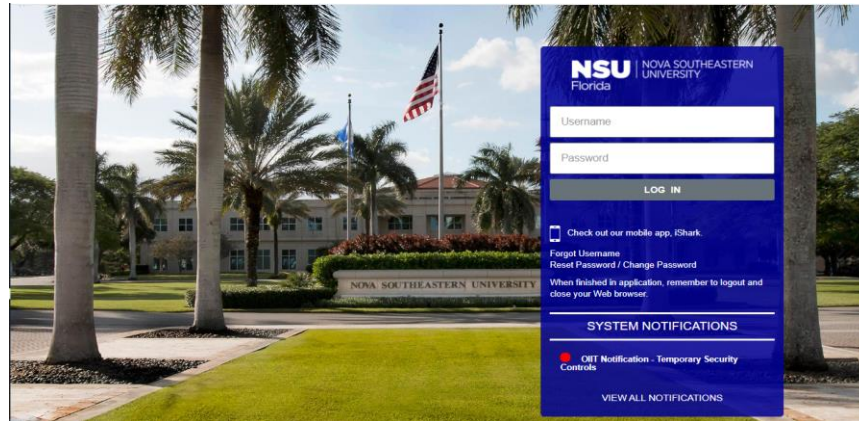


# REGISTRATION INSTRUCTIONS

## STEP 1: LOGIN TO SHARKLINK

Login to SharkLink at <https://sharklink.nova.edu/cp/home/displaylogin> (your username is your nova email prefix (initials and numbers only) everything before “@mysnu.nova.edu”). You may go to <https://reset.nova.edu> if you need to retrieve or reset your password.



## STEP 2: IDENTIFY WHAT CLASS(ES) TO REGISTER FOR BY GENERATING YOUR DEGREE WORKS AUDIT

Generate your Degree Works Audit, review your Curricular and program requirements, as well as your academic plan to identify the classes outstanding that you may be eligible to register for (if you do not have an academic plan, schedule an academic planning appointment with your advisor to have a plan added to your degree audit).

To access Degree works go to the Academics tab, navigate to Useful Links and select on “View Degree Works”

You can also access your degree audit by going to the left Navigation Menu and select on Applications. From there select the Degree Works icon.

SHARKLINK MY SITES

My NSU My NSU / Home

Good Morning [Name] [Email] View My Profile

Your NSU Password Will Expire: [Date] Change Password

HOME ACADEMICS FINANCES GRADES & TRANSCRIPTS MY PROFILE

**MY ACADEMICS**

College: Hutzrenga Coll of Bus/Entrepre  
Campus: Programs On-line  
Degree: Master of Business Admin.  
Major: Business  
GPA: [Redacted]  
Admit Term: Fall 2018  
Catalog Term: Fall 2019  
Academic Advisor: [Redacted]

You ARE registered for Fall 2020.  
You ARE registered for Winter 2021.

Transcripts Holds

**MY SCHEDULE**

Select a Term  
Fall 2020

ACT 5140 ACCOUNTING FOR DECISION MAKERS  
QNT 5160 ANALYTICAL MODELING FOR DECISION MAKING

**MY GPA**

Cumulative GPA: [Redacted]

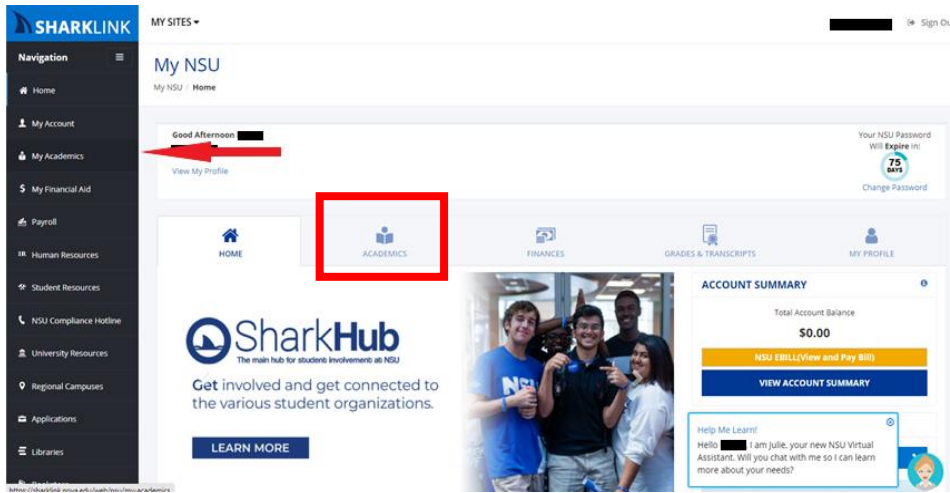
**USEFUL LINKS**

Academics  
Registration - Add/Drop/SEA  
View Course Offerings  
View Course Descriptions  
Order Textbooks Online  
Course Evaluations  
View Holds  
View Loan Deferments & Enrollment Verification  
View Degree Works

Available in Canvas  
Book Information Available  
Syllabus Information Available

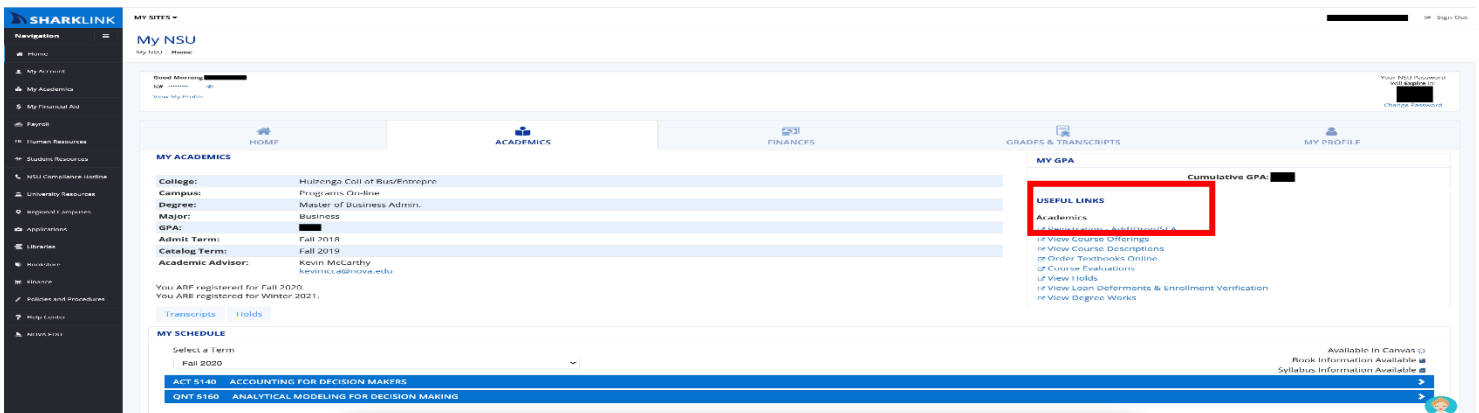
### STEP 3: RETURN TO MY ACADEMICS

Go back to your SharkLink tab in your browser and navigate to My Academics or Academics.



### STEP 4: GO TO USEFUL LINKS

From your My Academics tab go to “Useful Links” and select Registration – Add/Drop SEA



### STEP 5: COMPLETE THE SEA AGREEMENT

Select on the link titled “Prepare for Registration”. You will receive a notification regarding Action Item Processing to access the Student Enrollment Agreement (SEA). Selecting on the Pending Icon to open the SEA. Be sure to read carefully through the agreement before you select Agree. In order to register for classes, you must Agree to the enrollment terms and SAVE your selection.

NSU Florida | NOVA SOUTHEASTERN UNIVERSITY

Student • Registration

### Registration

What would you like to do?

- Prepare for Registration**  
View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**  
Search and register for your classes. You can also view and manage your schedule.
- Browse Classes**  
Looking for classes? In this section you can browse classes you find interesting.
- View Registration Information**  
View your past schedules and your ungraded classes.

NSU Florida | NOVA SOUTHEASTERN UNIVERSITY

Student • Registration • Select a Term

### Select a Term

Terms Open for Registration

- Summer II 2020
- Fall 2020
- Summer II 2020**
- Summer I 2020

NSU Florida | NOVA SOUTHEASTERN UNIVERSITY

Student • Registration • Select a Term

### Select a Term

Terms Open for Registration

Fall 2020

Continue

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Ms Test5 Middle5 Test-ESS

### Action Item Processing

Welcome

You have the following items that require your attention.

Student Enrollment Agreement (SEA) 0 of 1

Instructions

End Date: 04/26/2020

**Student Enrollment Agreement (SEA)** Pending

Halt Processes:

Register for Classes

Student Enrollment Agreement (SEA)

Action Item Processing

You have Action Items pending that halt access to this process.

Continue to resolve your Action Items.

Cancel to return to previous page.

CANCEL | CONTINUE

Continue

NSU Florida | NOVA SOUTHEASTERN UNIVERSITY | Ms Test5 Middle5 Test-ESS Jr.

## Action Item Processing

Welcome  
You have the following items that require your attention.

**Student Enrollment Agreement (SEA)** 0 of 1

[Instructions](#)

**Student Enrollment Agreement (SEA)** 1 **Pending**

**Halt Processes:**  
Register for Classes

Student Enrollment Agreement (SEA) 2

End Date: 04/26/2020

3 **Save**

**reconocimientos**

Entiendo que es una obligación permanente el informar sobre cualquier arresto, cargos penales pendientes o condenas y que debo notificar cualesquiera de estos hechos que ocurran después de presentar la solicitud de ingreso o durante la matrícula en NSU al decano asistente de la universidad para el desarrollo estudiantil. Esta información deberá comunicarse dentro de los 10 días de producirse el arresto, cargos penales pendientes o condenas. Si estoy inscrito en la División de la Profesión de salud (HPD), debo comunicar esta información al decano de mi respectivo colegio.

Entiendo que al marcar ACEPTO en la casilla de más abajo, estoy de acuerdo con todos los términos y condiciones previstos en el presente Acuerdo y acepto que se incorpore cualquier otro documento relacionado. Acepto este Acuerdo de Matrícula del Estudiante con pleno conocimiento de sus implicaciones legales y sin coacción y/o promesas hechas a mi persona por la universidad. También estoy de acuerdo y reconozco que antes de aceptar este Acuerdo de Matrícula del Estudiante, tuve el derecho y la opción de discutir los términos y condiciones expuestos en este documento con un abogado particular por cuenta y costo exclusivamente propios.

**Agree / Acepto**

Do not Agree / No Acepto

### STEP 6: SELECT THE LINK TITLED "REGISTER FOR CLASSES"

NSU Florida | NOVA SOUTHEASTERN UNIVERSITY | Test-ESS, Test5

Student • [Registration](#)

## Registration

What would you like to do?

- [Prepare for Registration](#)  
View registration status, update student term data, and complete pre-registration requirements.
- [Register for Classes](#)**  
Search and register for your classes. You can also view and manage your schedule.
- [Browse Classes](#)  
Looking for classes? In this section you can browse classes you find interesting.
- [View Registration Information](#)  
View your past schedules and your ungraded classes.

### STEP 7: SEMESTER SELECTION

Use the dropdown arrow to view the terms/semesters you would like to register for and then select continue.

Select a Term

How would you like to search?

Term  Date Range

Terms Open for Registration

Fall 2019

**Continue**

## STEP 8: CRN IDENTIFICATION

### COURSE WIZARD OPTION

Open a new tab and visit Course Wizard to retrieve course section information

<https://coursewizard.nova.edu/search>

### SELECT ON GRADUATE COURSES



## COURSE WIZARD

Course Schedules, Syllabi, and Book Information

Course Wizard enables students to browse and search course information: class dates, times, and locations; course descriptions; instructor names; book requirements; syllabi; exam dates, etc.



### Undergraduate courses

Search available Associate and Bachelor level course sections across all NSU colleges; includes Honors courses.



### Graduate courses

Master's and Doctoral course sections are listed here. First select your college, then available search criteria will be provided.



### Professional courses

Professional degrees and Non-academic continuing education course sections.

### ENTER THE FOLLOWING INFORMATION TO ENABLE YOUR COURSE SELECTION:

College = H. Wayne Huizenga College; Level: Masters; Semester: Select the open semester for enrollment

You may refine your search by entering the specific part of the semester and the subject code. Select search when ready.



### COURSE WIZARD

Course Schedules, Syllabi, and Book Information

Course Wizard enables students to browse and search course information: class dates, times, and locations; course descriptions; instructor names; book requirements; syllabi; exam dates, etc.

[Course Wizard Home](#)

#### Filters

Select from the filters below in order to refine your search and filter related content.

College:

Level:

Semester:

Index Terms:

Subject:

Online Only:

Location:

Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning	Afternoon	Evening				

Generate Link  
Create a link using the criteria entered above.

#### Search for Graduate Courses

Please use the filters on the left to search for a course.



## RETRIEVE CRNS

Click the class name bolded in blue. Information regarding the format (ground or online), class capacity, class meeting dates and times will be displayed. Identify a CRN with open availability, copy and paste the CRN from the website or write it down to be entered on the enrollment page.



**Filters**

Select from the filters below in order to refine your search and find related content.

College:

Level:

Semester:

Select Term:

Subject:

Online Only:

Location:

**Winter 2021 (202130) Course Schedule**

Show  Rows

10 Course Sections found on Monday and Thursday in the Evening. Denotes Exam Time

**MKT 5125 Marketing Decisions for Managers**

**Description:**  
Students will gain a working knowledge of the decisions marketing managers make by learning to think strategically. Students will develop marketing plans aligning marketing decisions and strategies. Students will be able to implement marketing decisions to optimize customer and organizational value. Prerequisite or co-requisite: MGT 5001 or equivalent.

**MKT 5200 Customer Value**

**Description:**  
This course stresses the service aspects of an organization (especially customer service); marketing and organizational responsiveness; and how to design, deliver, and measure superior customer value. Via an integrated marketing and operations/process perspective, students will understand how to blend the delivery of service and quality, together with image and pricing strategies to maximize the value proposition. Strategies for optimizing and communicating customer value, measuring customer orientation, and relationship and retention marketing are also examined. The customer value funnel- consisting of macro-environmental factors, market forces, organizational issues, customer characteristics and perceptions, and business performance -- is used as the case analysis framework in this course. Prerequisite: MKT 5125 or MKT 5070.

**MKT 5205 Consumer Behavior**

**Description:**  
This course introduces marketing concepts and theories developed in the behavioral and economic sciences to provide students with an understanding of how and

## FIND CLASSES OPTION

Select on "Find Classes", enter the subject and CRN, then select on Search to obtain information for your selected class.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

### Register for Classes

**1** **Find Classes** Enter CRNs Plans Schedule and Options

Term: Winter 2021

Subject **2**

Course Number **3**

Keyword

**4**  [Clear](#) [Advanced Search](#)

---

**Schedule** Schedule Details **Summary**

Class Schedule for Winter 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Title	Details	Hour

Review the course listings to determine:

- class meeting dates and times if applicable.
- review the column labeled “campus” to determine if the class will meet online or at the main campus.
- review the column labeled “CRN” to identify the number needed to register for that specific section of the course.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

### Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

**Search Results** — 4 Classes  
Term: Winter 2021 Subject: MKT - Marketing Level: Masters Search Again

Title	Subject Description	Courses	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribut
<a href="#">Marketing Decisions for Managers</a> Lecture	MKT - Marketing	5...	E01	3	3...	W...	O'Leary, Kathlee...	S M T W T F S 06:00 PM - 09:50 PM	Ft...	20 of 40 s... 5 of 5 waitl...	
<a href="#">Marketing Decisions for Managers</a> Distance Educ: Internet	MKT - Marketing	5...	L01	3	3...	W...	Weinstein, Arthu...	S M T W T F S - Type: Online Mee	Pr...	13 of 50 s... 5 of 5 waitl...	
<a href="#">Marketing Decisions for Managers</a> Distance Educ: Internet	MKT - Marketing	5...	L02	3	3...	W...	Ben Mrad, Selim ...	S M T W T F S - Type: Online Mee	Pr...	32 of 50 s... 5 of 5 waitl...	
<a href="#">Marketing Decisions for Managers</a> Distance Educ: Internet	MKT - Marketing	5...	L03	3	3...	W...	Petrescu, Maria ...	S M T W T F S - Type: Online Mee	Pr...	10 of 50 s... 5 of 5 waitl...	

Page 1 of 1 | 10 Per Page Records: 4

## STEP 9: CLASS ENROLLMENT

Select on the tab labeled “Enter CRNs” You will enter the CRNs you retrieved from course wizard into the CRN field. If you have additional classes, you would like to add select Add Another CRN. Once you have entered all your desired CRNs select Add to Summary. Once you have your selected courses click on Submit in the Summary area.

The screenshot shows the NSU registration interface. At the top, the 'Enter CRNs' tab is selected. Below it, the 'Enter Course Reference Numbers (CRNs) to Register' screen is displayed. A red box labeled '1' highlights the 'CRN' input field. Another red box labeled '2' highlights the '+ Add Another CRN' button. A third red box labeled '3' highlights the 'Add to Summary' button. Below this, a class schedule grid is visible, with a red box labeled '4' highlighting the 'Add to Summary' button. At the bottom of the screen, a 'Summary' section shows a table with one row: 'Research Design in Educ' with details like 'EDU 0706, L01, 3, 22165, Distance, Registered'. A red box labeled '5' highlights the 'Submit' button at the bottom right of the summary section.

## STEP 10: SCHEDULE VERIFICATION

Once you have registered for your course(es) be sure to review your schedule and confirm the location of your classes (ground vs online format). To verify your schedule, go to the My Academics tab in SharkLink to review your schedule.

## STEP 11: CORPORATE PARTNER VERIFICATION

Are you employed by a corporate partner? Don't forget to complete your verification at <https://secure.business.nova.edu/corporate/verification/> after you have registered for your courses and prior to the start of the next semester to obtain/retain your HCBE corporate partner award.

## STEP 12: STUDENT HEALTH INSURANCE WAIVER

Students are assessed a fee for health insurance upon enrolling in courses. Students are encouraged to review the university opt-out policy by going to <https://www.nova.edu/bursar/health-insurance/waiver-information.html>. The online waiver form can be accessed by visiting <https://www.nova.edu/sbin/insurance/waiver.pl>.

## EDITING YOUR SCHEDULE

If you would like to edit the status of a course within your schedule you will access the summary box and select the drop-down arrow next to a class. Options that can appear are Web drop, Web Withdraw, Wait List or Register.

When looking to drop or withdraw from a class you are encouraged to speak with your Academic Advisor (954) 262-5067 to discuss the implications to your schedule adjustments.

Students receiving financial aid should also speak with the Office of Financial Assistance (954) 262-3380.

International Students studying on an I-20 visa will need to speak with the Office of International Affairs (954) 262-7240.

The screenshot displays the NSU registration system interface. At the top, the NSU Florida logo is visible, along with the user name 'TEST USER, TEST USER' and a notification '1'. The navigation bar includes 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. A status message reads 'CARD 5040 CRN 33033: Closed - 0 Waitlisted'. Below this, the 'Register for Classes' section has tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Enter CRNs' tab is active, showing a form to 'Enter Course Reference Numbers (CRNs) to Register' for the term 'Winter 2021'. A text input field for 'CRN' is present, along with '+ Add Another CRN' and 'Add to Summary' buttons.

Below the registration form is a 'Schedule' section showing a 'Class Schedule for Winter 2021' with a grid for days of the week and times (6am, 7am, 8am, 9am). To the right is a 'Summary' table with columns for Title, Details, Hour, CRN, Schedule, and Status. The table lists three classes:

Title	Details	Hour	CRN	Schedule	Status
Communication Dyna	CARD 5040, ...	3	33033	Distanc...	Errors Preventing
Dual Language Classr	TSOL 0580, ...	3	30237	Distanc...	Registered
Technology in TEFL	TEFL 0530, ...	3	30233	Distanc...	Registered

At the bottom of the summary table, there is a 'Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 15' and a 'Submit' button. A red box highlights a dropdown menu next to the first class, showing options: 'Remove', 'Remove', 'Web Registration', and 'Wait Listed'.