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# SHARK SURVIVAL GUIDE

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Dear Student,

It is with great pleasure that I welcome you to Nova Southeastern University, and I thank you for making NSU your university of choice.

At NSU, you will be one of 28,000 students that make up this dynamic university. Our student body makes us the sixth largest independent, not-for-profit university in the nation. That size allows us to offer a multitude of opportunities to our students, but we remain committed to giving each student individualized attention. Our small class sizes provide you tremendous access to our gifted faculty, and I urge you to tap into the minds of these leaders in their fields.

I also hope you will explore our diverse university and the programs, clubs and organizations available to complement your learning in the classroom. Opportunities abound to invigorate your mind, body and spirit.

I truly believe in NSU and in the opportunities available to you at our university. Please take advantage of the resources available to assist you at NSU, many of which are listed in this handbook. And in a few years, I look forward to congratulating you at commencement and welcoming you into our alumni network of more than 100,000 graduates in all 50 states and around the world.

Have a great year!

Sincerely,  
Ray Ferrero, Jr.  
President





Dear Student,

Welcome to Nova Southeastern University and congratulations on attending our fine educational institution.

NSU offers undergraduate students more than 30 majors and 40 minors in four academic units, and I encourage you to explore your options in different areas of study. You can also enhance your learning experiences through participation in the Honors, Dual-Admission, Study Abroad, and Clinical Explorations programs. And eligible undergraduate students can join eight different honor societies, so get involved and make the most of your academic experience!

Our distinguished faculty, many of whom are involved in cutting-edge research and all of whom are outstanding educators and teachers, are dedicated to equipping you with the skills and knowledge to begin or advance your career. Use them as a resource – they are here for you.

Best wishes for the coming year.

Sincerely,

Frank De Piano, Ph.D.

Provost and Vice President for Academic Affairs

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Dear Student,

Welcome to Nova Southeastern University. I look forward to spending the next year and beyond with you.

I invite you to explore how to connect and engage within the NSU community. Join one of the more than 50 undergraduate clubs and organizations – they include cultural, spiritual and service organizations and an active Greek Life. Develop your leadership skills, skills that you will use well beyond your years at NSU. Play intramural sports, workout at our first-class RecPlex, and support our Sharks athletic teams.

In short, an abundance of opportunities are available to you. I hope you'll take advantage of them and make your NSU years an unforgettable experience.

Have a fantastic year, and please call on the student affairs staff to assist with any of your needs.

Sincerely,

Brad Williams, Ed.D.

Dean of Student Affairs

## **Mission & History of NSU**

### **Mission**

Nova Southeastern University is a dynamic, not-for-profit independent institution dedicated to providing high-quality educational programs of distinction from pre-school through the professional and doctoral levels, as well as service to the community. Nova Southeastern University prepares students for lifelong learning and leadership roles in business and the professions. It offers academic programs at times convenient to students, employing innovative delivery systems and rich learning resources on campus and at distant sites. The university fosters inquiry, research, and creative professional activity, by uniting faculty and students in acquiring and applying knowledge in clinical, community, and professional settings.

### **History**

Nova Southeastern University is comprised of history of three Nova Universities. True to one meaning of nova (“new”), the University consistently has been identified with innovation and experimentation for its entire 44 years. However, at each stage in its history, the University’s effort to pursue “the new” have taken on a different dimension, have involved a different governance structure, and have promoted a different public perception.

The first one, Nova University of Advanced Technology was chartered on December 4, 1964 and lasted until July 1970. That Nova, actually aspired to be “the MIT of the South” – a “new” kind of graduate, research campus for a relatively small cadre of senior professors and (primarily) their doctoral students.

In the 1980's Nova had become the capstone of a comprehensive educational park in Broward County (Nova High School, Broward Community College). Nova did everything from undertaking sophisticated research to fostering economic development in the region.

In 1994, Nova University and Southeastern University of the Health Sciences merge to form Nova Southeastern University (NSU). The NSU we know and love today is located on a beautiful 300-acre campus here in Fort Lauderdale, has more than 26,000 students and is the largest independent institution of higher education in Florida. NSU is the largest independent institution of higher education in the Southeast, and is considered to be the sixth largest independent institution nationally.

NSU awards associate's, bachelor's, master's, educational specialist, doctoral, and first-professional degrees in a wide range of fields. The university is comprised of undergraduate, graduate and professional schools of osteopathic medicine, pharmacy, optometry, allied health and nursing, medical sciences, dental medicine, law, marine biology and oceanography, business and entrepreneurship, computer and information sciences, humanities, conflict resolution, family therapy, interdisciplinary studies, education, psychology and counseling, and family programs.

**(Adapted from “The Search for Nova University: an essay on its first twenty-five years 1964-1989,” Stephen L. Goldstein)**

## **NSU Athletics**

### **Athletics**

As members of the Sunshine State Conference, The Department of Athletics is competitive in Division II of the National Collegiate Athletic Association (NCAA). Since its inception in 1975, SCC member institutions have won as many as 68 national championships.

NSU offers 15 intercollegiate athletic programs with nine women's and six men's teams. Women's sports include basketball, cross country, golf, rowing, soccer, softball, tennis, track and volleyball, while men can participate in baseball, basketball, cross country, golf, soccer and track.

NSU Athletics has also produced numerous SSC Players of the Year, NCAA All-Region selections and NCAA All-Americans, and have been nationally ranked in many sport events, since joining the NCAA in 2002-03 school-year.

### **Mascot**

In the early 1980's, Nova University offered a contest to the general public, looking for a nickname for their new athletic program. "Knights" was chosen and has remained the mascot until 2004.

In 2005, after reassessing the identity of the mascot with the student body, faculty and staff, through a series of surveys, a new mascot (The Shark), was chosen. Today, the beloved mascot of NSU is "Razor" the Shark.



## **Traditions & Events**

NSU is a campus rich with traditional events that make campus life exciting for students. We encourage you to participate in the many events or even get involved by assisting in the planning of one of the events---Your NSU experience will be unforgettable!

### **Welcome Week**

Held the first week of the Fall term, Welcome Week is a fun-filled time jammed pack with nightly and daily events and programs to hype the students up and to kick start the year!

### **Sharkapalooza**

Initially called "Got Wood", in 2005, this student organization fair became Sharkapalooza, the culminating event for NSU Exploration Week.

### **Convocation**

Convocation is an event led by the Farquhar College of Arts & Sciences that celebrates the start of the new academic year for all new incoming students.

### **Block Painting Party**

Student Organizations are invited to paint the sidewalk strip from the University Center to the Parker Building to show school spirit. This event first originated on the sidewalks of the Residence Halls, but due to the construction of The Commons uprooted all of the sidewalks. Since then it has been relocated to the sidewalk in the main quad of campus between the UC and Library.

### **Homecoming Week**

Held in Spring, homecoming is a time to celebrate the NSU spirit and welcome back our beloved Alumni.

### **Anything that Floats Raft Race**

This event takes place during Homecoming and has proven to be most entertaining. NSU students compete by building their own raft and then racing it around Gold Circle Lake. Some boats make it, some don't...but that's the fun!

### **Community Fest**

A part of the NSU fabric for five years, bringing together students, faculty, staff and the NSU community, has proved to be one of the most popular events on campus each year. Fun-filled activities, free food, and giveaways are introduced by local vendors in the surrounding areas and university resources.

### **“STUEYS”**

Currently in their ninth year, The Student Life Achievement awards, commonly referred to as the “STUEYS”, is an annual celebration of NSU's best in scholarship, leadership, involvement, service, commitment, integrity, and responsibility.

### **The Flight Deck**

The Flight Deck, located on the first Floor at the North Entrance of the University Center and is a popular place on campus where students to meet, greet, and grab a snack. The name, “The Flight Deck” originates from the fact that the land, now occupied by NSU, used to be the site of a Navy air base during World War II. Aircrafts used to practice taking off and landing on the short “Flight Deck” of US Naval carriers. It is also ironic that NSU falls directly under the flight path for the Fort Lauderdale International Airport.

### **SUB Thursday**

Starting in 2005, SUB Thursday is a weekly event where different organizations host an activity where students can come and enjoy free food, drinks, information and fun.

## **Getting Involved On Campus**

At Nova Southeastern, we take pride in helping each student find his or her niche for becoming involved and getting the most out of college. Whether you are interested in the arts, athletics, community service, or leadership, you will find activities and organizations to join others who share your interest. Becoming involved beyond the classroom expands your horizons and makes learning come alive!

### **Why should you?**

The university believes that learning takes place in multiple environments at the university. As a result, learning not only occurs inside the classroom, but outside of the classroom as well. This can include socializing with friends outside of class time, but really involves making a deeper connection with the NSU community by being a contributor to student life on campus.

### **Benefits**

Getting involved in co-curricular opportunities is an excellent way to adjust to college life. By getting involved you will develop meaningful relationships with other students, faculty, staff, and administrators that can result in connections important to your college success. Research studies show that students who get involved are more likely to stay in school and graduate, receive better grades, are more satisfied with their overall college experience, and enhancing their professional and career marketability.

### **Skills Gained**

Membership in clubs and organizations, internships, recreation sports, on-campus employment, residential life, and research, you will not only gain invaluable skills but will strengthen your education and help make you a well-rounded individual. Involvement will positively impact your growth in the following areas:

Leadership development \* Multicultural understanding and awareness \* Interpersonal skills \* Critical thinking \* Civic engagement \* Problem solving skills \* Communication skills  
\* Sense of self (i.e., confidence, self-esteem) \* Values clarification \* Career/professional aspirations

## **Active Undergraduate Student Organizations**

### **Types of Organizations at NSU**

Student Government & Entertainment Programming  
Boards \* Cultural/Heritage \* Pre-Professional & Honor  
Associations \* Religious \* Service/Interest \* Greek  
Organizations

### **Nova Southeastern Student Government Associate**

#### **Cultural/Heritage**

Caribbean Student Association  
Dominican Student Association  
Haitian Student Association  
Indian Student Association  
Latin American Student Organization  
Multicultural Association for Pre-Health Students  
Nova International Student Organization  
Pan African Student Association  
Pakistani Student Association

#### **Religious**

Catholic Life  
Hillel  
International Muslim Student Association  
InterVarsity Christian Fellowship

#### **Pre-Professional**

Athletic Training Student Organization  
Beta Beta Beta  
Criminal Justice Club  
Phi Alpha Delta  
Pre-Dental Society  
Pre-Health Helping Hands  
Pre-Medical Society  
Pre-Pharmacy Society  
Pre-Optometry Society  
Psi Chi  
Psychology Club

**Service or Interest Based**

Alpha Nu Omega  
Alpha Phi Omega  
American Association of University Women  
Billiards Club  
Chicks on Point  
Children at Heart  
Gentlemen's Club  
Math Club  
MALES  
Nature Club  
NSU Conservatives  
NSU Liberals  
NSU Scuba Crew  
Poet and Writers Club  
RAW Xplosion  
Residential Student Association  
Rotaract at NSU  
Shark Pride  
Society for Games, Anime, and Entertainment  
Women with a Vision

Get Involved at NSU! For more information on clubs visit:  
<http://www.nova.edu/studentleadership/clubs/undergrad.html>

## **How to find out what's going on on-campus?**

There are many different ways to find out about events on campus. Be sure to pay attention to:

- **SharkFINS:** This is an electronic e-newsletter that will be emailed to you every Wednesday and is full of information.
- **SharkTube:** SharkTube is the new internal communication television network. SharkTube is a marketing channel that will be used for communication of NSU events, academic and research achievement, and to recognize outstanding NSU students, student organizations, faculty and alumni.
- **Read *The Current*:** *The Current* is the student run newspaper that is distributed weekly and is available at several locations across campus.
- **Listen to Radio X:** Radio X is the student run radio station and is broadcast on WNSU 88.5
- **Be sure to read flyers** around campus while walking between classes!
- **Also read mass emails** that are sent to you. Many of them have important and exciting information for you.

## **Division of Student Affairs**

### **Office of the Dean**

#### **Mission**

*"To Foster Student Success in A University Community."*

The Office of the Dean is responsible for the overall administration of the Division of Student Affairs offices and the following operations:

- Student Mediation Services
- Student Judicial Affairs
- The Student Handbook

Dean of Students

Dr. Brad Williams *bradwill@nova.edu*

*(954) 262-7282*

Associate Dean of Students

Dr. Gay Holliday

*gayhol@nova.edu*

*(954) 262-7281*

Assistant Dean of Student Development

Dr. William Faulkner

*wfaulkne@nova.edu*

*(954) 262-7194*

The Division of Student Affairs is comprised of the following offices:

1. Special Events & Projects
2. Office of Student Disability Services
3. Office of Career Development
4. Office of Student Leadership & Civic Engagement
5. Office of Student Mediation & Information
6. Office of Student Activities
7. Office of First Year & Transitional Programs
8. Office of Campus Recreation
9. Office of Residential Life & Housing

## **Special Events & Projects**

Special Events and Projects for the Division of Student Affairs is responsible for hosting and sponsoring events that are strategically and purposefully designed to link students (yes, YOU) to the University. University-wide events include: high profile name speakers for the Life 101... *Personally Speaking* series, celebrating student achievement with The Student Life Achievement Awards (affectionately referred to as the "Stueys"), the Baccalaureate Reception, and the Shark Fountain Brick Campaign. Additionally, Special Events & Projects oversees, recruits and trains the Presidential Ambassadors.

studentevents@nova.edu  
(954) 262-7492

## **Office of Student Disability Services**

The Office of Student Disability Services provides information and a variety of services to students with identified disabilities including: Attention Deficit Disorders, Learning Disabilities, Psychological Disorders, and Visual or Hearing Impairments. In addition to classroom and testing accommodations, Student Disability Services can assist with housing accommodations, handicapped parking access, adaptive equipment and assistive technology needs, and referrals to community agencies.

www.nova.edu/disabilityservices  
(954) 262-7185

## **The Office of Career Development**

Located in the Alvin Sherman Library,  
Fourth Floor, Room 4036

For more information: [www.nova.edu/career](http://www.nova.edu/career)

Email: [career@nova.edu](mailto:career@nova.edu) Phone: (954)262-7201

### **Services for All NSU Students**

#### **CAREER ADVISEMENT**

This service provides an opportunity for students to work one-on-one with a career adviser who can assist with:

- Job correspondence including: resume, cover letter, and CV
- Interviewing skills
- Graduate school planning and Personal Statement development
- Nationwide and local job search

#### **INTERNSHIP ADVISEMENT**

Looking for real workforce experience before you graduate? Let us assist in your internship search and find the best placement to enhance your career.

#### **MOCK INTERVIEW PROGRAM**

Is that big job interview coming up soon? Let us put you at ease with our Mock Interview Program. Submit a cover letter, resume, and job description of your choice in preparation for a videotaped mock interview with a career adviser. We will provide you with the feedback and skills necessary to land that job. Keep your DVD and review it before the big day!

#### **DROP-IN ADVISEMENT**

No appointment? No worries. "Drop-In" is a great opportunity to meet one-on-one with a career adviser and serves as your first step in the counseling process. This advisement session can address many

of your immediate needs and determine your need for additional advisement. “Drop-In” lasts approximately 15 minutes and is on a first-come, first-served basis.

### **CAREER EVENTS**

Career Development holds various career events for students including Career Fairs, Career Workshops, and On-Campus Recruitment with employers

### **ONLINE INTERACTIVE CAREER AND DROP-IN ADVISEMENT**

If you live more than 30 miles away, you can call in for Drop-In Advisement session or schedule an Interactive Career Advisement phone appointment. A Career Adviser can interactively access your document and work with you as if you were actually in the office.

### **CAREER RESOURCES**

Career library

- Visit our collection of resources regarding career planning, job search strategies, guides for writing resumes, improving interviewing skills, and employer directories

CAREER*Shark* ([www.nova.edu/careershark](http://www.nova.edu/careershark))

- Dive into your career with our online career development manager
- Apply for Jobs posted exclusively for NSU students and alumni

\* Online Interactive Services are available for students and alumni living outside of a 30 mile radius from the NSU main campus

## **Student Leadership and Civic Engagement: SL'CE**

With a variety of leadership and community engagement programs, the Student Leadership and Civic Engagement (SL'CE) office provides an important link between students and their surrounding communities.

SL'CE brings together Multicultural Affairs, Student Leadership, Civic Engagement, International Student Affairs, and Spiritual Life and aspires to get students more involved in their various programs, ultimately enhancing student academic and social experience within the NSU community.

### **Multicultural Affairs**

Dessert and Dialogue Series

MAP Committee: Multicultural Affairs Programming Comm.

### **Student Leadership**

Leadership Conferences

Omicron Delta Kappa: Leadership Honor Society

Emerging Leaders Experience

### **Civic Engagement**

The Ultimate Spring Break Experience (Formerly as ASB)

Civic Engagement Board

Alpha Phi Omega

### **International Student Affairs**

Nova International Student Association

International Students Week with signature events

### **Spiritual Life**

Spiritual Life Counsel

Interfaith Dialogues

Last Lecture Series

Ethics Bowl

Prayer Breakfast

Faith-Based Organizations

[www.nova.edu/studentleadership](http://www.nova.edu/studentleadership)

(954) 262- 7195

## **Office of Student Media and Information**

The Office of Student Media and Information oversees the operation of *The Current*, NSU's campus newspaper, and WNSU RadioX 88.5 FM, the campus radio station. The office also supports other offices within the Division of Student Affairs. *The Current* can be found around campus in several locations, offering ongoing information about NSU, and you can check out RadioX on the radio or even online. Look out for RadioX at on-campus events, where the station provides hot beats and several giveaways.

**SharkFINS:** Student E-Newsletter

<http://www.nova.edu/newsletters/sharkfins/edition/>

### **Radio X**

[www.nova.edu/radiox](http://www.nova.edu/radiox)  
(954) 262-8457  
[wnsu@nova.edu](mailto:wnsu@nova.edu)

### **The Current Newspaper**

[www.nsucurrent.com](http://www.nsucurrent.com)  
(954) 262-8455  
[nsunews@nova.edu](mailto:nsunews@nova.edu)

## **Office of Student Activities**

The Student Activities office provides and facilities, programs, events, and services that meet the University's needs and enhance the quality of campus life.

The Campus Activities Board is a student-based programming board which brings life to campus! Students work with professionals to provide activities for NSU students throughout the year.

Sorority and Fraternity Life is always looking for new members who are searching for a way to enhance their collegiate experience

Clubs and Organizations are a great way to get involved and to always know what's going on around campus!

[www.union.nova.edu](http://www.union.nova.edu)  
(954) 262-7288

## **Office of First Year and Transitional Services & The Office of New Student Orientation**

We are committed to the development and personal growth of new and continuing students, helping them to successfully navigate academic and social opportunities at Nova Southeastern University. The purpose and functions of the Office of First Year and Transitional Services is to address issues of adjustment that many students face when transitioning from high school to college and from college to the workplace.

The Office of New Student Orientation provides programs and services to our new undergraduate students, both on and off campus. The New Student Orientation program supports the successful transition and acclimation of undergraduate students as members of the Nova Southeastern University community. New Student Orientation provides the foundation for students' NSU experience; students will receive information about academic programs, campus resources and student life through a series of workshop presentations and shared learning experience programs. New Student Orientation serves students transitioning from high school to college, between colleges and/or from the workplace back into the classroom, as well as being a resource for parents and families of NSU students.

### **OUR SERVICES**

- New Student Orientation
- Freshman Adjustment course "Mastering Student Success"
- Senior Transitions course
- Parents Newsletters and Communications
- Student Success Workshop Series
  - Lucky 13! 13 ways to help you succeed.
  - Fill Your Toolbox: Tools for Success

[www.nova.edu/studentorientation/](http://www.nova.edu/studentorientation/)  
(954) 262-8050

## **The RecPlex: A Place to Find Yourself**

### **Office of Campus Recreation**

Our office strives to provide programs and services that support the personal development, enjoyment, and education of all members of the NSU community in areas that promote social, physical, and emotional growth.

www.rec.nova.edu  
954-262-7301

### **Hours of Operation**

Monday – Friday, 5:30am – 12am  
Saturday, 8am – 8pm  
Sunday, 10am – 8pm

### **Campus Recreation Services**

A three year old complex that includes:

- State of the Art Fitness Center furnished by StarTrac
- 98 pieces of Cardiovascular Equipment / 84 pieces of strength equipment
- Two-Court Multipurpose Gym for basketball, volleyball, and special events
- Three Indoor Racquetball Courts; One convertible Squash Court
- Indoor two-story Rock Climbing Wall
- Three Multipurpose Studios to house group exercise and instructional programs
- Outdoor Swimming Pool (heated for the winter months!)
- New Olympic Size Competition Pool
- Men's and Women's Lockers and Showers, including a sauna in each
- Intramural Sports and Instructional Programs

### **Group Exercise Classes & Personal Training**

- Check out the 50+ classes we offer a week including Spinning, Zumba, Kickboxing, Step, Power Sculpt, Yoga, Pilates, Hip Hop and MUCH MORE!!
- Certified Personal Trainers offer great discount packages compared to commercial gyms!

### **Intramural Sports**

- Team Sports include Flag Football, Basketball, Soccer, Softball and Volleyball
- Smaller Team Sports or Individual/Dual Sports include: Annual Golf Tournament, Dodgeball, 4 on 4 Flag Football, Racquetball, Badminton and much more!

### **Instructional Programs**

- Golf, Tennis, Martial Arts, Swim & Scuba Diving
  - Classes are offered at discount rates and are typically 6 weeks in duration

### **Aquatics**

- Brand New Olympic Size pool and dive well
- Temperature controlled leisure pool

### **Campus Recreation Employment Opportunities**

Campus Recreation student employees are an essential part of our programs and provide a valuable service to the participants who take part in our activities. Becoming a student employee of the RecPlex provides students with a unique opportunity in which they may develop leadership skills, meet new people, earn extra money, and have FUN! Students will be able to obtain jobs in Fitness, Intramural Sports, Aquatics and Facilities. No experience is necessary. All training is done within Campus Recreation.

### **Jobs Available**

- Front Desk Attendants
- Fitness Floor Attendants
- Intramural Supervisors & Officials\*
- Lifeguards\*
- Group Exercise Instructors\*
- Personal Trainers\*
- Building Supervisors

\* Some additional Training and/or Certifications may be required.

## **Office of Residential Life & Housing**

### **Our Staff**

A professional Area Coordinator manages each residence hall while working with the Resident Advisors, to create and plan a community environment including social and educational activities. Each floor is staffed with a peer student leader Resident Advisor.

### **Our Undergraduate Residence Halls**

- Goodwin Residence Hall (First Year Hall, 0 – 30 credits, Traditional Style Living)
- The Commons (Upperclassmen Hall, 31-120 credits, Suite Style)
- Founders, Farquhar, and Vettel Halls (Returning Upperclassmen with 61-120 credits, Apartment Style)
- Cultural Living Center and Rolling Hills (Returning Seniors with 91 credits plus and Graduate Students)
- Rolling Hills Residence Hall (Graduate Students only)

### **Our Services**

- Conflict Coaching
- Mediation Services
- RSA & Floor Involvement
- Counselor-in-Residence
- Faculty Fellows
- Free Unlimited Laundry and Laundry View
- Wireless Internet

### **Benefits of Living on Campus**

- Greater participation in campus activities
- Greater interaction with college professors and students
- Significant improvement in self-reliance, cultural awareness and social liberalism
- Overall Higher Student Satisfaction

### **Who Must Live On-Campus**

- All day undergraduate students with 0-48 credit hours are required to live on campus unless one or both of the following criteria applies:

1. You are married
  2. You reside with a parent or legal guardian within the tri-county area (Broward, Dade, and Palm Beach)
- If you are over the age of 25 or married, you have the option to move into the graduate apartments or live off-campus.

### **How to Apply to Live On-Campus**

- \$500 Deposit & Current Immunization Records
- Nova Southeastern University Housing Contract Online
- Nova Southeastern University Housing Assignment Process Online
- Undergraduate contract length is for the Academic Year (August – May)
- Graduate contract length is for 12 Months (August – July)

### **Themed Housing ~ A Reflection of You!**

We offer a variety of housing options for both undergraduate and graduate students. An exciting component of residential living is the opportunity to live in one of the theme housing communities where students to live and interact with those with similar interests. Each themed floor is managed by trained staff that promotes not only educational activities but also encourage social programs. Take your living and learning experience to the next level: GO THEME!

Please note that only students who complete the housing application process will be considered. For further information, please visit <http://www.nova.edu/reslife/oncampus/applicationprocess.html>

- Theme Housing for first year students includes: LEAD 1 Community and the Quiet Community
- Theme Housing for upperclassmen undergraduates includes: LEAD 2 Community, Quiet Community, Business and Entrepreneurship Community, and the Greek Village Community

- Theme Housing for graduate students includes:  
Health Professions Division Community and Law  
Community

### **Technology in our Halls**

All halls are wireless. For more information about technology, contact the NSU Help Desk Information Online at <http://www.nova.edu/help/students/index.html>

### **Security in our Halls**

- Leo Goodwin Sr. Residence Hall is equipped with a 24-hour security desk, card access to the parking lot and building, and security cameras in the lobby, laundry room, and elevator
- The Commons is equipped with a 24-hour security desk, card access to the parking lot, building and rooms, and security cameras throughout the building
- Founders, Farquhar, and Vettel Halls have key access to the building and rooms, security cameras on the exterior of the building, and card access to the parking lot
- Cultural Living Center Graduate Apartments has card access to the building, key access to the rooms, security cameras on the exterior of the building, and card access to the parking lot
- Rolling Hills Graduate Apartments have a 24-hour security desk, card access to the parking lot, building and rooms, and security cameras throughout the building

***Office of Residential Life and Housing  
Nova Southeastern University  
(954) 262-7052 (phone)\* (954) 262-3812 (fax)  
reslife@nova.edu \* housing@nova.edu \*  
www.nova.edu/reslife***

## **Academic Advising**

Nova Southeastern University provides academic advising services for undergraduate students. Your academic advisor can provide you with the support, direction, and resources to address the many issues that many students face.

We encourage you to stop by and make an appointment to meet with your academic advisor on a regular basis. We can assist you in understanding your academic program, planning your schedule, overcoming obstacles, making decisions, and setting goals. To maximize your success, we encourage you to stay "SHARPP"!

**Stay in touch with your Advisor:** Phone and in-person appointments and walk-in and email advising available

**Help:** Seek help from family and friends, professionals, services on campus, academic advisors, technology, self

**Assess:** Ask yourself "What is the issue at hand?" Determine the severity and relevance of the issue

**Research how to solve the issue:** Who do you turn to? Resources, technology (visit the website and catalog, campus departments)

**Plan:** Time Management, scheduling, prioritizing

**Put into action:** Execute your plan! Use your resources, process and evaluate along the way

### **Advising contact information**

Farquhar College of Arts and Sciences  
Office of Academic Advising  
Location: Hollywood Mailman – Suite 300  
Phone: 954-262-7990  
Website: [www.undergrad.nova.edu/advising](http://www.undergrad.nova.edu/advising)

Fischler School of Education and Human Services  
Office of Academic Advising  
Location: DeSantis – Fourth Floor  
Phone: 954-262-7900  
Website:  
[www.schoolofed.nova.edu/fgshome/current/cur\\_advising.htm](http://www.schoolofed.nova.edu/fgshome/current/cur_advising.htm)

H. Wayne Huizenga School of Business and Entrepreneurship  
Office of Academic Advising  
Location: DeSantis 1115  
Phone: 954-262-5067  
Website:  
<http://www.huizenga.nova.edu/currentStudents/OfficeofAcademicAdvising.cfm>

**Office of Academic Services**  
**Farquhar College of Arts & Sciences**

Learn about the numerous services offered at NSU that will enhance your academic experiences.

**Tutoring Services**

- Free individual and small group tutoring in writing, math, and science
- Study skills and test preparation techniques
- Appointments are strongly recommended but walk-ins are welcome
- Sessions are 45 minutes in length
- Tutors - peers and professionals
- Writing tutors offer assistance for all stages of the writing process – from brainstorming to final revisions.
- For math and science tutoring, students should be prepared with specific attempted questions and/or concerns.
- Tutoring does not replace class instruction but rather serves to clarify questions and concepts.
- To get the most value from tutoring, students are expected to attend class and attempt their assignment before coming to the session.

**In addition to tutoring, we offer...**

- Course specific CDs for all math courses available for check out
- Math and science solution manuals available for reference purposes
- APA and MLA guidebooks that cover much of the formatting information that students need to write academic papers
- EyeQ software which improves reading speed and comprehension in preparation for professional exams
- Helpful grammar and study skills handouts
- Quiet study room for students to work on assignments and reference solution manuals
- Reserve study rooms for individual or small group study
- Computer lab for students to work on papers or other assignments

### **Success Coaching**

- Individualized student success coaching sessions
- Coaches assist students with time management, study planning, notebook organization, grade analysis, math success strategies, and other techniques that enhance college success
- Staff – full-time professionals

### **Testing Services**

- NSU Challenge Exams: math and composition
- Exams for College Credit: CLEP and DSST
- Faculty approved make-up tests
- Testing accommodations for students with documented disabilities
- A quiet and monitored environment

For tutoring information or to schedule a tutoring appointment, call **954-262-8350**

For testing services, call **954-262-8374**  
or stop by Parker 100

<http://www.undergrad.nova.edu/academicservices/>

*“Success is not in the final grade, but in the path you take to get that grade.”*

## **Life in the Classroom**

### **Overview**

- Class Attendance
- Importance of Class Participation
- How to prepare for the first day of class
- Using a course syllabus
- Keeping up with reading and assignments
- 4.0 Grading system
- Hybrid classes
- Academic Integrity
- Expectations of Faculty
- How and when to ask for help

### **Class Attendance**

- The educational process at NSU presumes a continuous, close working relationship between faculty and students.
- Students who miss a class must inform instructors before the class begins.
- Students are expected to attend class regularly.
- Specific requirements are established by each instructor and are communicated either at the first class begin or in the syllabus.

### **Importance of Class Participation**

- Enhance the dynamics of the class

### **How to prepare for the first day of class**

#### *Evening Students (Career Development)*

- Most of the evening courses offered at NSU require that class assignments be completed before the first class meeting.

#### *Online Students*

- Students are required to participate in an online orientation before the start of each class.

#### *Day Students (PALS)*

- Bring the proper textbook and writing utensils to class.
- View the syllabus online prior to the first class.

### **Using a course syllabus**

- Class attendance requirements.
- Material covered during the term.
- Instructor contact information.
- Office hours
- Office location
- Phone number
- NSU e-mail address
- Keeping up with reading and assignments

### **4.0 Grading system**

- A student's academic standing for a specific semester is determined by his or her grade point average (GPA), and quality points.
- Quality points are determined by multiplying the numerical value of a letter grade (points) by the number of credits assigned to a course.

### **Grade Points Scale:**

A Excellent 4.0	D+ 1.3
A- 3.7	D Marginal 1.0
B+ 3.3	F Failure 0.0
B Good 3.0	W Withdrawn Without Penalty
B- 2.7	I Incomplete
C+ 2.3	P Pass
C Satisfactory 2.0	NG No Grade (not assigned by instructor)
C- 1.7	AU Audit

### **Hybrid classes**

- What to expect
- Benefits
- Types of classes offered as hybrid
- Who should take a hybrid class

### **Academic Integrity**

Instructors are charged with the responsibility to manage and evaluate integrity within their classroom.

### **Faculty Expectations**

- Allow study time for each class
- Meeting NSU's Academic Standards

### **How and when to ask for help**

- Before the first exam
- Academic Services
- Tutoring
- Documented Disability

Many problems that arise are the result of miscommunication. Channels for action do exist.

Policies and procedures are described in the NSU Student Handbook, the Farquhar College of Arts and Sciences Catalog, schedules, program brochures, Information sheets, and in periodic special mailings. Students must follow the specific policies and instructions described in these documents.

### **Additional Information**

- Refer to NSU's Student Handbook and Course Catalog when seeking specific information.
- Student Handbook:  
[www.nova.edu/cwis/studentaffairs/forms/ustudenthandbook.pdf](http://www.nova.edu/cwis/studentaffairs/forms/ustudenthandbook.pdf).
- Farquhar College of Arts and Sciences Catalog:  
<http://www.undergrad.nova.edu/catalog/20042006catalog.pdf>

## **Office of Information Technology and Digital Media**

### **Office of Academic Computing Facilities**

Academic Computing Facilities operates and supports NSU's electronic classroom and computer lab technology. We strive to provide the University community with the technological resources to support and complement teaching, learning, and research regardless of your geographic location.

<http://microweb.nova.edu/>

(954) 262-4700

Toll-free at 1 (800) 541-NOVA (6682) extension 4700

<http://microweb.nova.edu/contact.aspx>

### **Your NSU Identities**

#### **NSU ID card**

Every student is issued NSU ID card, a *SharkCard*, at orientation. The *SharkCard* identifies you as an NSU student and must be with you at all times. This card gives you access to Pay-for-Print.

#### **E-mail Username and Password**

Your username and password is used to access E-mail Account (WebMail), access Online Classes (WebCT), and access your NSU dial-up Internet Connection (if you live in Broward County).

#### **NSU ID and PIN number**

All students are issued an NSU ID number and PIN number upon matriculation into NSU. You need to know your NSU ID number at all times, as you use it to access online library resources. Your NSU ID number and PIN together are used to register for classes, apply for financial aid, and is the only way to access your grades.

## **Online with NSU**

### **Wireless**

You can connect to NSU Electronic Resources and to the Internet over our High-Speed Network throughout the NSU Main Campus and Student Educational Centers. Wireless Internet is available to NSU students, faculty, and staff throughout campus, using 802.11a/b wireless protocols. You must register your wireless card at <http://wireless.nova.edu/> to use it on for our network.

### **Dial-up Internet Connections**

If you live in Broward County (in the 954 or 754 area codes) you can use your email username and password to get FREE, unfiltered, unlimited, dial-up (56K) internet access.

Have questions? Feel free to ask our staff, or call the OIT Help Desk at (954) 262-HELP (4357).

## **Your NSU Email Account**

### **Getting your Email Account**

When you register as a student, you will receive a NSU E-Mail Account (username@nsu.nova.edu). You are expected to utilize it for all academic-related communications – some professors may delete email messages coming from *non-Nova* users. To set up your E-mail account, go to [https://www.nova.edu/sbin/account\\_request](https://www.nova.edu/sbin/account_request). Your E-mail account will be created and should be active within 2 hours. If you experience any problems, contact the Help Desk at (954) 262-HELP (4357)

### **Checking your Email**

You can access your NSU E-mail a variety of ways, including through the web using NSU WebMail (<http://mail.nova.edu>) or on your personal computer through a compatible e-mail client like Microsoft Outlook, Mozilla Thunderbird, or Microsoft Outlook Express. If you do use your own email program, please note you cannot send email from outside the NSU Campus or NSU wireless network – please use WebMail to send email messages.

### **The NSU Computer Labs**

Academic Computing: The Office of Information Technology and Digital Media's Academic Computing Facilities unit operates over 50 permanent computer labs throughout Florida, Nevada, Bahamas, Puerto Rico, and Jamaica.

All of our computer lab systems feature Windows XP, Microsoft Office 2007 (Word, PowerPoint, Excel, and Access), Internet access, and printing capabilities.

### **Laptop Check-Out**

The Alvin Sherman Library (ASLRITC) and Health Professions Division (HPD) Library Computer Labs have Dell laptops available for 3-hour check-out. You must present a valid NSU ID and be a currently enrolled NSU student to check out a laptop. These laptops may not leave the Alvin Sherman Library or HPD complex. Failure to return a laptop, or removal of a laptop from these areas, may result in reprimand from your academic program.

### **Printing**

Each page of printed material, whether color or black and white, costs 10¢ to print (duplexed pages cost 20¢). Your *SharkCard* is pre-credited with \$75 for 750 FREE printouts for the entire academic year (Aug 1 – July 31). After your \$75.00 allotment is used up, you can add cash to your ID card at Cash-to-Card machines located throughout the campus to continue to print. When you are ready to print, simply enter your LIB # at the computer you are using, then reenter it at the lab release station to print your document.

We currently offer color laser printing is at the AS Library, HPD Library and Student Center computer labs, and the University Park Plaza computer labs. Grayscale laser printing is available at all computer labs. A poster printer is available at Library for university related projects. Please also note that students are limited in the number of posters they may print, per day, and per document. Please see Library computer lab staff or call (954) 262-4700 for more information.

***No food or drink are permitted in any Computer Lab.  
No children are permitted in any computer lab  
(except certain areas in the Alvin Sherman Library).***

## **WebStar**

Student Information System, otherwise known as WebStar, is a secure site that allows students to register for classes, add classes, drop classes, view official final grades, view class schedules, and view financial aid information. More information on WebStar will be made available when you register for classes.

<http://webstar.nova.edu/>

## **The Help Desk**

### **Services**

The NSU OIT Academic Computing Help Desk, or 'Help Desk' for short, provides technology support for students. They troubleshoot dial-up configuration problems and E-Mail account problems – including username and password issues. The Help Desk also provides support for NSU WebMail, WebCT, and WebStar. If you're experiencing a problem with a NSU provided online service, they're the one to call.

### **Hours**

The help desk is open:

Monday through Friday from 7am to 4am

Saturday and Sunday from 9am to 11pm

We're also open 24 hours online at

<http://www.nova.edu/help/>

(954) 262-HELP (4357)

Toll-free 1 (800) 541-NOVA (6682)

- Enter extension HELP (4357) when prompted

## **NSU Bookstore**

The NSU Bookstore is operated by Barnes & Noble College Bookstores

### **We are your one-stop shop for all your campus needs**

- Course Materials, including New and USED Textbooks
- School Spirit Clothing
- School Supplies – including art supplies
- Scrubs
- Lab Supplies

### **Why Shop at the NSU Bookstore?**

- We have the largest selection of used books.
- We stock 100% of the book list.
- We give a percentage back to your school for every sale.
- We offer online ordering & textbook reservations for pick-up or delivery options.
- One-stop shopping for all your campus needs (textbooks, general merchandise, school supplies and more!)
- We offer Everyday Buyback.

### **How do I order my books at the NSU Bookstore?**

- Two easy ways to order your books:
  - Visit us at: [nsubooks.bncollege.com](http://nsubooks.bncollege.com)
  - Stop by our bookstore in-person
- Two easy delivery options:
  - In-store pick-up
  - Ship to your home

### **Visit us at**

University Park Plaza, 3562 S University Drive  
[www.nsubooks.bncollege.com](http://www.nsubooks.bncollege.com)  
(954) 262-4750  
Toll-free 1-800-509-2665

## **The Office of Student Financial Assistance**

### **Important Information from Enrollment and Student Services**

Enrollment and Student Services (ESS) is comprised of the Office of Student Financial Assistance, the University Registrar's Office, the University Bursar's Office, the One-Stop Shop, the University Call Center, Enrollment Processing Services, and Transfer Evaluation Services. Collectively, ESS' ultimate goal is to efficiently meet the information and service needs of all NSU students. The following is important information regarding financial aid, NSU billing and payment policies, and general financial tips.

### **The Office of Student Financial Assistance**

Going to college can be both exciting and financially challenging. The Office of Student Financial Assistance is dedicated to helping you make smart financial choices while you are in college. There are four types of financial aid available to assist you in meeting the cost of attending college: grants, scholarships, student employment, and loans. Grants and scholarships are considered "gift" aid, as they do not need to be repaid. Loans are considered "self-help" aid, as they need to be repaid. Student employment requires you to work in exchange for a pay check. Please refer to the enclosed "Quick Reference Guide" for more details on grants available to undergraduate students who have not received their first bachelor's degree. Please remember: Students interested in federal grants **must** complete the Free Application for Federal Student Aid (FAFSA) and meet general eligibility criteria.

### **Financial Aid Checklist**

- Before the start of the term, please make sure you know how you will pay your balance, including books. Do not wait until the middle of the semester to decide.
- Check the NSU financial aid Web site at [www.nova.edu/cwis/finaid](http://www.nova.edu/cwis/finaid) for more financial aid

information; including deadlines, scholarships, and other financial aid related Web sites.

- ☑ Check your award status on WebSTAR at [www.webstar.nova.edu](http://www.webstar.nova.edu), using your NSU User ID and PIN (not the Department of Education PIN).
- ☑ Make sure you inform your financial aid counselor if you intend to withdraw completely from all classes.
- ☑ Inform the Office of Student Financial Assistance if you are receiving any additional financial assistance from sources external to the university. Financial aid awards are subject to change in the event that additional assistance is received, either from an outside source or from within the university.
- ☑ Apply each year (beginning in January) for federal aid for the following academic year. You can apply online through FAFSA on the Web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Please remember the **April 15** priority filing deadline.

### **Federal Grant & Scholarship Programs**

#### **Federal Pell Grant**

Type of Aid: Grant (does not need to be paid back),  
Need based

Details:

- Requires completion of FASFA
- Considered a foundation of federal financial aid
- other federal and non-federal sources might be added
- Does not require full-time enrollment

Annual Award Limits & Deadlines:

- \$890 to \$4,731 for 2008-2009 Amounts expected to remain the same for the 2009-2010 academic year

#### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

Type of Aid: Grant (does not need to be paid back),  
Need based

Details:

- Requires completion of FASFA
- For undergraduates with exceptional financial need; priority is given to Federal Pell Grant recipients
- Funds depend on availability
- Does not require full time enrollment

Annual Award Limits & Deadlines:

- \$1,500 to \$3,000
- Priority deadline: April 15, 2009 for receipt of the FASFA by the Federal Processor

**Academic Competiveness Grant (ACG)**

Type of Aid: Grant (does not need to be paid back),  
Need based

Details:

- Requires completion of FAFSA
- For students who are eligible for a Federal Pell Grant and who successfully completed a rigorous high school program, as determined by the state or local education agency, and recognized by the Secretary of Education
- Must be enrolled full-time
- Must be U.S. citizen or eligible non-citizen

Annual Award Limits & Deadlines:

- Up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study

**National Science and Mathematics Access to Retain Talent (SMART) Grant**

Type of Aid: Grant (does not need to be paid back),  
Need based

Details:

- Requires completion of FAFSA
- Available during the third and fourth years of undergraduate study to students who are eligible for the Federal Pell Grant and who are majoring in physical, life, or computer sciences, mathematics, technology, or engineering, or in a foreign language critical to national security
- Must be enrolled full-time
- Must be U.S. citizen or eligible non-citizen

Annual Award Limits & Deadlines:

- Up to \$4,000 for each third and fourth academic year of study

**Teacher Education Assistance for College and Higher Education Grant (TEACH)**

Type of Aid: Grant (does not need to be repaid, provided you fulfill the teaching obligation)

Details:

- Requires completion of FAFSA
- Must be enrolled in coursework that is necessary to begin a career in teaching
- Must meet certain academic requirements
- Must sign the TEACH Grant Agreement to Serve annually
- Must be a U.S. citizen or eligible non-citizen

**Quick Reference Guide to Federal Grant & Scholarship Programs**

(for undergraduates who have not received their first bachelor's degree)

**Florida Resident Access Grant (FRAG)**

Type of Aid: Non-need based, Private institution grant (does not have to be repaid)

Details:

- Requires completion of NSU State Aid Application and proof of one year Florida residency
- Must be enrolled for at least 12 credits (9 credits for nursing students) by the end of the first add/drop period of the term
- Must meet Florida residency, citizenship, and academic requirements

Contacts/Deadlines:

- Award amounts are based on legislative allocations and are subject to change.

### **Florida Student Assistance Grant (FSAG)**

Type of Aid: Grant (does not have to be repaid),  
Need based

Details:

- Must meet Florida residency, citizenship, and academic requirements
- Requires completion of FAFSA
- Requires completion of NSU State Aid Application and proof of one year Florida residency
- Student must be enrolled for at least 12 credits (9 credits for nursing students) by the end of the first add/drop period of the term.

Contacts/Deadlines:

- Award amounts are based on legislative allocations and are subject to change.
- Priority deadline: May 15, 2009, for receipt of the FAFSA by the Federal Processor

### **Florida Bright Futures Program**

Type of Aid: Scholarship: (does not have to be repaid)  
Non-need based

Details:

- Awarded to Florida high school graduates who demonstrate high academic achievement and enroll in an eligible Florida postsecondary institution as a Florida resident
- Must be a U.S. citizen
- Three levels of scholarship programs:
- Florida Academic Scholars Award, Florida Medallion Scholars Award, and Florida Gold Seal Vocational Scholars Award
- Does not require full-time enrollment

Contacts/Deadlines:

- Students must submit a completed Florida Financial Aid Application during their last year in high school.
- NSU State Aid Application required

## **Loans**

A Student loan, unlike a grant and work-study, is borrowed money that must be repaid, with interest. Student loan repayment is a legal obligation, so before you decide to take out a student loan, determine the amount you will have to repay on the loan.

### **Federal Stafford Loans/Federal Perkins Loan**

There are two types of Stafford Loans: subsidized (need-based) and unsubsidized (non-need based). For a subsidized loan, the U.S. Department of Education pays the interest (6.0 % up to July 1, 2009; 5.6% as of July 1, 2009, for undergraduates only ) while you are in school at least half-time, for the first six months after graduation, and during a period of deferment. For an unsubsidized loan, you are responsible for paying the interest (fixed at 6.8%) that accrues on the loan from the time the loan is disbursed until it is paid in full. You may choose to pay the interest while you are in school or during a period of deferment or forbearance. The Federal Perkins Loan has a fixed interest rate of 5 % with an annual maximum loan limit of \$4,000 and a maximum aggregate loan limit of \$20,000.

If you are awarded Federal Stafford Loan(s) and/or a Federal Perkins Loan, you are required to accept, reduce, or decline all or a portion of the award(s) on WebSTAR at [www.webstar.nova.edu](http://www.webstar.nova.edu) by using your NSU ID and password. You will also be required to select a lender if you do not have a lender on file with the Office of Student Financial Assistance. More information will be provided when you receive your Award Notice.

In addition, all first-time loan recipients must complete the Master Promissory Note (MPN) and entrance interview. To be eligible to receive federal loans, undergraduate students are required to enroll for at least 6 credits per semester by the end of the drop/add period for the term in which the student is requesting the loan.

### **Parent Loan for Undergraduate Students (PLUS)**

PLUS Loans are federally-sponsored loans parents can obtain to help pay the cost of education for their dependent

undergraduate children. The maximum PLUS loan amount that a parent can borrow is the student's cost of attendance minus any other financial aid the student receives. As with other federal loans, students are required to be enrolled at least half-time per semester.

### **Federal Grad PLUS Loan**

The federal Grad PLUS Loan is available to graduate or professional students who have applied for their annual loan maximum eligibility under the Federal Subsidized and Unsubsidized Stafford Loan Programs. The maximum PLUS loan amount that a student can borrow is the student's cost of attendance minus any other financial aid the student receives. In addition, students must not have adverse credit history and meet citizenship criteria.

### **Alternative/Private Loans**

If your grants and/or federal loans do not cover your balance, you may apply for a private or alternative loan. Students and families may apply for these competitive loans, in addition to federal loans, through lending institutions and nonprofit organizations. Alternative loans are considered part of a student's financial aid package and cannot exceed the cost of attendance.

## **Scholarships**

Scholarships provide students with additional assistance in paying for their college education. Unlike loans, scholarships do not have to be repaid. There are numerous scholarships available to help you fund the cost of attending college. Generally, scholarships are awarded to students who meet particular criteria for qualification, such as academic achievement, financial need, talent, athletic ability, as well as a unique characteristic. Scholarships are also available for students in particular fields of study, who are members of underrepresented groups, or who live in certain areas in the country.

The NSU Scholarship Web site, [www.nova.edu/cwis/finaid/scholarships/index.htm](http://www.nova.edu/cwis/finaid/scholarships/index.htm), provides the resources to help you locate scholarship opportunities, and plan the financial aspects of your education. Listed below is some of the

scholarship information available on the NSU Scholarship Web site.

### **New Scholarships**

New scholarships are regularly being added to this section. Please visit this site frequently.  
[www.nova.edu/cwis/finaid/scholarships/news.html](http://www.nova.edu/cwis/finaid/scholarships/news.html)

### **Independent Colleges & Universities of Florida (ICUF)**

[www.ficf.org](http://www.ficf.org)

If you meet the listed requirements for any of the open scholarships on the Web site, please contact Kirk Berner at (954) 262-7918 for application information.

### **Institutional Scholarships**

Farquhar College of Arts and Sciences, Wayne Huizenga School of Business, Fischler School of Education and Human Services, and Allied Health and Nursing institutional awards are available and managed by their own programs. A good place to start is the “institutional scholarships” Web page at [www.nova.edu/cwis/finaid/scholarships/institutional.html](http://www.nova.edu/cwis/finaid/scholarships/institutional.html).

### **Student Employment**

There are three main student employment programs: Federal Work-Study (FWS), Nova Student Employment, and Job Location and Development (JLD).

### **Federal Work Study Program**

The FWS Program is a need-based program that provides students with part-time employment to help meet their financial need. FWS is awarded to U.S. citizens and resident aliens. Students must be awarded FWS in order to apply and obtain a position. Interested students must file a FAFSA, and indicate on the FAFSA that they are interested in Work-Study. Students may work up to 25 hours per week depending on eligibility. The rate varies according to the position. When calculating the balance owed to NSU, do not deduct FWS, as you would other aid. The Bursar’s Office does not calculate

the award as expected payment towards tuition. Students will receive a paycheck every other week.

Under the umbrella of FWS are the **America Reads and America Counts Programs**. Students serve as reading or math tutors to elementary school children throughout Broward County. Students must have their own dependable transportation. The minimum number of hours students can work is 10 hours per week. The pay rate is \$13.00 an hour. Tutors must complete a training session and pass a background check. Students cannot participate in both programs.

Students who have been awarded FWS for the fall term will be sent a student employment packet in the mail at the end of July which includes the student employment application, as well as information regarding the orientation process.

#### **Nova Student Employment**

Nova Student Employment provides part-time, on-campus jobs for in-school students regardless of financial need. Students do not need to apply for financial aid to be considered for these positions. International students may qualify for on-campus student employment under this program. Students can work a maximum of 20 hours per week.

#### **Job Location and Development (JLD)**

The JLD Program develops and locates off-campus jobs for students. Positions are open to all currently enrolled students of NSU, regardless of financial need. International students must receive special permission from their program office and the Office of International Students and Scholars to work off-campus. Positions may be part-time or full-time.

#### **Financial Aid Debt Management**

Have you prepared a budget for your expenses? If not, now is the time to start. The financial decisions you make now will affect your ability to achieve your long-term financial goals. As an undergraduate student, you are able to receive Federal Stafford Loans, in addition to grants and scholarships. As a

dependent undergraduate student, you can borrow an aggregate (life-time) limit of up to \$31,000. It is important to remember, however, that every dollar you borrow will need to be paid back with interest. For instance, if you were to borrow the entire \$31,000, your monthly student loan repayment would be approximately \$356 per month.

Studies show that in order to comfortably pay back your student loans, the monthly payment should be less than 10 percent of your monthly income. That means in order to pay back \$356 per month; you will need a salary of at least \$42,810.

Before you take out any student loans, you should get an idea of how much you will be making in your particular field upon graduation. You can check this information by visiting [www.collegegrad.com](http://www.collegegrad.com), and looking up the entry level salary for your future profession.

### **Be Credit Card Smart!**

- Credit cards are not free money; they are actually high interest loans in disguise. Familiarize yourself with the various fees associated with credit cards.
- Only take out one or two credit cards.
- Shop around for the lowest interest rates.
- Make sure interest rates are fixed.
- You can save a lot of time and money by paying more than your minimum monthly credit card payment.
- If you have a balance of \$1,000 with a 16% interest rate, and you only make the minimum \$25 per month payment, it will take you 11 years and \$1,861 to pay off that \$1,000. However, by simply doubling your payment to \$50 per month, you can pay that same balance off in 2 years for only \$1,192.

Your college education should be as financially stress-free as possible. By preparing early, borrowing wisely, and taking the time to research options to finance your college education, you can avoid the financial pressures and focus on the wonderful and valuable experience offered at NSU.

## **The University Bursar's Office**

The Office of the University Bursar is responsible for billing students, collecting and depositing their payments, issuing refunds from excess financial aid funds, and verifying students' eligibility for a student loan. Please be aware of the following policies:

- Registration will be processed unless there is a hold on the student's account.
- Electronic bills are sent the middle of each month via email to the student's NSU email address. No paper bills are sent. Students can authorize additional users to receive an NSU eBill notification by signing the person on as an Authorized User.
- If a student owes a balance 30 days after the start of the term, a hold and a \$50.00 late fee will be placed on the account. This hold prevents future registrations, the viewing of grades, and access to the RecPlex at the University Center.
- If a balance exists after 90 days, the account will be placed in collections.

### **Method of Payment**

NSU accepts Visa, MasterCard, and American Express. Check payments include traveler's checks, cashier's checks, and personal checks, and money orders. International checks must be in U.S. funds only and drawn on a U.S. bank. Wire transfers are accepted. More information regarding wire transfers is available at [www.nova.edu/cwis/bursar/registration.html](http://www.nova.edu/cwis/bursar/registration.html).

You may make a credit card payment online at [www.webstar.nova.edu](http://www.webstar.nova.edu). You must have your User ID and PIN to log in to WebSTAR. Electronic check and credit card payments can also be made through NSU eBill. Credit card authorization forms can be downloaded from the Bursar's Web site at [www.nova.edu/cwis/bursar/forms/ccauthform.pdf](http://www.nova.edu/cwis/bursar/forms/ccauthform.pdf) and faxed to (954) 262-2473.

### **Payment Plans**

Some graduate program offices offer payment plan options. Please check your program's Web site for details. In addition, NSU offers the following plans:

#### **Installment Plans**

NSU offers a Three-Month (one term) and a 10-Month (Fall and Winter Term) Payment Plan.

- There is a \$50 non-refundable application fee.
- With the Three-Month Payment Plan, one-third of tuition is due at the time of registration, one third in 30 days, and the last third in 60 days.
- The 10-Month Payment Plan begins in June and ends in March.
- A nominal Monthly Maintenance Fee is also charged.
- International students are not eligible.

Please visit the following Bursar's Web page for details: [www.nova.edu/cwis/bursar/payment.html](http://www.nova.edu/cwis/bursar/payment.html).

#### **Employer Tuition Assistance Plans**

Undergraduates eligible for employment tuition assistance programs must submit a letter of eligibility or purchase order from their employer.

- First payment due at set-up is a \$50 deferment fee plus all student fees.
- Payment of post dated checks or credit card authorizations for tuition only may be deferred for five weeks after course completion.

#### **Florida Prepay Plan**

Students will be invoiced based on their term credit hours and the current Florida state tuition rate. If a student is on the unrestricted plan, the student must designate a dollar amount for up to the cost of tuition and fees. Transfer students must contact Florida Prepay to transfer the account to NSU. A copy of the front and back of the ID card is required each term.

### **The One-Stop Shop**

The One-Stop Shop is the central point of information and service for walk-in prospective, new, and continuing students. The staff is cross-trained in financial aid, registration, bursar and student accounts functions, as well as to provide other types of status information and services that students may require. Stop by anytime during the hours of operation listed below: The One-Stop Shop is located in the Horvitz Building on the main campus.

#### **Hours of operation:**

Monday - Thursday 8:30 a.m. to 7:00 p.m.

Friday 8:30 a.m. to 6:00 p.m.

Saturday 9:00 a.m. to 12:00 p.m.

The One-Stop Shop is closed on holidays observed by NSU.

## **Student Counseling Services**

**Location:** Parker Building 150

**To make an appointment:** (954)262-7050

**Office Hours:**

Monday, Thursday, and Friday: 9 am to 5 pm

Tuesday and Wednesday: 9 am to 8 pm

**Walk In Hours:**

Tuesday: 12:30 pm to 2:30 pm

Wednesday: 4:00 pm to 6:00 pm

### **Mission**

Student Counseling is committed to helping NSU students effectively manage the personal and social challenges of learning and changing in a university environment.

### **Services**

Services are available to full- or part-time NSU students. Each student is given up to 10 counseling sessions per year, free of charge, excluding Psychiatric Services, which has a reasonable fee associated.

### **Services include**

- Individual Counseling
- Couples Counseling
- Group Counseling
- Hypnosis
- Psychiatric Services

### **Confidentiality**

When you come to Student Counseling, we keep what you tell us (and even the fact that you've been to see us) confidential, revealing no information about you to anyone outside our office, including professors, administrators, family, or friends. And our records stay in-house, separate from your academic and/or medical records.

If you want us to talk with someone about you or your situation, we'll be happy to do so, but only after you've signed a release of information form, explicitly giving us your permission.

There are a few exceptions to our confidentiality policy. The state of Florida requires disclosure without written or verbal consent when there is a suspicion of child and/or elder abuse or neglect, or if you intend to harm yourself or others. In such cases, we are legally bound to help ensure the safety of the at-risk person.

## **Student Health Insurance**

**Blue Cross Blue Shield  
WWW.NOVA.EDU/SMC**

### **NSU Student Health Insurance**

- All Nova Southeastern University health professions division, undergraduate day programs, and on-campus residential students are required to maintain adequate health insurance coverage.
- All students mentioned above will be automatically billed for the student health insurance endorsed by NSU.
- If you carry your own insurance, you must complete an online waiver located at [www.nova.edu/smc](http://www.nova.edu/smc).

### **Plan Highlights**

- All co-pays and deductibles will be waived when services are rendered within the NSU Student Medical Center, Family Medicine, Internal Medicine, OB/GYN, and Dermatology office within the NSU medical clinics.
- There is a \$850 cap on prescription benefits
- Allowance of \$200, 000 per person per policy year
- \$2,500 max out of pocket
- 80/20 PPO plan
- \$150 deductible outside of NSU medical clinics
- \$25/40 co-pays outside of NSU medical clinics
- Full explanation of benefits can be found at [www.nova.edu/smc](http://www.nova.edu/smc)

### **Insurance Fees**

Fees will be broken into two payments and will be AUTOMATICALLY billed to the student's NSU account. The fees below are based on the 2008-2009 academic year (August, 2008 to July 31, 2009)

- Student- \$1,739
- Spouse- \$4,340
- Child- \$2,893

### **Waiver Deadline:**

**IF YOU DO NOT COMPLETE AN ONLINE WAIVER BY THE GIVEN DEADLINE, THE INSURANCE FEES WILL REMAIN!**

**THE UNDERGRADUATE DEADLINE TO WAIVE IS  
AUGUST 31, 2009**

**Please visit our website for detailed information  
[www.nova.edu/smc](http://www.nova.edu/smc)**

## **NOVALERT**

Our mission is to assist the university by providing a safe environment for our NSU community.

<http://www.nova.edu/cwis/pubsafety>  
954-262-8999

### **PUBLIC SAFETY HIGHLIGHTS**

#### **Fire Safety**

- Stop what you're doing.
- Evacuate the building.
- Do not use elevators or interior stairs.
- Use fire exit stairs to leave the building.
- Go to a designated area.

#### **Driver Assistance**

- Vehicle Lockouts: NovAlert officers on the Main Campus and at East Campus will try to open your car, as long as you don't have side air bags.
- Vehicle Jumpstarts: NovAlert officers will attempt to jumpstart your car using a jump pack only.
- Tires & Air: NovAlert officers can inflate your tires, but we cannot help you change them.

### **Parking on Campus**

ALL PARKING REGULATIONS ARE ENFORCED!

Information regarding these parking regulations can be found in the Campus Safety and Traffic Handbook.

Regulated parking areas include:

- Handicap Parking
- Reserve Parking
- Visitor Parking
- Patient Parking
- Gated Parking
- HPD Parking Garage
- NSU Student/Staff Parking
- LRITC Public Parking Garage

**VIOLATORS CAN BE FINED AND TOWED!**

### **Personal Safety**

BEING AWARE OF PERSONAL SAFETY IS AN IMPORTANT PART OF OUR CAMPUS CRIME PREVENTION PROGRAM.

You can call Public Safety at 954-262-8999, OR press the TALK BUTTON for assistance:

- Blue Light Phones
- Elevator Emergency Phones
- Parking Gate Talk-A-Phones

### **Lost and Found**

THE SECURITY OPERATIONS CENTER IS THE REPOSITORY FOR LOST AND FOUND PROPERTY.

Call Public Safety at 954-262-8999 to:

- Report lost property
- Recover found property
- NSU ID Cards are turned over to the Card Office in the Horvitz Building

## **NSU Quick Links**

**NSU Homepage**

[www.nova.edu](http://www.nova.edu)

**Bursar's Office**

[www.nova.edu/cwis/bursar](http://www.nova.edu/cwis/bursar)

**Campus Recreation**

[www.rec.nova.edu/index.html](http://www.rec.nova.edu/index.html)

**Computer Support HELP line**

[www.nova.edu/cwis/oit/stuservices.html](http://www.nova.edu/cwis/oit/stuservices.html)

**Dining Services**

[www.dineoncampus.com/nova](http://www.dineoncampus.com/nova)

**Farqhar College of Arts & Sciences advising**

[www.undergrad.nova.edu/advising](http://www.undergrad.nova.edu/advising)

**Fischer School of Education & Human Services  
Advising**

[www.schoolofed.nova.edu/fgshome/current/cur\\_advising.htm](http://www.schoolofed.nova.edu/fgshome/current/cur_advising.htm)

**Flight Deck/Student Union**

[www.nova.edu/studentunion/index.html](http://www.nova.edu/studentunion/index.html)

**H. Wayne Huizenga School of Business and  
Entrepreneurship Advising**

[www.huizenga.nova.edu/currentStudents/OfficeofAcademicAdvising.cfm](http://www.huizenga.nova.edu/currentStudents/OfficeofAcademicAdvising.cfm)

**Main Library**

[www.nova.edu/library](http://www.nova.edu/library)

**NSU Bookstore**

<http://nsubooks.bncollege.com>

**NSU Student Counseling**

[www.nova.edu/studentcounseling](http://www.nova.edu/studentcounseling)

**Office of Career Development**

[www.nova.edu/career/index.html](http://www.nova.edu/career/index.html)

**Office of Financial Services**

[www.nova.edu/cwis/finaid](http://www.nova.edu/cwis/finaid)

**Registrar**

[www.nova.edu/cwis/registrar/index.html](http://www.nova.edu/cwis/registrar/index.html)

**Residential Life and Housing**

[www.nova.edu/reslife/index.html](http://www.nova.edu/reslife/index.html)

**Student Medical Center**

[www.nova.edu/HCC](http://www.nova.edu/HCC)

## **NSU Important Numbers**

Academic Service.....	(954) 262-8350
Admissions (undergraduate).....	(954) 262-8000
Athletics.....	(954) 262-8250
Bursar's Office.....	(954) 262-5200
Computer Support HELP line.....	(954) 262-4357
Current Newspaper.....	(954) 262-8455
Dining Services.....	(954) 262-5300
Farquhar College of Arts & Sciences	
Advising.....	(954) 262-7990
Fischer School of Education & Human Services	
Advising.....	(954) 262-7900
Financial Aid.....	(954) 262-3380
Flight Deck and Student Activities.....	(954) 262-7288
Health Professions Division.....	(954) 262-1000
Huizenga School of Business Advising.....	(954) 262-5067
Mail Services—Goodwin.....	(954) 262-8875
Main Library.....	(954) 262-4949
NSU Bookstore.....	(954) 262-4750
NSU Student Counseling.....	(954) 262-7050
Office of Career Development.....	(954) 262-7201
Office of the Dean of Student Affairs.....	(954) 262-7280
Radio Station—WNSU.....	(954) 262-8457
Recreation and Wellness.....	(954) 262-7301
Registrar.....	(954) 262-7255
Residential Life and Housing.....	(954) 262-7052
Student Medical Center.....	(954) 262-1262

