



# Registrar Updates

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# Special Notices

## *Aid Elig Decision Codes*

<i><u>DECISION CODE</u></i>	<i><u>DESCRIPTION</u></i>
45	Full Acceptance
AF	Admit, Fully
BF	Admit, Full
BU	Full Admit, Upgrade
CC	Admit, Official
CF	Admit, Official
CR	Status Revised -Official Admit
CT	Official Admit -Rgstrtn Exists
CY	Status Revised -Official Admit
FA	Fully Admitted
FF	Degree Candidacy
FY	Fully Admitted (Reg Exists)
HX	Accept - Full
JE	Fully Admitted
JG	Fully Admitted(Reg Exist)
L3	Admit, Summer
L6	Admit, Full
LA	Admit, Full
LB	Admit from AAMPLE
OF	Full Admit
SC	Admit, Complete
SZ	Admit, Complete (Reg Exist)
VC	Admit, Complete

## Family Educational Rights and Privacy Act (FERPA)

The [Family Educational Rights and Privacy Act of 1974](#) (FERPA), also known as the Buckley Amendment, afford students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar's Office written requests that identify the record(s) they wish to inspect. The Registrar's Office will arrange for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the University Registrar. If the decision is in agreement with the students' requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and will be informed by the Office of the University Registrar of their right to a formal hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, collection agent, loan servicing agent, or the National Student Clearinghouse); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- The right to file a complaint with the Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605 concerning alleged failures by Nova Southeastern University to comply with the requirements of FERPA.

Nova Southeastern University hereby designates the following student information as public or "Directory Information." Such information may be disclosed by the institution for any purpose, at its discretion.

### **Disclosed info may include:**

- Student name
- Local and home address
- Telephone numbers
- Major field of study
- Participation in Sports
- Place of birth
- Degrees, Honors and awards received



- Enrollment Status
- Year in School
- Anticipated Graduation Date
- E-mail address

### **Release of Student Information**

Students can give consent to permit Nova Southeastern University to discuss and/or release personal identifiable information to a third party such as a spouse, a parent, a guardian, etc. This consent must be provided in writing with the student's signature. To provide a written consent, complete the [Authorization for Release of Information](#) form.

Students may also withhold directory information (as defined above) by completing the [Request to Prevent Disclosure of Directory Information](#) form. Students are warned; however, prior to making a decision to withhold personally-identifiable data, that undesirable consequences frequently occur, such as, names of students on the Dean's List are not published, names are not listed in commencement bulletins, and requests from prospective employers are denied. After completing the form, submit it to the University Registrar's Office, 3301 College Avenue, Fort Lauderdale, FL 33314.

### **Deceased Student Records**

Records of deceased students will be made available to the parent(s), spouse, or executor/executrix of the deceased student and other authorized parties upon written request. The request must include the need for the records; must identify the requestor's relationship to the deceased student; and must be accompanied with an official record certifying authorization to receive the student records, i.e., assignment as executor/executrix. An official copy of the death certificate must accompany the request, if the university does not have prior notice of the student's death. The university reserves the right to deny the request.

For further assistance on this matter, students should contact the University Registrar's Office.



A standard linear barcode consisting of vertical black bars of varying widths on a white background. The barcode encodes information used by the document management system.

Student Name: \_\_\_\_\_ NSU ID: N \_\_\_\_\_  
*Last name, first name, middle initial*

## Page 1 of 2



## Instructions and General Information

**Please complete the front of this form and submit the completed form**

**by mail:** NSU, Office of the University Registrar, 3301 College Avenue, Fort Lauderdale, FL 33314-7796  
**OR**

**in person:** One-Stop Shop, Horvitz and Terry Administration Buildings on the main Fort Lauderdale campus

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. With limited exception, Nova Southeastern University (NSU) is required to receive written consent from students before personal identifiable information can be discussed or released to any third party (e.g., spouse, parent, employer, etc.) This Authorization for Release of Information form allows students to grant others access to their records.

### **FERPA affords students rights as follows:**

- **The right to inspect and review their education record maintained by NSU.**

Students who wish to inspect and review their education record(s) should submit a written request to the Office of the University Registrar that identifies the record(s) they wish to inspect. NSU is not required to provide copies of records, unless, for reasons such as great distance, it is impossible for the student to review the record. The Office of the University Registrar will respond to requests within 45 days and notify the student of the time and place where the record(s) may be inspected.

- **The right to request an amendment to an education record.**

Students may request an amendment to their education record which they believe to be inaccurate or misleading. Concerns may be informally discussed with the University Registrar. If the University Registrar agrees with the student's concerns, the appropriate records will be amended. If the University Registrar finds the student's concerns to be unfounded, she will notify the student within a reasonable period of time that the student's records will not be amended. The University Registrar will then inform the student of his or her right to a formal hearing. After the hearing, if NSU still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information. Students who wish to request an amendment to their education record(s) should contact the Office of the University Registrar.

- **Generally, NSU must have written permission from the student in order to release any information from a student's education record.** However, FERPA allows schools to disclose those records, without consent, to the following parties, or under the following conditions:

- NSU officials with legitimate educational interest;
- other schools to which a student is transferring;
- specified officials for audit or evaluation purposes;
- appropriate parties in connection with financial aid to students;
- organizations conducting certain studies for or on behalf of the school;
- accrediting organizations;
- to comply with a judicial order of lawfully issued subpoena;
- appropriate officials in cases of health and safety emergencies; or
- state and local authorities, within a juvenile justice system, pursuant to specific state law.

- **The right to file a complaint,** concerning alleged failures by NSU to comply with the requirements of FERPA, with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605

- **NSU may disclose, without consent, "directory" information.** NSU designates the following student information as public or "directory information." Such information may be disclosed by NSU at the university's discretion.

- |                           |  |
|---------------------------|--|
| ○ Student name            | ○ Dates of attendance                  |
| ○ Local and home address  | ○ Degrees, honors, and awards received |
| ○ Telephone numbers       | ○ Enrollment status                    |
| ○ Major field of study    | ○ Year in school                       |
| ○ Participation in sports | ○ Anticipated graduation date          |
| ○ Place of birth          | ○ Email address                        |

Students may request that NSU withhold directory information by completing a Request to Prevent Disclosure of Directory Information Form (located on the Registrar's Web site at [www.nova.edu/registrar](http://www.nova.edu/registrar)). The form should be submitted to: NSU, Office of the University Registrar, 3301 College Avenue, Fort Lauderdale, FL 33314-7796. Please note: Once a student has filed a Request to Prevent Disclosure of Directory Information Form, the Office of the University Registrar will not release the student's directory information to anyone, including for such purposes as publication on the Dean's List, listings in commencement bulletins, and requests from prospective employers.

- **The right to be notified of students' rights under FERPA annually.**

The University Registrar's Office sends a FERPA notification via email to all students each fall.



NOVA SOUTHEASTERN UNIVERSITY

Enrollment and Student Services

Office of the University Registrar

3301 College Avenue • Fort Lauderdale, Florida 33314-7796

(954) 262-7200 • 800-541-6682 • Fax (954) 262-2915

## Request to Prevent Disclosure of Directory Information

Pursuant to the Family Educational Rights and Privacy Act of 1974 and amendments thereto, you have the right to prevent the disclosure of "Directory Information," which otherwise may be released for any purpose at the discretion of Nova Southeastern University (NSU). The items listed below are presently designated by NSU as Directory Information:

Student name

Local and home address

Telephone numbers

Major field of study

Participation in sports

Place of birth

Dates of attendance

Degrees, honors and awards received

Enrollment status

Year in school

Anticipated graduation date

Email address

NSU reserves the right to change the categories of Directory Information at any time.

Please Note: Consider very carefully the consequences of your request to not disclose Directory Information to persons or organizations outside NSU. NSU shall comply with your request, except as otherwise required by law. NSU shall not be liable or responsible for honoring your request.

Student I.D. \_\_\_\_\_ Student's Name: \_\_\_\_\_  
Last First MI

Permanent Address (Mailing Address, City, State Zip) \_\_\_\_\_

Phone Number \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sign and submit to the One-Stop Shop on the main campus (Horvitz and Terry Administration Buildings) or mail to NSU, Office of the University Registrar, 3301 College Avenue, Fort Lauderdale, FL 33314.

FOR OFFICE USE ONLY

Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

## **Notice to Students Regarding Rates of Graduation of First-time in College Full-time Freshmen**

The Student Right-to-Know Act requires colleges and universities throughout the United States to inform students regarding graduation rates for full-time undergraduates entering college for the first time. The utility of graduation rates is a complicated and much debated issue in higher education. It is important for prospective students and parents to be as knowledgeable as possible about the university and the particular undergraduate program(s) of interest. It is hoped that the information provided will be helpful.

### **How is success in college measured?**

Success in college and university endeavors is measured in a variety of ways depending on the needs of the student. Not all students entering college intend to complete a degree program. Success for some students is achieved when sufficient knowledge or skill has been attained from a course or series of courses that will provide qualifications for initial employment or that will enhance skills needed for advancement in their current job. Other students may enter college with the goal of demonstrating a level of achievement in college courses that will allow them to transfer to a more selective college or university, or a less expensive state institution. At yet another level, success may be defined as degree attainment. This last measure relates directly to reporting of rates of graduation, while the other measures described above are not taken into account when measuring rates of graduation.

### **Some factors to consider in interpreting rates of graduation**

It is difficult to make valid comparisons of the graduation rates of individual institutions. In order to do so, one must be able to identify institutions with very similar institutional and student characteristics. Institutions vary considerably in their missions, the types of students served, racial/ethnic diversity, selectivity (i.e., admissions standards and requirements), the availability of remedial and/or academic support services, etc. Therefore, the reader should be cautious in attempting to evaluate the performance of a particular institution, or to compare institutions without this essential contextual information. The term private (independent) college or university sometimes elicits in the public visions of elite universities, such as Harvard, Yale, Princeton, etc. It is sometimes assumed that all or most private institutions are highly selective, elite institutions. In fact, the highly selective institutions are only a small percentage of the independent institutions nationally.

Generally speaking, institutions with the highest or most selective admissions standards/requirements will have the highest rates of graduation. For example, students with high SAT scores and GPAs usually are the best prepared to attend college and succeed. Therefore, a college that admits primarily high achieving students will likely have high rates of graduation.

In contrast, institutions with more liberal admissions criteria place the emphasis on access and opportunity, and tend to have lower rates of graduation compared to their more selective counterparts. Typically, entering students with lower levels of achievement in high school require a lot of academic support services to succeed in college.

The definition of graduation rate used here is one prescribed by the federal government which essentially follows a group of first-time in college full-time freshmen from entry through six years to determine how many graduated. Superficially, this measure offers the advantage of being easily communicated and easily compared across institutions (but see factors to consider above). However, an important adjunct to data on graduation rates is data on the number of students who leave before graduation to transfer to another institution, or whose educational goals did not require degree attainment. In other words, not all students who do not graduate from a particular institution have failed to achieve their goals, or have abandoned higher education entirely. Other measures of success such as those discussed above are needed. This year, NSU was able to gather accurate and reliable data on students who transfer to other institutions and complete degrees elsewhere from the National Student Clearinghouse. This additional measure of student success is included in the tables below.

It also is important to note that graduation rates for first-time in college freshmen generally do not represent the overall productivity of an institution's undergraduate programs. First-time in college full-time freshmen represented 51 percent of all entering full-time, undergraduates at NSU in fall 2013; therefore, their rates of completion are not a good measure of the rate of graduation of undergraduates in general. Moreover, rates of graduation of small circumscribed groups of undergraduates might suggest that NSU produces small numbers of bachelor's degree recipients. In fact, overall productivity on an annual basis is quite substantial. While only 198 of 488 members of the fall 2007 entering class of full-time first-time freshmen graduated within six years, through academic year 2012-2013, NSU awarded 1,538 bachelor's degrees. Therefore, the total number of bachelor's degrees awarded during a 12-month period is a more comprehensive measure of productivity.

While the matters relating to rates of graduation are complex, it is hoped that the information provided will be valuable to you, and that you will keep in mind the complexities briefly addressed here when analyzing and interpreting the data provided.



**Nova Southeastern University**  
**Disclosure of Graduation Data in Compliance with the Federal Student Right-to-Know Act**

- A total of 1,538 bachelor's degrees were awarded between July 1, 2012 and June 30, 2013.
- Fifty-seven percent of full-time, new undergraduate students entering NSU in the fall of 2007 graduated with a bachelor's degree within six years.
- Sixty-nine percent of full-time transfer students entering NSU with an associate's degree in the fall of 2009 graduated with a bachelor's degree within three years.
- Forty-one percent of first-time in college, full-time freshmen entering NSU in fall 2007 graduated with a bachelor's degree within six years (see below). The average graduation rate over the past four cohorts for this group is 41%.
- Fifty seven percent of first-time in college, full-time freshmen receiving athletically-related aid entering NSU in fall 2007 graduated with a bachelor's degree within six years (see below). The average graduation rate over the past four cohorts for this group is 54%.

**Rates of Graduation and Persistence Within 150 Percent of Normal Time**  
**Fall 2007 Cohort of Bachelor's and Certificate-Seeking**  
**First-time in College Full-time Entering Freshmen**

	Original Cohort	Graduated		Transferred to another Institution		Graduated or Transferred	
	No.	No.	Rate	No.	Rate	No.	Rate
<b>Gender</b>							
Men	181	63	35%	73	40%	136	75%
Women	307	135	44	126	41%	261	85%
<b>Race/Ethnicity</b>							
American Indian or Alaska Native	2	0	0%	1	50%	1	50%
Asian	30	17	57%	10	33%	27	90%
Black or African American	105	27	26%	47	45%	74	70%
Hispanic	132	57	43%	52	39%	109	83%
More than One	6	5	83%	1	17%	6	100%
Native Hawaiian/Pac. Islander	1	1	100%	0	0%	1	100%
Non-Resident Alien	18	10	56%	4	22%	14	78%
Unknown	29	9	31%	14	48%	23	79%
White (Non-Hispanic)	165	72	44%	70	42%	142	86%
<b>Type of Financial Aid</b>							
Pell Grant	209	83	40%	80	38%	163	78%
Subsidized Stafford Loan, no Pell	107	47	44%	40	37%	87	81%
Neither Pell Grant nor Subsidized Stafford Loan	172	68	40%	79	46%	147	85%
<b>Total</b>	<b>488</b>	<b>198</b>	<b>41%</b>	<b>199</b>	<b>41%</b>	<b>397</b>	<b>81%</b>

Eight of the cohort members who did not graduate were still enrolled six years after entry, making the overall persistence rate 42 percent and the persistence plus students who transferred to other institutions rate 83 percent.

**Rates of Graduation and Persistence Within 150 Percent of Normal Time  
Fall 2007 Cohort of Bachelor's and Certificate-Seeking  
First-time in College Full-time Entering Freshmen Athletes Receiving Athletic Aid**

	Original Cohort	Graduated		Transferred to another Institution		Graduated or Transferred	
	No.	No.	Rate	No.	Rate	No.	Rate
<b>Gender</b>							
Men	25	11	44%	6	24%	17	68%
Women	26	18	69%	3	12%	21	81%
<b>Race/Ethnicity</b>							
American Indian or Alaska Native	0	0	NA	0	NA	0	NA
Asian	1	1	100%	0	0%	1	100%
Black or African American	5	5	100%	0	0%	5	100%
Hispanic	12	6	50%	1	8%	7	58%
More than One	0	0	NA	0	NA	0	NA
Native Hawaiian/Pac. Islander	0	0	NA	0	NA	0	NA
Non-Resident Alien	2	0	0%	1	50%	1	50%
Unknown	0	0	NA	0	NA	0	NA
White (Non-Hispanic)	31	17	55%	7	23%	24	77%
<b>Type of Financial Aid</b>							
Pell Grant	15	9	60%	2	13%	11	73%
Subsidized Stafford Loan, no Pell	5	3	60%	2	40%	5	100%
Neither Pell Grant nor Subsidized Stafford Loan	31	17	55%	5	16%	22	71%
<b>Sport</b>							
Baseball	8	1	13%	3	38%	4	50%
Basketball	7	5	71%	1	14%	6	86%
Cross Country	2	1	50%	1	50%	2	100%
All Other Sports	34	22	65%	4	13%	26	76%
<b>Total</b>	<b>51</b>	<b>29</b>	<b>57%</b>	<b>9</b>	<b>18%</b>	<b>38</b>	<b>75%</b>

Note: In accord with federal regulations race, ethnicity, and gender data are not reported by sport, because there were five or fewer students in each category.

**Fall 2013 Full-time Undergraduate Enrollment by  
Race/Ethnicity, Gender, Athletic Aid, and Sport Played**

Race/Ethnicity	Gender	NSU Total	Students Receiving Athletically-Related Financial Aid				
			Baseball	Basketball	CC/Track	Other*	Grand Total
Non-resident Alien	Men	118	0	1	2	5	8
	Women	119	0	1	2	4	7
	Total	237	0	2	4	9	15
Hispanic or Latino	Men	287	12	0	3	10	25
	Women	739	0	1	2	19	22
	Total	1026	12	1	5	29	47
American Indian/Alaskan Native	Men	2	0	0	0	0	0
	Women	5	0	0	0	0	0
	Total	7	0	0	0	0	0
Asian	Men	107	0	0	1	0	1
	Women	180	0	0	1	2	3
	Total	287	0	0	2	2	4
Black or African American	Men	160	0	0	11	1	12
	Women	417	0	2	6	9	17
	Total	577	0	2	17	10	29
Native Hawaiian/Pacific Island	Men	0	0	0	0	0	0
	Women	6	0	0	0	0	0
	Total	6	0	0	0	0	0
White	Men	389	15	8	10	36	69
	Women	769	0	9	12	110	131
	Total	1158	15	17	22	146	200
More than one	Men	20	1	1	0	2	4
	Women	44	0	1	2	2	5
	Total	64	1	2	2	4	9
Unknown	Men	26	2	0	3	2	7
	Women	64	0	0	1	2	3
	Total	90	2	0	4	4	10
Total	Men	1109	30	10	30	56	126
	Women	2343	0	14	26	148	188
<b>Grand Total Full-time Undergraduates</b>		<b>3452</b>	<b>30</b>	<b>24</b>	<b>56</b>	<b>204</b>	<b>314</b>

\*Other sports include: Golf, Rowing, Soccer, Softball, Swimming and Diving, Tennis, and Volleyball.

Men's sports include: Baseball, Basketball, Cross-country/Track, Golf, Soccer, and Swimming and Diving.

Women's sports include: Basketball, Cross-country/Track, Golf, Rowing, Soccer, Swimming and Diving, Tennis, and Volleyball.



## Banner Form Job Aide

1	SPAIDEN	Student's name, address, phone number, email, old names, biographical information, confidential indicator, and emergency contact.
2	SPACMNT	Student comments are stored here
3	RHACOMM	Financial Aid comments are stored here.
4	SAASUMI	Admission application summary is where all applications can be viewed for the applicant.
5	SAAADMS	Admission application form displays one application at a time.
6	SGASTDQ	Lists all terms and the student records tied to each term.
7	SGASTDN	By leaving the term blank all student records will be displayed. By entering a specific term only that student record will be displayed.
8	SOADDRQ	Address summary form to view all of a student's addresses.
9	SPATELE	Telephone form to view all of a student's phone numbers.
10	GOAEMAL	Email address form to view all of a student's email addresses.
11	SFAREGS	This form is where a student is registered for each term.
12	SFASRPO	Registration overrides.
13	SFARHST	A student's registration history can be viewed here.
14	SFASTCA	Registration audit information is found on this form. Every registration/drop/grading action which happens within a term is maintained here.
15	SFASLST	Class roster where the original grade the instructor posted through the web is maintained.
16	SFAALST	Class roster where the LDA can be viewed for students that never or stopped attending.
17	SHACRSE	All of a student's graded courses are stored here. If a change of grade has been processed, it will show here and not on the class roster.
18	SHATERM	Displays a student's GPA information by level. The first page gives the overall GPA and the second page breaks it down by term.
19	SHAINST	By term, this form displays the status of a student's academic status.
20	TSAAREV	All charges and payments are maintained on this form.
21	SSASECQ	By filling in the term, subject, and course number and do a search function, all CRNs will be displayed.
22	SSASECT	CRN creation is done on this form. The dates, meeting days and times, and the instructor are also located here.
23	SIAINST	Create a faculty and advisor record here.
24	SIAASGN	Assign faculty to a roster or to view all of a faculty members classes for a term.
25	SOAHOLD	View all holds on a student's account.
26	SCACRSE	Base course information.
27	SCADETL	Co-reqs, Equivalents, Attributes, and Course Description. If the data is in the form before the CRN is built, it will roll into the sections on SSADETL.
28	SCARRES	View course restrictions here. If the data is in the form before the CRN is built, it will roll into the sections on SSARRES.
29	SCAPREQ	Pre-reqs and test scores. If the data is in the form before the CRN is built, it will roll into the sections on SSAPREQ.
30	SSAXLST	Where courses that are cross listed are tied together.
31	SGAADVR	Advisors tied to a student's record are located here.
32	SGASADD	Cohort codes and student attributes.
33	GEIIDFN	To view the status of a student's commencement invitation.

## How to Determine the Status of a Transcript

Transcripts for admissions must be sent directly to Enrollment Processing Services (EPS) at 3301 College Avenue – P.O. Box 299000, Fort Lauderdale, FL 33314-9905.

- Transcripts
  - Official (doc type **OTRAN**)
    - Printed on school's official paper and has the following:
      - School's name
      - Student's name
      - School's seal
      - Registrar or authorized signature
    - Emailed from a transcript service provider or from a school that transmits electronically to NSU. These transcripts are downloaded daily by EPS or received daily in an email that requires a password to open the document. Transcript service providers include Docufide, National Student Clearinghouse, Scrip-Safe, SMART (Navy and Marine), and AARTS (Army)
    - Submitted in a school's sealed envelope (i.e. the envelope is glued closed)
      - A student can submit a transcript that was mailed from the institution to the student in a sealed envelope and has no signs of tampering.
      - A student can pick up and submit an official transcript from another institution in a sealed envelope and has no signs of tampering.
      - A transcript is considered official if it has the student's name in the addressee line; has "student" listed in the addressee line; or is stamped "Issued to Student" (as long as it meets the other criteria listed above).
        - A transcript is not official if it is stamped "Student Copy" or has a watermark printed across the page indicating "Student Copy"

- Unofficial (doc type **UTRAN**)
  - Stamped, written, or has a watermark stating “Student Copy” or “Student Copy” is printed across the page.
  - Does not have the school’s seal. The seal does not have to be a ‘raised’, it can be printed on the transcript, like our (NSU) transcript
  - If the student has opened the transcript before submitting
  - If the transcript was faxed or emailed by the student
  - Emailed by the institution **without** using a secure process through an approved agency
  - Transcript says “Copy of Official Transcript”
  - Not on school’s official transcript paper (printed on white paper)
  - Has school’s name, but states “Unofficial Transcript”
  - Opened off campus or by someone other than an EPS staff member. If the transcript is opened in error, it needs to be sent to the University Registrar’s Office with the envelope it was received in and with an explanation of why it was opened instead of being submitted directly to EPS.
- Unofficial Academic Record (new doc type **UAR**) can be used for academic advising, but cannot be used for admissions purposes as an unofficial transcript.
  - Looks like a transcript, but there is a URL at the top or bottom of the page which signifies the student printed it from a self-service student portal.
  - Academic History and/or Advising Report (like our CAPP report)
  - MyBC, My Academic, or any “My” report which signifies a self-service student portal.
  - Document called a “report” and not a “transcript”
  - Foreign Credentials without an evaluation.
- Foreign Credentials—NSU may accept the evaluation of foreign credentials from agencies recognized by the Department of Education, the United States Immigration and Naturalization Service, National Association of Credential Evaluation Services (NACES), and other recognized governmental and private agencies that are approved by



NSU's Executive Administration. Official foreign credentials from schools which are accredited by a United States regionally accrediting body will be accepted without an evaluation and coded as an ODEVAL.

- Official (doc type **ODEVAL**)
  - Evaluation which states “prepared based on official **original** academic credentials’. This statement can be found in the first paragraph.
- Unofficial (doc type **UDEVAL**)
  - Evaluation which states “prepared based on **photocopies** of official academic credentials’. This statement can be found in the first paragraph.
- High School Transcripts are not addressed separately in this document, but they are coded as official (OHSTR) and unofficial (UHSTR) just like the transcripts discussed above.
- Most Service Applications (SAPP doc type) for Professional Programs have transcripts attached which are used to make a decision on the student's admissibility, but are not used to satisfy a full admit status. Once the student is offered admissions he or she must provide all final official transcripts to be fully admitted.
- The Official and Unofficial transcript stamp will no longer be accepted. If the envelope is opened or the seal is broken, the transcript will be considered unofficial. Prospective and current students are to send all admission-related documents to NSU's EPS mail code/address and not to individuals or individual departments.

## **Continuing Education Unit (CEU)**

A **Continuing Education Unit (CEU)** is a generally recognized measurement of a student's educational experience in continuing education/professional development programs to maintain professional membership, certification, and/or licensing (IACET, n.d.). One CEU unit is generally defined as ten contact hours in a recognized continuing education program (American Association of Collegiate Registrars and Admissions Officers, 2003).

Not all NSU continuing education/ professional development courses will have CEUs attached. Only programs that have been recognized to offer courses for CEU credentialing should indicate that a course provides instructions that lead to CEUs. Courses with CEU designation will appear on a NSU transcript duly note.

Enrollment and Student Services (ESS) manages all Flexible Registration (Flex Reg) and Banner Setup:

1. College: CE (Continuing & Professional Development)
2. Level: W1 (Continuing Education)
3. Program: CONTED (Continuing Ed/Professional Development)
4. Uses Banner for Continuing Education Application, registration, and credentialing
5. Full academic year: July 1 – June 30
6. No Parts-of-Terms
7. Catalogs
  - Specific to colleges and programs
  - Additional profile questions – specific to a catalog
8. Base Course and Course Registration Number
  - Registration periods tied to the course
  - Additional materials can be incorporated in the registration process
9. Payment Process
  - CE students must pay at the time of registration
  - Discounts (flat or %)



- Coupons
- Purchase orders (flat or %)

#### 10. Application and Registration process

- CE students log into Flex Reg as new or continuing students
- Select the CEU and submit with payment
- Banner creates all necessary Banner records for new students or continuing students and registers the CE student.
- Banner also records the charges and inserts payment for the CEU.

# Course Creation

**University Registrar's Office**

Course Inventory Maintenance/Transmittal Form

Your NSU Email Username

Email Password

**College Info****\* College:**

Select a College

**\* Department:**Select One... **\* Division:**

Please Select



For questions or assistance please  
contact:  
Jamilah Thomas  
Coordinator of Term Scheduling &  
Course Maintenance  
Telephone: (954) 262-7440  
Email: [jt1181@nova.edu](mailto:jt1181@nova.edu)



## University Registrar's Office Course Inventory Maintenance/Transmittal Form

Originator's Contact Information (in case there are questions about the information)

**G. Elaine Poff**

**poff@nsu.nova.edu**

**Ext 27261**

Course Info The Office of the Registrar must approve new course prefix prior to usage or listing in catalogs.

**ABRAHAM S. FISCHLER COLLEGE OF  
EDUCATION**

**Educational Leadership & School  
Admin**

**Doctoral**

**Subj/Prefix: \***

**Course Number: \***

**Add/Change/Inactivate**

**Course:**

(Add is only selected for new courses)

Please Select ▼

**Effective Term: \***

Select a term ▼

**Description of  
Change Request:**

(If change required is not on drop down, choose other & please enter description of change)

Please Select if this is a Change ▼

*Description*

*'Other' Request*

**Equiv Subj & Number**

(Is this course equiv to any other existing course(s)?)

**Full Course Title:**

(Limit to 100 characters including spaces)

**Abbreviated Title:**

(Limit to 30 characters including spaces.)

**Credit Hours**

Min: Max:

**Billing Hours**

Min: Max:

**Repeat Details:**

Repeat Status:

(Is this course repeatable? If yes, please complete the

Limit & Max Hours)

Limit:

(Amount of times a student can take the course)

Maximum Hours:

course)

(Maximum amt of hours student is allowed to take

**Course Attributes:**(i.e BBH- Blackboard Hybrid  
FTIM-Full Time Enrollment)**CIP:**(Classification of Instructional  
Programs)<http://nces.ed.gov/ipeds/cipcode>**Level(s):****Grade Mode:****Schedule Type:**(Select all of the different  
formats the course will be  
offered.)

- ☐ Lecture: Ft. Lauderdale Only
- ☐ Lecture: Hybrid, Ft. Lauderdale Only
- ☐ Lab
- ☐ Lecture/Lab
- ☐ Facilitated Course: Online

- ☐ Facilitated course
- ☐ Distance Education: Instructor Present
- ☐ Distance Education: Internet
- ☐ Distance Education: Other Technologies

**Catalog Description:**(A description is required for  
all new courses. The  
description can be copied &  
pasted here.)**Learning Objectives:**(Each objective should be  
numbered. i.e. 1), 2), 3),ect.**URL:****Pre-Requisites:****Co-Requisites:**

Save for Review

# **Procedures Manual**

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**How to complete the  
online interactive course  
maintenance form**

Office of the University Registrar



**NOVA SOUTHEASTERN  
UNIVERSITY**



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## The Login Page

The screenshot shows the login page for the NSU University Registrar's Office. At the top is the NSU logo and the text "NOVA SOUTHEASTERN UNIVERSITY". Below this is the "University Registrar's Office" heading and the "Course Inventory Maintenance/Transmittal Form" title. The login section has two fields: "Your NSU Email Username" and "Email Password", both highlighted with yellow boxes. Below these are three dropdown menus for "College Info": "College" (set to "HC: COLLEGE OF HEALTH CARE SCIENCES"), "Department" (set to "HAUD - Audiology"), and "Division" (set to "Masters"). A "Continue" button is at the bottom of the form. Red arrows point from two text boxes to the form: one to the username and password fields, and another to the dropdown menus. A third red arrow points to the "Continue" button.

NSU NOVA SOUTHEASTERN UNIVERSITY

University Registrar's Office

Course Inventory Maintenance/Transmittal Form

Your NSU Email Username [ ] Email Password [ ]

College Info

\* College: HC: COLLEGE OF HEALTH CARE SCIENCES

\* Department: HAUD - Audiology

\* Division: Masters

Continue

Enter your NSU email username and password

Click the drop down arrow to make your selections

For questions or assistance please contact:  
Jamilah Thomas  
Coordinator of Term Scheduling & Course Maintenance  
Telephone: (954) 262-7440  
Email: [jt1181@nova.edu](mailto:jt1181@nova.edu)

### Procedures:


1. Open your internet browser and go to the website address:  
[www.nova.edu/cwis/cgi-bin/nsu-only/bannercourse/](http://www.nova.edu/cwis/cgi-bin/nsu-only/bannercourse/)
2. Enter your *NSU Email Username* and *Email Password*, and then press the Tab key.  
**\*hint\* do not enter the domain (@nova.edu) when entering your Username.**
3. Use the drop down arrow to select your *College*, *Department*, and *Division*.
4. Press continue

**NOTE:** For questions and assistance, please contact:

**Jamilah Thomas**  
Coordinator of Course Maintenance  
Telephone: (954) 262-7440  
Email: [courserequests@nova.edu](mailto:courserequests@nova.edu)



Your name, email, extension, as well as the college, department, and division you selected on the login page will automatically populate at the top of the form.


**NOVA SOUTHEASTERN UNIVERSITY**

### University Registrar's Office Course Inventory Maintenance/Transmittal Form

**Originator's Contact Information** (in case there are questions about the information)

Jamilah Thomas      jt1181@nsu.nova.edu      Ext

**Course Info** The Office of the Registrar must approve new course prefix prior to usage or listing in catalogs.

COLLEGE OF OSTEOPATHIC MEDICINE	Masters Degree	Masters
<b>Subj/Prefix: *</b> <input type="text"/>		
<b>Course Number: *</b> <input type="text"/>		
<b>Add/Change/Inactivate Course:</b> <small>(Add is only selected for <u>new</u> courses)</small>	<input type="text" value="Please Select"/>	
<b>Effective Term: *</b>	<input type="text" value="Select a term"/>	
<b>Description of Change Request:</b> <small>(If change required is not on drop down, choose other &amp; please enter description of change)</small>	<input type="text" value="Please Select if this is a Change"/>	
<b>Equiv Subj &amp; Number</b> <small>(Is this course equiv to any other existing course(s)?)</small>	<input type="text"/>	

*\*Other Request Description*

**NOTE:** The fields with the red asterisks (\*) are required fields.

- 4

## The Course Maintenance Form *continued*

The screenshot shows a web browser window with the address bar displaying <http://www.nova.edu/nvu-only/benncourse/unique.cgi>. The browser window has a single tab titled "Course Inventory Maintena...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The form itself is titled "Course Inventory Maintenance" and contains several sections with input fields:

- Full Course Title:** (Limit to 100 characters including spaces) - A single-line text input field.
- Abbreviated Title:** (Limit to 30 characters including spaces) - A single-line text input field.
- Credit Hours:** - Two input fields labeled "Min:" and "Max:".
- Billing Hours:** - Two input fields labeled "Min:" and "Max:".
- Repeat Details:** - A section containing three input fields:
  - Repeat Status:** (Is this course repeatable? if yes, please complete the Limit & Max Hours)
  - Limit:** (Amount of times a student can take the course)
  - Maximum Hours:** (Maximum amt of hours student is allowed to take course)
- Course Attributes:** (i.e. BBH- Blackboard Hybrid FTIM-Full Time Enrollment) - A single-line text input field.
- CIP:** (Classification of Instructional Programs) - A single-line text input field. Below this field is a blue hyperlink: <http://nces.ed.gov/ipeds/cipcode>.
- Level(s):** - A single-line text input field.

The browser window's status bar at the bottom right shows a zoom level of "100%".

### Procedures:

1. Enter the *Full Course Title*. This field is limited to 100 characters including spaces. This field must always be completed for all requests.
2. Enter the *Abbreviated Title*. This field is limited to 30 characters including spaces. (You do not need to abbreviate the full course title if it less than 30 characters, just re-enter the full course title in the abbreviated title field.)
3. Enter the *Minimum and Maximum Credit Hours* and *Billing Hours*. All fields need to be completed even if they are the same.
4. Enter *Repeat Details* for the course if applicable.
5. Enter all *Course attributes* that should be assigned to this course (e.g., BBH, BBF, FTIM, etc.)
6. Enter the *CIP* code. This is used for government reporting purposes. Codes can be found online at <http://nces.ed.gov/ipeds/cipcode>.
7. Enter the *Level* code(s) that should be assigned to this course.



## The Course Maintenance Form *continued*

The screenshot shows a web browser window with the address bar displaying <http://www.nova.edu/nvu-only/banner/course/unique.cgi>. The browser title is "Course Inventory Maintena...". The form has a menu bar with "File", "Edit", "View", "Favorites", "Tools", and "Help".

**Grade Mode:** [Text input field]

**Schedule Type:** (Select all of the different formats the course will be offered.)

- ☐ Lecture: Ft. Lauderdale Only
- ☐ Lecture: Hybrid, Ft. Lauderdale Only
- ☐ Lab
- ☐ Lecture/Lab
- ☐ Facilitated Course: Online
- ☐ Facilitated course
- ☐ Distance Education: Instructor Present
- ☐ Distance Education: Internet
- ☐ Distance Education: Other Technologies

**Catalog Description:** (A description is required for all new courses. The description can be copied & pasted here.) [Text area]

**Learning Objectives:** (Each objective should be numbered. i.e. 1), 2), 3) ect) [Text area]

**URL:** [Text input field]

**Pre-Requisites:** [Text area]

**Co-Requisites:** [Text area]

[Save for Review button]

100%

### Procedures:

**NOTE:** If you do not know level or grade mode codes, contact the program office for assistance.

1. Enter the *Grade Mode* code
2. Select each of the *Schedule Type* formats that apply to this course
3. Enter the *Catalog Description*. Include any prerequisite requirement at the end of the catalog description.
4. Enter each *Learning Objective* using a numbered list.
5. The *URL* field is optional. The URL must be valid and directly related to the course.
6. Enter *Pre-Requisites*, if applicable. Use parentheses ( ) to clarify, if necessary.
7. Enter *Co-Requisites*, if applicable. Use parentheses ( ) to clarify, if necessary.
8. Click the Save for Review button.

## The Course Maintenance Form *continued*

### NOTE:

1. To receive Approval Authority, the Dean from the applicable College must send an email to the Coordinator of Course Maintenance at [courserequests@nova.edu](mailto:courserequests@nova.edu) requesting the addition of a new user they would like to add as an approver.
2. Users that do not have Approval Authority will not be able to submit the form to the Registrar for processing. You will need to check your email account for the Course Maintenance confirmation email and then forward that email to the individual within your center that is the designated Approver.
3. Users with Approval Authority may save and submit the form immediately to the Registrar for processing if the form does not require additional review by other individuals.

## The Confirmation Page and Email

Upon saving the form, you will automatically be redirected to the confirmation page, which gives you the form's tracking number. You will receive a similar notification in your email inbox.

The image shows two screenshots. The top screenshot is a Microsoft Internet Explorer window displaying the 'Course Inventory Maintenance/Transmittal Form' confirmation page. The page features the NSU logo and the following text: 'Thank you for completing the form.', 'Your transmittal form tracking number is: UG\_MM42143', 'Your form has been saved for review', and 'A link of your form has been sent to your email at gkandelc@nsu.nova.edu. You may forward the link to anyone in your center for their review.' The bottom screenshot is an email window titled 'Course Transmittal Review:HUMN 1000(200920) UG\_MM42143 - Message (HTML)'. The email header shows 'From: coursesrequests@nova.edu', 'To: gkandelc@nsu.acast.nova.edu', 'Cc:', and 'Subject: Course Transmittal Review:HUMN-1000(200920) UG\_MM42143'. The email body contains the same confirmation text as the web page, but with an additional line: 'The link to access and modify your form is: <http://www.nova.edu/nsu-only/bannercourse/modify.html>'. A red box on the left highlights the subject line, and a red box on the right highlights the link, with arrows pointing to them from explanatory text.

**Course Inventory Maintenance/Transmittal Form**

Thank you for completing the form.

Your transmittal form tracking number is: UG\_MM42143

Your form has been saved for review

A link of your form has been sent to your email at gkandelc@nsu.nova.edu.  
You may forward the link to anyone in your center for their review.

**Course Transmittal Review:HUMN 1000(200920) UG\_MM42143 - Message (HTML)**

From: coursesrequests@nova.edu  
To: gkandelc@nsu.acast.nova.edu  
Cc:  
Subject: Course Transmittal Review:HUMN-1000(200920) UG\_MM42143

Sent: Tue 7/1/2008 3:06 PM

The email subject shows the subject, prefix, the effective term, and the tracking number

**Course Inventory Maintenance/Transmittal Form**

Thank you for completing the form.

Your transmittal form tracking number is: UG\_MM42143

Your Course Inventory Transmittal Form has been saved for review.

The link to access and modify your form is:

<http://www.nova.edu/nsu-only/bannercourse/modify.html>

After clicking on the link enter your NSU Email Name and Password and Tracking # UG\_MM42143

Click the active link to review the form.

Forward this email to the designated Approver within your program. You may also use the link to update errors before sending it for review/approval. Each time you save the form, you will receive a new confirmation email with the same tracking number.



## The Modification and Approval Page

When you click the link to access the form, the tracking number will automatically populate on the modification/approval page. Enter your username and password and click continue.

The screenshot shows a web browser window titled "Course Inventory Maintenance/Transmittal Form - Microsoft Internet Explorer". The address bar displays "http://www.nova.edu/nsu-only/bannercourse/unique.cgi/UG\_MM42143". The main content area features the Nova Southeastern University (NSU) logo and the title "Course Inventory Maintenance/Transmittal Form Modification / Approval". Below the title is a form with three input fields: "Your NSU Email Username" (containing "gkendeic"), "Email Password" (containing "\*\*\*\*\*"), and "Tracking Number" (containing "UG\_MM42143"). A "Continue" button is located at the bottom of the form.

### Procedures:

1. Review or edit the form as necessary
2. If you are not the Authorized Approver, click the SAVED FOR PROGRAM REVIEW radio button. Check your email for the confirmation and forward the email to the Approver.
3. If you are the Authorized Approver, select the option to SUBMIT TO REGISTRAR and click PROCESS REQUEST.
4. When the form is submitted, you will automatically get redirected to the confirmation page (below) and you will receive a copy of the submitted form.

The screenshot shows a web browser window titled "Course Inventory Maintenance/Transmittal Form - Microsoft Internet Explorer". The address bar displays "http://www.nova.edu/nsu-only/bannercourse/unique.cgi". The main content area features the Nova Southeastern University (NSU) logo and the title "Course Inventory Maintenance/Transmittal Form". Below the title, it says "Thank you for completing the form." followed by "Your transmittal form tracking number is: UG\_MM42143". Another "Thank you for completing the form." message is displayed, followed by a paragraph: "Your form has been submitted to the Registrar's Office for processing. You will not be able to make further edits to this form. The Registrar's Office will notify you when this request has been completed."

## Submitting Course Maintenance Form for Continuing Education Courses

### Procedures:

1. *College Code:* Always select CE: Continuing Education/Professional Development
2. *Division:* Non-academic Course/Continuing Education
3. *Department:* The academic department to which the course belongs.
4. *Prefix:* Should include C or CE in the prefix to differentiate that it is continuing education, e.g., OPCE would indicate Optometry Continuing Education. Since these will be new prefixes that need to be set up in Banner, please send the request to set up the new prefix to Elaine Poff via email at [poff@nova.edu](mailto:poff@nova.edu).
5. *Course Number:* The protocol is that graduate or professional level courses are numbered between 50 and 99.
6. *Effective Term:* This is set up as a full year term only; e.g., 201400, or 201500, etc.
7. *Credit Hours:* Should be filled out only if the course has CEU credits tied to it.
8. *Billing Hours:* No billing hours for Continuing Education courses.
9. *Course Attributes:* Include on form if applicable to the course.
10. *Level:* Indicate W1 if no CEU credits or W2 if there are CEU credits tied to the course.
11. *Grade Mode:* Either P/F (pass or fail) or NG (no grade). **Please Note:** Course should indicate P/F if there are CEU credits tied to it.



## Frequently Asked Questions [FAQ]

### Who has access to the online form?

Any current NSU employee can login with their email username and password. Omit the domain (@nova.edu) when entering your Username.

### What if I don't see my selection in a drop down box?

The data from the following fields are retrieved directly from Banner: College, Department, Division, Subject/Prefix\*, and Effective Term. If your selection is not there and you feel that it should be, contact your supervisor or the Program Director.

\*All new subjects and prefixes must be approved by the Registrar. Send your request with a description of the subject or prefix to **Elaine Poff** via email [poff@nova.edu](mailto:poff@nova.edu).

### What should I enter in the Description of Change Request Field?

Only use this field if you want to Change, Add or Remove items that already exist in Banner. If you cannot locate a description of change in the drop down menu, you're your request in designated field. Because of tracking involved, all updates must be indicated on the form.

### What should I enter in the Equiv Subj & Number field?

Only use this field if you are converting a course that already exists in Banner to a new prefix and/or course number. For example, if you would like to change MGMT 1001 to MGT 2500. You will enter the new course as an addition, and enter the old course MGMT 1001 in the **Equiv Subj & Number field**. The new course will be added and the old course will be inactivated. You will need to send a separate form to inactivate the old course (you will use the **Equiv Subj & Number field** to enter the equivalent new course subject and number).

### What should I enter in the Full Course/Abbreviated Title Field?

Only use this field to enter course title. This field is limited to 100 characters *including* spaces. This field must always be completed for all request.

### What is the Course Attributes field used for?

This field provides a place to capture any course formats offered using Blackboard (i.e., BBH- Blackboard Hybrid or BBF-Blackboard Fully online). It also provides a place to reflect the student's time status (i.e., FTIM- Full Time Enrollment; FHTM- Half-Time Enrollment). Review entry via SSADETL (BANNER) under 'Degree Program Attribute' tab.

### What is the Classification of Instructional Programs (CIP) Code?

The CIP is a coding scheme of the various degree programs that is used primarily for governmental reporting of postsecondary degree completions by major field of study using standard classifications that capture the majority of reportable program activity (e.g., 512306 - Occupational Therapy/Thrpst). The code corresponding to the course can be found via the government website <http://nces.ed.gov/ipeds/cipcode>.

### What is the URL field used for?

This field provides a place to capture the URL for web-based course content or course materials and will be displayed to students in the Web for Students product as an active link.



## Frequently Asked Questions [FAQ]

### Who has access to the online form?

Any current NSU employee can login with their email username and password. Omit the domain (@nova.edu) when entering your Username.

### What if I don't see my selection in a drop down box?

The data from the following fields are retrieved directly from Banner: College, Department, Division, Subject/Prefix\*, and Effective Term. If your selection is not there and you feel that it should be, contact your supervisor or the Program Director.

\*All new subjects and prefixes must be approved by the Registrar. Send your request with a description of the subject or prefix to **Elaine Poff** via email [poff@nova.edu](mailto:poff@nova.edu).

### What should I enter in the Description of Change Request Field?

Only use this field if you want to Change, Add or Remove items that already exist in Banner. If you cannot locate a description of change in the drop down menu, you're your request in designated field. Because of tracking involved, all updates must be indicated on the form.

### What should I enter in the Equiv Subj & Number field?

Only use this field if you are converting a course that already exists in Banner to a new prefix and/or course number. For example, if you would like to change MGMT 1001 to MGT 2500. You will enter the new course as an addition, and enter the old course MGMT 1001 in the **Equiv Subj & Number field**. The new course will be added and the old course will be inactivated. You will need to send a separate form to inactivate the old course (you will use the **Equiv Subj & Number field** to enter the equivalent new course subject and number).

### What should I enter in the Full Course/Abbreviated Title Field?

Only use this field to enter course title. This field is limited to 100 characters *including* spaces. This field must always be completed for all request.

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### What is the Course Attributes field used for?

This field provides a place to capture any course formats offered using Blackboard (i.e., BBH- Blackboard Hybrid or BBF-Blackboard Fully online). It also provides a place to reflect the student's time status (i.e., FTIM- Full Time Enrollment; FHTM- Half-Time Enrollment). Review entry via SSADETL (BANNER) under 'Degree Program Attribute' tab.

### What is the URL field used for?

This field provides a place to capture the URL for web-based course content or course materials and will be displayed to students in the Web for Students product as an active link.

## Frequently Asked Questions [FAQ] continued

### **Why can't I submit the form myself?**

Your Dean has designated the individuals who have the authority to review and ensure that the information on the form is correct before submitting it to the Registrar's Office for processing.

### **What should I do if the authorized approvers are not available?**

You should contact your supervisor to find out these procedures. All program Deans are also authorized approvers.

### **How many people can review and edit the form before it is submitted for processing?**

An unlimited amount of users can view, modify and save the form until it is ready to be submitted. A new email will be sent to the user each time the form is saved. You will also see the tracking updates on the bottom of the form detailing who has modified the form with a date and time stamp.

### **Can I view or edit a form that has been approved and submitted for processing?**

No, once the form is submitted for processing, it can no longer be viewed or edited.

### **How long will it take for my request to be processed by the Registrar's Office?**

Allow up to 72 hours for processing.

### **How will I know when my request has been processed?**

You will receive a confirmation email from the Registrar's Office.

### **What should I do if the College Info on the course inventory Transmittal form is incorrect?**

Send an email to [courserequests@nova.edu](mailto:courserequests@nova.edu) with the correct college/department information so that it is entered accurately into the base course.

### **What should I do if I need to cancel a request that I submitted that has not been processed by the Registrar?**

You will need to forward the confirmation email with the tracking number to [courserequests@nova.edu](mailto:courserequests@nova.edu) requesting setup cancellation. The Registrar will then send notification that the cancellation request was received.

### **Can I cancel a request that was already processed by the Registrar?**

No, you will need to submit a new request to make changes to the previous request.

### **What should I do if the Registrar's Office requests further review for a form that was already submitted?**

The form will need to be corrected, reviewed, approved using the course maintenance transmittal modify link <http://www.nova.edu/nsu-only/bannercourse/modify.html>, and re-submitted to the Office of the University Registrar for processing.

## Frequently Asked Questions [FAQ] continued

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### **Who should I contact if I need more information about Course Inventory Maintenance/ Transmittal Forms (CIMF)?**

The Coordinator of Term Scheduling and Course Maintenance is Jamilah Thomas. Contact her at extension 27440 or email [courserequests@nova.edu](mailto:courserequests@nova.edu).

Registration



Term	Build CRN	Reg Opens	Reg Ends	D/A start	D/A Ends	75% ends	50% ends	25% ends	WD
201550 Summer I 2015 (5/11 start)	10/1/2014	3/23/2015	5/10/2015	5/11/2015	5/17/2015	5/24/2015	5/31/2015	6/7/2015	**
201550 Summer I 2015 (5/18 start)	10/1/2014	3/23/2015	5/17/2015	5/18/2015	5/24/2015	5/31/2015	6/7/2015	6/14/2015	**
201550 Summer I 2015 (5/26 start)	10/1/2014	3/23/2015	5/24/2015	5/25/2015	5/31/2015	6/7/2015	6/14/2015	6/21/2015	**
201610 Summer II 2015 (6/29 start)	3/1/2015	4/20/2015	6/29/2015	6/29/2015	7/5/2015	7/12/2015	7/19/2015	7/26/2015	**
201620 Fall 2015 (8/3 start)	3/1/2015	5/4/2015	8/2/2015	8/3/2015	8/9/2015	8/16/2015	8/23/2015	8/30/2015	**
201620 Fall 2015 (8/17 start)	3/1/2015	5/4/2015	8/16/2015	8/17/2015	8/23/2015	8/30/2015	9/6/2015	9/13/2015	**
201620 Fall 2015 (8/24 start)	3/1/2015	5/4/2015	8/23/2015	8/24/2015	8/30/2015	9/6/2015	9/13/2015	9/20/2015	**
201620 Fall 2015 (8/31 start)	3/1/2015	5/4/2015	8/30/2015	8/31/2015	9/6/2015	9/13/2015	9/20/2015	9/27/2015	**
201620 Fall 2015 (10/19 start)	3/1/2015	5/4/2015	10/18/2015	10/19/2015	10/25/2015	11/1/2015	11/8/2015	11/22/2015	**
201620 Fall 2015 (11/2 start)	3/1/2015	5/4/2015	11/1/2015	11/2/2015	11/8/2015	11/15/2015	11/22/2015	11/29/2015	**
201620 Fall 2015 (11/16 start)	3/1/2015	5/4/2015	11/15/2015	11/16/2015	11/22/2015	11/29/2015	12/6/2015	12/13/2015	**
201620 Fall 2015 Undergraduate & Law (8/24 start)*	3/1/2015	3/23/2015	8/23/2015	8/24/2015	8/30/2015	9/6/2015	9/13/2015	9/20/2015	**
201620 Fall 2015 Undergraduate (10/19 start)	3/1/2015	3/23/2015	10/18/2015	10/19/2015	10/25/2015	11/1/2015	11/8/2015	11/15/2015	**
201620 Fall 2015 (9/28 start)	3/1/2015	6/29/2015	9/27/2015	9/28/2015	10/4/2015	10/11/2015	10/18/2015	10/25/2015	**
201630 Winter 2016 (1/4 start)*	8/1/2015	10/5/2015	1/3/2016	1/4/2016	1/10/2016	1/17/2016	1/24/2016	1/31/2016	**
201630 Winter 2016 (2/1 start)	8/1/2015	10/5/2015	1/31/2016	2/1/2016	2/7/2016	2/14/2016	2/21/2016	2/28/2016	**
201630 Winter 2016 (2/8 start)	8/1/2015	10/5/2015	2/7/2016	2/8/2016	2/14/2016	2/21/2016	2/28/2016	3/6/2016	**
201630 Winter 2016 (2/15 start)	8/1/2015	10/5/2015	2/14/2016	2/15/2016	2/21/2016	2/28/2016	3/6/2016	3/13/2016	**
201630 Winter 2016 (3/7 start)	8/1/2015	10/5/2015	3/6/2016	3/7/2016	3/13/2016	3/20/2016	3/27/2016	4/3/2016	**
201630 Winter 2016 (3/28 start)	8/1/2015	10/5/2015	3/27/2016	3/28/2016	4/3/2016	4/10/2016	4/17/2016	4/24/2016	**
201640 Spring 2016 (4/4 start)	10/1/2015	1/25/2016	4/3/2016	4/4/2016	4/10/2016	4/17/2016	4/24/2016	5/1/2016	**
201650 Summer I 2016 (4/4 start)	10/1/2015	1/25/2016	4/3/2016	4/4/2016	4/10/2016	4/17/2016	4/24/2016	5/1/2016	**
201650 Summer I 2016 (5/9 start)*	10/1/2015	3/21/2016	5/8/2016	5/9/2016	5/15/2016	5/22/2016	5/29/2016	6/5/2016	**
201650 Summer I 2016 (6/27 start)	10/1/2015	3/21/2016	6/26/2016	6/27/2016	7/3/2016	7/10/2016	7/17/2016	7/24/2016	**

For programs with the first week as the drop/add period

Drops during the first week of the term in which the class begins: 100 percent

Drops during the second week of the term: 75 percent

Drops during the third week of the term: 50 percent

Drops during the fourth week of the term: 25 percent

\*\*Withdrawal (no refund) until three weeks before the end of the part-of-term

For program without a drop/add period\*\*\*

Drops during the first week of the term:	75 percent
Drops during the second week of the term:	50 percent
Drops during the third week of the term:	25 percent

\*\*Withdrawal (no refund) until three weeks before the end of the part-of-term

Information on how the Undergraduate deadlines are determined
Application deadline is 5-weeks before the start of semester
Application decision deadline is 4-weeks before the start of semester
Registration deadline is 2-weeks before the start of the semester

Undergraduate Application (App), Decision (Dec), and Registration (Reg) Deadlines Traditional Calendar										
Term	Description	Term Code	1st start date	App Deadline	Dec Deadline	Reg Deadline	2nd start date	App Deadline	Dec Deadline	Reg Deadline
Fall	2015									
		201620	24-Aug-2015	20-Jul-2015	27-Jul-2015	7-Aug-2015	19-Oct-2015	14-Sep-2015	21-Sep-2015	5-Oct-2015
	Winter 2016	201630	4-Jan-2016	30-Nov-2015	7-Dec-2015	18-Dec-2015	7-Mar-2016	1-Feb-2016	8-Feb-2016	22-Feb-2016
	Summer I 2016	201650	9-May-2016	4-Apr-2016	11-Apr-2016	22-Apr-2016	27-Jun-2016	23-May-2016	30-May-2016	13-May-2016

Undergraduate Application (App), Decision (Dec), and Registration (Reg) Deadlines 4-Term Calendar					
Term Description	Term Code	1st start date	App Deadline	Dec Deadline	Reg Deadline
Summer II 2015	201610	29-Jun-2015	1-Jun-2015	8-Jun-2015	22-Jun-2015
Fall 2015	201620	28-Sep-2015	24-Aug-2015	31-Oct-2015	14-Sep-2015
Winter 2016	201630	4-Jan-2016	30-Nov-2015	7-Dec-2015	18-Dec-2015
Spring 2016	201640	4-Apr-2016	29-Feb-2016	7-Mar-2016	21-Mar-2016



# Administrative Dates: 2016 - 2017

Term	Build CRN Deadline	Reg Opens	Reg Ends	D/A start	D/A Ends	75% ends	50% ends	25% ends	WD
201650 Summer I 2016 (5/9 start)	10/1/2015	3/21/2016	5/8/2016	5/9/2016	5/15/2016	5/22/2016	5/29/2016	6/5/2016	**
201650 Summer I 2016 (5/16 start)	10/1/2015	3/21/2016	5/15/2016	5/16/2016	5/22/2016	5/29/2016	6/5/2016	6/12/2016	**
201650 Summer I 2016 (5/23 start)	10/1/2015	3/21/2016	5/22/2016	5/23/2016	5/29/2016	6/5/2016	6/12/2016	6/19/2016	**
201710 Summer II 2016 (6/27 start)	3/1/2016	4/25/2016	6/26/2016	6/27/2016	7/3/2016	7/10/2016	7/17/2016	7/24/2016	**
201720 Fall 2016 (8/1 start)	3/1/2016	5/2/2016	7/31/2016	8/1/2016	8/7/2016	8/14/2016	8/21/2016	8/28/2016	**
201720 Fall 2016 (8/22 start)	3/1/2016	5/2/2016	8/21/2016	8/22/2016	8/28/2016	9/4/2016	9/11/2016	9/18/2016	**
201720 Fall 2016 (8/29 start)	3/1/2016	5/2/2016	8/28/2016	8/29/2016	9/4/2016	9/11/2016	9/18/2016	9/25/2016	**
201720 Fall 2016 (10/17 start)	3/1/2016	5/2/2016	10/16/2016	10/17/2016	10/23/2016	10/30/2016	11/6/2016	11/13/2016	**
201720 Fall 2016 Undergraduate & Law (8/22 start)*	3/1/2016	5/2/2016	11/13/2016	11/14/2016	11/20/2016	11/27/2016	12/4/2016	12/11/2016	**
201720 Fall 2016 Undergraduate (10/17 start)	3/1/2016	3/21/2016	8/21/2016	8/22/2016	8/28/2016	9/4/2016	9/11/2016	9/25/2016	**
201720 Fall 2016 (9/26 start)	3/1/2016	6/27/2016	9/25/2016	9/26/2016	10/2/2016	10/9/2016	10/16/2016	10/23/2016	**
201730 Winter 2017 (1/9 start)*	8/1/2016	10/10/2016	1/8/2017	1/9/2017	1/15/2017	1/22/2017	1/29/2017	2/5/2017	**
201730 Winter 2017 (1/2 start)	8/1/2016	10/10/2016	1/1/2017	1/2/2017	1/8/2017	1/15/2017	1/22/2017	1/29/2017	**
201730 Winter 2017 (2/6 start)	8/1/2016	10/10/2016	2/5/2017	2/6/2017	2/12/2017	2/19/2017	2/26/2017	3/5/2017	**
201730 Winter 2017 (2/13 start)	8/1/2016	10/10/2016	2/12/2017	2/13/2017	2/19/2017	2/26/2017	3/5/2017	3/12/2017	**
201730 Winter 2017 (2/20 start)	8/1/2016	10/10/2016	2/19/2017	2/20/2017	2/26/2017	3/5/2017	3/12/2017	3/19/2017	**
201730 Winter 2017 (3/13 start)	8/1/2016	10/10/2016	3/12/2017	3/13/2017	3/19/2017	3/26/2017	4/2/2017	4/9/2017	**
201730 Winter 2017 (4/3 start)	8/1/2016	10/10/2016	4/2/2017	4/3/2017	4/9/2017	4/16/2017	4/23/2017	4/30/2017	**
201740 Spring 2017 (4/10 start)	10/1/2016	1/23/2017	4/9/2017	4/10/2017	4/16/2017	4/23/2017	4/30/2017	5/7/2017	**
201750 Summer I 2017 (4/10 start)	10/1/2016	1/23/2017	4/9/2017	4/10/2017	4/16/2017	4/23/2017	4/30/2017	5/7/2017	**
201750 Summer I 2017 (5/8 start)*	10/1/2016	3/7/2017	5/7/2017	5/8/2017	5/14/2017	5/21/2017	5/28/2017	6/4/2017	**
201750 Summer I 2017 (6/26 start)	10/1/2016	3/7/2017	6/25/2017	6/26/2017	7/2/2017	7/9/2017	7/16/2017	7/23/2017	**
201750 Summer I 2017 (7/3 start)	10/1/2016	3/7/2017	7/2/2017	7/3/2017	7/9/2017	7/16/2017	7/23/2017	7/30/2017	**

\*Priority Registration for select Undergraduate students, begins 1 week earlier

For programs with the first week as the drop/add period

Drops during the first week of the term: 75 percent  
Drops during the second week of the term: 50 percent  
Drops during the third week of the term: 25 percent  
Drops during the fourth week of the term: 25 percent  
\*\*Withdrawal (no refund) until three weeks before the end of the part-of-term

\*\*\*If your program does not have a drop/add period or any of these percentages, everything moves up a week (e.g., if you don't have a 50% drop period, then the 25% and the WD move up a week, etc.).

Information on how the Undergraduate deadlines are determined

Application deadline is 5-weeks before the start of semester  
Application decision deadline is 4-weeks before the start of semester  
Registration deadline is 2-weeks before the start of the semester

Undergraduate Application (App), Decision (Dec), and Registration (Reg) Deadlines Traditional Calendar

Term Description	Term Code	1st start date	App Deadline	Dec Deadline	Reg Deadline	2nd start date	App Deadline	Dec Deadline	Reg Deadline
Fall 2016	201720	22-Aug-2016	18-Jul-2016	25-Jul-2016	7-Aug-2016	17-Oct-2016	12-Sep-2016	19-Sep-2016	3-Oct-2016
Winter 2017	201730	9-Jan-2017	5-Dec-2016	12-Dec-2016	16-Dec-2016	13-Mar-2017	6-Feb-2017	13-Feb-2017	27-Feb-2017
Summer I 2017	201750	8-May-2017	3-Apr-2017	10-Apr-2017	17-Apr-2017	n/a			

Undergraduate Application (App), Decision (Dec), and Registration (Reg) Deadlines 4-Term Calendar

Term Description	Term Code	1st start date	App Deadline	Dec Deadline	Reg Deadline
Summer II 2016	201710	27-Jun-2016	23-May-2016	30-May-2016	13-Jun-2016
Fall 2016	201720	26-Sep-2016	22-Aug-2016	29-Sep-2016	12-Sep-2016
Winter 2017	201730	9-Jan-2017	5-Dec-2016	12-Dec-2016	19-Dec-2016
Spring 2017	201740	10-Apr-2017	6-Mar-2017	9-Mar-2017	27-Mar-2017

## News and Announcements



### New Student Enrollment Agreement Requirement

All students must complete the new Student Enrollment Agreement (SEA) form in order to register for classes. The SEA requires students to agree with NSU standards and policies regarding course registration and withdrawal, financial responsibility, a release of liability, and more. Students registering for courses will be prompted to complete the form as part of the registration process on [Sharklink](#) and [Webstar](#).

To complete the SEA, follow the steps below once registration has opened:

- ❑ Log in to [SharkLink](#).
- ❑ Locate the **Records & Academics** section on the student tab and click on **Course Information**.
- ❑ Select **Registration-Add/Drop**.
- ❑ After selecting the appropriate term, you will be presented with the SEA.

**Students must complete the SEA or course registration will not occur.**

For more information, please view a [copy of the SEA](#) or see our [FAQs](#).



# Student Enrollment Agreement

Student Enrollment Agreement

[Para la versión en español, oprima aquí](#)

All Nova Southeastern University (NSU) students are responsible for reading the information contained in this Agreement. Please read carefully and print a copy for your records before accepting the terms herein and enrolling for courses. If you have any questions regarding this Agreement, contact the Office of the University Registrar at (954) 262-7200.

In addition to all Nova Southeastern University academic standards and policies, I hereby agree to comply with the terms and conditions specified in this Enrollment Agreement in order to enroll in courses at NSU. If I am a financial aid recipient, I understand that I am responsible for adhering to all of the [Terms and Conditions](#) set forth by the financial aid administering agency/agencies. If I am attending school on either an F1 student visa or a J1 exchange visitor visa in the student category, I understand that I am responsible for maintaining a [full course of study](#) each semester/term in order to maintain my legal status. I also understand that information pertaining to the above statements can be found on the NSU website and it is solely my responsibility to read this information. I will abide by the *Conditions of Use* listed on the Blackboard portal for online courses. I also agree to abide by all rules and regulations described in the [NSU Academic Course Catalog](#), [Academic Course Catalog Addenda](#) and the [NSU Student Handbook](#). (Check with your academic program as addenda varies by program.)

## Registration and Registration Changes

### Course Add/Drop and Withdrawal Procedures

I understand that I must be officially registered by the start date of course(s) in order to participate in and receive academic credit for the courses. I understand that I am required to attend each of my courses during the first week of the course in order to maintain enrollment. If I do not attend my courses, I can be dropped from the courses. I am responsible for knowing and complying with any and all registration deadline dates. All requests to change, add, drop, or withdraw course registrations must be in writing and be received by my academic advisor and/or my academic program office within 20 days of the end of the semester/term. I understand that notifying my professor does not constitute a withdrawal. I also understand that if I do not attend my classes, I am responsible for ensuring that I officially withdraw myself from the courses. I understand that I am responsible for reviewing my registration and academic record each semester/term for accuracy prior to the above 20-day deadline.

I understand that drops and withdrawals may affect my [Satisfactory Academic Progress \(SAP\)](#) standing as set forth by the U.S. government. If I drop all of my courses in a



semester/term, I am considered withdrawn for refund purposes. I understand that application fees and seat deposits are non-refundable. My tuition will be refunded to my NSU student account according to the refund percentage schedule published in my [NSU Academic Course Catalog](#) (NSU complies with [state refund requirements](#)). If I am a financial aid recipient, I will be subject to the [Return of Title IV Funds Calculation](#) regulations.

## **Financial Liability Statement**

I agree to pay all NSU charges pursuant to NSU policies. I understand that the university is advancing value to me in the form of educational services and that my right to register is expressly conditioned upon my agreement to pay institutional costs including, but not limited to, tuition, fees, housing, meal plan, and any additional costs, when those charges become due. It is my responsibility to view my charges in NSU SharkLink or NSU eBill.

I understand that a past due student account balance will result in a financial hold, which prevents future registrations as well as other services being offered in accordance with university policy (see below: Suspension of Services). Delinquent student account balances may be reported to a credit bureau and referred to collection agencies or litigated. I agree to pay any costs associated with the collection of unpaid charges, including attorney fees and court costs. This agreement shall be construed in accordance with Florida law, and any lawsuit to collect unpaid fees may be brought in the appropriate court sitting in Broward County, Florida, regardless of my domicile at the time of bringing such action.

## **Suspension of Services**

I understand and agree that NSU will withhold grade reports, transcripts, diplomas, and other services if I fail to pay tuition, fees, and other institutional charges, or fail to abide by the provisions of this agreement. NSU will prevent me from further registration activity until all outstanding balances on my student account have been satisfied in full before the registration deadline.

## **Change in Name, Address, or Phone Number**

I am responsible for updating my NSU records with any changes in my name, address, or phone number within seven (7) days of any such change. Address and phone number changes can be updated via [NSU WebSTAR](#), [NSU SharkLink](#), or [NSU Data Change Form](#). Requests for a name change must be submitted with official documentation (copy of a court order, divorce decree, marriage certificate, etc.) along with the [NSU Data Change Form](#).

## **Communications**

I understand that NSU SharkLink and NSU email are the university's official means of communication. I am responsible for reading the information I receive electronically from

the university. I also understand and agree that NSU and third-party agents acting on behalf of NSU may utilize all of my contact information for official university business.

### **Enrollment Agreement Renewal**

I understand and agree that this Agreement is executed at the time of my enrollment for each semester/term at NSU. I further understand that the university will notify me in writing (electronically) to provide me with a copy of any changes or modifications NSU makes to this Agreement during a semester/term in which I am enrolled.

### **Disclaimer/Release of Liability**

I understand that by enrolling at NSU, I am not guaranteed a degree. I agree that should I be dismissed for any reason, NSU's liability for any such dismissal would be limited to present damages consisting of lost tuition and any costs associated with attendance at NSU. In no event shall NSU's liability exceed the total amount of fees paid to NSU, nor shall NSU be liable for incidental or consequential damages of any kind. I specifically understand and agree that I will not be entitled to seek future damages for losses incurred as a result of the failure to obtain a degree.

### **Acknowledgements**

I understand that disclosure of any criminal conviction is a continuing duty and I must report to Nova Southeastern University's Office of the University Registrar any such conviction that occurs after filing the admission application or during enrollment at NSU. I understand that by checking the I ACCEPT box below, I am agreeing to all terms and conditions set forth herein above and agree to the incorporation of any other related documents. I enter into this Enrollment Agreement with full knowledge of its legal implications and without coercion and/or promises made to me by the university. I also agree and acknowledge that prior to agreeing to this Enrollment Agreement, I had the right and option to discuss the terms and conditions herein with a private attorney at my sole expense.



**Student Transaction Form**

Enrollment and Student Services  
Office of the University Registrar  
3301 College Avenue • Fort Lauderdale, Florida 33314-7796  
(954) 262-7200 • 800-541-6682 • Fax (954) 262-3256

Last Name:  First Name:  Middle Initial:   
NSU ID:  Phone:

This form is ONLY to be used for registration or withdrawal requests that cannot be completed in real time through SharkLink, for instance, after the drop/add period has passed. Please note that beginning with the Spring 2014 term, all students registering for classes MUST complete a new Student Enrollment Agreement (SEA) each semester.

To complete the SEA, follow the steps below within three days:

- Log in to [SharkLink](#).
- Locate the **Records & Academics** section on the student tab and click on **Course Information**.
- Select **Registration-Add/Drop**.
- After selecting the appropriate term, you will be presented with the SEA.

Please allow three business days for your request to display in SharkLink (or on your record). Please note that requests submitted will not be processed if you fail to complete the mandatory SEA.

**Semester**

Select one semester per Student Transaction Form. To submit another request for a different semester, please complete a new Student Transaction Form

SEMESTER
201620   Fall 2015

☒ **Courses to Add**

Please enter a valid Course Reference Number and click inside the "subject" box to start your search. Most of your course information will pre-populate with the exception of the credit hours, which must be entered manually.

COURSE REF. NO.	SUBJECT	COURSE NO.	SECTION	COURSE TITLE	START/END DATE	CR. HRS.

☐ **Courses to Drop or Withdraw****Comments**

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Only click the submit button once.



NOVA SOUTHEASTERN UNIVERSITY  
Enrollment and Student Services  
Office of the University Registrar  
3301 College Avenue • Fort Lauderdale, Florida 33314-7700  
(954) 262-7200 • 800-541-6682 • Fax (954) 262-3256

# Student Transaction Form

(one semester per form only)

STF



Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

NSU ID \_\_\_\_\_ Phone Number \_\_\_\_\_ Semester \_\_\_\_\_

This form is ONLY to be used for registration or withdrawal requests that cannot be completed in real time through SharkLink or WebSTAR, for instance, after the drop/add period has passed. **Please note that beginning with the Spring 2014 term, all students registering for classes MUST complete a new Student Enrollment Agreement (SEA) each semester.** Although registrations submitted will generally be processed within three business days, they are not fully secured until the SEA for the appropriate term/semester has been completed online. To complete the SEA, follow the steps below within three days of submitting this Student Transaction Form:

Login to **SharkLink** ▶ on the student tab locate **Records & Academics** ▶ click on **Course Information** ▶ select **Registration-Add/Drop** ▶ select the term  
Allow three business days for your request to display on your student record. However, requests submitted will not be processed if you fail to complete the SEA.

## Courses to Add

Course Ref. No.	Subject	Course No.	Section	Course Title	Start Date/End Date	Cr. Hrs.

## Courses to Drop or Withdraw

Course Ref. No.	Subject	Course No.	Section	Course Title	Start Date/End Date	Cr. Hrs.	Last Date of Attendance Office Use Only

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Academic Advisor Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Extension \_\_\_\_\_

Date \_\_\_\_\_

Office Use Only

Processed by \_\_\_\_\_

Date \_\_\_\_\_



## Registering a student with Course Restrictions

When you see a message on the Student Course Registration Form (SFAREGS) or the Student Course Registration Audit Form (SFASTCA) for a course like Closed Section, Time Conflict, Class Restriction, Missing Co-Requisite or Pre-requisite an advisor or Program Director must enter an override code on the Student Registration Permit-Override Form (SFASRPO) to permit a student to register for the course.

If the code has been entered on SFASRPO, you can view it by entering the term, student ID and then using the next block function to view the 'Permit' code. You can also see the user name of the person that entered the override and the activity date. There is a different code for each type of override, which can be viewed by double clicking in 'Permit' field.

Once the override has been entered on this form, the student can go online and register his/her self.

**Student Registration Permit-Override: SFASRPO 8.4.0.1 (PROD)**

ID:  Term: 201420

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**Student Permits and Overrides**

Permit		CRN	Subject	Course Number	Section	User	Activity Date
CAP	Override Enrollment Cap	23855	CARD	5040	DL1	CSTMEZA	29-JUL-2013

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**Student Schedule**

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
23854	T	CARD	5000	DL1	0	0									
23855	T	CARD	5040	DL1	0	0									



## REGISTRATION AND DROP CODES

The date of a request to register, drop, or withdraw a student determines what code should be used. The codes in the system are tied to specific start and end dates (see the Administrative Dates spreadsheet) for each code. **Codes that are available can be viewed by going to the Status field on SFAREGS and clicking on the Search button.** Because specific dates are now tied to each code, the date at the top of SFAREGS may have to be adjusted to permit the selection to be available.

The screenshot displays the Oracle Developer Forms Runtime - Web application. The title bar indicates the user is logged in as 'Open' and the application is 'SFARIGS'. The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons for navigation and editing.

The main window shows the 'Student Course Registration' form. At the top, there are fields for Term (201220), ID (empty), Date (11-JUL-2011), and Holds (empty). Below these are tabs for Enrollment Information, Student Term, Curricula, Study Plan, and Time Status. The 'Enrollment Information' tab is active, showing Status (EL - Eligible to Register), Reason (empty), Process Block (empty), Minimum Hours (.000), Maximum Hours (999999.999), Source (MHRS), and Acceptance (Confirmed, None, Accepted).

A red arrow points from the 'Status' field to the 'Course Information' section. This section contains a table with columns: CRN, Subject, Course, Section, Grade Mode, Credit Hours, Bill Hours, Attempted Hours, Time Status Hours, Status, Level, Appr Recd Override, Part of Term, Method of Instruction, and Campus. The table has multiple rows, each starting with a green header row.

At the bottom of the form, there are fields for Error Flag, Status Type, Fees (Y - Immediate assessment), Date, Credit Hours, Bill Hours, and CEU Hours. A footer note states: 'CRN; Press LIST for sections, HELP for specific section info, DUPITEM for CAPP area pre-req errors. Record: 1/1 ... <OSC>'.

When a student is registered on SFAREGS the code will be RE, but if the student registers on the web, the code would be reflected as RW. When dropping a course, most of the codes that are used represent the percentage of tuition that will be reversed (i.e., for 75% reversal, the code is 75). Below are most of the drop codes used by the university:

- DD—reverses 100% of tuition and fees and is used indicating non-attendance.
- XD—the same as DD, but it indicates that the student attended at least one class.
- 75—reversal of 75% of tuition only.
- 50—reversal of 50% of tuition only.
- 25—reversal of 25% of tuition only.
- 7S—any code that ends in an S means the drop was done according to a state's drop policy.
- WD—indicates the student has dropped from the class with no tuition reversal. This can only be used after all of the percentages have ended and up to three weeks before the end of the part-of-term.
- DW—this is only seen on the audit screen (SFASTCA) and indicates a 100% reversal of tuition and fees by a drop through the web.
- DC—this is only seen on the audit screen (SFASTCA) and indicates the student dropped for a percentage through the web.



## PROCEDURE TO ADD AN ADVISOR OR FACULTY MEMBER

- 1) Before a person's record can be coded, they must be identified in Banner with a General Person Record (SPAIDEN). HR does this for all new employees.
- 2) On SIAINST the person is coded as a faculty member, an advisor or both. On the first page, the ID number and term is entered. Then page down and enter the Status of AC for Active, click the Faculty and/or Advisor button, click on the Category button and select one, enter Full Time (FT) or Part Time (PT) for Staff Type. Save the record.

Oracle Developer Forms Runtime Web: Open > SIAINST

File Edit Options Block Item Record Query Tools Help

Faculty/Advisor Information: SIAINST 0.0 (PROD)

ID: N00145529 Faculty, Mary Term: 201120

**Faculty Member Base Details**

From Term: 201120 Maintenance To Term: 999999

Status: AC Active Status Date: 02-SEP-2008

Faculty Advisor

Category: ASPROF Associate Professor Appointment Date:

Staff Type: FT Full Time

Workload Rule:

Faculty Indicator: Checked for faculty member

Record: 2/2

- 3) Page down twice to go to the second page. Here the College and Department are entered and Saved. If the codes are not known, click on the button for a list of codes.

Oracle Developer Forms Runtime Web: Open > SIAINST

File Edit Options Block Item Record Query Tools Help

Faculty/Advisor Information: SIAINST 0.0 (PROD)

ID: N00145529 Faculty, Mary Term: 201120

**Faculty Contract**

From Term: 201120 Maintenance To Term: 999999

Type Rule

Default Indicator

**Faculty College and Department**

From Term: 200130 Maintenance To Term: 999999

Home College Department Percentage

CD Farouhar College of Arts & Sci UBUS Farouhar - Bus & Admin Studies

PL Farouhar College of Arts & Sci UBUS Farouhar - Bus & Admin Studies

Contract Type Code; press LIST for valid codes.

Record: 1/1



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Review Committee

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

## ADMISSION APPLICATION AND REGISTRATION APPEAL FORM

Student Name \_\_\_\_\_ NSU ID# N \_\_\_\_\_

Academic Program \_\_\_\_\_ Major \_\_\_\_\_

Campus \_\_\_\_\_ Semester \_\_\_\_\_

Advisor Name \_\_\_\_\_

**Type of Appeal:** Admission Application ☐ Registration ☐

**Reason for Appeal:** *(attach all supporting documentation)*

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

# Enrollment Verification

**Enrollment/Degree Verification Request  
(Please Print)**

**Name of Student:** \_\_\_\_\_

**Name of Student while attending NSU:** \_\_\_\_\_

**SSN/NSU ID:** \_\_\_\_\_

**Student Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Student Contact Number:** \_\_\_\_\_

**Is this a change in address or phone number?** ☐ YES ☐ NO

**Student Email:** \_\_\_\_\_

**Mail To:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Term(s) To Be Verified:**

Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

**Program:** \_\_\_\_\_

**Anticipated Graduation Date:** \_\_\_\_\_

**Comments/Special Instructions:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*This service is available to all NSU students/alumni whose accounts are free from existing holds  
and/or outstanding balances.\*\*

\_\_\_\_\_

**Student Signature**

\_\_\_\_\_

**Date**





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Date \_\_\_\_\_

## Verification of Student Enrollment

To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Student: \_\_\_\_\_ NSU/SSN: \_\_\_\_\_

The above-named individual is/was enrolled at Nova Southeastern University as follows:

Enrollment start date (month/day/year)	Enrollment end date (month/day/year)	Full time	Three- quarter time	Half time	Less than half time	Semester hours

Date of graduation or anticipated graduation: \_\_\_\_\_

I certify the above reflects the official enrollment record from the Office of the University Registrar at Nova Southeastern University.

School Code 001509

\_\_\_\_\_  
G. Elaine N. Poff, Director of University Registrar's Office

# Grading

## CHANGE OF GRADE FORM

### STUDENT/COURSE INFORMATION

THE STUDENT AND COURSE INFORMATION REQUESTED BELOW IS NECESSARY TO COMPLETE THE CHANGE OF GRADE. THE INFORMATION CAN BE RETRIEVED ON THE BANNER SYSTEM OR THE COPY OF THE GRADE ROSTER. INACCURATE AND/OR INCOMPLETE INFORMATION WILL DELAY THE PROCESSING OF THE CHANGE OF GRADE.

STUDENT NAME (LAST, FIRST, M.I.) \_\_\_\_\_

STUDENT IDENTIFICATION NUMBER \_\_\_\_\_

TERM \_\_\_\_\_ CRN \_\_\_\_\_

COURSE PREFIX/NUMBER/SECTION \_\_\_\_\_

COURSE CREDIT HRS \_\_\_\_\_

COURSE START DATE \_\_\_\_\_ COURSE END DATE \_\_\_\_\_

PRINT NAME OF ORIGINAL INSTRUCTOR \_\_\_\_\_

### REASON FOR GRADE CHANGE

THE CHANGE OF GRADE FORM IS TO BE INITIATED BY THE INSTRUCTOR TO REPORT A GRADE FOR THE STUDENT DIFFERENT FROM THE GRADE ORIGINALLY SUBMITTED ON THE GRADE ROSTER. OTHER THAN CHANGES FOR INCOMPLETE GRADES, THE UNIVERSITY ASSUMES SUCH CHANGES WILL OCCUR RARELY AND WITHIN A REASONABLE TIME PERIOD (SEE CATALOG/HANDBOOK).

PLEASE CHECK A REASON (1-4) OR WRITE A BRIEF EXPLANATION IN NUMBER 5.

1. "I" INCOMPLETE TO A GRADE \_\_\_\_\_
2. "NO GRADE" TO A GRADE \_\_\_\_\_
3. FINAL GRADE CALCULATION ERROR \_\_\_\_\_
4. OTHER ERROR IN ASSIGNING GRADE \_\_\_\_\_
5. OTHER \_\_\_\_\_

PRESENT GRADE  
ON BANNER

☐

NEW  
GRADE

☐

REQUIRED SIGNATURES. TWO SIGNATURES ARE REQUIRED TO VERIFY AND VALIDATE THE GRADE CHANGE AS INDICATED BELOW:

1. INSTRUCTOR AND DEAN/CENTER DIRECTOR OR DESIGNEE; OR, 2. IN THE EVENT THE ORIGINAL INSTRUCTOR IS NOT AVAILABLE, THE DEAN/CENTER DIRECTOR AND THE DESIGNEE.

1. INSTRUCTOR AND DEAN/CENTER DIRECTOR OR DESIGNEE.

(A) \_\_\_\_\_  
INSTRUCTOR SIGNATURE DATE

(B) \_\_\_\_\_  
DEAN/CENTER DIRECTOR OR  
DESIGNEE SIGNATURE DATE

OR

2. DEAN/CENTER DIRECTOR AND DESIGNEE.

(A) \_\_\_\_\_  
DEAN/CENTER DIRECTOR SIGNATURE DATE

(B) \_\_\_\_\_  
DESIGNEE SIGNATURE DATE



## **Repeated Course Form**

*Only One Course Per Form*

Some Programs within Nova Southeastern University will allow students to repeat courses in order to improve their academic record. However, GPA credit toward graduation will be granted only once. Once this form is completed, both grades will appear on the transcript yet only the higher grade and GPA credit will be applied towards fulfilling graduation requirements.

---

Last Name	First Name	M.I	NSU Student Identification Number
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---

### **Excluded Course Information**

Course Prefix:	_____	CRN#	_____
Course Number:	_____		
Course Title:	_____		If more than one attempt was made on the above CRN# please list additional CRNs below
Grade (E):	_____	CRN#	_____
Banner Term Code:	_____	CRN#	_____
		CRN#	_____
		CRN#	_____

---

### **Included Course Information**

Course Prefix:	_____	CRN#	_____
Course Number:	_____		
Course Title:	_____		
Grade (I):	_____		
Banner Term Code:	_____		

---

Adviser Signature

---

Date

---

Adviser Name  
*Please Print*

---

Phone Extention:

*For Security Purposes Both Signed and Printed Names Are Required In Order To Have The Form Processed*

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**When completed please chose one of the following:**

Interoffice To: Fran Densmore - REG

Fax To: Fran Densmore x3256

Data Entry

## **Data Entry**

All inquiries are to be emailed to [DEQC@nsu.nova.edu](mailto:DEQC@nsu.nova.edu). Please do not give students this email. Please refer students to the Call Center, [nsuinfo@nsu.nova.edu](mailto:nsuinfo@nsu.nova.edu) or their program office. All requests are printed and imaged into the student record therefore please submit one student per request.

## **Name Change**

Nova Southeastern University requires official documentation to make a name change. Please submit a [Data Change](#) form with the previous and current names, the NSU ID number, and official documentation.

**Important Note regarding name changes: International students must submit a valid copy of their passport in order to complete a name change.**

### **Acceptable documents verifying a name change are:**

- Marriage license
- Certified Abstract of Marriage (another name for a marriage license)
- Divorce decree
- Driver's license
- Certificate of Naturalization papers
- Permanent or Conditional Permanent Resident card
- Resident Alien card
- Passport (Book or Card)
- Court Order (Final Judgment of Name Change or Final Judgment of Change of Name)
- Uniformed Services Military ID card
- F-1 or J-1 Student Visa or Permanent Resident card
- Birth Certificate (Birth certificates are acceptable only for correcting spelling errors)
- Bureau of Vital Statistics card (this is used the same as a Birth Certificate)

### **Not acceptable documents:**

- Petition of Name Change
- Social Security card
- Petition for Naturalization
- Employee ID card
- Professional License card

To change a married name back to a maiden name, legal documentation other than a birth certificate must be provided.

Students may also write a letter requesting the change of name and include a certified copy of a required document listed above to:



Nova Southeastern University  
Attention: Data Entry  
Office of the University Registrar  
3301 College Avenue  
Fort Lauderdale, FL 33314

Students that submit a name change without the necessary documentation needed for Data Entry to make the change will be emailed requesting documents needed to make the essential changes.

An NSU employee must go to the [Human Resources](#) Web site to process a name change.

Students will be given 48 hours to respond to the email. If the student does not respond within 48 hours data entry will follow up with a phone call requesting the needed information. Students will be given 24 hours to respond to the phone call and submit the information needed. If the student does not respond within 24 hours data entry will follow up with a letter mailed to the student's current address in SPAIDEN requesting the information needed.

### **Social Security Number of Date of Birth Change**

Students that submit a request to change the social security number of the data of birth are required to submit copies of official. To change your Social Security number, the student must submit a [Data Change Form](#) along with a copy of the signed social security card. To change a date of birth, the student must submit a completed Data Change Form along with a copy of one of the following documents:

- Birth certificate
- Driver's license
- Certificate of naturalization
- Permanent resident card
- Passport
- Uniformed service military ID

The student can submit these documents via facsimile to (954) 262-2915; via email to [studentupdates@nova.edu](mailto:studentupdates@nova.edu), or regular mail to:

Nova Southeastern University  
Attn: Data Entry  
3600 South University Drive  
Fort Lauderdale-Davie, FL 33314-7796

### **Gender Change**

In order to process a gender change request the student is required to submit a data change form along with a court order verifying the change. The student can submit these documents via facsimile - (954) 262-2915, via email - [studentupdates@nova.edu](mailto:studentupdates@nova.edu), or via regular mail:

Nova Southeastern University  
Attention: Data Entry  
Office of the University Registrar  
3301 College Avenue  
Fort Lauderdale, FL 33314

### **Address Change**

Students wanting to update Demographic information (address, phone number, etc) will need to:

- a) Use [SharkLink](#)
- b) contact the Call Center via phone or email
- c) submit a Data Change form
- d) submit a signed letter stating their request

Currently-enrolled students have the ability to change their address on the NSU web site. This can be accomplished through [SharkLink](#) and will require their email username and password. An NSU Identity can be obtained by going to the link at [www.nova.edu/resources/nsuidentity.html](http://www.nova.edu/resources/nsuidentity.html).

Notification can also be submitted to the University by completing a Data Change form, via facsimile - (954) 262-2915, via email - [studentupdates@nova.edu](mailto:studentupdates@nova.edu), or via regular mail:

Nova Southeastern University  
Attention: Data Entry  
Office of the University Registrar  
3301 College Avenue  
Fort Lauderdale, FL 33314

The letter and Data Change form must indicate both the old address and new addresses.

Encourage and direct students to update their own information in [SharkLink](#)

### **International Address Change**

In accordance with Federal regulations, all F-1/J-1 international students must notify the Office of International Students and Scholars (OISS) and the U.S. Citizenship and Immigration Services (USCIS) of any legal change of name or address, within 10 days of the change, either in person or via email. NSU is bound to enter this information in the Student and Exchange Visitor Information System (SEVIS) within 21 days of notification by the student. Any new address provided must be the actual physical location where the student resides and not merely a mailing address or P.O. Box.

# Curriculum Change Form

Date: 7/18/2015

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Advisor/Authorizing Individual: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Effective Term of Change:** \_\_\_\_\_ *Note: Changes should generally be effective for a current or future term.*

**Student Status:** Select a Value

*If Student Status is being updated to Inactive (IS), please indicate Withdrawal Reason. An End of Term Academic Standing update may also be necessary.*

**Withdrawal Reason:** Select a Value

**End of Term Academic Standing:** Select a Value

*If a student's Academic Standing is being updated to a withdrawn, dismissed, or suspended value please select a Withdrawal Reason above.*

**Catalog Term:** Current Value: \_\_\_\_\_ New Value: \_\_\_\_\_

**Program Code:** Current Value: \_\_\_\_\_ New Value: \_\_\_\_\_

**Major Code(s)\*:** Current Value: \_\_\_\_\_ New Value: \_\_\_\_\_ Dept: \_\_\_\_\_ Catalog Term\*: \_\_\_\_\_

Additional Majors: ☐ Remove \_\_\_\_\_ ☐ Add \_\_\_\_\_ Catalog Term\*: \_\_\_\_\_

☐ Remove \_\_\_\_\_ ☐ Add \_\_\_\_\_ Catalog Term\*: \_\_\_\_\_

**Concentration Code(s)\*:** Current Value: \_\_\_\_\_ New Value: \_\_\_\_\_ Catalog Term\*: \_\_\_\_\_

Additional Concentrations: ☐ Remove \_\_\_\_\_ ☐ Add \_\_\_\_\_ Catalog Term\*: \_\_\_\_\_

☐ Remove \_\_\_\_\_ ☐ Add \_\_\_\_\_ Catalog Term\*: \_\_\_\_\_

**Minor Code(s)\*:** Current Value: \_\_\_\_\_ New Value: \_\_\_\_\_ Catalog Term\*: \_\_\_\_\_

Additional Minors: ☐ Remove \_\_\_\_\_ ☐ Add \_\_\_\_\_ Catalog Term\*: \_\_\_\_\_

☐ Remove \_\_\_\_\_ ☐ Add \_\_\_\_\_ Catalog Term\*: \_\_\_\_\_

\* The Catalog Term for Majors, Concentrations, and Minors will be defaulted to the Catalog Term affiliated with the Program Code - unless otherwise specified. If the Major, Concentration, or Minor code was created after the student's Program Code Catalog Term, the Catalog Term will be defaulted to the term value of its creation.

**Campus Code** Current value: \_\_\_\_\_ New value: \_\_\_\_\_

**Curriculum Priority Change:** *Please describe necessary changes*

## Learner Outcome (SHADEGR) Updates:

All curriculum changes listed above will automatically be updated to SHADEGR, if applicable. If prior curriculum updates are not currently reflected in SHADEGR, please indicate what updates are necessary.

## Course Level Updates:

If the Program Code change listed above includes a Student Level change, do all courses at the existing level in both history (SHACRSE) and current/future registration (SFAREGS) need to be changed to the new level? ☐ Yes ☐ No

Do some courses at the current student level need to be added to another level? ☐ Yes ☐ No

If YES, please list the courses and the level that must be added.





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## DATA CHANGE FORM

Student Name: \_\_\_\_\_ NSU ID: N \_\_\_\_\_

Please make the following changes to my records:

☐ Name\*    ☐ Address    ☐ Phone    ☐ Email    ☐ Social Security\*    ☐ Date of Birth\*    ☐ Other

Current Information	New Information (PRINT)
	Name change: _____ Last _____ First _____ Middle _____ ----- All other changes: _____

*\*Requires copies of official documentation*

### **Name change**

Submit a copy of one of the following along with your completed form: marriage license, divorce decree, driver's license, certificate of naturalization, permanent resident card, passport, court order, or uniformed service military ID.

### **Social Security Number Change**

Submit a copy of your signed social security card along with your completed form.

### **Date of Birth Change**

Submit a copy of one of the following along with your completed form: birth certificate, driver's license, certificate of naturalization, permanent resident card, passport, or uniformed service military ID.

Submit your request in person to one of the One-Stop Shops located in the Horvitz and Terry Administration Buildings, by email to [studentupdates@nova.edu](mailto:studentupdates@nova.edu), by fax to (954) 262-2915, or by mail to:

Nova Southeastern University  
Attn.: Data Entry  
3600 South University Drive  
Fort Lauderdale, FL 33314

NSU employees must go to the Human Resources Web site [www.nova.edu/hr/forms/change\\_of\\_name.pdf](http://www.nova.edu/hr/forms/change_of_name.pdf) to process a name change.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Transcripts

**Account Information**

Charge to Account # \_\_\_\_\_

Center/Program: \_\_\_\_\_

Budget Approver Signature: \_\_\_\_\_

## Batch Transcript Request

Name: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Extension: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Issued to: \_\_\_\_\_

**Request to be:**

☐  
☐

Picked Up at EPS

Deliver to (Main Campus Only):

Bldg Name: \_\_\_\_\_ Room #: \_\_\_\_\_

**Request to be printed at EPS: (Please fill out account information)**

☐  
☐  
☐

Official Transcripts (NSU transcript paper) \$.50 per page

Official Transcripts (with envelope) \$1.00 per page

Unofficial Transcripts (white paper) \$.10 per page (minimum 50 students per request)

**Values required for requesting batch transcripts:**

*All fields may not be required by every program to be filled out. Please indicate the data elements necessary to identify the students.*

College Code \_\_\_\_\_  
 Level Code \_\_\_\_\_  
 Block Code \_\_\_\_\_  
 Program Code \_\_\_\_\_  
 Graduate Status Code ('CON') \_\_\_\_\_  
 Admit Term Code \_\_\_\_\_  
 Rate Code \_\_\_\_\_  
 Graduation Date \_\_\_\_\_  
 Degree Code \_\_\_\_\_  
 Overall GPA \_\_\_\_\_ High value \_\_\_\_\_ Low value \_\_\_\_\_  
 Cumulative Hours Earned \_\_\_\_\_

**Additional Information:**

**EPS Internal Use ONLY:**

Request Received Date \_\_\_\_\_  
 Request Completed Date \_\_\_\_\_

Picked Up Date \_\_\_\_\_ Name \_\_\_\_\_ Signature \_\_\_\_\_  
 Delivered To Date \_\_\_\_\_ Name \_\_\_\_\_ Signature \_\_\_\_\_



# Bulk Rate Transcript Request

Please print clearly. You must complete ALL information requested.

- Transcripts will not be released with existing hold(s) on record.
- Transcripts will not be released until all accounts are paid in full.
- Include dates of enrollment in the space provided.
- You can either mail this form to the above address or fax it to:  
(954) 262-4862
- **IMPORTANT:** All bulk transcripts will only be mailed to one address. Each transcript will be enclosed in a separate envelope - with no address indicated on it. All transcripts will then be placed in one envelope.

- |   |                     |
|---|---------------------|
| <input type="checkbox"/> Nondegree          | Program Major _____ |
| <input type="checkbox"/> Undergraduate      | Program Major _____ |
| <input type="checkbox"/> Master's           | Program Major _____ |
| <input type="checkbox"/> Ed. Specialist     | Program Major _____ |
| <input type="checkbox"/> Law                | Program Major _____ |
| <input type="checkbox"/> Doctoral           | Program Major _____ |
| <input type="checkbox"/> Health Professions | Program Major _____ |

Dates of Enrollment \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Number of transcripts requested

# of Transcripts	Charge
11 to 20	\$110
21 to 40	\$170
41 to 60	\$200
61 to 100	\$250

There is a \$10.00 charge for each additional transcript over 100.

Enter total charge based upon # requested \$ \_\_\_\_\_

## Method of payment

- ☐ Credit Card   ☐ Check   ☐ Cash \*

I hereby authorize a charge to be made to my credit card:

Account number \_\_\_\_\_

Expiration date \_\_\_\_\_

Amount \_\_\_\_\_

Signature (required) \_\_\_\_\_

Date \_\_\_\_\_

\*Cash can only be accepted at the One-Stop Shop.

## FOR OFFICE USE ONLY

Transcript fee 2021

Amount due: \$ \_\_\_\_\_

Amount rec'd: \$ \_\_\_\_\_ By: \_\_\_\_\_

Credit bal/ref: \$ \_\_\_\_\_

Date Issued: \_\_\_\_\_ By: \_\_\_\_\_

Present Name \_\_\_\_\_

Name used at Nova Southeastern University \_\_\_\_\_

NSU ID/SSN \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

Signature (required) \_\_\_\_\_

Select one below:

\_\_\_\_\_ Mail Transcripts to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_ Hold transcripts for pick-up at the One-Stop Shop

\_\_\_\_\_ Email me when ready at \_\_\_\_\_  
email address

\_\_\_\_\_ Call me when ready at (\_\_\_\_\_) \_\_\_\_\_  
telephone number



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## Transcript Request

DATE OF REQUEST \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### Please print clearly.

#### You must complete all information requested.

- Charge is \$10 per transcript. Exact payment must accompany each request unless the transcript is for NSU internal use.
- For multiple requests, complete a transcript request form and attach a list containing the name and mailing address for each addressee.
- Fees are subject to change without notice.
- Transcript will not be released with any existing hold(s) on record.
- Transcript will not be released until all accounts are paid in full. Student is responsible for correct mailing address printed below. Any address correction charges incurred by the university will be charged back to the student.
- Include dates of enrollment in the space provided.
- You can either mail this form to the above address or fax it to (954) 262-4862.

### Miami-Dade County Schools only

☐ Include tuition reimbursement/FT 1 form for \_\_\_\_\_ term.

### Print name and address clearly

Present Name \_\_\_\_\_

Name used at Nova Southeastern University \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

NSU ID/SSN \_\_\_\_\_

Telephone \_\_\_\_\_

### Mail transcript to (If internal, indicate NSU program.)

Name \_\_\_\_\_

1st Street Address \_\_\_\_\_

2nd Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Number of Copies \_\_\_\_\_ NSU Program \_\_\_\_\_

Signature (required) \_\_\_\_\_

### Social Security Number to be printed on the transcript

- ☐ Print a masked SSN (ex. XXX-XX-1234)  
☐ Print full SSN

<input type="checkbox"/> Nondegree	Program Major _____
<input type="checkbox"/> Undergraduate	Program Major _____
<input type="checkbox"/> Master's	Program Major _____
<input type="checkbox"/> Ed. Specialist	Program Major _____
<input type="checkbox"/> Law	Program Major _____
<input type="checkbox"/> Doctoral	Program Major _____
<input type="checkbox"/> Health Professions	Program Major _____

Dates of Enrollment \_\_\_\_\_ to \_\_\_\_\_

### Special instructions

- ☐ I will pick up the transcript. Transcript will be stamped:  
Official transcript issued to student.  
Notify me at ( \_\_\_\_\_ ) \_\_\_\_\_
- ☐ Hold for degree conferral  
Degree \_\_\_\_\_ Anticipated Conferral Date \_\_\_\_\_
- ☐ Hold for grade change  
Course \_\_\_\_\_ Correct Grade \_\_\_\_\_
- ☐ Mail transcript ☐ Other \_\_\_\_\_
- ☐ Internal transcript (NSU Program \_\_\_\_\_ )
- ☐ Domestic Express Overnight Delivery (no P.O. Box address)  
(\$9 plus \$10 per transcript)
- ☐ International Express Delivery (no P.O. Box address)  
(\$24 plus \$10 per transcript)

### Method of payment

- ☐ Cash (only accepted at One-Stop Shop)
- ☐ Credit Card ☐ Check or money order payable to NSU
- ☐ No charge (transcript for NSU internal use only.)
- I hereby authorize a charge to be made to my credit card
- ☐ VISA ☐ MasterCard ☐ American Express

Account Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ Amount \_\_\_\_\_

Check/Money Order Number \_\_\_\_\_

Signature (required) \_\_\_\_\_ Date \_\_\_\_\_

### FOR OFFICE USE ONLY

Transcript fee 2120

Amount due \$ \_\_\_\_\_ Please remit \$ \_\_\_\_\_

Amount rec. \$ \_\_\_\_\_ By \_\_\_\_\_

Credit Bal./ref. \$ \_\_\_\_\_

Date issued \_\_\_\_\_ By \_\_\_\_\_

Hold reason \_\_\_\_\_



## Apostille Instructions

Depending on the document you are looking to be apostilled, here are the links for the NSU Transcript Request Form (<http://www.nova.edu/registrar/forms/transreq.pdf>) and Replacement Diploma form (<http://www.nova.edu/registrar/forms/dupdiploma.pdf>) that should be completed and faxed back to the Registrar's Office for processing (please mark on the form(s) that you need the document **notarized for Apostille**).

We will notarize the document(s) at no charge and return it to you. A transcript should take no longer than two business days to process; please allow a week-10 days for a replacement diploma.

Upon receiving your document(s), mail it (a transcript must remain in its original sealed envelope) along with a check (drawn on a U.S. bank) or money order in the amount of \$10.00 per document and made payable to the Department of State to:

Department of State  
Division of Corporations  
Apostille Certification  
P.O. Box 6800  
Tallahassee, FL 32314-6800

Include a cover letter that states:

"I am requesting the Apostille for this (transcript or diploma) for the country of \_\_\_\_\_ (e.g. Mexico)."

Also enclose a self-addressed stamped envelope for returning the document(s) to you.

For more information on certification by the Florida Secretary of State in Tallahassee, visit <http://notaries.dos.state.fl.us/notproc7.htm>.

There are also several commercial companies in the Miami-area that can handle this process for you, including:

DocuRapid Corp.  
300 Aragon Avenue-Suite 110  
Coral Gables, FL 33134  
Phone: (786) 552-5011  
Fax: (786) 552-5013  
[www.docurapid.com](http://www.docurapid.com)

Gestion Consular  
1101 Brickell Avenue-Suite G-1  
Miami, FL 33131  
Phone: (305) 373-1107  
Fax: (305) 373-1135  
[www.gestionconsular.com](http://www.gestionconsular.com)

Note that these companies are for your information only and do not imply endorsement by Nova Southeastern University.



Degree Conferral

## Degree/Diploma Application for

In the space below, type your current legal name EXACTLY as you want it to appear on your diploma. If the name you list below does not include your first and last name as it appears above, you must complete and submit a [Data Change Form](#) with official documentation of the change prior to submitting this form.

First, Middle, Last Name, Suffix

NOTE: If special punctuation such as tildes (ñ) or umlauts (ä) is required, please call this to our attention by emailing us at [diplomas@nova.edu](mailto:diplomas@nova.edu).

Month/Year \* in which you  
will complete your degree requirements:

Degree | Major:\*

Master of Science/Management Information Systems ▼

Minor:

Concentration:

2nd Major:

2nd Minor:

2nd Concentration:

Daytime Phone #:\*  
(Include Area/International Code)

Please indicate the address where your diploma is to be mailed  
(If this address changes after you have submitted this form, not only should you update your address in SharkLink, you must also send an email to [diplomas@nova.edu](mailto:diplomas@nova.edu) to update this record.). Please provide your NSU ID number in all correspondence.)  
We cannot ship to a P.O. Box or APO/FPO address.

Address Line 1:\*

Address Line 2:

City:\*

State:\*(U.S.Addresses)

Florida ▼

Province (Non U.S.addresses):

Country:

United States ▼

Zip/Postal Code:\*

Phone #:

PLEASE VERIFY THAT ALL INFORMATION IS ACCURATE AND CORRECT PRIOR TO CLICKING THE "SUBMIT REQUEST" BUTTON.

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3301 College Avenue, Fort Lauderdale-Davie, Florida 33314-7796 | 800-541-6682



# SHADEGR Institutional Courses, Honors Designations, & Curricula Verification Policies & Procedures

## Policy

Prior to the final conferral of a degree, the institutional courses must be reviewed to ensure that all courses applicable to the degree sequence have the Apply to Learner Outcome indicator checked. Likewise, all courses that are not applicable to the degree sequence must have this same indicator unchecked. This is necessary to ensure the student's degree record is accurate.

A student who has earned the appropriate center's honors designation must also have this distinction noted in the student's record.

Finally, the record must indicate the student's correct degree and attached major(s), minor(s), and concentration(s).

## Procedure

- I. **Institutional & Transfer Courses** - Upon receipt of the degree application the appropriate college designee, who may be different than the degree approver, must review the SHADEGR record to ensure that the appropriate courses have the Apply to Learner Outcome indicator appropriately checked.

1. Enter **SHADEGR**.
2. Enter the student's **NSU ID** number.
3. Click the search arrow to obtain the correct record (degree sequence) for which the degree is being awarded.

Degree and Other Formal Awards SHADEGR 2.3.1 (4440312)

ID:  Degree Sequence:  Graduation Holds:  Override Hold:

Learner Outcome Information

Graduation Information

4. SHADGMQ will open.
5. Determine which Sequence is to be reviewed and double click on the number. This will bring the data back to SHADEGR (the status should be PN).

Term:  Program:  Field of Study Type:  Field of Study Code:

Learner Outcome Summary

Sequence Number	Outcome Status	Learner Record Term	Bulletin Year	Outcome Completion Term	Dual Degree	Graduation Term	Graduation Status	Graduation Date	Diploma Name
1	AW	200520	2005	200620		200620	CON	31-DEC-2005	

Curricula Summary - Primary

Priority Term	Program	Catalog	Level	Campus	College	Degree
1	200520	MIBA	200520	Masters - SBE	Huizenga School - Busi	Master of Int'l Busi

Field of Study Summary

Priority Term	Type	Field of Study	Department	Attached to Major
1	200520	MAJOR	International Business	Huizenga School - Masters



6. Perform a Next Block Function.

Please Note: Even if the user has security access to update the form, certain fields cannot be updated by center representatives and may be either designated by "\*\*\*\*" or are not displayed (as shown below). Additionally, the navigation through the form may result in sections not being refreshed correctly. Click on another tab or perform a Next Block function.

7. Click on the **Institutional Courses** tab.

8. Review all courses. Click the **Apply to Learner Outcome** indicator for courses that are applicable to the degree and uncheck the indicator for courses that are NOT to be applied to the degree.

NOTE: If the Level of the course is different than the level of the degree sequence, EPS data entry must be contacted to add/change the level of the course. Regardless of the Apply to Learner Outcome being checked, courses at different levels from the degree sequence will not count towards the degree.

9. Save the record (F10)

Apply to Learner Outcome	Term	Level	Subject	Course	Section	Title	Hours	Grade	Part of Term	Grading Mode	Repeat Course Indicator	Campus	CRN
<input checked="" type="checkbox"/>	200520	B1	GMPF	5005	WB2	Introductory Marketing	3.000	A-	B	2		Y	25829
<input checked="" type="checkbox"/>	200520	B1	GMP	5114	MB3	21st Century Management	3.000	B+	B	2		1MC	26139
<input checked="" type="checkbox"/>	200520	B1	GMP	5117	MB3	Superior Customer Value	3.000	A-	B	2		1MC	26141
<input checked="" type="checkbox"/>	200520	B1	GMP	5115	MB3	Legal, Ethical, Social Values	3.000	B	B	2		1MC	26140
<input checked="" type="checkbox"/>	200520	B1	GMPF	5001	W04	Introductory Acc	3.000	B-	B	2		Y	26523

10. For Transfer Courses, click on the **Transfer Courses** tab.

11. If the student has transfer courses, perform steps 8 & 9 as indicated above.

Apply to Learner Outcome	Count in GPA	Level	Term	Subject	Course	Title	Hours	Grade	Grading Mode	Repeat System	Repeat Institution	Attendance Period
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	U2	200820	TECH	1999	Prior Learning in Technology	3.000	TR	4		1	1

12. To verify the correct credits have been applied to the degree sequence, click on the **Learner Outcome** tab and **Calculate GPA** button (  $\Sigma$  ).

13. Once the degree has been awarded, fields on this form can no longer be updated.

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution:	42.000	42.000	42.000	42.000	160.20	3.81
Transfer:	.000	.000	.000	.000	.00	.00
Total:	42.000	42.000	42.000	42.000	160.20	3.81

II. **Honors** – If the student has met the requirements for an honors distinction, the record must be updated to reflect this distinction.

1. Click the **Honors** tab.
2. Under **Institutional Honors**, enter the honors **Code\*** (if unknown, click the Search arrow for a listing). The **Print on Transcript** and **Print on Commencement** indicators will default automatically.
3. Save the Record (F10).

View Current/Active Curricula

Learner Outcome   Curricula   Dual Degree   **Honors**   Institutional Courses   Transfer Courses   Non-Course Work   Course Attributes

Departmental Honors		Print on Transcript	Print on Commencement Report
Code	Description		
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Institutional Honors		Print on Transcript	Print on Commencement Report	Default EDI
Code	Institutional Honors Description			
HHONR	Highest Honors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* Not all programs at NSU utilize Institutional Honors. Please refer to your college's catalogues to determine which Institutional Honors are offered by your centers.

III.

#### IV. Review of Degree and Majors, Minors, & Concentrations

Center representatives are also responsible for determining that the student's degree and attached major(s), minor(s), and concentration(s) are correct.

1. Click on the **Curricula** tab.



View Current/Active Curricula

Learner Outcome **Curricula** Dual Degree Honors Institutional Courses Transfer Courses Non-Course Work Course Attributes

Curriculum Field of Study

Record 1 of 1

Curriculum

Current: ☐ Replace: ☐ Update: ☐ Duplicate: ☐

Activity:

Key Sequence:

Term:  Fall 2004

Catalog Term:  Fall 2004

Priority:

Program:

Level:  Masters - SCIS

Campus:  Programs On-Line

College:  Grad Sch Comp/Inform Sc

Degree:  Master of Science

User ID:

Activity Date:

Start Date:

End Date:

2. Ensure that the degree name is correct.

Please Note: On this form, the Program code can not be viewed.

3. Click on the **Field of Study** tab.

View Current/Active Curricula

Learner Outcome **Curricula** Dual Degree Honors Institutional Courses Transfer Courses Non-Course Work **Course Attributes**

Curriculum Field of Study

Record 1 of 1

Curriculum

Current: ☒ Activity:  Term:  Key Seq:

Priority:  Program:  Catalog:  Level:  Campus:  College:  Degree:

Field of Study

Attached Concentrations: ☐ Inactivate: ☐

Current: <input checked="" type="checkbox"/>	Type: <input type="text" value="MAJOR"/>	Department: <input type="text" value="Business Administ"/>	Start Date: <input type="text"/>
Activity: <input type="text" value="ACTIVE"/>	Priority: <input type="text" value="1"/>	Department: <input type="text" value="UBUS"/> Farquhar - Bus & A	End Date: <input type="text"/>
Status: <input type="text" value="SOUGHT"/>	Catalog: <input type="text" value="200720"/>	Attached to Major: <input type="text"/>	User ID: <input type="text" value="WWW_USER"/>
Term: <input type="text" value="200220"/>	End Term: <input type="text"/>	Full or Part Time: <input type="text"/>	Activity Date: <input type="text" value="16-JAN-2007"/>
Current: <input checked="" type="checkbox"/>	Type: <input type="text" value="MINOR"/>	Department: <input type="text" value="Entrepreneurship"/>	Start Date: <input type="text"/>
Activity: <input type="text" value="ACTIVE"/>	Priority: <input type="text" value="1"/>	Department: <input type="text"/>	End Date: <input type="text"/>
Status: <input type="text" value="SOUGHT"/>	Catalog: <input type="text" value="200720"/>	Attached to Major: <input type="text"/>	User ID: <input type="text" value="WWW_USER"/>
Term: <input type="text" value="200220"/>	End Term: <input type="text"/>	Full or Part Time: <input type="text"/>	Activity Date: <input type="text" value="16-JAN-2007"/>
Current: <input checked="" type="checkbox"/>	Type: <input type="text" value="MINOR"/>	Department: <input type="text" value="Sociology"/>	Start Date: <input type="text"/>
Activity: <input type="text" value="ACTIVE"/>	Priority: <input type="text" value="2"/>	Department: <input type="text"/>	End Date: <input type="text"/>
Status: <input type="text" value="SOUGHT"/>	Catalog: <input type="text" value="200720"/>	Attached to Major: <input type="text"/>	User ID: <input type="text" value="WWW_USER"/>

4. Ensure that any attached major(s), minor(s), and concentration(s) associated with the degree are correct.

NOTE: The Field of Study code will not be visible, but the description will be. If further information is necessary, review the student's Learner Record (SGASTDN)

5. If the degree, major(s), minor(s), and/or concentration(s) are not correct, a Data Change Form must be completed and submitted to EPS. Additionally, the degree application must be updated with a permanent note indicating the correction(s) to be made.

## Transcript Example of Institutional Courses Being Applied Incorrectly to the Degree Sequence

The student's degree sequence is for the MBA. However, the MBA capstone has the Apply to Learner Outcome checked. As such he has total earned hours of 50. The GPA is not affected in this instance as the capstone course is P/F.

Miami Beach, FL 33139				
Issued To: For Internal Transcript Review				
Course Level: Masters - SBE				
Current Program		SUBJ NO.	COURSE TITLE	CRED GRD PTS R
College : Huizenga School - Business		Institution Information continued:		
Major : Business Administration		Ehrs: 13.00 GPA Hrs: 13.00 QPts: 48.10 GPA: 3.70		
Comments:		Spring 2005		
Academic Requirements Completed: 09/30/05		GMP 5110 Effective Resume Writing 0.00 P 0.00		
Degrees Awarded Master of Business Admin. 31 DEC 2005		GMP 5112 Interviewing Techniques 0.00 P 0.00		
Ehrs: 44.00 GPA Hrs: 40.00 QPts: 145.30 GPA: 3.63		GMP 5150 Economic Thinking 3.00 A 12.00		
Primary Degree		GMP 5160 Accounting For Decision Makers 3.00 A 11.10		
College : Huizenga School Business		GMP 5170 Managerial Marketing 3.00 B 9.00		
Major : Business Administration		Ehrs: 9.00 GPA Hrs: 9.00 QPts: 32.10 GPA: 3.56		
Degrees Awarded Master of Int'l Busi Admin		Summer II 2005		
Ehrs: 50.00 GPA Hrs: 40.00 QPts: 145.30 GPA: 3.63		GMP 5104 Value Integration Capstone 4.00 P 0.00		
Primary Degree		GMP 5180 Applying Managerial Finance 3.00 A 12.00		
College : Huizenga School Business		GMP 5190 Strategic Thinking 3.00 A 11.10		
Major : International Business		GMP 5195 Operations, Systems Management 3.00 A 12.00		
		Ehrs: 13.00 GPA Hrs: 9.00 QPts: 35.10 GPA: 3.90		
SUBJ NO.	COURSE TITLE	CRED GRD	PTS R	

When the capstone course is unchecked, the Earned Hours is now correct!

Miami Beach, FL 33139				
Issued To: For Internal Transcript Review				
Course Level: Masters - SBE				
Current Program		SUBJ NO.	COURSE TITLE	CRED GRD PTS R
College : Huizenga School Business		Institution Information continued:		
Major : Business Administration		Ehrs: 13.00 GPA Hrs: 13.00 QPts: 48.10 GPA: 3.70		
Comments:		Spring 2005		
Academic Requirements Completed: 09/30/05		GMP 5110 Effective Resume Writing 0.00 P 0.00		
Degrees Awarded Master of Business Admin 31 DEC-2005		GMP 5112 Interviewing Techniques 0.00 P 0.00		
Ehrs: 44.00 GPA Hrs: 40.00 QPts: 145.30 GPA: 3.63		GMP 5150 Economic Thinking 3.00 A 12.00		
Primary Degree		GMP 5160 Accounting For Decision Makers 3.00 A 11.10		
College : Huizenga School Business		GMP 5170 Managerial Marketing 3.00 B 9.00		
Major : Business Administration		Ehrs: 9.00 GPA Hrs: 9.00 QPts: 32.10 GPA: 3.56		
Degrees Awarded Master of Int'l Busi Admin		Summer II 2005		
Ehrs: 46.00 GPA Hrs: 40.00 QPts: 145.30 GPA: 3.63		GMP 5104 Value Integration Capstone 4.00 P 0.00		
Primary Degree		GMP 5180 Applying Managerial Finance 3.00 A 12.00		
College : Huizenga School Business		GMP 5190 Strategic Thinking 3.00 A 11.10		
Major : International Business		GMP 5195 Operations, Systems Management 3.00 A 12.00		
SUBJ NO.	COURSE TITLE	CRED GRD	PTS R	



**Current List of Pin Approvers in UPO**

First Name	Last Name	Department	College(s) with Access to Approve
Tim	Arcaro	LAW - Masters	MEDL, MEL, ML
Llaland	Austin	HCS - AA in Tampa	MHA
Michael	Bacigalupi	Optometry	MCVR, OPT
Mary	Blackinton	HCS - PT in Tampa	TDPT
Cyril	Blavo	COM - MPH	PH
Tommie	Boyd	HASS - FTH	SS
Lorilee	Butler	HCS - PA in Orlando	PAO
Ricardo	Carrasco	HCS - OT	OTD
Ming-Shun	Cheng	HCS - PH.D. in PT	PHDP, PHT
Melissa	Coffman	HCS - PA in Ft. Lauderdale	AH, PAF
Kelley	Davis	COM - DEP	MDEP
Joseph	DeGaetano	COM - Osteopathic	DO
Lisa	Deziel	Pharmacy	RX, RXIN, RXPB
Patricia	Dittman	Nursing - Ph.D. & MSN	BSN, MSN, PHDN, RN, RNO, RNOR
Richard	Dodge	Oceanography	OS
Sandra	Dunbar	HCS - OT	DOT, DROT, MOT, PDOT, PHO
Kimberly	Durham	HASS - JHS	CJ, HS, HSHJ
Anthony	Dyda	HCS - PA	MHS, MMS
Erica	Friedland	HCS - Audiology	AUD, AUK
Ana Maria	Gonzalez	EPS	Admin
Karen	Grosby	CPS	CSI, SP
Jorge	Han	HCS - SON	BHV, MHV
Andra	Hanlon	Nursing - Grad Programs in Palm Beach	DNP
Madeline	Hellman	HCS - PT	DPT, PHT
Susan	Holland	Nursing - EL in Ft. Myers	BSN
Denise	Howard	Nursing - RN/BSN in Ft. Lauderdale	RNN
J. Preston	Jones	HSBE	BD, BM, BU
Patricia	Kelly	HCS - DHS	DHS
Brianna	Kent	HCS - Ph.D. HS	PHS
Tammy	Kushner	HASS - JHS	CJ, HS, HSHJ
Elena	Langan	LAW - JD	LW
Harold	Laubach	HPD-Medical Sciences	AH, BHS, BHV, DHS, MBS, MHS, MS
Hal	Lippman	Dental	AE, BR, CR, DE, EP, ID, OD, PD, PP, PS, TM
Bini	Litwin	HCS - TDPT	TPT
Jennie	Lou	COM - MSMI	MSBI
Debbie	McGregor	Nursing - EL in Ft. Lauderdale	RNN, RN
Judith	Mckay	HASS - IDS	SS
Christopher	Mitchell	HCS - BHS	BHS
Mary	Mites Campbell	Nursing	APRN
C Christine	Orton	Nursing - DNP & APRN in Palm Beach	DNP
Kyrus	Patch	HCS - PA in Ft. Myers	PAN
Jennifer	Quinones Nottingham	Fischler	FE
Claire	Rice	HASS - CRS	SS
Shari	Rone-Adams	HCS - Entry Level in PT	DPT, EPT
Mark	Sandhouse	COM - Osteopathic	DO
Amon	Seagull	CEC	CS
Wendy	Stav	HCS - OT	DOT, DROT, MOT, PHDN
Michael	Stout	HCS - AA in Ft. Lauderdale	MHA
Robert	Wagner	HCS - AA	MHA, MHS
Elaine	Wallace	COM - Osteopathic	DO
Kerry	Whitaker	HCS - PA in Jacksonville	PAJ
Samuel	Yoders	HCS - SON	MHV



## **Degree Conferral**

### Application for Degree/Diploma

All inquiries are to be emailed to [DAQC@nova.edu](mailto:DAQC@nova.edu). Please do not send email directly to the degree conferral staffs' direct email – this will ensure all inquiries are processed in a timely manner. Please do not give this email to students. Please refer students to the Call Center or their program office.

- Programs will be responsible for approving degree applications through the new automated system in UPO. All approvals must be done through the system.

Programs must have access to UPO/DA in order to process degree applications. If you require access and do not have access, visit the EPS website [[www.nova.edu/epscenter](http://www.nova.edu/epscenter)] click on Forms then select UPO Access Request Form. Print and submit the completed form to Evelyn Tejada via fax or interoffice. If you have any questions in regards to completing the form, please contact her at ext 7448.

- Tell all students to submit their degree application using the online interactive degree application page. This form may be obtained by visiting <http://www.nova.edu/registrar/instructions.html>.
- If a student submits wrong information, the student will need be notified to inform them that they will need to submit another degree application request due to incorrect information. The EPS is able to delete the incorrect degree application from the work flow.
- Do not send files to the attention of Degree Conferral.
- Send all student files to Attn: EPS/Storage in the regular inter-office envelope. Make sure files are purged (no paper clips, Banner screen prints, and any other unnecessary documents). EPS will comment in SPACMNT the location of the file for future retrieval. Please address any questions regarding file storage to [epsstorage@nova.edu](mailto:epsstorage@nova.edu) or utilize the storage request form found on the EPS Intranet Site.

### **Hold for Balance Owed**

- A hold appears on the degree applicant's account if they have a balance exceeding \$0.00. This may include money owed for a future program. The hold is placed in SOAHOLD by the Bursar's Office (using SHBURSAR Banner account) and is released by the Bursar's Office, currently by the Collections staff.
- Federal Regulations state the conferral of a degree must be reported within 60 days after the completion of requirements which means a balance owed, cannot prevent a degree from being approved and conferred. Therefore, the hold must be overridden to review SHADEGR for the final approval.
- The diploma and final transcripts will be held until the balance has been paid.
- Degrees are not backdated except: July LAW and HPD Programs. Conferral dates will be determined by the Registrar's office.

- eArmyU should have a comment made in SPACMNT by the program so that we are made aware that these degree/diploma applicants are to have their fee waived and balance owed bypassed.
  - **Exceptions for the \$100 degree application fee:**
    - Law graduate students
    - eArmyU students

**Banner Degree Application Status codes:**

- **SO—Sought** (no degree application has been submitted by student)
- **PN and DR—Application Pending**
- **PC and AEM—Waiting for End of Month**
- **AW and CON—Degree Conferred**
- **AC and CON—Certificate Conferred**

**Degree Application Discrepancies**

Students that submit degree applications with address and/or name discrepancies will be emailed a letter requesting the needed information to update their records.

Students will be given 48 hours to respond to the email. If the student does not respond within 48 hours degree conferral will follow up with a phone call requesting the needed information. Students will be given 24 hours to respond to the phone call and submit the information needed. If the student does not respond within 24 hours degree conferral will follow up with a letter mailed to the student's current address in SPAIDEN requesting the information needed.



Enrollment and Student Services  
Office of the University Registrar  
3301 College Avenue • Fort Lauderdale, Florida 33314-7796  
(954) 262-7200 • 800-541-6682 • Fax (954) 262-3256

## REQUEST FOR REPLACEMENT DIPLOMA

To request a replacement diploma, submit this completed form along with a \$30 fee for each diploma to the Office of the University Registrar. To submit payment by check, payable to NSU, mail this request to the address listed above, or submit the request along with your payment to the One-Stop-Shop located in the Horvitz and Terry Administration Buildings on the main campus in Fort Lauderdale. To submit payment by credit card, complete Section II and fax this form to (954)262-3256.

Name: \_\_\_\_\_ NSU ID/SSN: \_\_\_\_\_

College/Program \_\_\_\_\_ Degree: \_\_\_\_\_ Degree Date: \_\_\_\_\_

### Section I: Diploma Information

Please print your name EXACTLY as you want it to appear on your diploma.

First \_\_\_\_\_ Middle(optional) \_\_\_\_\_ Last \_\_\_\_\_

Is this request for a replacement diploma due to a legal name change? ☐ Yes ☐ No

Do you want your student record to reflect the name change? ☐ Yes ☐ No

*If yes, you must include legal documentation, such as a copy of your driver's license or passport.*

*Note: Social Security and voter's registration cards will not be accepted as legal documentation*

Address to which the diploma is to be mailed (no P.O. boxes):

Street: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Do you want your student record to reflect the update of your address and phone number? ☐ Yes ☐ No

How many copies of your diploma would you like? \_\_\_\_\_

*Please submit a \$30 fee for each.*

### Section II: Credit Card Authorization

I hereby authorize a charge to be made to my:

☐ Visa ☐ MasterCard ☐ American Express

Amount: \$ \_\_\_\_\_

Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
*Street, City, State, Zip*

Signature \_\_\_\_\_ Date \_\_\_\_\_





### **Application for Certificate**

Student Name: Click here to enter text. NSU ID: Click here to enter text.

Advisor Name: Click here to enter text.

Advisor Phone: Click here to enter text. Advisor E-mail: Click here to enter text.

Certificate Catalog Term: Click here to enter text.

Program Code: Click here to enter text.

Certificate Name: Click here to enter text.

Major Code: Click here to enter text.

Date of Completion: Click here to enter a date. Term of Completion: Click here to enter text.

Degree Sequence Number: Choose an item.

#### **Courses taken to complete Certificate:**

<b>Course Prefix and Number</b>	<b>Grade</b>	<b>Term</b>
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
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Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

**POLICY FOR THE AWARD OF POSTHUMOUS DEGREES**  
**JULY 2002**

**Definition:**

A posthumously awarded degree can be conferred if a student has substantially completed the requirements for the degree and was in good standing with the university at the time of death.

**General:**

The request for a posthumous degree must be submitted in writing to the Dean of the program the student was attending within six months following the student's death, and must be accompanied by a copy of the student's death notification (i.e., death certificate, newspaper article, funeral service program). The student's family, a faculty member, a student advisor, or a university-affiliated student organization may initiate requests.

**Special Circumstances:**

Cases that do not meet the above criteria may also be considered on a case-by-case basis when special circumstances prevail. In these cases, the request for degree must be reviewed by a committee consisting of the Dean of the program, the director of the program, and at least one faculty member who was involved in the student's academic career. Upon review of the student's academic records, this committee will forward their recommendations to the President of the University, who will make the final decision.

**Procedures:**

Upon the receipt of a petition for a posthumous degree, the dean of the program /center will request a review of the student's records by the director of the program.

The director will ensure that:

1. The student has met the minimum academic criteria as determined by each program/center (i.e. number of credits, GPA)
2. No monies are owed. If the student owes the University monies, the program office must decide whether to bill the deceased student's family, or write the monies off as a program discount.
3. No grades are missing from the student's transcript. If the student was in the process of taking a course, the professor can issue a grade based on coursework completed, a P for passed may be posted, or the student can be withdrawn from the course by notifying the Registrars Office via a student transaction form indicating that the student is deceased.
4. A Posthumous Degree Application is completed on behalf of the student and signed by the Dean. (The program office will pay the \$30.00 application fee by providing an account code on the form for the fee to be charged.)

The director of the program will then submit his/her findings to the Dean for final approval at the center level. Once the dean has approved the posthumous conferral, all documentation (i.e., a Posthumous Degree Application, the transcript used for review, any grades that need to be posted, any drop/withdrawals) will be forwarded to the Director of the Registrar's Office for review.

The Director of the Registrar's Office (or designee) will review all records to ensure that all academic criteria have been met, and will then forward the documentation to the Bursars office for review of the financial records. Upon approval of the Bursars office, the Director of Registrars will then forward the request to the office of the President for final approval.

With the President's approval, the posthumous diploma will be ordered. The diploma and transcripts will indicate that the degree is being awarded posthumously. The Director of the Registrar's Office (or designee) will notify the Dean of the program office that the diploma has been ordered. The Dean will then notify the family of the deceased student.

The deceased student's family will determine how they wish to receive the diploma. The Dean of the program (or his designee) may present the diploma personally to the family, or the diploma may be mailed to the family with an appropriate letter from the Dean (director).

The student's name may be listed in the next commencement program book if printing deadlines can be met. In addition, if the family so desires, one member of the deceased student's family may participate, upon approval, in the commencement ceremony in which the deceased student would have been eligible to participate.



Commencement

## NSU Commencement Notification

Congratulations on your upcoming graduation from the Nova Southeastern University. The ceremony honoring candidates from the College of Health Care Sciences (except Physical Therapy) and College of Nursing will take place on Friday, August 21, 2015, 2:30 p.m., at [The Arena at the Don Taft University Center](#) (UC) on the NSU main campus in Fort Lauderdale, Fla.

As stated in your student handbook, attendance at commencement is mandatory for all graduates enrolled in full-time, on-campus programs. Graduates enrolled in an online program, or one that does not require attendance at graduation, who state their intention to attend commencement and/or senior awards dinner and dance by submitting the online Commencement Participation Form (CPF) will be assessed the \$175.00 HPD graduation fee (in addition to the \$100.00 degree application fee).

RSVP by submitting a CPF, ensuring your place at the ceremony. You will need your NSU SharkLink username and password to access this form.

The CPF is different from your Degree Application. The CPF reserves your seat at commencement. The degree application must be submitted in order for your degree to be conferred. Visit the [NSU Registrar's Web site](#) for more information.

After you have submitted your CPF, you will be automatically directed to the NSU Bookstore/Oak Hall Cap and Gown Web site for ordering your NSU approved academic regalia (cap and gown). Be aware that only regalia ordered from the Bookstore are acceptable wear at NSU Commencement. There is no additional charge to you when ordering regalia. Contact the [NSU Bookstore](#) at (954) 262-4750 with any regalia-related questions.

[Click here for your Commencement Participation Form](#)

**The deadline for submitting your CPF and ordering regalia is Friday, July 24, 2015**

### Commencement Check List

**Step 1:** [RSVP for Commencement & Order Regalia](#)

*(July 24, 2015 Deadline)*

**Step 2:** [RSVP for Senior Awards Dinner & Dance](#)

*(August 14, 2015 Deadline)*

**Step 3:** [Apply for Family Hooding](#)

*(Doctoral Candidates only)*

*(August 10, 2015 Deadline)*

**Step 4:** [Print Your 2015 Commencement Handbook](#)

**Step 5:** [Doctoral Candidates Watch the Hooding Video](#)

### **Senior Awards Dinner & Dance/Family Hooding**

[Click here](#) for information about your HPD Awards Dinner & Dance and/or if you are receiving a doctoral degree and wish to have an immediate family member participate in your hooding ceremony. Restrictions apply. See Web page for details.

### **Simulcast Locations**

Guests who do not have tickets for arena seating will have the opportunity to view a live telecast of the ceremony via closed circuit television at the [Flight Deck Pub](#) and the Performing and Visual Arts Theater in the Don Taft University Center. Seating is available on a first-come, first-served basis. The sign language interpreter is visible on the live telecast screen. The simulcast viewing is not closed captioned.

All NSU Commencement ceremonies are also video streamed in real time. Visit the [NSU Commencement Web site](#) and click on the "Commencement Ceremony Live" icon for more information. All commencement video streams are archived on the NSU Commencement Web site approximately one week after the ceremony.

### ***The NSU Commencement Team***

#### **Nova Southeastern University**

Enrollment Student Services

3301 College Avenue

Fort Lauderdale, FL 33314

(954) 262-7255

(800) 541-NOVA ext. 27255

*"Empowering Students to Succeed"*

Visit us at [www.nova.edu/commencement](http://www.nova.edu/commencement) and follow us on [Twitter](#)



## NSU Commencement Second Notice (Friendly Reminder)

Congratulations on your upcoming graduation from the Nova Southeastern University. The ceremony honoring candidates from the College of Health Care Sciences (except Physical Therapy) and College of Nursing will take place on Friday, August 21, 2015, 2:30 p.m., at [The Arena at the Don Taft University Center](#) (UC) on the NSU main campus in Fort Lauderdale, Florida, *but we haven't heard from you yet!*

**PLEASE NOTE:** As stated in your student handbook, attendance at commencement is mandatory for all graduates enrolled in full-time, on-campus programs. Graduates enrolled in an online program, or one that does not require attendance at graduation, who state their intention to attend commencement and/or the senior awards dinner and dance by submitting the online Commencement Participation Form (CPF) or dinner reservation form will be assessed the \$175.00 HPD graduation fee (in addition to the \$100.00 degree application fee).

RSVP for commencement by completing a CPF, ensuring your place at the ceremony. You will need your NSU SharkLink username and password to access this form.

The CPF is different from your Degree Application. The CPF reserves your seat at commencement. The degree application must be submitted in order for your degree to be conferred. Visit the [NSU Registrar's Web site](#) for more information.

After you have submitted your CPF, you will automatically be directed to the NSU Bookstore/Oak Hall Cap and Gown website for ordering your NSU approved academic regalia (cap and gown). Be aware that only regalia ordered from the Bookstore are acceptable wear at NSU Commencement. There is no additional charge to you when ordering regalia. Contact the [NSU Bookstore](#) at (954) 262-4750 with any regalia-related questions.

[Click here to RSVP by completing your Commencement Participation Form](#)

The deadline for submitting your CPF and ordering regalia is Friday, July 24, 2015

### Commencement Check List

**Step 1:** [RSVP for Commencement & Order Regalia](#)

**(July 24, 2015 Deadline)**

**Step 2:** [RSVP for Senior Awards Dinner & Dance](#)

**(August 14, 2015 Deadline)**

**Step 3:** [Apply for Family Hooding](#)

**(Doctoral Candidates only)**

**(August 10, 2015 Deadline)**

**Step 4:** [Print Your 2015 Commencement Handbook](#)

**Step 5:** [Doctoral Candidates Watch the Hooding Video](#)

### **Senior Awards Dinner & Dance/Family Hooding**

[Click here](#) for information about your HPD Awards Dinner & Dance and/or if you are receiving a doctoral degree and wish to have an immediate family member participate in your hooding ceremony on stage. Restrictions apply. See Web page for details.

### **Simulcast Locations**

Guests will have the opportunity to view a live telecast of the ceremony via closed circuit televisions at two on-campus locations: the [Flight Deck Pub](#) and the Performing and Visual Arts Theater in the Don Taft University Center. Seating is available on a first-come, first-served basis. The sign language interpreter is visible on the live telecast screen. The simulcast viewing is not closed captioned.

All NSU Commencement ceremonies are also video streamed in real time. Visit the [NSU Commencement website](#) and click on the "Commencement Ceremony Live" icon for more information. All commencement video streams are archived on the NSU Commencement Web site approximately one week after the ceremony.

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## NSU Commencement Regalia Notification

The administration, faculty, and staff at Nova Southeastern University are pleased that you are planning to attend the Health Professions Division Commencement Ceremony for the College of Health Care Sciences (except Physical Therapy) and College of Nursing on Friday, August 21, 2015, 2:30 p.m., at [The Arena at the Don Taft University Center](#) (UC) on the NSU main campus in Fort Lauderdale, Fla.

**Our records indicate that you have not ordered your cap and gown. You will not be permitted to participate nor will you receive your guest tickets until completing this process** *(If you have already ordered academic regalia and have a confirmation of your order, please disregard this email).*

All candidates are responsible for ordering their caps and gowns directly from the NSU Bookstore/Oak Hall Cap and Gown. Only regalia ordered from the Bookstore are acceptable wear at NSU Commencement. There is no additional charge to you when ordering regalia.

Contact the NSU Bookstore at (954) 262-4750 with any regalia-related questions.

Please re-submit your Commencement Participation Form (CPF) and then stay online while you are redirected to the NSU Bookstore/Oak Hall site to order your cap and gown.

***If you have already ordered regalia and have a confirmation of your order, please disregard this email.***

[Click here to begin the NSU Commencement regalia ordering process](#)

**The deadline for ordering regalia is Friday, July 24, 2015**

### Commencement Check List

**Step 1:** [RSVP for Commencement & Order Regalia](#)

***(July 24, 2015 Deadline)***

**Step 2:** [RSVP for Senior Awards Dinner & Dance](#)

***(August 14, 2015 Deadline)***

**Step 3:** [Apply for Family Hooding](#)

***(Doctoral Candidates only)***  
***(August 10, 2015 Deadline)***

**Step 4:** [Print Your 2015 Commencement Handbook](#)

**Step 5:** [Doctoral Candidates Watch the Hooding Video](#)



### **Senior Awards Dinner & Dance/Family Hooding**

[Click here](#) for information about your HPD Awards Dinner & Dance and/or if you are receiving a doctoral degree and wish to have an immediate family member participate in your hooding ceremony. Restrictions apply. See Web page for details.

### **Simulcast Locations**

Guests who do not have tickets for arena seating will have the opportunity to view a live telecast of the ceremony via closed circuit television at the [Flight Deck Pub](#) and the Performing and Visual Arts Theater in the Don Taft University Center. Seating is available on a first-come, first-served basis. The sign language interpreter is visible on the live telecast screen. The simulcast viewing is not closed captioned.

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## NSU Commencement Final Instructions

Thank you for completing your Commencement Participation Form (CPF) and ordering your academic regalia for the 2015 Nova Southeastern University Health Professions Division Commencement Ceremony for the College of Health Care Sciences (except Physical Therapy) and College of Nursing. The administration and faculty look forward to hosting you and your guests at this year's celebration of academic achievement.

### Commencement Check List

**Step 1:** [Print Your 2015 Commencement Handbook](#)

**Step 3:** [Doctoral Candidates Watch the Hooding Video](#)

Your commencement will take place on Friday, August 21, 2015, 2:30 pm, at [The Arena at the Don Taft University Center](#) (UC) on the NSU main campus in Fort Lauderdale, Fla. **Plan to arrive at 1:30 pm when the arena doors open for candidates and guests.**

### Parking

Candidates and guests should park in the Public Library and Student Main Parking Garage located on Ray Ferrero, Jr. Blvd (directly across from the Carl DeSantis Building). The NSU Arena is located 200 yards south of the parking garage. There are handicap accessible parking spaces located on every level of the garage near the elevators.

Candidates should arrive dressed in their regalia and proceed to the assembly area on the second-floor RecPlex. No guests are allowed in the candidate's staging area.

For questions regarding the pickup of regalia or for any other regalia-related issues, please contact the NSU Bookstore via [email](#) or call (954) 262-4750.

Your ceremony will last approximately two-and-a-half hours. Out of courtesy to all of your classmates, we ask that you remain for the duration.

There is no rehearsal and tickets are not required for your guests.

**Please leave handbags and other personal items with your guests.** The Don Taft University Center has no facilities available for storing purses or other personal items that you may be carrying and neither the university nor the UC is responsible for items left unattended.

Article of clothing that will be visible at the neck and below your gown should be in keeping with the conservative style of the academic attire. With that in mind, please do not wear stiletto heels or tennis shoes/sneakers. The cap, which may need bobby pins to stay on your head, is worn parallel to the ground.



### **Line of March**

When your program is called to the stage for the presentation of candidates for degrees, you will either be directed stage right (toward the university President) or stage left (toward your Dean). Please follow the directions of the stage attendants to ensure an orderly staging.

### **Hooding Video**

Graduating doctoral candidates at the 2015 Nova Southeastern University HPD May Commencement Ceremony will be hooded on stage in front of their family and friends. [Watch the instructional video here.](#)

### **Special Needs**

[Click here](#) about information for guests requiring special needs accommodations. Any candidate with special needs should contact Student Disability Services at (954) 262-7185.

### **You Must Return Your Borrowed Deluxe Regalia within Seven Days**

NSU Bookstore representatives will be on site following commencement or you can return your borrowed deluxe regalia to the main-campus bookstore by Tuesday, September 1, 2015. Failure to do so will result in a charge of the full purchase price (\$992.00 plus tax) to your student account, which will result in a hold on your records. Master's regalia are yours to keep.

**For questions regarding regalia pickup or for any other regalia-related issues, please contact the NSU Bookstore via [email](#) or call (954) 262-4750.**

### **Simulcast Locations**

Guests who do not have tickets for arena seating will have the opportunity to view a live telecast of the ceremony via closed circuit television at the [Flight Deck Pub](#) and the Performing and Visual Arts Theater in the Don Taft University Center. Seating is available on a first-come, first-served basis. The sign language interpreter is visible on the live telecast screen. The simulcast viewing is not closed captioned.

All NSU Commencement ceremonies are also video streamed in real time. Visit the [NSU Commencement Web site](#) and click on the "Commencement Ceremony Live" icon for more information. All commencement video streams are archived on the NSU Commencement Web site approximately one week after the ceremony.

For complete information on this year's ceremony, visit the [NSU Commencement Web site](#) and follow us on [Twitter](#).





## MEMORANDUM

**TO:** HPD Faculty and Administrators  
College of Health Care Sciences (except Physical Therapy)  
College of Nursing

**FROM:** The Commencement Team

**DATE:** July 20, 2015

**SUBJECT:** 2015 HPD August Commencement Faculty Information

The Health Professions Division August Commencement for the College of Health Care Sciences (except Physical Therapy) and College of Nursing will take place on Friday, August 21, 2015, 2:30 p.m., at [The Arena at the Don Taft University Center](#) (UC) on the NSU main campus in Fort Lauderdale, Florida.

All members of the processional should arrive at 1:30 p.m. Please remember that as the starting time draws closer, general parking will become more difficult.

In order to make this a memorable event for all, please be aware of the following processes:

### **Regalia**

Reserve your seat and order regalia online at <https://www.nova.edu/webforms/fcpf/index.html>. *It is important that anyone who plans on attending commencement completes the electronic Commencement Participation Form (CPF), even if you have your own regalia.*

***If you need regalia***, after submitting the CPF, you will be redirected to the NSU Bookstore/Oak Hall Cap & Gown Web site. Follow the prompts to complete the order for appropriate regalia. Write out your degree (no abbreviations, please) to assist bookstore personnel in providing you with the correct color hood. There is no cost to you at check out. The online regalia order deadline is **Friday, July 17, 2015**. As was the case in previous years, regalia can be picked up at the NSU Bookstore on University Plaza South or at the UC on the day of commencement.

### **Parking**

Faculty should park in the [Public Library and Student Main Parking Garage](#) located on Ray Ferrero, Jr. Blvd (directly across from the Carl DeSantis Building). The Arena at the Don Taft University Center is located 200 yards south of the parking garage. There are handicap-accessible parking spaces located on every level of the garage near the elevators.

Enter the Don Taft University Center through the north entrances directly across from the Alvin Sherman Library and proceed to the faculty staging area – The Black Box Theater.

### **The Black Box Theater**

The Black Box Theater of the Farquhar College of Arts & Sciences' Performing and Visual Arts (PVA) wing is located on the first floor on the north side of the UC, directly inside the north entrance. Light refreshments, chairs, and full-length mirrors will be available for your convenience.

Immediately following the ceremony, borrowed regalia can be returned to the NSU Bookstore table located in the Black Box Theater. All regalia must be returned to the NSU Bookstore within seven (7) days of the ceremony.

### **Senior Awards Dinner & Dance**

The Senior Awards Dinner & Dance is scheduled for Thursday, August 20, 2015, at the Signature Grand, 6900 West State Road 84, in Davie, Florida. The affair begins with a wine reception at 7:00 p.m., followed by dinner at 8:00 p.m., and dancing. Business attire is suggested. Faculty members are urged to attend and your specific Dean will pay for your ticket. You are also encouraged to invite additional guests at \$85.00 per person. Use your SharkLink username and password to access the online RSVP and available dining choices at <https://www.nova.edu/cqi-bin/awardsdinner/AwardsDinner.cqi>.

### **Commencement Live Streaming**

All Nova Southeastern University 2015 Commencement ceremonies will be streamed in real time as a free service provided by the university for families and friends who are unable to attend the ceremony in person.

Guests who do not have tickets for arena seating will have the opportunity to view a live telecast of the ceremony via closed circuit televisions at two on-campus locations: the [Flight Deck Pub](#) and the Performing and Visual Arts Theater in the Don Taft University Center. Seating is available on a first-come, first-served basis. The sign language interpreter is visible on the live telecast screen. The simulcast viewing is not closed captioned.

All NSU Commencement ceremonies are also video streamed in real time. Visit the [NSU Commencement website](#) and click on the "Commencement Ceremony Live" icon for more information. All commencement video streams are archived on the NSU Commencement Web site approximately one week after the ceremony.

# Letter for Requesting Visitor's Visa for Graduation Ceremony

Print All Information

Student Name

--

NSU ID#

NSU Email Address

Contact Telephone Number

N		
---	--	--

Name of School/College/Center	
Degree (Bachelor's/Master's/Doctoral)	
Major	

**Date of Completion** of All Coursework Including:  
Capstone, Thesis/Dissertation, Comprehensive Finals,  
or Rotations

--

**Date of Commencement Ceremony**

--

## IMPORTANT

*The Office of International Students will not create an invitation letter unless all dates are accurate. The letter will reflect the exact circumstances of your graduation: e.g. if you will attend the graduation ceremony and have not yet completed your course requirements, the letter will reflect this fact.*

Please check one of the following:

I am ☐ an F-1 visa holder | ☐ a J-1 visa holder | ☐ a Permanent Resident | ☐ a U.S. Citizen

If none of the above applies to you, please explain \_\_\_\_\_  
\_\_\_\_\_

## Relative/Family Member Information

Title (Dr., Mr., Ms., Mrs.)	First Name	Middle Name	Family Name	Relationship

Check one: ☐ One letter for all invitees ☐ Separate letter for each invitee

Letters may take up to 5 business days. We will contact you when the letter is ready.

City and Country of Embassy/Consulate \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

Student informed that letter/s is/are ready By e-mail ☐ By phone ☐ Date \_\_\_\_\_

Letter prepared /Student contacted by \_\_\_\_\_

Date Student picked up letter \_\_\_\_\_ Student signature \_\_\_\_\_



# Current Policies



## NOVA SOUTHEASTERN UNIVERSITY University Policy

<b>Administrative Area(s):</b>	Administration and Academic Units
<b>Applicability:</b>	Administrators, Deans, Directors, Department Heads, Faculty, and Administrative Staff Responsible for Grades
<b>Scope:</b>	Grading Policy
<b>Date:</b>	August 2013 (Rev)
<b>Publication Requirement:</b>	Faculty Handbook, Faculty Contracts, and the University Registrar's Policies

### **Purpose:**

Due to Federal regulations regarding financial aid and to benefit Nova Southeastern University students, some measure of academic progress, whether a valid grade, progress grade (PR), or an incomplete grade *must* be posted to a student's record in a timely manner. The timely posting of grades is imperative to the application of the University's Grading Policy for two reasons. First, grades and grading practices have a significant place in the educational scheme. Second, the importance of grades and grading practices is attached to scholastic standing for students. NSU students are entitled to the timely posting and notification of their grade(s). The following grading policies must be adhered to in order to provide accuracy and consistency of university records, to ensure adherence to the University's accrediting body, to guarantee compliance with federal and state audits, and to provide timely notification to students regarding their academic progress in courses.

---

### **Federal Financial Aid Title IV Regulations Affecting Grades**

- I. **Standards of Academic Progress (SAP) requirements:** According to Statutory and Regulatory Citations: Section 484B of the Higher Education Act of 1965, as amended, (Title IV, HEA) and 34 CFR 668.34 regarding satisfactory progress, "At a minimum, an institution must review a student's academic progress annually to correspond to the end of a payment period."
- II. **Return of Title IV Funds requirements:** According to 34 CFR 668.22 regarding the timeframe for the Return to Title IV Funds,
  - 1) An institution must return the amount of Title IV funds for which it is responsible as soon as possible but **no later than 45 days after the date of the institution's determination that the student withdrew**. The timeframe for returning funds is further described in Sec. 668.173(b).

- 2) An institution must determine the withdrawal date for a student who withdraws without providing notification to the institution **no later than 30 days** after the end of the earlier of the (34 CFR 668.22 (j) (2)):
  - a. Payment period or period of enrollment; or
  - b. Academic year in which the student withdrew; or
  - c. Educational program from which the student withdrew.

For federal audit compliance and other issues as documented in the section below, *Rationale for Posting Grades in a Timely Manner*, it is critical that the institution understands the necessity for posting grades in a timely manner. The timely posting of grades ensures that the standards of academic progress are met by students and that the students without grades did not, in fact, withdraw from courses.

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## GRADING POLICY

### **Grade Submission**

All students are entitled to receive grades in a timely manner; therefore, grades **must** be entered at the end of each semester or term. On the **seventh day** after the end of the semester or term, the Registrar's Office will notify the appropriate Dean, with a copy to the Provost, of any grades that have not been posted.

### **Non-Passing Grades**

An "earned" failing grade (F, NP, NPR, or  $\leq 69$ ) **must** be assigned by the instructor for a student who attended the semester or term and earned a failing grade (not due to a change of grade).

### **Last Date of Attendance**

If a student unofficially withdraws from a course (ceases attending the course or submitting assignments), the instructor **must** record the last date of an academically related activity as the last date of attendance (LDA) on the grade roster in WebSTAR. Academically related activity includes but is not limited to:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, an interactive tutorial, or computer-assisted instruction;
- attending a study group that is assigned by the instructor;
- participating in an online discussion about academic matters; and
- initiating contact with a faculty member to ask a question about the academic subject studies in the course.

Academically related activities do not include activities where a student may be present but not academically engaged, such as:

- reading the syllabus



- living in institutional housing;
- participating in the school's meal plan;
- logging into an online class without active participation; or
- participating in academic counseling or advisement.

If the last date of activity cannot be determined, the instructor should report the **midpoint** of the semester or term for the course as the last date of attendance. The midpoint of the semester or term will be used when the instructor enters hours attended greater than zero but does not provide a last date of attendance. Students who do officially withdraw from a course after the drop period will be automatically assigned a grade of "W". A student will only be permitted to petition and receive consideration for a retroactive drop, withdrawal, or refund for a course no more than 20 days after the end of the semester or term if he or she has extenuating circumstances and provides the appropriate documentation (e.g., medical records, death in family, etc.).

### **Appeals Committee**

Enrollment and Student Services will review petitions from the academic units on behalf of students who failed to drop, add, or withdraw within the designated 20-day period. Documentation of the extenuating circumstances that prevented the student from meeting the deadline must be submitted with a Student Transaction Form (STF).

### **Nonattendance**

Each faculty member must reconcile and validate the accuracy of his or her class roster within one week of the first day of class as determined by the approved Nova Southeastern University Academic Calendar. Refer to the *Roster Reconciliation Policy*. Roster reconciliation includes identifying students who attended class but are not officially registered and students who are registered for class but did not attend.

### **Incomplete Grades**

At the instructor's discretion, students who have not completed the required work in a course by the end of the semester or term may be assigned an incomplete (I) grade. In order for an incomplete to be assigned, the student must have completed a substantial portion (to be determined by the academic program) of the course with a passing grade. The incomplete is not computed in the grade point average. The time limit for changing the incomplete grade to the final grade may not exceed one calendar year or graduation, whichever comes first. After the time period for a change of grade has expired, the incomplete grade will be changed to an F grade by the Registrar's Office.

### **Repeated Courses/Grade Replacement**

Repeated courses/grade replacement allow students who have performed poorly in a course to repeat the course and remove the weight of the earlier grade from the student's cumulative grade point average (GPA).

The following applies to all repeated courses:

- If a student repeats a course, then the highest grade will be applied to the cumulative GPA calculation and displayed on the academic record. The lowest grade will be displayed on the academic record but will not be calculated in the cumulative GPA.
- If a student repeats a course two times, then the highest grade will be applied to the cumulative GPA calculation and displayed on the academic record. The two lowest grades will be displayed on the academic record but not calculated in the cumulative GPA.
- If a student repeats a course three or more times, then the two lowest grades will be excluded (forgiven) from the cumulative GPA calculation and displayed on the academic record. All other grades will be applied to the cumulative GPA calculation and displayed on the academic record.

Only courses taken at NSU qualify for grade replacement. Students must gain prior approval for the equivalency of the course before enrollment. In cases where students believe courses to be identical, although the course number or title may differ, it will be necessary to obtain validation from the academic unit offering the course.

Repeated coursework will be included when determining financial aid enrollment status with the exception of a limitation on previously passed coursework. A previously passed course is financial aid eligible for one time only.

If a student is receiving financial aid, please be aware that the Standards of Academic Progress (SAP) is separate from the Grading Policy. Repeated coursework does affect SAP measures. All repeated courses count toward attempted credits and could negatively affect the annual quantitative, pace, and maximum timeframe for the student's eligibility for financial aid.

The Veterans Administration will not pay for repeated courses if the previous grade met the academic requirements for degree completion.

#### **SUBMISSION OF GRADES**

Due to federal compliance for enrollment verification, grades are no longer accepted and can no longer be entered before the official course end date. Grading will open seven (7) days before the end of the semester, term, or part of term and will close seven (7) days after the end of the semester, term, or part of term. All grades submitted after this point will require an individual Change of Grade Form from the instructor.

#### **RATIONALE FOR POSTING GRADES IN A TIMELY MANNER**

- NSU is required by the Department of Education's federal regulations to determine Satisfactory Academic Progress (SAP) for all students. The Office of Student Financial Assistance reviews SAP yearly for qualitative, annual quantitative, pace, and maximum timeframe. If grades are not posted in a timely

manner, this will likely result in the student not receiving his or her financial aid funds.

- NSU is required by the Department of Education's federal regulations to return any unearned financial aid funds **no later than 45** days after the date of the institution's determination that the student withdrew or dropped. The institution must determine the withdrawal date for a student who withdraws without providing notification to the institution no later than 30 days after the end of the earlier of the payment period or period of enrollment, the academic year, or the educational program that the student was enrolled in. The University's *Return of Title IV Report* identifies students who may have unofficially withdrawn. Failure to report grades in a timely manner prevents the ability of the Office of Student Financial Assistance and the Registrar's Office to comply with this federal mandate.
- Some students rely on tuition remission from their employers to continue financing their education. Employers may require the submission of final and official grades as proof of course completion prior to reimbursement. If grades are not posted in a timely manner, this could cause unfair and unnecessary financial hardship for students.
- There are military requirements (i.e., EArmyU) that mandate the submission of grades to the specific armed services within 15 days after the end of the semester, term, or part of term.
- Students are entitled to the timely posting and notification of their grades.

Approved by: Stephanie G. Brown  
Associate Vice President  
Student Financial Services and Registration

September 1, 2007



**NOVA SOUTHEASTERN UNIVERSITY**  
**University Policy**  
**Astra Room Scheduling**

<b>Affected Area(s):</b>	Academic Units/Administrative Units/Technology
<b>Applicability:</b>	University-wide
<b>Effective Date:</b>	July 1, 2012
<b>Scope:</b>	NSU Academic, Event, and Resource Scheduling
<b>Publication Requirement:</b>	Astra Room Scheduling Procedures Manual

**Rationale:** Nova Southeastern University utilizes Astra to schedule classes and events in the 460 classrooms located throughout the University's campuses. There are over 3,477 classes (Winter 2012) offered by the 17 academic units. Winter 2012 was selected because enrollment is traditionally higher. Currently, classroom space is being utilized at an overall estimated average of 62 percent for classes located at the main campus. The following policy must be observed in order to maximize classroom space at the university.

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**Astra Room Scheduling Policy**

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**Responsibilities**

The responsibility for the coordination and the oversight of Astra resides within Enrollment and Student Services (ESS). The academic units will identify course scheduling needs each semester or term based on the Course Schedule Calendar below.

**Course Reference Numbers (CRNs)**

All course reference numbers (CRNs) must be created in Banner 150 days prior to the start of each semester or term based on the Course Schedule Calendar below. All events can be scheduled in Astra after the course schedules are finalized and a confirmation email is sent to all Astra scheduling administrators.

**Building Priorities**

Priority order will be given to classes, events, and meetings scheduled within each building accordingly:

- Courses specific to the academic unit(s) housed in the building (e.g., law classes have priority in the Shepard Broad Law Center).
- Overflow courses offered by other academic units.
- After all course scheduling needs are met, events, meetings, and other projects will be processed based on the following order:
  - Events, meetings, and projects sponsored by the academic unit(s) housed in the building.
  - Non-academic events, meetings, and projects sponsored by NSU.
  - Other community events, meetings, and projects not sponsored by NSU.

**Course Schedule Calendar**

- Fall – Academic units must submit the completed course schedules to ESS no later than March 1.
  - ESS will send the initial course schedule with assigned rooms to the academic units for final review on May 15.
  - Final updates from the academic units are due to ESS no later than May 22.
    - Requests to change room assignments will be immediately accommodated based on classroom availability.
  - Course schedules will be finalized on May 30, unless unforeseen circumstances arise.
  - Rooms will be available for event, meeting, and project scheduling on May 31 and a confirmation email will be sent to all Astra scheduling administrators.

- Winter – Academic units must submit the completed course schedules to ESS no later than August 1.
  - ESS will send the initial course schedule with assigned rooms to the academic units for final review on October 15.
  - Final updates from the academic units are due no later than October 22.
    - Requests to change room assignments will be immediately accommodated based on classroom availability.
  - Course schedules will be finalized on October 30, unless unforeseen circumstances arise.
  - Rooms will be available for event, meeting, and project scheduling on October 31 and a confirmation email will be sent to all Astra scheduling administrators.
- Spring/Summer – Academic units must submit the completed course schedules to ESS no later than October 1.
  - ESS will send the initial course schedule with assigned rooms to the academic units for final review on January 15.
  - Final updates from the academic units are due no later than January 22.
    - Requests to change room assignments will be immediately accommodated based on classroom availability.
  - Course schedules will be finalized on January 30, unless unforeseen circumstances arise.
  - Rooms will be available for event, meeting, and project scheduling on January 31 and a confirmation email will be sent to all Astra scheduling administrators.
- When creating the course schedules, the academic units must adhere to the following guidelines:
  - Course offerings must be evenly distributed throughout the week (e.g., the vast majority of courses cannot be scheduled on Tuesdays and Thursday at from 1:00 p.m. to 3:00 p.m.).
  - Courses submitted for scheduling should be in a final schedule format.
    - Exceptions: cancellations of courses or a one-to-one replacement that does not require any further scheduling adjustments

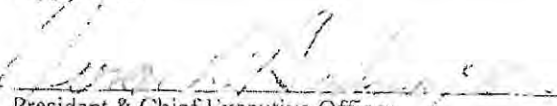
#### DeSantis Building – Courtyard Pavilion

The Courtyard Pavilion is intended to serve as a multi-use gathering area with unrestricted access for students and faculty. When classes are in session, no distributive equipment may be used in this location (e.g., no broadcast microphones or performance audio systems).

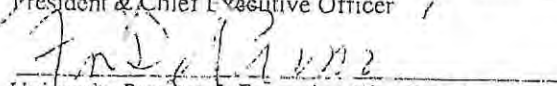
#### External Requests

- Outside organizations and public representatives must contact NSU's Facilities Management to request a venue for community events, meetings, and projects.
- Once approved, Facilities Management will handle all liability requirements.
- Any fees associated with the request(s) must be coordinated with Facilities Management.

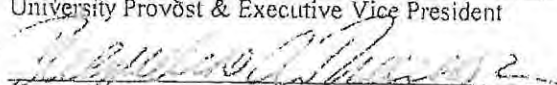
#### Approvals:

  
President & Chief Executive Officer

6/8/12  
Date

  
University Provost & Executive Vice President

6/8/12  
Date

  
Executive Vice President & Chief Operating Officer

6/8/12  
Date



## NOVA SOUTHEASTERN UNIVERSITY University Policy

<b>Administrative Areas:</b>	Administration, Academic Units, and Undergraduate Academic Advising
<b>Applicability:</b>	Administrators, Deans, Directors, Department Heads, and Administrative Staff
<b>Scope:</b>	Transfer Credit for Undergraduate Students Who Have Earned an Associate in Arts Degree or Have Earned 60 Credits from a Postsecondary Institution Accredited by the Southern Association of Colleges and Schools (SACS)
<b>Effective Date:</b>	July 1, 2013 (For Winter 2014 Entering Transfer Students)
<b>Publication Requirement:</b>	Undergraduate Transfer Policy Manual

### **Purpose:**

This policy sets forth the Undergraduate Transfer Policy that will apply to transfer students who have earned an Associate in Arts Degree or 60 credits from a postsecondary institution accredited by the Southern Association of Colleges and Schools (SACS). Transfer students from non-SACS accredited institutions or students who have earned less than 60 credits will be required to meet the current admission standards for transfer students.

### **Policy:**

Nova Southeastern University (NSU) has established a universitywide undergraduate transfer policy regarding admission and transfer credit for students who have attended a postsecondary institution that is accredited by SACS.

Transfer students who have earned an Associate in Arts Degree or 60 credits from a SACS-accredited institution and are in good academic standing, as defined by the transfer institution, shall be admitted to NSU with junior standing.

Transfer students under this policy shall be governed by the graduation requirements published in the NSU Catalog at the point of matriculation.

Transfer students may be required to complete additional courses at NSU prior to the awarding of the baccalaureate degree. The additional courses may include general education requirements and may result in students graduating with more than 120 credits. Should the maximum timeframe for Satisfactory Academic Progress (SAP) be exceeded, their financial aid may be impacted.



Transfer credit will be accepted for a grade of D provided credit has been earned and the student's academic program at NSU permits the grade.

Transfer credit will be accepted at NSU for students who have earned an Associate in Arts Degree or 60 credits from a SACS-accredited institution and are in good academic standing since the 1992 inception of the Articulation Agreement between Independent Colleges and Universities of Florida (ICUF) and the Division of Florida Colleges.

Transfer students under this policy will be charged the undergraduate flat-rate tuition.



George L. Hanbury II, Ph.D.  
As President & Chief Executive Officer

7/11/13  
Date



Jacqueline A. Travisano, M.B.A & C.P.A.  
As Executive Vice President & Chief Operating Officer

7/31/13  
Date

## Undergraduate Transfer Equivalencies Determined by TES



According to a memo sent by Provost and Executive Vice President for Academic Affairs, Ralph V. Rogers, Ph.D., to NSU Deans on June 23, 2015, all undergraduate transfer equivalencies are to be determined by Transfer Evaluation Services (TES). Please see a copy of the memo below:

### **MEMORANDUM**

To: NSU Deans

From: Ralph V. Rogers, Provost and Executive Vice President for Academic Affairs

Re: Transfer Evaluation Services (TES)

Date: June 23, 2015

In an effort to reduce the timeframe to make a determination for course equivalency, the following expedited evaluation of transfer credit will occur.

Effective immediately, all undergraduate transfer equivalencies will be determined by Transfer Evaluation Services (TES). In the event TES is unable to make a determination about transfer credit, the transfer equivalency liaison from the respective academic unit will be consulted. Randi Miletsky, Assistant Director of TES will be reaching out to you to identify your colleges transfer equivalency liaison.

Thank you for your continued support.



**NOVA SOUTHEASTERN UNIVERSITY**  
**University Policy**

<b>Administrative Area(s):</b>	Administration/Academic Units/Technology
<b>Applicability:</b>	Deans, Directors, Department Heads, Administrative Representatives, Advising, and Faculty
<b>Scope:</b>	Transfer Credit for Graduate and Professional Programs
<b>Date:</b>	July 21, 2015

**Rationale**

The purpose of the Transfer Credit for Graduate and Professional Programs Policy is to ensure a level of university-wide consistency in the assignment of transfer of credit. This policy applies to all Nova Southeastern University (NSU) graduate and professional programs that accept transfer of credit and is applied to degree programs. To ensure transferred courses are treated equally within the same program, once an equivalency has been established, it will be added to the Transfer Articulation System (TAS) database degree program. Misrepresentation of the approved transferred courses jeopardizes NSU's ability to accurately report at the federal, state, institutional, international, and accreditation levels and creates compliance issues for the university.

**Policy**

Effective Fall 2017, NSU is adopting the following:

**General Requirements**

- The Dean of each graduate college will establish a Faculty Review Committee.
- The maximum number of transfer credits for master and specialist level degree programs is 12.
- The maximum number of transfer credits for doctoral level degree programs is 24. The remaining 70 to 80 percent of coursework must be completed at NSU.
- The maximum number of transfer credits for first professional level degree programs is 12.
- Each college will determine how old a transferable course can be, but it cannot exceed a maximum time limit of seven (7) years.



### **Transfer Credit from Another Institution**

- Student is required to submit the syllabus for the course from the transfer institution that he or she wishes to have reviewed for transfer credit if an NSU course equivalency is not in the Transfer Articulation System (TAS) database.
- The student may request the NSU course for which he or she is seeking credit.
- The course syllabus is reviewed by the Faculty Review Committee to determine if the transfer course outcomes meet the required outcomes of the NSU course.
- If approved, as with undergraduate courses, the information is entered into the TAS Database for future equivalencies of graduate courses. Upon completion, the transfer credit is posted to the student's academic record. The TAS Database currently stores undergraduate equivalencies only.
- If not approved, then the request is denied and the student is notified by the college.
- The student may supply additional substantial information in order to appeal the decision.

### **Transfer Credit for Work Experience**

- Student must prepare and submit a portfolio of his or her work experience challenging a specific NSU course for credit.
- The portfolio must include the following:
  - NSU course syllabus
  - Resume or Vita
  - Written skill inventory that compares the student's work experience to the equivalent course subject matter. The student's work experience must match the learning outcomes of the course.
  - Documentation including certifications, trainings, and any other relevant information must be provided.
- The portfolio is reviewed by the Faculty Review Committee to determine if the work experience meets the required outcomes of the NSU course.
- If approved, then transfer credit can be posted to the student's academic record.
- If not approved, then the request is denied and the student is notified by the academic unit.
- The student may supply additional substantial information in order to appeal the decision.

**Internal Credit from Another NSU Awarded Degree or Program**

- The course(s) can be core-related courses or elective courses that can be applied to the current degree.
- The course(s) must be at the same degree level (e.g., masters to masters) and cannot exceed 12 credits.
- The GPA and credits from the prior work will be applied to both degrees.

**Review and Approval:**

Approved by: G. Elaine N. Poff

Date

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Approved by: Stephanie G. Brown

Date

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**NOVA SOUTHEASTERN UNIVERSITY**  
**University Policy**

<b>Administrative Area(s):</b>	Administration, Academic Units, and Administrative Units
<b>Applicability:</b>	Deans, Directors, Department Heads, Faculty, and Administrative Staff
<b>Scope:</b>	Credit Hour Policy (As Excerpted from the Southern Association of Colleges and Schools – Commission on Colleges)
<b>Date:</b>	January 2, 2013
<b>Publication Requirement:</b>	Office of the Provost/Academic Affairs and the University Registrar's Policies

**Purpose:**

This policy sets forth the universitywide Credit Hour Policy. Nova Southeastern University is committed to ensuring that credit hours awarded for courses and programs conform to commonly accepted practices in higher education. The university's credit hour policy and practices are in accord with the stipulations contained in Federal Requirement 4.9 (Definition of Credit Hours), as well as related stipulations contained in Comprehensive Standard 3.4.6 ("The institution employs sound and acceptable practices for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery."). Academic credit has provided the basis for measuring the amount of engaged learning time expected of a typical student enrolled not only in traditional classroom settings but also laboratories, studios, internships, and other experiential learning, and distance and correspondence education. Students, institutions, employers, and others rely on the common currency of academic credit to support a wide range of activities, including the transfer of students from one institution to another.

**Policy:**

Nova Southeastern University has adopted the federal definition of the credit hour, below, as excerpted from the SACS-COC Credit Hour Policy Statement:

**Federal Definition of the Credit Hour:** A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates



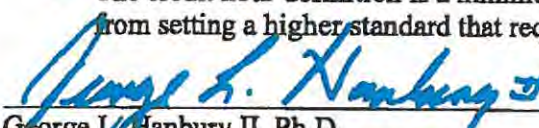
1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or

2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Nova Southeastern University's Credit Hour Policy includes provision for flexibility in interpretation, as follows, in accord with the federal guidelines that are incorporated into the SACS-COC Credit Hour policy:

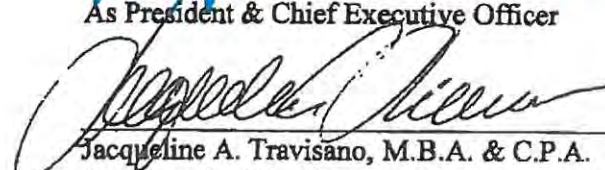
In determining the appropriate amount of credit hours for student coursework, flexibility in interpretation is provided in accord with the following guidelines:

- Nova Southeastern University determines the amount of credit for student work.
- Every unit for which credit is given is understood to represent approximately three hours of actual work per week for the average student.
- Nova Southeastern University's definition of the credit hour does not dictate particular amounts of classroom time versus out-of-class student work.
- In determining the amount of work a set of learning outcomes will entail, the university may take into consideration alternative delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.
- To the extent that complying with the federal definition of a credit hour is deemed by NSU to not be appropriate for academic and other institutional needs, NSU may adopt a separate measure for those purposes.
- The credit hour definition is a minimum standard that does not restrict a program from setting a higher standard that requires more student work per credit hour.

  
George L. Hanbury II, Ph.D.  
As President & Chief Executive Officer

Date

1/2/2013

  
Jacqueline A. Travisano, M.B.A. & C.P.A.  
As Executive Vice President & Chief Operating Officer

Date

1/2/13



## NOVA SOUTHEASTERN UNIVERSITY University Policy

<b>Administrative Area(s):</b>	Administration, Academic Units, and Administrative Units
<b>Applicability:</b>	Administrators, Deans, Directors, Department Heads, Faculty, and Administrative Staff Responsible for Grades
<b>Scope:</b>	Roster Reconciliation by Faculty
<b>Effective Date:</b>	August 2013
<b>Publication Requirement:</b>	Faculty Handbook, Faculty Contracts, and the University Registrar's Policies

### **Purpose:**

Nova Southeastern University is required by Federal Title IV Regulations to return any unearned financial aid funds no later than 45 days after the date of the institution's determination that the student has withdrawn, dropped, or stopped attending class(es). The institution must determine the withdrawal date for a student who withdraws without providing notification to the institution no later than 30 days after the end of the earlier of the payment period or period of enrollment, the academic year, or the educational program in which the student was enrolled. If the last date of attendance or educational activity cannot be determined, then the midpoint of the semester or term will be used as the withdrawal date. Failure to report non-attendance, a withdrawal date, or the midpoint for students who have stopped attending classes in a timely manner severely limits the ability for NSU to comply with this federal regulation.

### **Policy:**

Each faculty member must reconcile and validate the accuracy of his or her class roster within one week of the first day of class as determined by the approved Nova Southeastern University Academic Calendar.


### **Federal Title IV Regulations Affecting Roster Reconciliation**

1. Satisfactory Academic Progress (SAP) requirements – Section 484B of the Higher Education Act of 1965, as amended, (Title IV, HEA), and 34 CFR 668.34 regarding satisfactory progress indicates, "At a minimum, an institution must review a student's academic progress annually to correspond to the end of a payment period."
2. Return of Title IV Funds requirements – 34 CFR 668.22 regarding the time frame for the Return of Title IV Funds:
  - A. An institution must return the amount of Title IV funds for which it is responsible as soon as possible but no later than 45 days after the date the institution determines that the student has withdrawn.

- B. An institution must determine the withdrawal date for a student who withdraws without providing notification to the institution no later than 30 days after the end of the earlier of the:
- i. Payment period or period of enrollment; or
  - ii. Academic year in which the student withdrew; or
  - iii. Educational program from which the student withdrew.

  
George L. Hanbury II, Ph.D.  
As President & Chief Executive Officer

8/5/2013  
Date

  
Jacqueline A. Travisano, M.B.A. & C.P.A.  
As Executive Vice President & Chief Operating Officer

8/5/13  
Date





## NOVA SOUTHEASTERN UNIVERSITY University Policy

<b>Administrative Area(s):</b>	Administration, Academic Units, and Administrative Units
<b>Applicability:</b>	Deans, Directors, Department Heads, Faculty and Administrative Staff
<b>Scope:</b>	Diploma Name Policy
<b>Date:</b>	August 2013
<b>Publication Requirement:</b>	Student Handbooks and the University Registrar's Policies

**Purpose:**

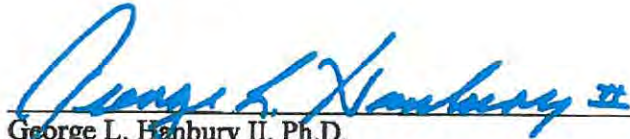
This policy sets forth the universitywide Diploma Name Policy and requires the graduate's name that appears on a Nova Southeastern University diploma must be his or legal name.

**Policy:**

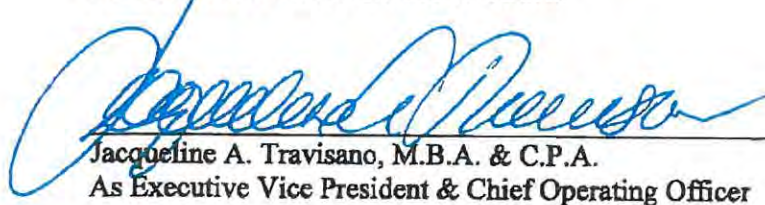
Variations from an official name requested at the time of submitting a Degree Application are the following:

1. Middle names may be complete, initialed, or omitted, but must match the student record. (e.g., John Quincy Adams, John Q. Adams, or John Adams).
2. A legal middle name may be used in place of a first name if that middle name has been recorded in the student's record.
3. Suffixes such as Sr., Jr., III, etc., may be used if included in the student's record and documented on the student's original application, transcript from another school, or birth certificate.
4. Maternal surnames may be included if documentation is provided to the Office of the University Registrar's Office. Proper documentation is a copy of a birth certificate indicating the maternal surname or the student's original admission application indicating the surname.

5. Hyphenated maiden-married last names may be used, provided the student's records have documentation to verify the names. A Data Change Form accompanied by a Certificate of Marriage will be required if a name change has not been processed since the marriage. In all cases, verification will be based on information that is in the student's record and not provided verbally.
6. A maiden name may be used in place of a married name if the maiden name has been recorded in the student's record.
7. Special accent marks may be requested and recognized linguistic marks will be placed on the diploma, if possible.
8. Neither nicknames nor names enclosed by parenthesis or quotation marks will be included as the diploma name.
9. No prefix or suffix relating to a title or credential is permitted (e.g., Dr., DMD, Esq., etc.).

  
George L. Hanbury II, Ph.D.  
As President & Chief Executive Officer

8/5/2013  
Date

  
Jacqueline A. Travisano, M.B.A. & C.P.A.  
As Executive Vice President & Chief Operating Officer

8/5/13  
Date



## NOVA SOUTHEASTERN UNIVERSITY University Policy

**Administrative Area(s):** Administration/Academic Units/Technology

**Applicability:** Deans, Directors, Department Heads, Administrative Representatives, and Faculty

**Scope:** Course Instructional Method Coding

**Date:** June 11, 2015

### Rationale

The purpose of the Course Instructional Method Coding Policy is to ensure a level of university-wide consistency in the assignment of instructional method codes within course sections. This policy applies to all Nova Southeastern University (NSU) credit and noncredit courses. Misrepresentation of the approved codes jeopardizes NSU's ability to accurately report at the federal, state, institutional, international, and accreditation levels and creates compliance issues for the university.

### Policy

Effective Winter 2016, NSU is adopting the following coding schema and definitions:

Course Type Code	Course Type Description	Instructional Method	Instructional Method Description	Course Type and Instructional Method Description	Campus
B	Lab	FF	Face to Face with Instructor Present	A ground based lab course, with an instructor present in the classroom	Any campus with labs, not online
C	Lecture/Lab	FF	Face to Face with Instructor Present	A ground based combined lecture and lab course, with an instructor present in the classroom	Any campus with combined lecture and labs, not online
DEF	Distance Education: Instructor Present	DP	Off Campus with Instructor Present	A ground based course not taught on Ft. Lauderdale campus with an	Off campus, not online



				instructor present in the classroom	
DEI	Distance Education: Internet	DI	Web Based	A course taught through the web with no ground based or face to face meetings	Only online
DET	Distance Education: Other Technologies	DT	Mixed Media/Hybrid	A ground based course not taught on Ft. Lauderdale campus and uses other technologies	Any campus, not online or Ft. Lauderdale
F	Facilitated Course	FF	Face to Face, live interaction with instructor present	Practicum/Thesis/Independent Study/Internship/Rotation/Master's Directed Project/Video Conferencing course taught either independently with the instructor, web based, or face to face live with an instructor present	Any campus, not online
FO	Facilitated Course	D1	Web Based		Only online
L	Lecture	FF	Face to Face with Instructor Present	A ground based course taught on Ft. Lauderdale campus with the instructor in the classroom	Ft. Lauderdale campus only
LH	Lecture	DT	Mixed Media/Hybrid	A ground based course taught on Ft. Lauderdale campus with the instructor in the classroom and taught using a hybrid format	Ft. Lauderdale only
Course sections that are offered through Blackboard must have a course attribute code of BBF (Blackboard fully online) or BBH (Blackboard Hybrid) to have the Blackboard shell created by OIIT.					

**Review and Approval:**

Approved by: G. Elaine N. Poff

Date

G. Elaine N. Poff  
6/11/15

Approved by: Stephanie G. Brown

Date

Sgbrown  
6/11/15



**Administrative Area(s):** Administration, Academic Units, and Administrative Units

**Applicability:** Deans, Directors, Department Heads, Faculty, and Administrative Staff

**Scope:** Substantive Change Policy

**Date:** May 15, 2014

**Publication Requirement:** Provost's Office/Academic Affairs

**Purpose:**

Accredited institutions with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOCCOC) are required to notify the COC of substantive changes, and when required, seek approval prior to the initiation of changes.

**Policy:**

Nova Southeastern University (NSU) is responsible for compliance with the SACSCOCCOC Substantive Change Policy.

Substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive changes include the following:

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation.
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program
- The establishment of a branch campus



- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs

### **1. Responsibility**

#### All members of NSU:

NSU has the fundamental responsibility to be generally aware of the substantive change policy, inform the Executive Vice President for Academic Affairs and Provost at the earliest point possible of proposals that may be considered a substantive change for the university, and provide any data, information, or prospectus necessary to comply with SACSCOC policy when requested.

#### Responsibilities of the Offices of Institutional Effectiveness:

All substantive changes will be coordinated through the Office of Institutional Effectiveness.

#### Responsibilities of NSU's SACSCOC Liaison:

The university's SACSCOC liaison will:

- provide the executive leadership with information about the SACSCOC substantive change policy. This includes, but is not limited to, sending information about substantive change to the Assistant/Associate Provosts, Vice Presidents, Deans, and Directors at least annually;
- work with the Director of Accreditation when necessary to determine whether proposed change is substantive; and
- coordinate with SACSCOC and the appropriate executive officer about any required follow-up action.

#### Responsibilities of NSU's Director of Accreditation:

The Director of Accreditation will:

- work with the executive leadership to determine whether a proposed change is substantive;
- determine what action with respect to SACSCOC is needed when a change is substantive;
- file the appropriate notice or prospectus with SACSCOC;
- provide a list of examples of substantive change on the Institutional Effectiveness website; and
- coordinate with the university's SACSCOC liaison about any required follow-up action.

#### Responsibilities of NSU's Enrollment and Student Services:

Upon confirmation of the evidence of an instance of substantive change, the Vice President of

Enrollment and Student Services will:

- update the electronic Program Participation agreement (PPA) with the substantive change(s)
- collect and submit the documentation, if required, to the United States Department of Education (US ED)
- obtain the President's signature for submission to US ED

## **2. Procedure**

### Notification of the University's SACSCOC Liaison of Proposed Changes

If a change is substantive, NSU is responsible for notifying SACSCOC prior to implementation. Depending on the change, and whether it is defined as [Procedure One, Two, or Three](#), this notification may need to be provided up to twelve months in advance. Once a proposed change is identified that may be substantive, the dean of the unit proposing the change should notify either the Associate Provost for Academic Affairs or the Vice President for Institutional Effectiveness.

### Late Notification to University's SACSCOC Liaison

If a substantive change has been implemented without notification of the university's SACSCOC liaison, the Associate Provost of Academic Affairs is responsible for notifying the university's SACSCOC liaison immediately. The university's SACSCOC liaison is then responsible for notifying SACSCOC of the change as provided in the SACSCOC Substantive Change Policy.

For additional information about the SACSCOC Substantive Change Policy, please visit <http://www.SACSCOCcoc.org/pdf/081705/Substantive%20change%20policy.pdf>

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George L. Hanbury II, Ph.D.  
As President & Chief Executive Officer

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Date

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Jacqueline A. Travisano, M.B.A. & CPA  
As Executive Vice President & Chief Operating Office

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Date

Web Pages



[←](#)
[http://www.nova.edu/registrar/services.html](#)
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## Office of the University Registrar

- Academic Calendars
- Commencement
- CAPP Degree Evaluation
- Degree Application
- Services
- Policies (staff only)
- Transfer Evaluation Services
- Voter Registration
- FAQs

## BROCHURE


Working Together for You

**Nova Southeastern University and the National Student Clearinghouse**



Empowering Students to Succeed

NSU-CAP: 888.461.2770



## UNIVERSITY REGISTRAR

NSU Home / Registrar

## Services

The Office of the University Registrar provides many services to both enrolled and future students. Please review the information below in order to solve your unanswered questions.

- Admissions Application
- Photo IDs
- Requesting Official Academic Transcripts
- Registration
- Name Change
- Social Security Number or Date of Birth Change
- Gender Change
- Address Change
- Loan Deferrals, Enrollment and Degree Verification
- Grades
- Diplomas
- Family Educational Rights and Privacy Act (FERPA)
- Student Right To Know

## Important Links

- International Students
- Financial Assistance
- University Bursar

## Forms

- Authorization for Release of Information
- Bulk Rate Transcript Request
- Data Change
- Request for Replacement Diploma
- Request to Prevent Disclosure of Directory Information
- Student Transaction Form (Online)
- Student Transaction Form (PDF)
- Student Transaction Form (Español)
- Transcript Request

## Contact Us

Nova Southeastern University  
Office of the University Registrar  
3301 College Avenue

## Commencement

- [Candidates](#)
- [Parents and Guests](#)
- [Faculty](#)
- [Frequently Asked Questions](#)

## Commencement Ceremony Live



[Click here](#) for free live video streaming instructions for 2015 NSU Commencement ceremonies.

- ▢ [Commencement Video Archives](#)

## Ceremony Location



[NSU Home](#) / Commencement

## About Commencement

Commencement is a recognition and celebration of academic achievement and the lasting contributions that students have made to the university

Do not confuse the degree/diploma application with commencement and your regalia purchase. These are two separate processes.

Although often used interchangeably, the words *Commencement* and *Graduation* are not the same thing. It is important to understand that participating in a commencement ceremony does not mean that you have completed your degree and actually graduated.

Commencement is a formal ceremony for students who have been cleared to walk by their school or program.

## Contact Us

Have additional questions? Contact the [NSU Registrar's Office](#) at (954) 262-7255 or (800) 541-6682 ext. 27255. Please provide your NSU ID number in all email correspondence.

## Commencement Brochure



View the [Commencement Brochure](#).





[NSU Home](#) / [Commencement](#) / Archives

# Commencement Video Archives

## 2015

- [Law \(5/7/15\)](#)
- [Undergraduate - morning \(5/8/15\)](#)
- [Undergraduate - afternoon \(5/8/15\)](#)
- [Health Professions Division - morning \(5/15/15\)](#)
- [Health Professions Division - afternoon \(5/15/15\)](#)
- [H. Wayne Huizenga School of Business & Entrepreneurship \(MBA and MIBA\) - morning \(6/5/15\)](#)
- [School of Business, Farquhar College, School of Computer and Information Science, Oceanographic Center - afternoon \(6/5/15\)](#)
- [Psychology; Humanities and Social Sciences; Institute for the Study of Human Service, Health, and Justice - morning \(6/12/15\)](#)
- [Fischler School of Education - afternoon \(6/12/15\)](#)

## 2014

- [Health Professions Division \(8/23/14\)](#)
- [Fischler/CPS \(6/21/14\)](#)
- [Graduate/Professional \(6/21/14\)](#)
- [Health Professions Division \(5/18/14\)](#)
- [Undergraduate \(5/10/14\)](#)
- [Law \(5/10/14\)](#)

## 2013

- [Undergraduate \(5/11/13\)](#)
- [Health Professions \(5/19/13\)](#)
- [Law \(5/11/13\)](#)
- [Fischler/CPS \(6/16/13\)](#)
- [Graduate/Professionals \(6/16/13\)](#)
- [Health Professions \(8/24/13\)](#)

## Contact Us

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[UNDERGRADUATE](#) [GRADUATE & PROFESSIONAL](#) [ACADEMICS](#) [STUDENT LIFE](#) [RESEARCH](#) [COMMUNITY](#) [ABOUT NSU](#)

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# ENROLLMENT AND STUDENT SERVICES

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## Office of the University Registrar

### Policies

- [Course Instructional Method Coding Policy](#)
- [Credit Hour Policy](#)
- [Diploma Name Policy](#)
- [Grading Policy](#)
- [Record Retention Policy](#)
- [Roster Reconciliation Policy](#)
- [Student Enrollment Agreement \(SEA\) - institutional, approved by NSU Executive Administration](#)
- [Student Right-to-Know Act](#)
- [Undergraduate Transfer Policy](#)

### Procedures

- [How to Determine the Status of a Transcript](#)

### Federal Regulations

- [FERPA - Family Educational Rights and Privacy Act](#)

## Office of Student Financial Assistance

The following bullet points provide details on high-impact federal Title IV regulations:

- [Authorization to Apply Title IV Federal Financial Aid Funds \(form\)](#)  
*Note: Students also have the option of completing this form online.*
- [Professional Judgment \(form\)](#)
- [Repeat Course Policy for Financial Aid](#)
- [Return of Title IV Funds](#)
- [Satisfactory Academic Process \(SAP\) - institutional, approved by the NSU Executive Administration](#)

## Room Scheduling

- [Room Scheduling Policy](#)

## Red Flag (Identity Theft Prevention Policy)

- [Red Flags General Policy \(Risk Management\) - mandatory training for all ESS employees](#)

## University Call Center

- [HIPAA Privacy, Security, and Research Training Course](#)

Quicklinks

Search

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Content Layout

You are currently logged in.



E-mail



Calendar



Groups



Logout



Help

Home Community My Tab Faculty Employee Alumni Computing Help Desk

July 20, 2015

## Faculty Dashboard

2011-12  
Training ▾ NOVA 0105 ContinuingEd/Prov  
Dev

## Policies &amp; Procedures

- Employee Policy Manual
- Corporate Compliance
- Facilities
- Purchasing
- Risk Management
- Information Technology
- Surplus Property and Equipment
- Office of Sponsored Programs
- Gift Acceptance Policies and Procedures
- Gift Acceptance Policy
- NSU Facilities Naming Policy
- Donor Relations and Stewardship Plan
- Event Quid Pro Quo
- Internal Communications
- Policy for NSU Advisory Boards



## Additional Faculty Policies

- Faculty Policy Manual
- Sabbatical Leave (PDF)
- Academic Center Policies
- Academic Review Committee
- New Program Review Committee
- Faculty Advisory Council

## My Courses

Click here to see  
your courses

## Libraries &amp; Research

Committees, Councils,  
and Boards

- Academic Review Committee
- Administrative Student Services Council
- Faculty Advisory Council
- Institutional Review Board
- New Program Review Committee
- Quality of Life Council

- Employee Relations Committee
- Safety Committee

## Faculty Roster Reconciliation

FACULTY ROSTER  
RECONCILIATION

LOGIN &gt;&gt;

## Faculty Grade Assignment

Training NOVA 0105 2011-12 ContinuingEd/Prov Dev

Final Grades ▾ Go

## Training

- Human Resources Training
- Technology Training
- Library Training & Workshops
- Media Training



## Undergraduate Faculty Resources

- Faculty Undergraduate Student Success Portal



## Technology

## Looking for Help?

Subscribe to the Help Desk  
Tab!

- Network Resources
- Email Resources
- Software Downloads
- Computer Discounts



## Faculty

- Academic Services
- Online Teaching Tools
- Online Course Development

## OIT Services

- Request for Service
- Faculty/Staff Technical Support
- Technology Training

## ROSTER RECONCILIATION



July 20, 2015

«STUDENT\_FIRST\_NAME» «STUDENT\_LAST\_NAME»  
«STUDENT\_ID»

Dear «STUDENT\_FIRST\_NAME»:

Your instructor, «INSTRUCTOR\_FIRST\_NAME» «INSTRUCTOR\_LAST\_NAME», for «SUBJECT»-«COURSE\_NUMBER» (CRN: «CRN») in the 2015 Spring semester has indicated that you are not in attendance. As a result, you will be dropped from this course. If you believe this decision is an error, you must contact your instructor by this **Wednesday, July 22 at 5:00 p.m.** and have him/her email [rostrec@nova.edu](mailto:rostrec@nova.edu) with a request to leave you in the class.

*Please do not respond to this email. **You must contact your instructor.***

Thank you,

Office of the University Registrar





From: Office of the University Registrar  
Subject: Roster Reconciliation  
Date: July 7, 2015

Dear Professor «SPRIDEN\_LAST\_NAME»:

«GOREMAL\_EMAIL\_ADDRESS»

It is time to reconcile your 2015 Summer II class roster(s). The university's roster reconciliation policy requires all instructors to reconcile rosters for each class taught every semester/term.

Access your roster reconciliation(s) at: [www.ess.nova.edu/admin/roster\\_recon/login.cfm](http://www.ess.nova.edu/admin/roster_recon/login.cfm). You will use your SharkLink ID and password to log into the roster reconciliation. You can also find a link to the roster reconciliation from the Faculty tab of [SharkLink](#). When you click on your course CRN, carefully read the detailed instructions found at the top of the page before submitting your roster.

Your roster reconciliation must be completed by Sunday, July 12, 2015.

**Please reply to [rostrec@nova.edu](mailto:rostrec@nova.edu) with all correspondence.**

Thank you,

Office of the University Registrar



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