

Nova Southeastern University

H. Wayne Huizenga College of Business and Entrepreneurship

New Student To-Do List

Newly Admitted to HCBE

- **If Provisionally or Conditionally Admitted** - Work with your Recruiter to complete the admissions documentation necessary to be Fully Admitted.
Note: Provisionally and conditionally admitted students are not eligible to receive financial aid funds.
- **Retrieve your Sharklink username and password** – **Sharklink** is your “passport” to access important campus resources and tools (e.g. NSU email, Webstar, registration, and financial aid).
<https://www.nova.edu/sbin/nsulookup/ac/sharklook>
Note: If you require further assistance logging into Sharklink contact the **NSU Help Desk at (954)262-4357**.
- **Check your NSU Email** – 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 retrieving your NSU email refer to the following link: <http://www.nova.edu/help/live/how-to.html>
- **Watch the HCBE Graduate Pre-Enrollment Workshop** – This 1-hour online workshop can be viewed through the HCBE YouTube page and provides new students with guidance in navigating important resources and E-tools. A demo of the Registration system will also be provided to assist students with enrolling in classes for their first semester.
<https://www.youtube.com/watch?v=Qpxlw4b6hrl&feature=youtu.be>
- **Program Maps** - Review the suggested Program Maps for your degree. This map will help you select which courses you should register for each semester:
<http://www.business.nova.edu/masters/curricula/maps.cfm>
- **Schedule a 30-minute 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 discuss academic policies and campus resources. **Call (954) 262-5067 to schedule a New Student advising appointment (in-person or via telephone).** *Students must have their Sharklink and NSU Email established prior to this appointment.* Students with a telephone advising appointment are encouraged to be in a quiet place and have access to a computer to optimize content discussed during the advising session.
- **Review & Bookmark the Huizenga Current Students web page:** (<http://www.business.nova.edu/current-students/>)
- **Register for MGT 5000: The Real World Graduate Orientation (Locations: Main Campus and Online via Blackboard)** – *MGT 5000 is required for first term MBA students and is taken concurrently with MGT 5105. MPA students are also required to complete MGT 5000. This academic orientation course and campus-based event provides you with helpful information needed to be a successful graduate student. At the event you will gain insight about your selected graduate program, interact with faculty, and mingle with peers, advisors and program staff. Distance learners are encouraged to attend the campus event. If travel is prohibitive, the online modules can be completed in lieu of attending the event.*
- **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/>) You may also review the financial aid guide located at <http://www.business.nova.edu/current-students/graduate.html>. Go to Financial Information and select HCBE Graduate Financial Aid Guide.
- **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 an alumnus of NSU (or a partner institution), please notify your advisor. If you work for one of our Corporate or Government Partners, you must complete the **Electronic Verification Process** *prior to the start of each semester* in order to receive your tuition adjustment for each term.
<http://www.business.nova.edu/corporate/verification/>
- **Student Enrollment Agreement (SEA)** – All students are required to complete the SEA in **Sharklink** prior to registering for classes each semester. A copy of the SEA can be found at www.nova.edu/registrar



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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 HCBE Current Student website to access specific course information (e.g., times, locations, format, and seat availability). (<http://www.business.nova.edu/current-students/scheduleofclasses/>)

MACC & MTAX students taking classes online please review the Master's Class Meeting Dates regarding important chat times (<http://www.business.nova.edu/CurrentStudents/graduate.cfm>) and go to the "Registration Information" section.
- **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 → Complete SEA → 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 HCBE Graduate Catalog** – NSU and HCBE policies and procedures are updated annually and documented in the **HCBE 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 HCBE policies, regulations, and curriculum requirements. (<http://www.business.nova.edu/current-students/catalogs.cfm>)
- **HuizengaPortal** – **HuizengaPortal** is a communication portal specific to HCBE that provides access to important information about policies, resources, events, syllabi for courses, as well as the HCBE electronic drop/withdrawal request form. The username and password for the **HuizengaPortal** is the same as your **Sharklink** account. This is an important tech resource for all HCBE students. <https://secure.business.nova.edu/hportal/>
- **SharkLearn/Blackboard (Bb)** – **SharkLearn** is the **Blackboard** 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** you are encouraged to self-enroll in the tutorial course to become familiar with the system prior to the start of classes https://sharklearn.nova.edu/webapps/login/?new_loc=%2Fwebapps%2Fblackboard%2Fexecute%2FenrollCourse%3Fcontext%3DCourse%26course_id%3D_223307_1
- **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.
- **Pay Tuition** – Once registered go to the University Bursar's Office page www.nova.edu/bursar/index.html to review billing and payment options information.

For more information please contact:

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