

Online Registration Instructions

Fall 2009 - PAS-1

Class of 2011 Course Listing

Term Code #: 201020 (August 2009 - December 2009)

Web Registration 07/27/09 - 08/28/09

For Complete Instructions

| Course Number | Course Name | Course Reference Numbers (CRNs) | Instructor |
|---------------|--|---------------------------------|-------------------|
| MIC 5400 | Microbiology | 24865 | Dr. K. Davis |
| PAC 5404 | Legal and Ethical Issues in Healthcare | 24875 | Dr. R. Grosz |
| PAC 5100 | Physical Diagnosis II | 24931 | Prof. S. Sager |
| PCO 5400 | Pharmacology I | 24934 | Dr. C. Reigel |
| PAC 5110 | Clinical Medicine & Surgery I | 24936 | Dr. J. Rafalko |
| PAC 5229 | Electrocardiology | 24938 | Prof. K. Williams |
| PAC 5130 | Clinical Laboratory Medicine I | 24605 | Dr. P. Jaffey |

Web Location of Online Registration

Web registration is available through NSU's WebSTAR at <http://webstar.nova.edu>.

Identification and PIN Necessary for WebSTAR

In order to access your information and register for classes, you will need a [NSU ID](#) and PIN (Personal Identification Number). Your NSU ID is your assigned ID. You should have received your PIN via regular mail after applying to the university.

If you need to receive a PIN or have misplaced your PIN, you can obtain your PIN by using the Retrieve Your PIN online utility. For further assistance, you can contact the PIN Specialist by calling (954) 262-4850 (local) or 1-800-541-6682: x24850 (long distance) between 8:30 a.m. and 5:00 p.m. weekdays or via email at pinhelp@nsu.nova.edu.

Process for Online Registration

1. Go to [WebSTAR](#) & click on Login to Secure Area at bottom of page. On the Login page, enter your NSU ID in the User ID box. Then enter your six digit PIN in the PIN box. Next click Login.

2. To register for classes, choose Student Services and Financial Aid. On the Student Services and Financial Aid page, choose Registration to view the Registration Menu.
3. You must select a term for which you want to register for classes before you can access the options on the Registration Menu. To select a term, click Select Term on the Registration Menu. On the Select Term page, click the arrow on the pull-down menu, highlight the term, and click the Submit Term button. This will return you to the Registration Menu. If you are unsure which term you should register for, review your class schedule or contact the academic director's office or call 800-356-0026 x21293 or 954-262-1293.
4. Now you may select any of the options on the Registration Menu. Remember you will view information or register for classes for the term you selected. If you wish to view information or register for classes for another term, you will need to select that term.
5. To register for classes, click on Registration and Add/Drop Classes. If you previously registered for classes for this term, the Registration and Add/Drop page will display your schedule for the term selected. This page allows you to add classes using the Course Reference Number (CRN). If you know the CRN for the classes you are registering for, you can enter the CRNs in the boxes (one CRN per box). After entering the CRNs for classes you want to register for, click the Submit Changes button. If you receive an error message on the Registration and Add/Drop Classes page, check your schedule of classes or contact the program office.

IMPORTANT

To find the proper course registration numbers (CRNs) for all classes, see the table at the top of this page. Print or write down the numbers before logging on to WebStar to insure accuracy.

6. If you want to search for classes, click the Class Search button at the bottom of the page. This brings you to the Look Up Class to Add page. On this page, you can search for classes using specific criteria. The subject code is required in order to do a search. Select the subject code and any other criteria you wish to specify. After selecting the criteria, click Find Classes.
7. On the Look Up Classes to Add page, a listing of classes fitting the criteria you specified will appear. Class information, such as dates, days, time, instructor and location will appear for each class listing. If you wish to register for a class, click in the check box on the left side of the class listing. After selecting the classes, click the Add to Worksheet button. You will return to the Registration and Add/Drop Classes page. The CRN will appear in the Add Class section of this page. It is suggested that you use the Add to Worksheet button for each set of classes you wish to register for. Using the Add to Worksheet button will allow you to make changes on the Registration and Add/Drop page before actually registering for classes.
8. After selecting the classes on the Look Up Classes to Add page, if you click the Register button, you will be registered for the class and it will appear In the Schedule section of the Registration and Add/Drop Classes page.
9. After selecting classes or entering the CRNs, you can click the Submit Changes button

to register for classes. The classes will appear on the Schedule section of the Registration and Add/Drop Classes page.

10. You can also view your schedule by clicking Student Schedule by Day and Time or Student Detail Schedule on the Registration Menu. To get to the Registration Menu, click the menu icon on the toolbar located in the top right corner of the page. If you want to print your class schedule, click the printer icon on your web browser's toolbar.
11. If no class listing appears on the Look Up Classes to Add page, you will receive a message stating that no classes are available fitting the criteria you specified. You will need to do another search for classes. Click the Class Search button to select new criteria and perform a new search for classes.
12. After your registration is complete, click on the Tuition and Fee Assessment link on the Registration Menu to review your tuition and fees for this term. You may also want to review NSU's Payment Policy and Registration Process to be sure you understand the policy. Late fees of \$50 are applied to all accounts that are 30 days or more overdue.

Good luck with registration. We hope this process will be smooth for everyone. Do not hesitate to contact us if you have any problems or questions.

| Administration | Current Students | Future Students | Publications |
|--|---|--|---|
| <ul style="list-style-type: none">• Employee Policies• Faculty Manual• Faculty/Staff• Phone/Email | <ul style="list-style-type: none">• HPD Library• NSU Bookstore• WebCT• WebMail• WebSTAR | <ul style="list-style-type: none">• Admissions• HPD Catalog• Financial Aid• Housing | <ul style="list-style-type: none">• IJAHSP• CAH Catalog• NSU First Look• NSU SharkBytes• Student Handbook |

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