

**New Student Instructions on Getting Started
in the Fischler School of Education and Human Services (FSEHS) at Nova Southeastern University (NSU)**

Congratulations on your admission to the FSEHS at NSU. We look forward to helping you reach your educational and career goals during your time as a student here. To facilitate your transition as a new graduate student, we have provided the steps below you will need to take to get started, as well as important information, which will assist you throughout your program.

Step I RESOURCES

Obtain an NSU email account and WebStar Personal Identification Number (PIN) through the Student Services Website: <http://www.schoolofed.nova.edu/sso> (An NSU email account is required for all official communication with students.) The PIN number will permit access to register for classes, view and change your personal information, financial aid status and other services.

Step II ADVISING

Contact Khrystyna Bednarchyk, Academic Adviser, if you have any questions related to your program of study.

- Contact the advising office: 1-800-986-3223 ext. 8430 or khrybed@nova.edu
- It is important that you follow the sequence of coursework listed on your Program Outline. However, please keep in mind that courses are not available every term or session. Therefore, you may have to take some coursework online or out of sequence provided there are **no** pre-requisites required.

Step III REGISTRATION

Register for classes at the ECIS Website: <http://www.schoolofed.nova.edu/ecis>.

- Go to the Website listed above and click on "Class Schedules"
- Select the appropriate term of courses
- Look for the courses listed your program outline and take note of the Course Reference Number (CRN)
- Go to the WebStar Website: <http://webstar.nova.edu/>.
- Registration online requires your "user ID" which is your Student Identification number (SID), and PIN. Select "Enter Secure Area". Please see Login Instructions and registration instructions <https://webstar.nova.edu/wtlhelp/reginstruct.htm>.
- If you are unable to register on the web for your first term of enrollment, you may fax a Student Transaction Form (STF). To download the form, go to <http://www.schoolofed.nova.edu/sso> click on "Student Forms", and then select "Student Transaction Form," complete the form and fax to (954) 262-2336. Please call (954) 262-1558 to confirm receipt. (Note: incomplete forms will not be processed.)

Step V ACADEMIC BENCHMARKS

- Benchmarks: Refer to your Program Outline for specific coursework required during your first term [two (2) eight (8) week sessions] in the program; courses are usually marked by an asterisk.

STEP VI PROGRAM REQUIREMENTS

- ECIS students must maintain a minimum 3.0 grade point average for retention in the program. Please refer to the FSEHS catalog; <http://www.schoolofed.nova.edu/fgshome/fgscatalogs.htm>
- To review school policy and guidelines, see the FSEHS Student Handbook; <http://www.schoolofed.nova.edu/home.htm>

NOTE: IMPORTANT ONLINE CLASS INFORMATION AND MATERIALS

- Once you have registered for class, login to WebCT to review the syllabus and to become familiar with the online environment. Complete the tutorial and virtual tour. You may login into WebCT three days prior to the start of class. We strongly recommend that you read and print out the information on the following Websites;
 - Getting Started on WebCT: <http://www.schoolofed.nova.edu/gtep/online/welcomeandinfowebct.htm>
 - Nova Helpdesk: <http://www.nova.edu/help/> or 1/800/986-3223 ext. HELP (4357)
 - Log-In Problems: http://www.nova.edu/webct/login_prob.html

Thank you for choosing Nova Southeastern University.