

Nova Southeastern University

H. Wayne Huizenga School of Business and Entrepreneurship

New Student To-Do List

Newly Admitted to HSBE

- **If Provisionally Admitted** - Work with your Recruiter to complete the admissions documentation necessary to be Fully Admitted.
Note: Provisionally admitted students are not eligible to receive financial aid funds.
- **Schedule a new student academic advising appointment** - This is an opportunity to connect with your academic advisor, review your foundation and degree requirements, plan your class schedule, and to review academic policies and campus resources. **Call (954) 262-5067 to schedule a one-hour New Student advising appointment (in-person or via telephone).** Students should have access to a computer during the telephone advising appointment.
- **Financial Aid** – Complete the FAFSA form online to determine your eligibility. You can view your Financial Aid account and accept funds via **Sharklink**.
Note: If you are receiving financial aid you should apprise yourself of all policies regulating financial aid eligibility, including Satisfactory Academic Progress (SAP). (<http://www.nova.edu/financialaid/>)
- **Retrieve your Sharklink username and password** – **Sharklink** is your “passport” to access important campus resources and tools (e.g., registration, NSU e-mail, and financial aid). (<https://www.nova.edu/sbin/nsulookup/ac/sharklook>)
- **Check your NSU E-mail** – Due to FERPA privacy restrictions, all NSU email communication must be conducted through your NSU student email account. Please setup your **NSU email** account by logging into **Sharklink** - click on the **email** icon - then follow on screen commands.
- Note:** If you require further assistance setting up your NSU Identity, you may contact the **NSU Help Desk at (954)262-4357**, or refer to the following link: (<http://www.nova.edu/help/live/how-to.html>)
- **RSVP for New Student Orientation at the main campus** – HSBE Graduate Orientation provides an opportunity for new students to meet Huizenga School staff and fellow students, become familiar with campus resources, review important academic information, and to receive your **NSU ID SharkCard** and parking decal. **Note:** New Student orientation programs are also offered at regional NSU campuses. Please consult with your advisor for further details. (<http://www.huizenga.nova.edu/CurrentStudents/Orientation.cfm>)
- **Apply for your SharkCard** - Your **NSU ID SharkCard** is used to gain access to campus resources.
Note: You must register for a course at least 24-hours prior to requesting your ID card. (<http://www.nova.edu/nsucard/apply/>)
- **Apply for a NSU Parking Decal** – Annual parking decals are required in order to park on NSU campuses. (http://www.nova.edu/resources/current_students.html)
- **Tuition Awards** - If you are a NSU Alumni, or if you work for one of our Corporate or Government Partners, you must complete the **Electronic Verification Process** *prior to the start of each term* in order to receive your tuition adjustment. <http://www.huizenga.nova.edu/corporate/verification/>
- **Bookmark these webpages:**
 - **Huizenga Current Students web page** (<http://www.huizenga.nova.edu/CurrentStudents/>)
 - **Huizenga Means Business Faculty Blog** (<http://www.huizenga.nova.edu/faculty-blog/>)

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Registering for Classes

- ❑ **STEP 1: Login to Sharklink** - You will utilize this system to register for your first class during your advising session. Resources that can also be accessed from **Sharklink** include: NSU e-bill, financial aid, and degree information (<https://sharklink.nova.edu/>).
- ❑ **STEP 2: Run your Degree Audit/CAPP degree evaluation report** – Your **CAPP report** allows you to review your curricular and program requirements as you progress through your degree. Comprehensive information and instructions are available at: <http://www.nova.edu/registrar/capp.html>
- ❑ **STEP 3: Navigate the Schedule of Classes** – Review the **Schedule of Classes** via the web to access specific course information (e.g., times, locations, format, seat availability, and textbook information). (<http://www.huizenga.nova.edu/ScheduleOfClasses/>)
MACC & MTAX students taking classes online please review the Master's Class Meeting Dates regarding important chat times (<http://www.huizenga.nova.edu/CurrentStudents/academicPlanning.cfm>)
- ❑ **STEP 4: Locate the five-digit Course Reference Number (CRN)** within the **Schedule of Classes**. You will need to input this number into the registration system to register for your class(es).
- ❑ **STEP 5: Register for Classes via Sharklink** – Return to **Sharklink**→ Choose Student Tab→ Records & Academics→ Course Information→ Registration – Add/Drop→ Select Term→ Input CRN(s) into empty boxes→ Submit Changes→ Return to Menu.
- ❑ **STEP 6: Verify course registration by clicking on the *Student Detail Schedule* link**
- ❑ **STEP 7: Review your tuition bill and make payment arrangements prior to the due date**

Starting Your First Term

- ❑ **Review the *HSBE Graduate Catalog*** – NSU and HSBE policies and procedures are updated annually and documented in the **HSBE Graduate Catalog**. All new students are expected to review the catalog before they begin classes. It is every student's responsibility to be knowledgeable of NSU and HSBE policies, regulations, and curriculum requirements. (<http://www.huizenga.nova.edu/Catalogs/>)
- ❑ **HSPortal** – **HSPortal** is a communication portal specific to HSBE that provides access to important information about policies, resources, events, syllabi for courses, as well as the HSBE electronic drop/withdrawal request form. The username and password for the **HSPortal** is the same as your **Sharklink** account. This is an important tech resource for all HSBE students! (<https://secure.huizenga.nova.edu/hsportal/default.cfm>)
- ❑ **Blackboard (Bb)** – **Blackboard** is the interface used to host online courses as well as support the online interaction component in many ground-based courses. If you have never used **Blackboard** before it is highly recommend that you review the online tutorials prior to the start of classes. (www.sharklearn.nova.edu).
- ❑ **Obtain Text Books** – Once you have confirmed registration in your classes you may purchase your books at the NSU bookstore located on University Drive near main campus, or online at www.nsubooks.bncollege.com. The NSU Bookstore can be reached at (800) 509-2665.

For more information, please contact:

Office of Academic Advising

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