

New Student To Do List

GETTING STARTED

1. **Get connected: Retrieve your SharkLink username** <https://www.nova.edu/sbin/nsulookup/ac/sharklook> **and set up your password** <https://reset.nova.edu>
2. **Login to SharkLink** <https://SharkLink.nova.edu/>
Access your NSU email and setup your NSU email signature to include your program and your NSU ID. SharkLink is your “passport” to access important campus resources and tools (e.g. NSU email, you degree audit, registration, financial aid, etc.).
Note: Check out the videos in the Technology Resources Module for setting up your Email Signature and How to forward your NSU email to your personal email account <https://www.business.nova.edu/current-students/video-resources.html>. If you require further assistance logging into SharkLink contact the NSU Help Desk at (954)262-4357.
3. **Schedule a new student academic advising appointment** - Call (954) 262-5067 to schedule a New Student advising appointment. This is an opportunity to connect with your academic advisor, review your degree requirements, plan your class schedule, and to discuss academic policies and campus resources.
Note: *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 logged into Sharklink during the advising session.
4. **Review your Admission Status** – If you are **Provisionally** or **Conditionally** Admitted you will 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.

REGISTERING FOR CLASSES

- **Login to SharkLink** - You will utilize this system to register for your all classes: . <https://SharkLink.nova.edu/>
- **Run your Degree Works Evaluation** – This shows you your curricular and program requirements as you progress through your degree. Comprehensive information and instructions are available at: <https://www.nova.edu/registrar/degreeworks.html>

- **HCBE Course Offering List** – Review this list to determine which format and semester classes are to be offered: <https://www.business.nova.edu/current-students/course-offerings.html>
- **Navigate Course Wizard and Locate the five-digit Course Reference Number (CRN)** – Course Wizard will list specific course information (e.g., times, locations, format, and seat availability). You will need to input the CRN into the registration system to register for your classes: <https://coursewizard.nova.edu/search>
- **Register for Classes via SharkLink** – Return to [SharkLink](#) → Choose My Academic → I Would Like To. → Select Term → Complete the SEA *-> Input CRN(s) into empty boxes → Submit Changes → Return to Menu.
MGT 5001 is required for first term MBA students. Register for MGT 5001 through SharkLink and RSVP to attend the live session of the class at <https://www.business.nova.edu/orientation/>
- **Verify course registration by clicking on the *Student Detail Schedule* link. This step is imperative to ensure you are registered in your desired class format (online or ground).**

*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 <https://www.nova.edu/registrar/services/sea.html>

FAQ

An overview of HCBE and NSU policies and resources can be found on our video resource page located at <https://www.business.nova.edu/current-students/video-resources.html>

MATERIALS TO REVIEW AFTER YOUR ADVISING APPOINTMENT

BOOKMARK & REVIEW THE GRADUATE RESOURCE PAGE

<https://SharkLink.nova.edu/web/sb/graduate-resources>

CHECK YOUR NSU EMAIL

Due to FERPA privacy restrictions, all NSU email communication must be conducted through your NSU student email account. **Note:** If you require further assistance retrieving your NSU email refer to the following link: <http://www.nova.edu/help/live/how-to.html>

HUIZENGA PORTAL

Huizenga Portal is a communication portal specific to HCBE that provides access to important information about policies and the HCBE electronic drop/withdrawal request form. <https://secure.business.nova.edu/hportal/>

I-20 STATUS CRITERIA

International students studying on an F1-Visa and who have been issued an I-20 must be registered for a minimum of 9 credits. Students are required to take 6 credits in a ground format and 3 credits are permitted to be taken in an online format.

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 <https://www.business.nova.edu/current-students/graduate.html> Go to Financial Information and select HCBE Graduate Financial Aid Guide.

TUITION AWARDS

If you are an alumnus of NSU, Active or Prior Service Military, or a partner institution, please notify your advisor as you may qualify for an award. 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. <http://www.business.nova.edu/corporate/verification/>
Verification is required for each semester for all Corporate and Government Employee Partners.

HOW TO PAY TUITION

Once registered go to the University Bursar's Office page www.nova.edu/bursar/ to review billing and payment options information.

HOW TO ORDER YOUR TEXTBOOKS

Once you have confirmed registration in your classes you may purchase your books at the NSU bookstore or online at www.nsubooks.bncollege.com.

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 AN NSU PARKING DECAL

Annual parking decals are required to park on NSU campuses. See the section on Transportation and Parking to, then Parking Permit to obtain your decal. http://www.nova.edu/resources/current_students.html

CANVAS

Canvas, accessed in SharkLink, is the interface used to host online courses and support the online interaction component in many ground-based courses. You are encouraged to self-enroll in the tutorial course to become familiar with the system prior to the start of classes.

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>

STUDENT HEALTH INSURANCE REQUIREMENT

NSU requires all students to carry adequate health insurance coverage. Therefore, students will automatically be enrolled in the NSU Student Health Insurance Plan upon registering for classes. For detailed information, including waiver deadlines, access to the online waiver, NSU Student Health Insurance Plan features, costs, and more, students should visit the Bursar's website at <https://www.nova.edu/bursar/health-insurance/>.

OFFICE OF STUDENT DISABILITY SERVICES

Students with identified disabilities may seek accommodations through the Office of Student Disability Services. Students are required to provide documentation by the outlined deadlines listed on the Academic Accommodations Form. To initiate the process, visit <https://www.nova.edu/disabilityservices/index.html> upon admission.