

OFFICE OF ACADEMIC ADVISING ACADEMIC GLOSSARY

Academic Advisor	Your point of contact during your academic studies. Academic advisors will assist in providing options, directions to resources to navigate systems and directing you to the appropriate campus resources.
Academic Year	Fall, Winter and Summer Semesters.
Blackboard/ SharkLearn	Online system that students use to access online courses.
Catalog	A document complete with policies and curriculum used as a guide during program studies. Catalogs are published each academic year. Students are to follow the catalog that corresponds with their first semester of enrollment for curriculum information. Students will refer to the most recent catalog for revisions to academic policies, prerequisite and foundation requirements for courses.
Chat Session	A specific date and time that online students must be present on Blackboard/SharkLearn for a lecture session with the professor. eMACC and eMTAX dates are posted online. Students in other programs should consult with their instructor about specific chat times if applicable for their course.
CLEP/DSST Exams	Optional subject-specific proficiency examinations used to test out of foundation courses. Testing can be scheduled at the NSU Testing Office for a listed fee.
Commencement	A ceremony celebrating graduation. Students may not have completed all course requirements in order to participate in the ceremony. Students must refer to commencement petition requirements for participation if course work is outstanding.
Course Reference Number (CRN)	A 5-digit set of numbers that identifies each course found on the schedule of classes used in the registration process.
Degree Conferral	The awarding of a student's degree upon the completion of academic curricular requirements. Degrees are conferred at the end of each month upon the posting of all final grades by the 15 th of each month and the submission of the degree application by the student.
Drop Withdrawal Request Form	The Drop Withdrawal Request form is an electronic form to request a drop or withdraw from a course. Located on the Huizenga Portal within the My Classes module.
Foundation Course	Introductory courses required to complete a degree program; often needed prior to majority of graduate coursework. These courses can be met with equivalent undergraduate coursework. Students receiving financial aid should consult with the Office of Financial Aid to ensure their schedules qualify them for financial aid disbursement.

Huizenga Portal	Online information system specific to HCBE students giving access to student forms, syllabi for courses registered, and other program and student resources specific to the HCBE.
One Stop Shop	Office located on Main Campus that encompasses Registrar, Bursar, Financial Aid and Scholarship services. HCBE students who are also NSU employees are to submit STF's to register for classes at this office.
Pre-requisite Course	A graduate level course that must be taken before another graduate level course can be taken/registered for.
Program Office	Administrative Office located in HCBE that specializes in developing program curriculum and the schedule of classes for each semester. They are the liaison between faculty, academic advisors and students.
Program Map	Course planning tool indicating the semester/term and format courses will be offered during an academic year.
Schedule of Classes	List of offered courses organized by academic level, semester/term, location, subject and section. Located on the HCBE website under Current Students.
Semester	A 16 week (fall and winter) or 14 week (summer) period of time over which courses are taught. Semesters contain terms in which classes may be taught in a shorter period of time.
SharkLink	Online systems for all NSU students used to access student resources. Provides direct access to Webstar (access to student record, personal information, etc.) and SharkMail (NSU email).
SharkMail	System that students use to access NSU email accounts. Located in SharkLink.
STF	Student Transaction Form. This form is used to request to add or drop a course when students have academic standing holds on the account or in the case of NSU employees who are not permitted to self-register.
Term	An 8 week period of time in which courses are taught within a semester.
Transfer of Credit	Graduate course work completed at another accredited college not used as credit earned toward a degree. For a course to be evaluated, the official transcript and the course description/syllabi must be submitted to an advisor prior to the start of a program for equivalency review. Students should refer to the graduate catalog for additional criteria for consideration.
Webstar	Online system that students use to register, view grades, transcripts, financial aid information and update personal information. Can be accessed via SharkLink.