

OFFICE OF ACADEMIC ADVISING
H. WAYNE HUIZENGA SCHOOL OF
BUSINESS & ENTREPRENEURSHIP

New Undergraduate Student Pre-Enrollment Seminar Information Packet



3301 College Avenue, Fort Lauderdale, Florida 33314
1-800-672-7223 ext 25067 or 954-262-5067

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ENCLOSURES

Curriculum check sheet for your program of choice (available from your academic advisor)

Parking Permit Application (Main Campus students only):

<http://www.nova.edu/cwis/pubsafety/forms/ParkingPermitApplication.pdf>

NSU Card Agreement/Application:

<http://www.nova.edu/nsucard/apply/>

PES Evaluation

GETTING STARTED CHECKLIST



**DON'T FORGET TO
FOLLOW UP ON
THESE ITEMS**

- ✓ Attend Pre-Enrollment Seminar
- ✓ Request a NSU email account to gain your NSU identity.
- ✓ Schedule an appointment with your academic advisor to register for your first term.
- ✓ Attend Orientation.
- ✓ Verify that all official admissions documents have been received. (e.g., transcripts)
- ✓ Check your financial aid status if applicable.
- ✓ Be on the lookout for your WebSTAR PIN in the mail or retrieve it online.
- ✓ Pay tuition and fees through WebSTAR or the One-Stop-Shop.
- ✓ Review course syllabi and prepare for your first day of class. Full syllabi for courses can be retrieved through HSPortal.

GENERAL INFORMATION

Welcome to the H. Wayne Huizenga School of Business and Entrepreneurship at Nova Southeastern University! We are glad that you have chosen to continue your education here at NSU. The information in this packet will help you navigate through your undergraduate program at the H. Wayne Huizenga School of Business and Entrepreneurship. It is important that you familiarize yourself with this information as well as the comprehensive information located in the catalog. The catalog is located online at:

<http://www.huizenga.nova.edu/catalogs/default.cfm>



READ THIS CATALOG!!!

The catalog addresses all policies and procedures in effect at the time of your enrollment. Please utilize this information packet and the catalog as a guide throughout your education at NSU. The Huizenga School reserves the right to amend policies as deemed appropriate. Please review the introductory information in the online Schedule of Classes each term for updated tuition and fees as well as policy and procedural information. Once you are admitted to a program, you will follow the corresponding curriculum to completion. If your individual plans change, and you are unable to complete the program you chose or wish to change programs please talk with your academic advisor.

Computer Requirements—

Please refer to the H. Wayne Huizenga School Technical Help Desk at:

<http://www.huizenga.nova.edu/HelpDesk/>

ACADEMIC ADVISING

The Office of Academic Advising consists of a team of professional academic advisors that are available to guide you through your academic career at the Huizenga School. Academic advisors are versed across the curricula to provide support to students from admittance through the graduation process.

Academic advising is an integral part of your education. The goal of academic advising is to assist students in taking responsibility for developing educational plans compatible with their career and personal goals. Academic advisors will assist students in designing an appropriate course of study that will satisfy requirements for graduation as well as offer information on particular courses and university rules and procedures.

H. Wayne Huizenga School of Business and Entrepreneurship
Academic Advisors

Corporate Clusters Undergraduate & Graduate Academic Advisor

(Responsible for all corporate clusters not affiliated with a service center. I.E. not located near Miami, Orlando, Jacksonville, West Palm Beach, or Tampa.)

A – Z Brian Morgan: briamorg@huizenga.nova.edu 954-262-5067

Jacksonville- Undergraduate & Graduate Academic Advisor

A – Z Stephan Morrison stepmorr@huizenga.nova.edu 904-245-8922

Main, Bahamas & Online Undergraduate Academic Advisors 954-262-5067

A – B Raquel Fernandez rfernand@huizenga.nova.edu

C – E Ashley Haskins haskins@huizenga.nova.edu

F – H Stacy Moore stacmoor@huizenga.nova.edu

I – L, W Robin Rose trezza@huizenga.nova.edu

M – N, X, Y, Z Nick Ritchie nr333@huizenga.nova.edu

O – R Frank Majnerich majneric@huizenga.nova.edu

S – V Nathan Venske nv126@huizenga.nova.edu

Miami Undergraduate & Graduate Academic Advisors

A – F Ruslana Tsigelman tsigelma@huizenga.nova.edu 954-262-3457

G – P Micanel Greaves mg1328@huizenga.nova.edu

Q – Z Denebola Dopico denebola@huizenga.nova.edu 954-262-3430

Orlando- Undergraduate & Graduate Academic Advisor

A – Z Jennifer Guerriero jennguer@huizenga.nova.edu
407-264-5615

Tampa- Undergraduate & Graduate Academic Advisor

A – Z Jason Barshay barshay@huizenga.nova.edu
813-393-4986

West Palm Beach- Undergraduate & Graduate Academic Advisor

A – Z Althea Christie althea@huizenga.nova.edu
954-262-5615

**Get to know your
academic advisor we
are here for you!**

To reach your academic advisor, contact your campus location or schedule an appointment online by going to <http://www.huizenga.nova.edu/advisorCal/>.

Academic advisors are available for appointments (in person or on the phone).

STUDENT RESPONSIBILITIES

- **Keep in touch with your academic advisor**
- **Take charge of your academic progress**
- **Make and keep appointments. Call if it is necessary change or cancel an appointment**
- **Come with specific questions in mind**
- **Come with necessary materials (pen, class schedule, curriculum sheet, forms, etc.)**
- **Ask about other resources of information**
- **Be open concerning school work, study habits, and academic progress**
- **Build a schedule free of conflicts in time**
- **Make decisions concerning choice of major, career, and selection of courses**

ACADEMIC ADVISOR RESPONSIBILITIES

- . Notify Students of office hours**
- . Keep appointments. Call if it is necessary to change or cancel an appointment**
- . Provide accurate and specific information**
- . Have resource material on hand (websites, hand-outs, forms, etc.)**
- . Suggest other sources of information**
- . Listen and help you solve problems**
- . Check your schedule for appropriate selection of courses**
- . Make suggestions concerning choice of major, career, and selections of courses**

YOUR NSU IDENTITY

Your NSU Identity includes your ID Card, N number and Nova email username. Each identity will have a corresponding pin or password you will use to access various systems for the university. Please see the following web link to set up your identity. <http://www.nova.edu/resources/nsuidentity.html>



User Name

NSU ID Number

Passwords

Know these as you
will need them
frequently.

PROGRAM & TERM FORMATS

Programs

- **Main Campus Pals Program (Day)**
Majors: Accounting, Business Administration, Economics, Finance, Management, Marketing & Sports and Recreation Management
- **Main Campus Career Development Program (Evening)**
Majors: Accounting, Business Administration, Finance, Management & Marketing
- **Online Program: Log into WebCT first day of classes.**
Majors: Business Administration, Marketing & Management
- **Student Educational Centers (SEC)**
Majors: Business Administration & Management

Terms

- **Fall / Winter Semesters ***
16 Week Classes
8 Week Classes
- **Summer Semester ***
8 Week and 12 Week Classes (Limited)

* Bahamas sites have four 10 week terms: Fall, Winter, Spring & Summer

TRANSFER CREDITS

- A maximum of 90 credit hours may be applied to your degree from any regionally accredited college, university and prior learning credits
- All request for Prior Learning credit must be initiated after 12 credits at NSU but before students complete 24 credits.
- 50% of major and minor courses must be successfully completed at NSU
- Courses may not be taken concurrently at another university while enrolled at NSU without written permission from your major department

For more information regarding transfer credits please refer to the course catalog and go to the following site <http://www.undergrad.nova.edu/currentstudents/transfercredits.cfm>

CURRICULUM

- General Education – 36 credits*
- Major Course Requirements – 60 credits
- Open Electives – 24 credits*

Contact your academic advisor to request an updated curriculum sheet.

- Keep track of courses completed/remaining
- Review of required prerequisite courses

*Economics Majors please see your advisor for curriculum requirements

SUPPLEMENTING YOUR DEGREE

Double Majors

Pursuing a second major is a serious commitment and requires significant student responsibility. Students must meet the following criteria to declare a double major:

- Declare after 30 credits are earned
- Must be declared prior to earning 90 credits
- Must have a cumulative GPA of 2.5 or higher
- Bahamas sites cannot double major.

Please contact your academic advisor regarding your request to declare a double major.

Minors

Many students elect to supplement their studies in a number of specialization areas. Minors require that three, four, or five additional courses be taken within a specific content area. Students may request a minor prior to the completion of 90 credits. A notation of a minor is indicated on a student's transcript. These additional classes will count in the students overall GPA and academic standards if taken while attempting a degree program. Please see the online catalog for further information <http://www.huizenga.nova.edu/catalogs/default.cfm> and schedule an appointment with your academic advisor to discuss the availability of minors at your campus of choice.

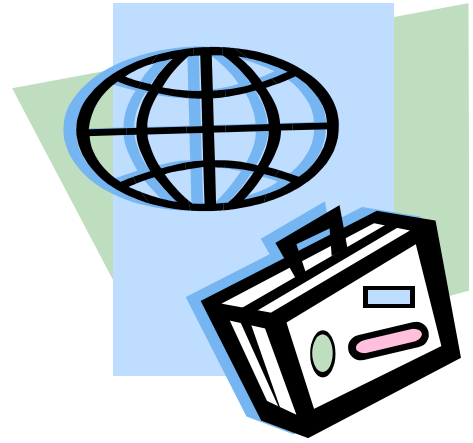
Internships

Internships should be considered 60 days before the start of the term. These programs are a joint effort between Career Services and your academic program. For more information please go to <http://www.nova.edu/career/elp/> and print the experiential learning packet prior to meeting with your academic advisor.

Study Abroad

Student can find out about the study abroad program by visiting the following website <http://www.undergrad.nova.edu/currentstudents/studyabroad/index.cfm>

Please contact your academic advisor for further assistance.



CLASS EXPECTATIONS

Professors will expect that you regularly attend class. Attendance will affect your grade. Active participation is also important. Take advantage of the small class size and personal attention. Get to know your professors. Developing relationships will help you in many ways. Use your syllabus and network with your peers.

ONLINE COURSES

If you are required to complete or plan on taking any online courses please review the information below:

Login to WebCT with your NSU identity (username and password) you may be prompted to take the online quiz. In order to gain access to each registered online course, you must obtain a 100% score on the WebCT quiz. If you are having difficulty accessing your NSU Identity please go to <http://www.nova.edu/resources/nsuidentity.html> or call 800-672-7223 ext. 4357, to obtain your user name & password.

Feel free to log on to your course prior to the first day of class. You will need to log in to your class on the first day of class. After the first day of class, you will log in to check assignments, to take part in chat sessions, to submit homework assignments and tests, etc. You will be given particular chat session times/dates by the professor.

If you have never taken an online class with us, please visit:

<http://www.nova.edu/webct/>



The tutorial will assist you in completing an online class successfully. Students are encouraged to complete these tutorials to assist them with successful completion of their classes.

WHAT'S IN A SYLLABUS?

Each syllabus will contain the instructor's name, office hours, contact procedures, phone numbers, textbooks, expectations, student responsibilities, attendance policy and grading guidelines.

HOW DO I GET MY SYLLABUS?

To obtain your syllabus go to www.huizenga.nova.edu/CurrentStudents/ and click on HSPortal. Log in using your NSU user name and password. You will then locate your "My Classes" module. Click on the name of your class and your syllabus will appear in a new window. Print your syllabus.

Please see Appendix I for screen shots.

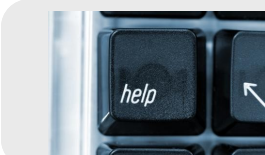
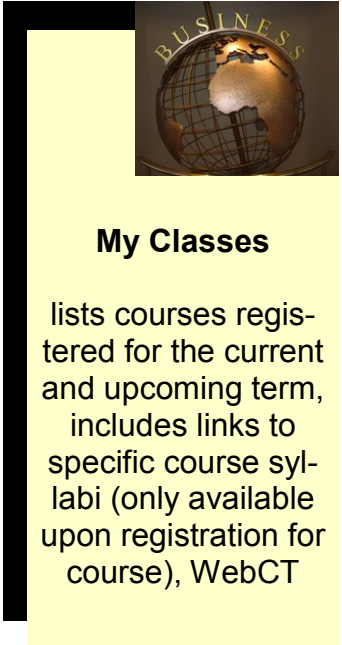
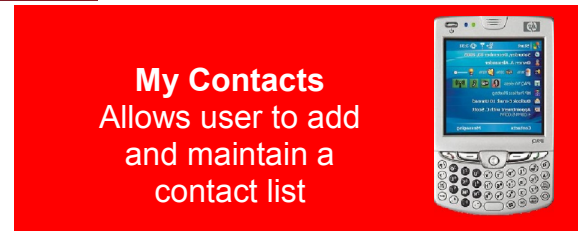
HSPORTAL

<https://secure.huizenga.nova.edu/hportal/studentmodules.html>

Students logging into the portal you will see mini modules that have been set as a default and you may customize the page. Some of the modules are:



Huizenga News and Events
Information pertaining to HSBE news and upcoming events



Technical Resources
links to computing or technical resources

HOW TO REGISTER YOURSELF FOR CLASSES

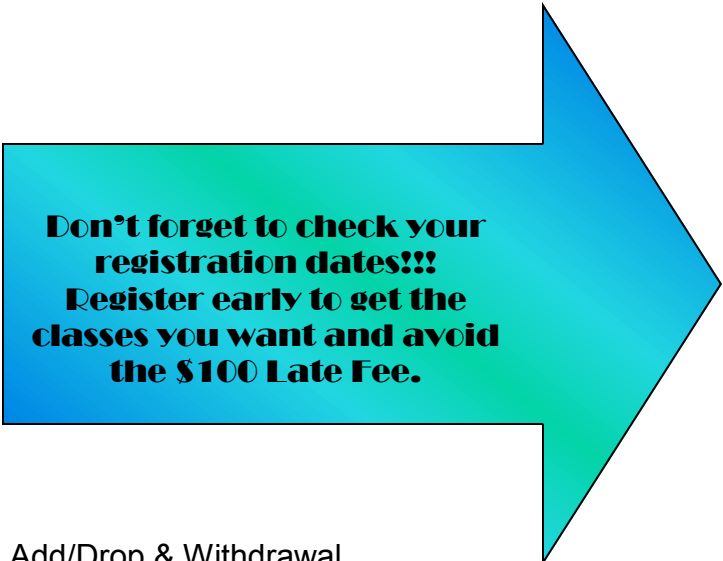
The information below contains the instructions for registering online through **WebSTAR** or **SharkLink**. You must first get the course reference number (CRN #) from the Schedule of Classes - before registering in **WebSTAR**.

1. Please go to the main page of the Huizenga School www.huizenga.nova.edu click on "Resources for Current Students".
2. Next click on "Schedule of Classes" on the right hand side of the screen. From there, select "Undergraduate".
3. Next select a term. You will then select the location you take your classes.
4. The next screen will allow you to review classes by course prefix/subject, you can choose a day the course is to be offered, or scroll down the list. You will also be able to view the abbreviated syllabus for the class on this page.
5. Once you find a course that is available please write down the CRN # (course reference number). You will need this in order to register for the class on SharkLink. (<https://sharklink.nova.edu/cp/home/displaylogin>)
6. Feel free to print the pages with your classes for easy reference when registering.
7. After getting the CRN # of the desired class, go to SharkLink located on the Huizenga homepage under "Resources for Current Students" you will need your SharkLink ID and password (Same as your email log in).

SharkLink is available to all students. Students can use **SharkLink** to register for classes online, view grades and transcripts, check email, current events, books for class, schedule, check financial aid status and also pay tuition and fees.

*SPECIAL NOTE: Students on academic probation and/or students with holds are not permitted to register online. Please contact your academic advisor to discuss your registration. Please see Appendix II & III for screen shots.





Don't forget to check your registration dates!!! Register early to get the classes you want and avoid the \$100 Late Fee.

Registration Policy

An academic advisor will process a student's first registration usually during your initial meeting. After the first term, students are encouraged to register for courses online using the SharkLink system. (<https://sharklink.nova.edu/cp/home/displaylogin>)

Late registration period begins **ten** days before the start of the term. An additional fee of \$100.00 will be added to your bill during this time. Check the academic calendar located in the catalog each term for the registration dates located at www.huizenga.nova.edu Click on resources for current students, then click registration dates on the left hand side of the screen under registration information.

Add/Drop & Withdrawal

Prior to the start of the term you may drop your classes via **SharkLink** or **WebSTAR** with the exception of one class. You will be required to see your academic advisor to drop your final course.

- Once the term begins **SharkLink** or **WebSTAR** will not permit you to edit your schedule and you must see an academic advisor to make changes to your schedule.
- Removing a class from **WebCT** does not constitute a drop or withdrawal. You must request to drop or withdraw the course through your academic advisor.
- Non-attendance or payment of classes does not constitute a drop. You will receive an "F" for the course and possibly forfeit your tuition and fees, if you neglect to officially drop or withdraw. Please be aware that dropping and adding courses may affect your eligibility for financial aid.
- All adds are to be submitted to your academic advisor via a STF, no emails. To add/drop, drop or withdraw from a class, you must submit a Drop/Withdraw request. You can locate this form in your **HSPortal** in the undergraduate tab. **Please** note this is a request and will be determined by your advisor if eligible.

Drop and Refund Policy

Prior to dropping or withdrawing from a course, you are encouraged to contact your academic advisor to discuss any issues.

Drop Policy

Students wishing to drop a course **MUST** do so in writing. You may obtain a copy of the "Student Transaction Form" through **HSPortal** or send an email from your NSU email account only.

Refund Policy

Students are entitled to a 100% refund of all payments (excluding Application Fee) if the registration is dropped by the student prior to the start of term. After the term has begun, your refund amount will be dispersed. Please see the calendar <http://www.fcas.nova.edu/calendars/>

Request for changes to your schedule must be made in writing to your academic advisor.

Non-attendance does not constitute a drop or refund

ACADEMIC POLICIES AND PROCEDURES



**OVERALL GPA 2.0
MAJOR GPA 2.25**

Academic Requirements

Please refer to the Huizenga Undergraduate Catalog for more information.

GPA Requirements

Students must maintain a cumulative grade point average (GPA) of **2.0 each term**

MAJOR GPA – Students must have a 2.25 major GPA to be eligible for graduation

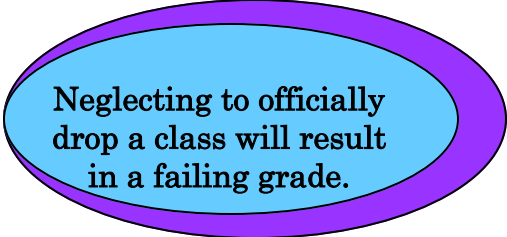
Academic Standing and Probation

Students on probation may only take courses in compliance with the terms of their probation. Please see your academic advisor.

Notification of probation, suspension, and dismissal is sent to the student's mailing address of record. Students are required to have read this catalog and be aware of the probation policies. Ignorance to the policy is not accepted.

Grades

Instructors submit grades for all students enrolled in their classes at the end of each term. Grades are posted online on SharkLink no later than 20 days after a term ends. The catalog states that non-attendance does not constitute a drop from a class. Neglecting to properly drop a class will result in a failing grade.



Neglecting to officially drop a class will result in a failing grade.

Estimated GPA Calculator

GPA calculations include NSU coursework only, based on the following formulas and definitions.

- Quality points = a letter grade's numerical GPA value MULTIPLIED BY the number of credits as signed to the course
- GPA hours = attempted credits, excluding withdrawals, successfully-completed pass/fail courses, and incompletes
- Current semester or term GPA = the total number of quality points for the semester or term DIVIDED BY the total GPA hours for the semester or term
- Cumulative GPA (CGPA) = Total quality points DIVIDED BY total GPA hours

To calculate your GPA multiply the quality point (grade value) by the number of credits for each course. Then add the all of the totals you received for each class and divide that by the number of total credits you have completed.

Grade Values:

A= 4.0, A-= 3.7, B+= 3.3, B=3.0, B-=2.7, C+=2.3, C=2.0 C-=1.7, D+=1.3, D=1.0, F=0

Please contact your academic advisor if you need further assistance.

TUITION AND FEES

Tuition and fees are subject to change without notice. Tuition increase typically occurs July 1st of each year.

- Tuition (per Credit) \$Based on program
- Registration Fee (per term) \$25.00 (Bahamas sites fee is \$20.00)
- Student Services Fee \$125 (3 credits or less) /\$250 (more than 4 credits)
- Laboratory Fee \$Based on Lab
- Late Registration Fee \$100.00
- Late Tuition Payment \$50.00
- Graduation Fee (excluding cap and gown) \$75.00

FINANCIAL AID

- **FINANCIAL AID is DEPENDENT UPON ALL OFFICIAL DOCUMENTS** being received by the university
- Reasonable academic progress must be maintained – you must successfully complete your courses each semester to qualify for financial aid
- Full-time or part-time status will determine how much aid you may receive – changing the number of credits during the semester can affect the eligibility for certain types of aid
- Process a FAFSA each year <http://www.fafsa.ed.gov/>
- All questions pertaining to financial aid should be directed to their department: 954-262-3380 or 800-541-6682 ext 23380

MAKING PAYMENTS

Payment should be made to the Bursar's Office at the time of registration; however, payment is due in full by the 30th day of the term (not to be confused with 30 days after your class begins).

Late Payment Fee - a late fee of \$50.00 will be charged if a student has a balance remaining after 30 days of the term. A hold will be placed on the account limiting your access to **WebSTAR** or **SharkLink**, preventing access to grades and future registration until the balance is paid in full.

- Pay online using **SharkLink**.
- Mail in the payment directly to the Bursar's office.
NSU Bursar Office
3301 College Avenue
Fort Lauderdale FL 33314
- Pay in person at the One-Stop Shop, located in the Horvitz Administration Building.
- Pay by phone. 800 541-6682 ext. 25200



GRADUATION REQUIREMENTS

To be eligible for graduation, students must fulfill the following requirements:

1. Admission as a degree-seeking candidate
2. Completion of all curriculum and program requirements (including prerequisite courses)
3. Satisfactory fulfillment of the GPA and Grade Requirements for course work taken.
4. Payment of all tuition and fees
5. Completion of the online Application for Degree and make payment of the graduation fee on SharkLink. Please go to <http://www.nova.edu/cwis/registrar/instructions.html> read the instructions and complete the application. Students should complete the form at the time of registration for their final term.
6. Fulfillment of all obligations to the library, the student's program, and the Bursar's office.
7. Successful completion of a Huizenga School undergraduate degree culminates with the awarding of a diploma, validating the student's successful fulfillment of all of the above noted graduation requirements.



TIPS FOR SUCCESS

- Communicate with your academic advisor throughout the semester
- Review registration process with your academic advisor prior to registering for classes
- Communicate with your professors
- Utilize your resources: library, academic services, technical support etc.
- Print your syllabus prior to attending class
- Get involved in university life
- Network with your peers
- "MGT 1001" Mastering Student Success" - This course is designed to focus on adjusting to the NSU setting and academic responsibility. * (Not available to online or site campuses)



PLAGIARISM, ACADEMIC DISHONESTY, AND OTHER FORMS OF MISCONDUCT

Webster's defines plagiarism as the stealing or passing off ideas or words of another as one's own; use, without crediting the source; committing literary theft; presenting as new and original an idea or product derived from an existing source. Also unacceptable is behavior that is flagrantly disruptive to the effective conduct of the program; behavior that is clearly unprofessional, unethical, or that reflects adversely on the NSU program or the professional community; or behavior that violates the general understanding of proper conduct for students. Violations may result in suspension or dismissal from the program.

STUDENT RESOURCES

1. Username & Password

You will need a SharkLink username and password for access to HSPortal, NSU email, and general course syllabi; this may be obtained by calling 954-262-5058 or by visiting <http://www.nova.edu/resources/nsuidentity.html>

2. Academic Advisor Appointments

Appointments can be scheduled by going online to <http://www.huizenga.nova.edu/advisorCal/> or by contacting your academic advisor via their campus. Please see page 4 of this packet for contact information.

3. SharkLink

SharkLink (<https://sharklink.nova.edu/cp/home/displaylogin>) is the student information system used to register for classes, check grades, view holds, review financial aid status, change address/phone number, check email, community resources, class schedule and materials etc. To log in you will need your SharkLink username and password.

4. HS Portal

This website is an online information system, specifically designed for Huizenga Students. You will need your NSU username and password to access this website. <https://secure.huizenga.nova.edu/HSPortal/>. You can access your course syllabi and "Program Yearly Planner" to help with projected course offerings. These schedules may vary for our off campus sites. Please speak to your advisor for assistance.

5. WebCT

WebCT is the online learning environment at Nova Southeastern University. Here you will be able to access your online classes. All access will require a valid SharkLink username name and password. Tutorials are available to assist you with the successful completion of your courses. www.nova.edu/webct

6. Huizenga Undergraduate Catalog

Students are responsible for all material listed in the catalog. Students are encouraged to read and review the material found at www.huizenga.nova.edu/catalogs information regarding policies and procedures (i.e. the academic calendar, course description, tuition and fees and registration dates, etc.) can be found in this document.

Policy, procedures, and tuition and fees, are subject to change without notice at any time at the discretion of Nova Southeastern University.

7. Nova Southeastern University

This website is the homepage for NSU. Valuable resources on programs, events, academics, financial aid, etc. can be found at www.nova.edu

8. Books

Required textbooks are found in the class syllabi which are available through **HSPotal** under “**My Classes**” module or in your **SharkLink** under **student/ records and academics** . The NSU bookstore is located on the main campus in Davie, FL at University Park Plaza. Textbooks and merchandise can be ordered online at <http://www.nsubooks.bkstore.com> , 24 hours a day, or by phone at 954-262-4750 or 800-509-2665, during regular business hours, six days a week.

9. Campus Services

Various recourses are available to all NSU students please contact the departments listed below for information on services that may be available at your campus:

- Academic Services 954-262-8350
- Career Services 954-262-7201
- NSU Bookstore 954-262-4750
- NSU Library (LRITC) Alvin Sherman Library 954-262- 4601
- Office of Academic Advising – Main Campus 954-262-5067
- One Stop Shop (Bursar’s, Financial Aid, Parking Permits) 954-262-5200
- Registrar’s Office 954-262-7200
- Student Counseling 954-262-7050
- Tech Services 954-262-4357
- Testing Center 954-262-8370
- University Center (Campus ID) 954-262-8929

Students may also use the 1-800 numbers listed below to reach any of these departments.

United States 1-800-672-7223

Bahamas, Canada, Jamaica & Mexico 1-800-554-6682

Please visit NSU’s “Current Student” page for additional information on the services available to you:
http://www.nova.edu/resources/current_students.html

10. Payment of Tuition and Fees

Although payment is due in full at the time of registration, certain deferments and payment plans are available to undergraduate students. To avoid a late fee of \$50, your entire balance is due by the 30th day of the month that the term begins.

- Pay online using **SharkLink** or **WebSTAR**.
- Mail in the payment directly to the Bursar’s office.
NSU Bursar Office
3301 College Avenue
Fort Lauderdale FL 33314
- Pay in person at the One-Stop Shop, located in the Horvitz Administration Building.
- Pay by phone. 800 541-6682 ext. 25200

11. Scholarships and Financial Aid

(www.nova.edu/cwis/finaid)

There are many scholarships available throughout the university please refer to the catalog for additional information. <http://www.huizenga.nova.edu/catalogs/default.cfm>

If you are interested in applying for any scholarships through the Huizenga School, please visit <http://www.huizenga.nova.edu/currentStudents/scholarships.cfm> or contact Carla Withrow, Program office, at 954-262-5149.

NSU offers a comprehensive financial aid program to assist students in meeting educational expenses. Please contact the Financial Aid Office on main campus 954-262-3380, or at your respective Student Educational Center.

12. Student ID Cards and Parking Permits

After registering for your classes please obtain your campus ID and a parking permit. Main Campus students can acquire their cards by going to the University Center and visiting the NSU Card Office. Online students and students at the educational centers please visit the following website for the procedure on requesting your campus ID: <http://www.nova.edu/nsucard/apply/>

For mail in requests, the NSU Card will be mailed within two weeks from receipt of the request. Any questions regarding the campus ID should be addressed to the NSU Card Office at 954-262-8929.

A parking permit is required for main campus students. You can obtain a parking permit at the One-Stop Shop in the Horvitz Administration Building. You will need your vehicle registration to register for your parking permit.

13. Dropping a course

Dropping a course refers to the removal of a course from your record. A student may drop a course anytime before a course begins. During the first week of the term a student may drop and add a course. After that first week students may only drop through the end of that second week.

Prior to the start of the term students may drop all courses but one through their **SharkLink** or **WebSTAR** account. The last course remaining on your schedule must be dropped through your academic advisor by providing written documentation. Once the term begins all drops and adjustments to your schedule must be submitted in writing to your academic advisor. You may submit your request through your NSU email account or with a student transaction form. Nonattendance does not constitute a drop or refund request. Please refer to the academic calendar located on <http://www.fcas.nova.edu/calendars/>

Depending on your program there may be a possible refund available. Career, online and student educational center students may qualify for a refund based on the time of their request. PALS (day program) students may only qualify for a refund if the result of their drop brings them below 12 credits.

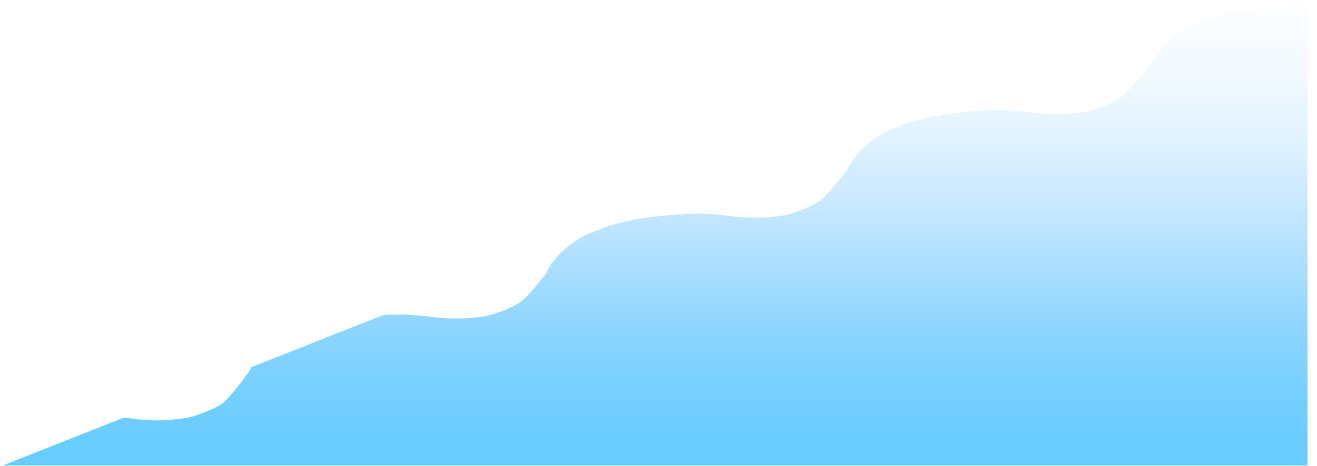
14. Withdrawal

Students may withdraw from a course up until the 5th week for an 8 week course, up until the 7th week for a 12 week course and up until the 9th week for a 16 week course. Please see the academic calendar located in the catalog for the exact deadline dates for each term.

Withdrawal dates for the **Bahamas** Programs

Bahamas - 5 weekend programs the Monday following the 3rd class/weekend meeting

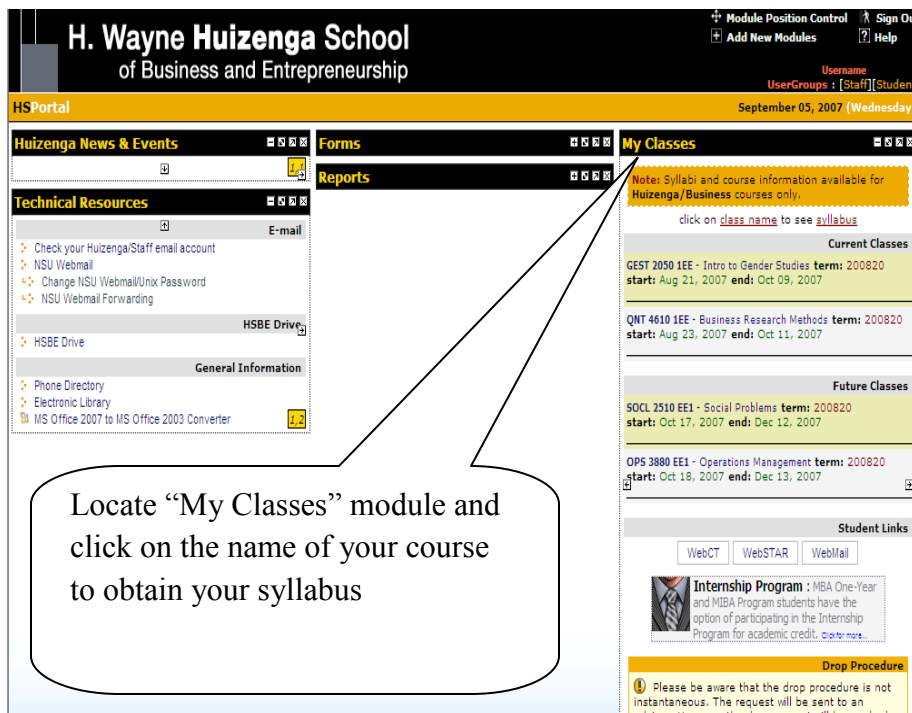
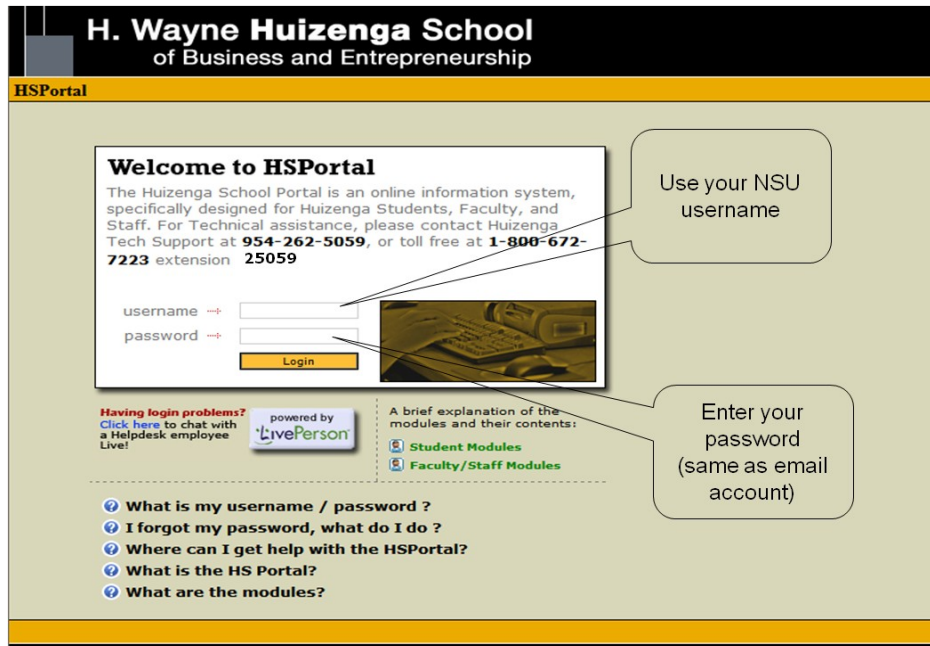
By withdrawing from a course you will earn a grade of “W” which will not factor into your GPA, however you are financially responsible for the cost of the course. Dropping or withdrawing from your courses could affect your current and/or future term financial aid. Please contact Financial Services to see how these actions may affect you. 954-262-3380.



Appendix I

Retrieving Your Course Syllabus

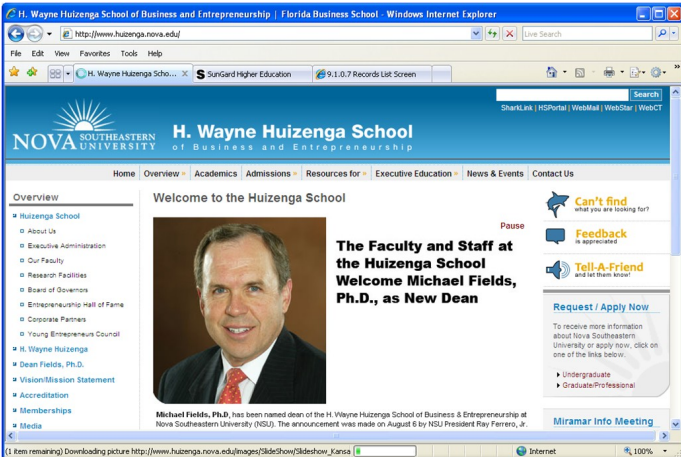
Go to <https://secure.huizenga.nova.edu/hportal/default.cfm> and log in using your username and password. Then locate your “My Classes” module and click on the name of the course to obtain your syllabus.



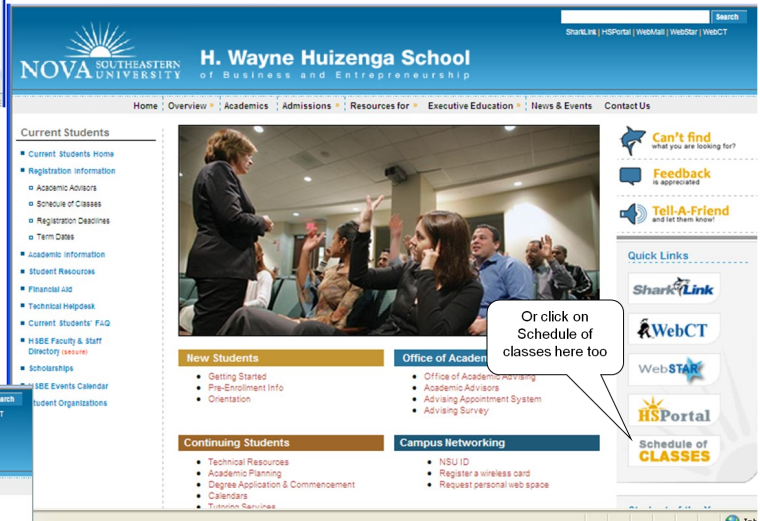
Appendix II Schedule of Classes Guide

Log on to www.nova.edu/business

Step 1:
Select "Resources for Current Students"

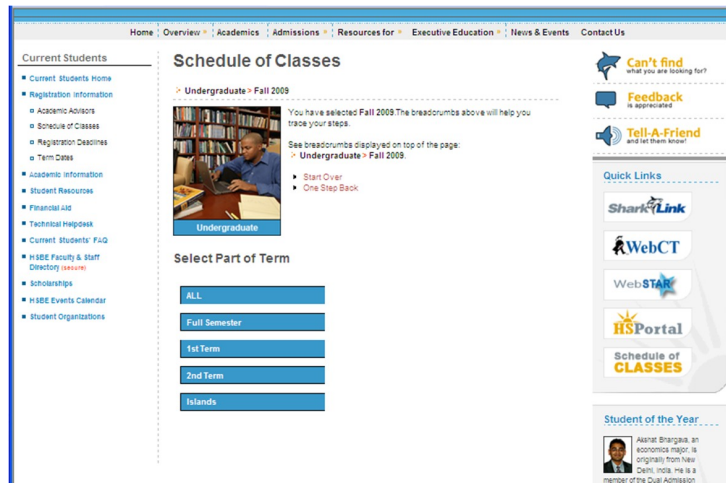


Step 2:
Select "Schedule of Classes"



Step 4:
Select the term you wish to register for

Step 3:
Select "Undergraduate Programs"



Home | Overview | Academics | Admissions | Resources for | Executive Education | News & Events | Contact Us

Current Students

- Current Students Home
- Registration Information
- Academic Advisors
- Schedule of Classes
- Registration Desires
- Term Dates
- Academic Information
- Student Resources
- Financial Aid
- Technical Helpdesk
- Current Students' FAQ
- H&SB Faculty & Staff Directory (secure)
- Scholarships
- H&SB Events Calendar
- Student Organizations

Schedule of Classes

Undergraduate > Fall 2009

You have selected Fall 2009. The breadcrumbs above will help you trace your steps.

See breadcrumbs displayed on top of the page:
 > Undergraduate > Fall 2009

- Start Over
- One Step Back

Undergraduate

Select Part of Term

ALL

Full Semester

1st Term

2nd Term

Islands

Can't find what you are looking for?

Feedback is appreciated.

Tell-A-Friend and let them know!

Quick Links

- SharkLink
- WebCT
- WebSTAR
- HSPortal
- Schedule of CLASSES

Student of the Year

Akshat Bhargava, an economics major, is originally from New Delhi, India. He is a member of the Dual Admission.

Step 5:
Select the "Part of term"

Step 6:
Select the "Location"

Home | Overview | Academics | Admissions | Resources for | Executive Education | News & Events | Contact Us

Current Students

- Current Students Home
- Registration Information
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- Schedule of Classes
- Registration Desires
- Term Dates
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- H&SB Events Calendar
- Student Organizations

Schedule of Classes

Undergraduate > Fall 2009

The location of your class is listed below. Make your selection to see all courses offered at a particular location.

- Start Over
- One Step Back

Undergraduate

Select Location

Bahamas Student Edu Ctr

Jacksonville Student Edu Ctr

Main Campus

On-Line Students

Tampa Student Edu Ctr

Family Center Village

Las Vegas, NV

Miami-Kendall Student Edu Ctr

Orlando Student Edu Ctr

West Palm Beach Stu Edu Ctr

Can't find what you are looking for?

Feedback is appreciated.

Tell-A-Friend and let them know!

Quick Links

- SharkLink
- WebCT
- WebSTAR
- HSPortal
- Schedule of CLASSES

Student of the Year

Akshat Bhargava, an economics major, is originally from New Delhi, India. He is a member of the Dual Admission.

Step 7:
Select the "prefix/subject" you wish to search for then click "locate"

Home | Overview | Academics | Admissions | Resources for | Executive Education | News & Events | Contact Us

Current Students

- Current Students Home
- Registration Information
- Academic Advisors
- Schedule of Classes
- Registration Desires
- Term Dates
- Academic Information
- Student Resources
- Financial Aid
- Technical Helpdesk
- Current Students' FAQ
- H&SB Faculty & Staff Directory (secure)
- Scholarships
- H&SB Events Calendar
- Student Organizations

Schedule of Classes

Undergraduate > Fall 2009 > Main Campus

To locate a particular subject, select the appropriate prefix/subject from the list below.

- Start Over
- One Step Back

Undergraduate

Select Prefix/Subject

Display All Subjects (with mouse, click here to load)

ACT - Accounting

ADRB - Dispute Resolution

ANTH - Anthropology

ARAB - Arabic

ARTS - The Arts

ATTR - Athletic Training

BIOL - Biology

CHEM - Chemistry

CHIN - Chinese

COMM - Communication

COMP - Composition

CRJU - Criminal Justice

CSAD - Comm Act & Disorders

CIS - Computer & Info Systems

DANC - Dance

ECN - Economics

EDUC - Education

ELEM - Elementary Education

Can't find what you are looking for?

Feedback is appreciated.

Tell-A-Friend and let them know!

Quick Links

- SharkLink
- WebCT
- WebSTAR
- HSPortal
- Schedule of CLASSES

Student of the Year

Akshat Bhargava, an economics major, is originally from New Delhi, India. He is a member of the Dual Admission program in International Business Administration. He was inducted into the Alpha Chi National College Honor Society in 2007 and served as an induction officer in 2008.

Step 8:
Verify that you meet the prerequisites for the class you wish to register for and copy down the **CRN**.

Undergraduate

Start Over

One Step Back (show prefix/subject list)

17 results returned

This information is updated daily. Seating information is as current as the last update.

ACT 2200 - Financial Accounting

Section : DA1

Session : Day

CRN : 20001

Enrollment : Full

Prerequisites : (MATH 1030 OR MATH 1040)

View Abbreviated Syllabus (once registered for the course, students have access to full syllabi, including assignment info via the HSPortal)

Days	Date(s)	Start-End Time	Location	Building	Classroom
(TR)	09/25/2009 - 10/09/2009	10:45 AM - 12:00 PM	Main Campus	Carl DeSantis Building	2057
(R)	10/15/2009	10:30 AM - 12:30 PM	Main Campus	Carl DeSantis Building	2057
(TR)	10/20/2009 - 12/03/2009	10:45 AM - 12:00 PM	Main Campus	Carl DeSantis Building	2057
(R)	12/10/2009	10:30 AM - 12:30 PM	Main Campus	Carl DeSantis Building	2057

Instructor : Judith A Harris

Can't find what you are looking for?

Feedback is appreciated.

Tell-A-Friend and let them know!

Quick Links

- WebCT
- WebSTAR
- HSPortal
- Schedule of CLASSES

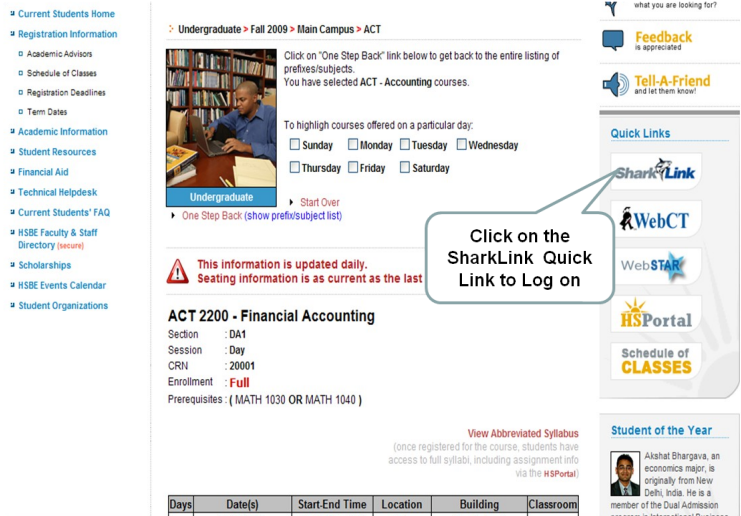
Student of the Year

Akshat Bhargava, an economics major, is originally from New Delhi, India. He is a member of the Dual Admission program in International Business Administration. He was inducted into the Alpha Chi National College Honor Society in 2007 and served as an induction officer in 2008.

Connect with us:

Appendix III

Self Registering Through SharkLink



Step 1:
Log in



Step 2:
Click on Student tab



Step 3:
Look inside the Records and Academic tab. Click on the course information to expand options.



Step 4:
Click on Registration—Add/Drop
To access WebStar registration menu.

Step 6:
Select the term you are
Registering for

Step 8:
Enter in your CRN's and
click on submit changes

Step 5:
Click on "Select Term"

Step 7:
Select "Registration &
Add/Drop Classes"

Appendix IV Glossary

There are many words and phrases that you will hear while attending NSU. Please see the following list:

Add – During the first week of classes you may add courses to your schedule without exceeding a total of 18 credits

CLEP/DANTES – Exams for college credits must be taken prior to earning 24 credits at NSU

CRN – Course Reference Number used for registering for courses

Drop – Prior to and including the second week of classes you may drop a course without it appearing on your transcript, however this may affect financial aid and your account balance. Students attending courses at the Bahamas Site should refer to the graduate program academic calendar for the deadline. The academic calendar may be found in the catalog please go to <http://www.huizenga.nova.edu/catalogs/>

FAFSA – Free Application for Federal Student Aid; must be completed every academic year

FERPA Release Form – Family Educational Rights and Privacy Act; permission form to release academic information to parents, guardians, spouse, etc.

Financial Aid – Loans, grants, scholarships, awards

Full Acceptance – Being admitted to the university after all official documents have been received.

HSPortal – The Huizenga School customized information system

Placement Exam – Test for level of competency in writing, math and foreign language

Provisional Acceptance – Official documents missing from the student's file

Schedule of Classes – listing of class offerings during a particular term

SharkLink – Student information system, links into WebMail, WebStar and WebCT.

STF – Student Transaction Form; All transactions including registration, add/drop and withdraw must submit form

OSS – One Stop Shop: Bursar, Financial Aid, Registrar, Parking Decals

OIS – Office of International Students; international students must check in prior to beginning of classes

Webmail – Nova email
view information regarding financial aid, grades, register for classes & change personal information

WebCT- view information regarding online classes.

WebSTAR – Student information system, view information regarding financial aid, grades, register for classes & change personal information

Withdrawal – After the second week of classes you may withdraw from a class with a grade of “W” up until the posted deadline dates in the academic calendar, this may affect financial aid. Students attending courses at the Bahamas Site should refer to the graduate program academic calendar for the deadline. The academic calendar may be found in the catalog please go to <http://www.huizenga.nova.edu/catalogs/>