Ph.D)
 Optometry (OD)
 Osteopathic Med (DO)
 Peace Studies Cert-Main
 Peace Studies Cert-Online

Web for Prospects

New Record Creation – Staff

Peace Studies Cert-Main
 Peace Studies Cert-Online
 Pharmacy (Pharm.D.) Fort Laud
 Pharmacy (Pharm.D.) Internat'l
 Pharmacy (Pharm.D.) PuertoRico
 Pharmacy (Pharm.D.) WPalmBeach
 Physical Therapy (Entry Level)
 Physical Therapy (Ph.D.)
 Physical Therapy (T-DPT)
 Physician Asst. Ft Lauderdale
 Physician Asst. Ft. Myers
 Physician Asst. Jacksonville
 Physician Asst. Orlando
 Public Health (MPH)
 Qualitative Research Grad Cert
 School Counseling MS-JAX
 School Counseling MS-MIA
 School Counseling MS-Main
 School Counseling MS-ORL
 School Counseling MS-Tampa
 School Counseling MS-WPB
 School Psychology PsyS-Main
 School Psychology PsyS-Tampa
 School Psychology PsyS-WPB
 Spch/Lang Path-Doctorate SLPD.
 Spch/Lang Path-Masters M.S.
 Writing (Master of Arts)

RELEASE: 8.2



Please enter your information in the following forms.

Web for Prospects

New Record Creation - Staff

* - indicates a required field.

When entering a Prefix and/or Suffix, please use the following examples as a guide.

Prefix: i.e., Miss, Ms, Mr, Mrs
Suffix: i.e., Jr, Sr, III

Name

Prefix:

First Name: *

Middle Name:

Last Name: *

Suffix:

Nickname:

Source Code: *

Recruiter Identification Code:

Did Prospect Receive Packet? Yes No

Birthdate
Date of Birth: * Month None

SSN/TIN/TFN

U.S. Social Security Number: (999999999 or 999-99-9999)

Primary Address Information:

1. It is not necessary to enter an until date.
2. When inserting a US address, Address Line 1, City, State/Province, and ZIP/Postal Code are required fields. If you are entering a foreign address, Address Line 1, City and Nation are required.
3. Do not enter any periods, commas or other types of punctuation marks when inserting an address.
4. When Entering your **Phone Number**:
 - a. In the **First box**, enter your **Area Code Only**
 - b. In the **Second box**, enter your **Entire 7 Digit Phone Number**
 - c. In the **Third box**, enter your **Extension Only (if applicable)**

Primary Address

Valid From: Month September Day 28 Year 2010 (YYYY)

Until: Month None Day None Year (YYYY)

Address Line 1: *

Address Line 2:

Address Line 3:

City: *

State or Province: None

ZIP or Postal Code:

County: None

Nation: None

Phone Number: - (xxxxxx)-(xxxxxxxxxxxx) (xxxxxxxx)

International Access Code:

E-Mail Address

E-mail Address: *

Verify E-mail Address: *

Anticipated Entry Term

Term of Entry: * None

How I Learned About Nova
Southeastern University: Nova
Southeastern University

- None
- *Advertsmnt/Nursing Publictns
- ABA/LSAC Official Guide
- AOL.com
- ASHRM

Submit Reset

Timeliness, Accuracy, and Convenience

Enrollment and Student Services:

- Imports prospect and applicant data of all colleges and centers every two hours
- Validates suspended prospect and applicant data of all colleges and centers twice daily

Re-Cap

| Prior to October 1, 2010 | New Policy October 1, 2010 |
|---|---|
| NSU staff update contact information directly in Banner | NSU staff will use the NEW Online Contact Information Change Request Form at: https://www.nova.edu/contactinfo |
| NSU staff create prospect and applicant records in Banner | NSU staff will use the NSU Web for Prospects pages at https://webstar.nova.edu/pls/PROD/bwzkwpro.P_ChooseProspectType . ESS will process all recruit and applicant Banner records. |