

# Registrar Updates

The Office of the University Registrar



NOVA SOUTHEASTERN  
UNIVERSITY

Enrollment and Student Services



## Subjects Covered in Registrar's Presentation:

	Page
<b>Course Creation</b>	
Procedure Manual.....	5
Course Approves by College.....	16
Course Instructional Method Coding.....	20
Credit Hour Policy.....	22
Continuing Education Unit (CEU).....	24
Procedure to Add an Advisor of Faculty Member.....	26
<b>Registration</b>	
2017/2018 Administrative Dates.....	28
Student Enrollment Agreement (SEA).....	29
Student Transaction Form (STF) Online Form.....	33
Student Transaction Form (STF) PDF Form.....	34
Setting Registration Min/Max Credit Hours.....	35
Registering a Student for Correct Level Courses.....	36
Registering a student with a Course Restrictions.....	38
Registration and Drop Codes.....	39
Drop/Withdrawing a Student.....	40
Roster Reconciliation Policy.....	43
SharkLink Faculty Tab (Roster Reconciliation).....	45
Roster Reconciliation Emails.....	46
<b>Enrollment and Degree Verification</b>	
<a href="mailto:Regverify@nova.edu">Regverify@nova.edu</a> Confirmation Email.....	51
Verification Enrollment Request.....	52
National Student Clearinghouse.....	53
Verification of Degree.....	55
<b>Grading</b>	
Grading Policy.....	57
Approved Grading Format.....	60
Viewing Grades.....	62
Repeated Courses.....	64
<b>Data Entry</b>	
Data Entry Information.....	66
Data Change Form.....	69
Curriculum Change Form.....	70
<b>Transcripts</b>	
Bulk Rate Transcript Request Form.....	72
Transcript Request Form.....	73
Batch Transcript Request Form.....	74

## **Graduation and Commencement**

Example of the Online Degree Application.....	76
Degree Application PDF.....	77
SHADEGR Instructions.....	78
Degree Conferral Information.....	83
Diploma Name Policy.....	85
Conferral of Degree Policy.....	87
Request for Replacement Diploma.....	88
Application to Award a Certificate.....	90
Awarding of a Posthumous Degree.....	91
Example of the Commencement Postcard.....	93
Example of the First Communication .....	94
Example of the Second Communication.....	96
Example of Communication for Regalia.....	98
Example of the Final Instructions.....	100
Example of Commencement Participation Confirmation.....	103
Example of Faculty Instructions.....	104
Letter for Requesting Visitors' Visa for Graduation Ceremony.....	106

## **Additional Information**

How to Determine the Status of a Transcript.....	108
Undergraduate Transfer Policy.....	112
Undergraduate Transfer Update.....	114
Graduate Transfer Policy.....	115
Astra Room Scheduling Policy.....	120
Substantive Change Policy.....	122
Aid Eligible Fully Admit Decision Codes.....	125
Family Educational Rights and Privacy Act (FERPA).....	126
Authorization for Release of Information (ROI).....	128
Request to Prevent Disclosure of Directory Information.....	130
Banner Form Job Aide.....	131

# Course Creation

# Procedures

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# Manual

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

Office of the University Registrar



The Login Page .....	3
The Course Maintenance Form .....	4
The Confirmation Page and Email .....	8
The Modification and Approval Page .....	9
Submitting Course Maintenance Form for Continuing Education Courses.....	10
Frequently Asked Questions (FAQ).....	11

- Who has access to the online form?
- What if I don't see my selection in a drop down box?
- What should I enter in the Equivalent Subject & Number field?
- What is the Classification of Instructional Programs (CIP) Code?
- What is the URL field used for?
- Why can't I submit the form myself?
- What should I do if the authorized approvers are not available?
- How many people can review and edit the form before it is submitted for processing?
- Can I view or edit a form that has been approved and submitted for processing?
- How long will it take for my request to be processed by the Registrar's Office?
- How will I know when my request has been processed?
- What should I do if I need to cancel a request that I submitted that has not been processed by the Registrar?
- Can I cancel a request that was already processed by the Registrar?
- What should I do if the Registrar's Office requests further review for a form that was already submitted?
- Who should I contact if I need more information about completing the CIMF form?

# The Login Page

http://www.nova.edu/cwis/cgi-bin/nsu-only/bannercourse/ Course Inventory Maintenance/Transmittal Form

NSU NOVA SOUTHEASTERN UNIVERSITY

University Registrar's Office

Enter your NSU email username

Enter your NSU password

Your NSU Email Username  Email Password

College Info

\* College: Select a College

\* Department: Select One... ▾

\* Division: Please Select ▾

Continue

For questions or assistance please contact:  
Course Requests  
Tiffany Gordon Johnson  
Email: [courserequests@nova.edu](mailto:courserequests@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 arrows to select your College, Department, and Division.
4. Press continue

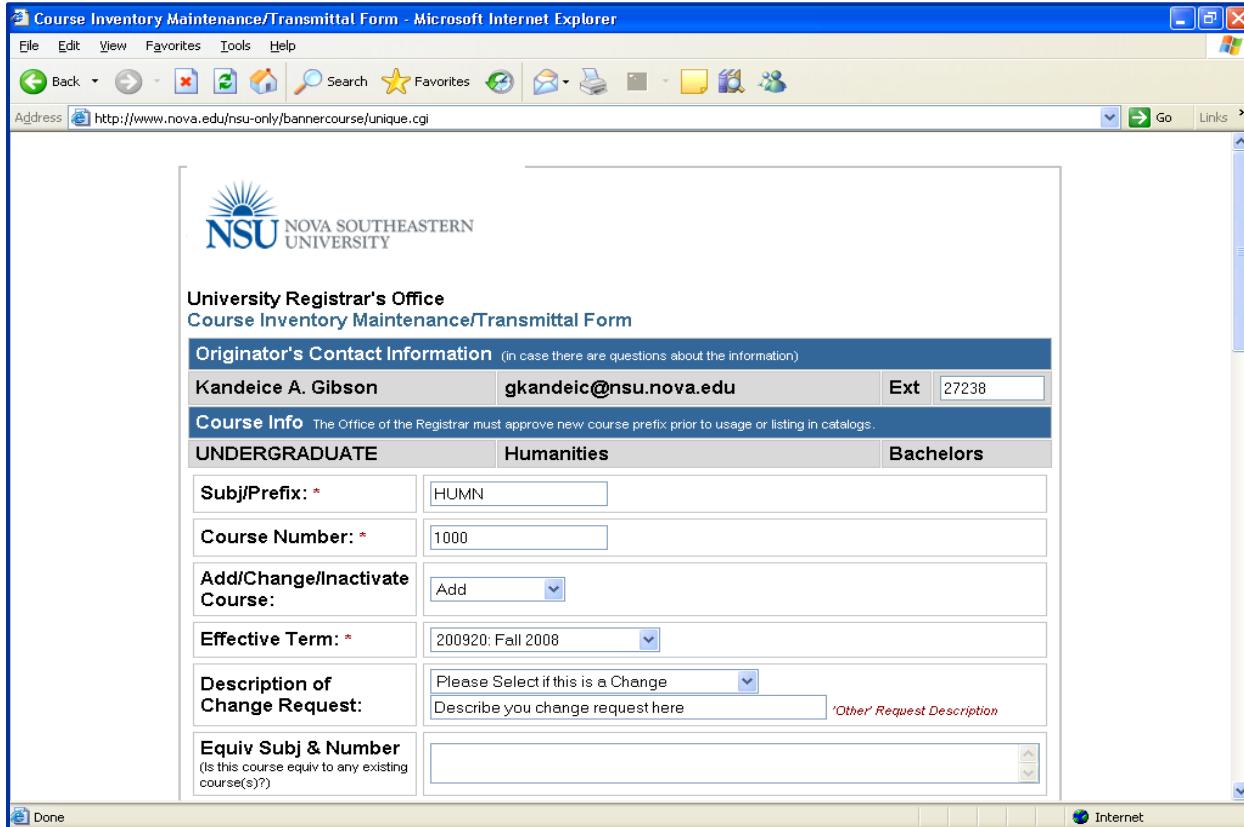
**NOTE:** For questions and assistance, please contact:

Tiffany Gordon Johnson  
Course Maintenance Coordinator  
Telephone: (954) 262-7440  
Email:  
[courserequests@nova.edu](mailto:courserequests@nova.edu)

# The Course Maintenance Form

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.

**NOTE:** If your phone extension is incorrect, you may enter the correct one. This will not change your entry in the NSU online directory. That will need to be modified by following the steps on the [directory website](#).



The screenshot shows a Microsoft Internet Explorer window displaying the 'Course Inventory Maintenance/Transmittal Form' for Nova Southeastern University. The page header includes the NSU logo and the text 'University Registrar's Office' and 'Course Inventory Maintenance/Transmittal Form'. The form is divided into several sections: 'Originator's Contact Information' (with fields for Name, Email, and Extension), 'Course Info' (with dropdowns for Undergraduate/Graduate, Department, and Degree), and 'Course Details' (with fields for Subject Prefix, Course Number, Change Type, Effective Term, and Description of Change Request). The 'Description of Change Request' field includes a note about selecting 'Other' if the change is not listed. The 'Equiv Subj & Number' field is also present. The bottom of the form includes a 'Done' button and a 'Done' link in the status bar.

## Procedures:

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

1. Use the down arrow to select your *Subject Prefix*. (If the prefix is new to Banner, you will need to send a request to setup the new prefix to Elaine Poff via email at [poff@nova.edu](mailto:poff@nova.edu))
2. Enter the *Course Number*. A zero must go before all 3-digit numbers, e.g., 0598
3. Select whether you are adding a new course, changing an existing course, or inactivating a course that will no longer be offered and should not appear in the course catalog.
4. If you need to change a course, select the kind of change it is. If your change is not in the drop down list, or if there are multiple updates required, choose other & use the comment field to describe the change/s needed.
5. If you are replacing a course that already exists in Banner with a new course prefix and number, enter the old prefix and number in the *Equiv Subj & Number* field. See additional details in the FAQs on page 12.

Course Inventory Maintenance/Transmittal Form - Windows Internet Explorer provided by Nova Southeastern University

File Edit View Favorites Tools Help

Course Inventory Maintenance/Transmittal Form

<b>Full Course Title:</b> (Limit to 100 characters including spaces)	<input type="text"/>
<b>Abbreviated Title:</b> (Limit to 30 characters including spaces.)	<input type="text"/>
<b>Credit Hours</b>	Min: <input type="text"/> Max: <input type="text"/>
<b>Billing Hours</b>	Min: <input type="text"/> Max: <input type="text"/>
<b>Repeat Details:</b>	<p><b>Repeat Status:</b> <input type="text"/> (Is this course repeatable? If yes, please complete the Limit &amp; Max Hours)</p> <p><b>Limit:</b> <input type="text"/> (Amount of times a student can take the course)</p> <p><b>Maximum Hours:</b> <input type="text"/> (Maximum amt of hours student is allowed to take course)</p>
<b>Course Attributes:</b> (i.e BBH- Blackboard Hybrid FTIM-Full Time Enrollment)	<input type="text"/>
<b>CIP:</b> (Classification of Instructional Programs) <a href="http://nces.ed.gov/ipeds/cipcode">http://nces.ed.gov/ipeds/cipcode</a>	<input type="text"/>
<b>Level(s):</b>	<input type="text"/>

Trusted sites 100% 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.

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

The screenshot shows a web-based form for course entry. The form is organized into a grid of fields:

- Level(s):** (Top-left cell)
- Grade Mode:** (Top-middle cell)
- Schedule Type:** (Top-right cell)  
(Select all of the different formats the course will be offered.)  
Checkboxes available:
  - 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:** (Second row, left cell)  
(A description is required for all new courses. The description can be copied & pasted here.)
- Course Frequency:** (Second row, right cell)  
(Required for undergraduate courses. The frequency can be copied & pasted here)
- Learning Objectives:** (Third row, left cell)  
(Each objective should be numbered. i.e. 1), 2), 3), ect.
- URL:** (Third row, right cell)
- Pre-Requisites:** (Fourth row, left cell)
- Co-Requisites:** (Fourth row, right cell)

**Buttons:**

- Save for Review (Bottom center)

### Procedures:

1. Enter the *Grade Mode* code. **NOTE:** If you do not know level or grade mode codes, contact the Program Office for assistance.
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 the *Course Frequency*. This is **required** for undergraduate courses.
5. Enter each *Learning Objective* using a numbered (not bulleted) list.
6. The *URL* field is optional. If used, the URL must be valid and directly related to the course.
7. Enter *Pre-Requisites*, if applicable. Use parentheses ( ) to clarify, if necessary.
8. Enter *Co-Requisites*, if applicable. Use parentheses ( ) to clarify, if necessary.

9. Click the Save for Review button.

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**NOTE:**

1. 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.
2. 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.

**Course Inventory Maintenance/Transmittal Form - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Search Favorites Favorites Mail Print Links

Address http://www.nova.edu/nsu-only/bannercourse/unique.cgi Go Links

**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 [gkandeic@nsu.nova.edu](mailto:gkandeic@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)**

File Edit View Insert Format Tools Actions Help

Reply | Reply to All | Forward |

From: courseresquests@nova.edu Sent: Tue 7/1/2008 3:06 PM

To: gkandeic@nsu.acast.nova.edu

Cc:

Subject: Course Transmittal Review:HUMN-1000(200920) UG\_MM42143

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>

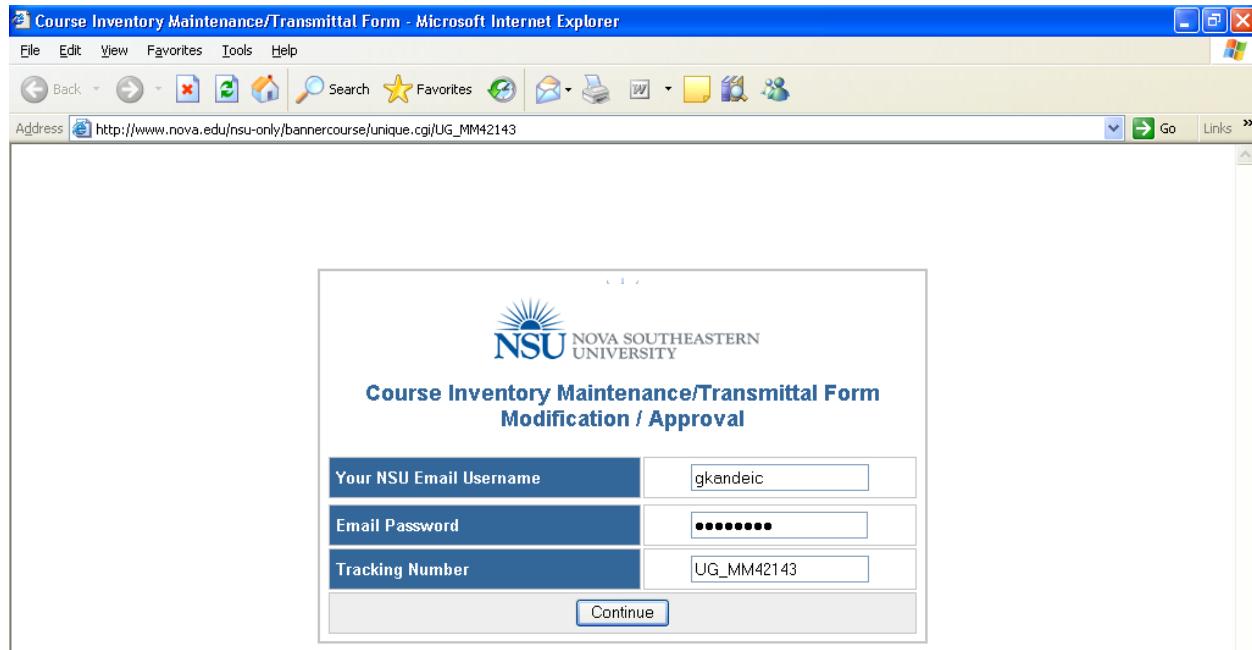
After clicking on the link enter your NSU Email Name and Password and Tracking # **UG\_MM42143**

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

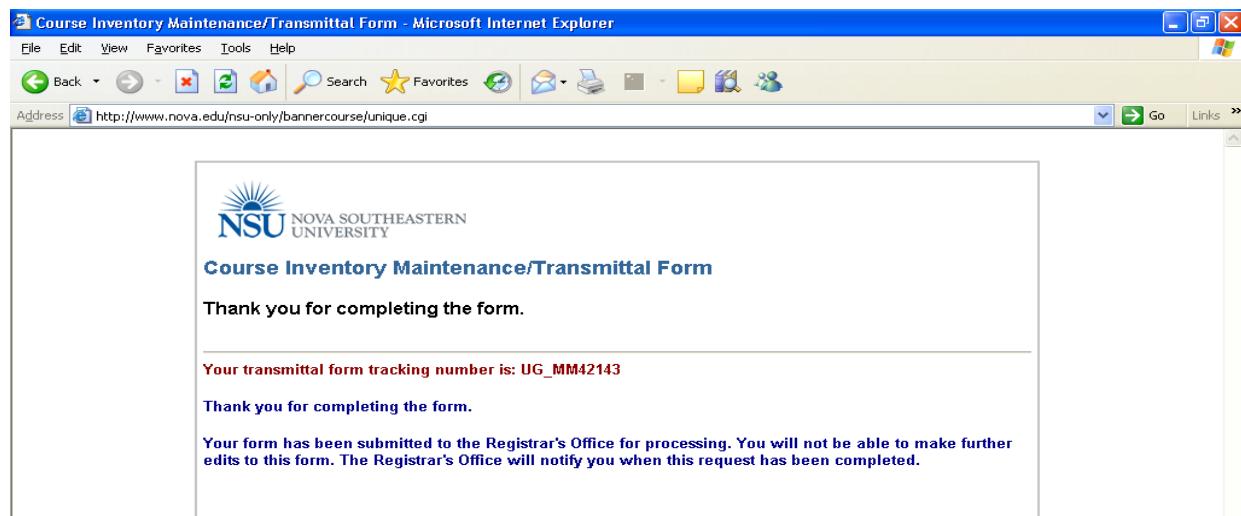
When you click the link to access the form, the tracking number will automatically populate on the modification/approval page. Enter your username and password and click continue.



The screenshot shows a Microsoft Internet Explorer window with the title "Course Inventory Maintenance/Transmittal Form - Microsoft Internet Explorer". The address bar shows the URL [http://www.nova.edu/nsu-only/bannercourse/unique.cgi/UG\\_MM42143](http://www.nova.edu/nsu-only/bannercourse/unique.cgi/UG_MM42143). The main content area displays the Nova Southeastern University logo and the title "Course Inventory Maintenance/Transmittal Form Modification / Approval". Below the title is a form with three fields: "Your NSU Email Username" (gkandeic), "Email Password" (redacted), and "Tracking Number" (UG\_MM42143). A "Continue" button is 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 be redirected to the confirmation page (below) and you will receive a copy of the submitted form.



The screenshot shows a Microsoft Internet Explorer window with the title "Course Inventory Maintenance/Transmittal Form - Microsoft Internet Explorer". The address bar shows the URL <http://www.nova.edu/nsu-only/bannercourse/unique.cgi>. The main content area displays the Nova Southeastern University logo and the title "Course Inventory Maintenance/Transmittal Form". Below the title is a message: "Thank you for completing the form." A red line follows, with the text "Your transmittal form tracking number is: UG\_MM42143". Below that is another message: "Thank you for completing the form." A blue line follows, with the text "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

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## 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.*

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## Frequently Asked Questions [FAQ]

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### Who has access to the online form?

Any current NSU employee can login with their email username and password.

### 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 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 deactivate the old course (you will use the **Equiv Subj & Number field** to enter the equivalent new course subject and number).

**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.

**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 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?**

You should review, correct, approve and re-submit the form to the Office of the University Registrar for processing.

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

Contact the Office of the University Registrar at x-27225 or email [courserequests@nova.edu](mailto:courserequests@nova.edu).

Course Approvers by College			
Program	Authorized Approver	Email Username	Extension
AA: Academic Affairs	Ron Chenail	ron	23019
AM: Allopathic Medicine	Paula Wales	pwales	21074
	Alyssa Eason	ak503	21737
CE: Continued Education	Abby Brodie	abrodie	27342
	Albert Whitehead	walbert	21495
	Bini Litwin	blitwin	21274
	Delfina Wilson	dwilson3	21544
	Diane Karol	karol	25701
	Don Rosenblum	donr	28402
	Erica Friedland	ericaf	27765
	Jeanne DeCaro	djeanne	21658
	Linnette Dobbs-Fuller	flinnett	21739
	Lynne Cawley	cawley	21029
	Madeleine Hellman	hellman	21282
	Mary Ann Lowe	lowem	27708
	Michele Christian	michris	28478
	Rosemarie Stewart	rosestew	21100
	Tommie Boyd	tommie	23027
CS: Engineering & Computing	Meline Kevorkian	melinek	27578
	Yong Tao	ytao	22030
	Laura Macias	ld639	22061
	Kimberly Rivera	risnear	22053
DO: Osteopathic Medicine	Elaine M. Wallace (Dean)	silvagni	21457
	Delia Harper-Celestine	deliac	21611
FH: Farquhar Honor College	Don Rosenblum (Dean)	donr	28402
FE: Fischler School of Education	Carole Benedict	benedict	28525
	Lina Chiappone	chiappon	28783
	Kimberley Durham (Dean)	durham	28731
	Erised Freyre	freyre	27966
	Michele Christian	michris	
	J. Troy Robinson	robint	28475
	Kenneth Rockensies	rockensi	28518

HC: Health Care Science	Stanley Wilson (Dean)	swilson	21266
	Guy Nehrenz (Assc. Dean)	gnehrenz	21213
	Bill Marquardt (Assc. Dean) - PA	marquard	21028
	Sandra Dunbar (Asst. Dean)	sdunbar	21305
	Erica Friedland	ericaf	27765
	Sandrine Gaillard-Kenney	gaillard	21260
			(954) 288-9695
	Christopher Mitchell	cmitchel	
	Brianna B. Kent	brianna	21296
			(321) 262-2053
	Anthony Dyda	dyda	
			(231) 547-1817
	Patricia Kelly	pkelly	
	Kristin Winston	kriswins	21265
	Wendy Stav	ws133	21243
	Rachelle Dorne	dorne	21221
	Catherine Peirce	cperice	21223
			(813) 574-5429
	Ricardo Carrasco	rc1265	
	Melissa Coffman	marchiso	21257
	Calvin Finley	cfinley	21288
			(239) 274-1028
	Julie Keena	jkeena	
	Kyrus Patch	kyrus	41026
	Kerry Whitaker	kw855	58975
			(407) 264-5152
	Lorilee (lori) Butler	ll226	
	Robert Wagner	rwagner	21166
	Michael Stout	ms664	21241
			819-574-5304
	Llaldo Austin	llaldo	
	Samuel Yoders	yoders	45371
	Jorge Han	jh1608	21994
	Jeanne DeCaro	djeanne	21658
	Madeleine Hellman	hellman	21282
	Bini Litwin	blitwin	21274

	Shari Rone-Adams	srone	21740
	Mary Blackinton	maryb	(813) 574-5311
(RT) - Palm Beach	Lisa Farach	lifarach	(561) 805-2230
	Elizabeth Swann	swann	28334
KI: Mailman Segal	Roni Beth Leiderman (Dean)	roni	26930
	Rebecca Raitt	raitt	26914
LW: Law	Jon Garon (Dean)	garon	26101
	Elena Langan (Assc. Dean)	langane	26317
	David Cohen	davicohe	26182
	Jennifer Birchfield	jenfield	26258
	Lynn-Ann Acosta	lynn	26127
	Jennifer McIntyre	mcintyre	26079
MS: Medical Science	Harold Laubach (Dean)	harold	21303
NR: College of Nursing	Marcella Rutherford (Dean)	rmarcell	21963
	Susan Holand	sholland1	46959
	Jo Ann Kleier	jk947	21978
	Denise Howard	dehoward	21955
OS: Oceanography	Richard Dodge (Dean)	dodge	23651
	Melissa Dore	missy	23610
OY: Optometry	David Loshin (Dean)	loshin	21404
	Jeanne DeCaro	djeanne	21658
RX: Pharmacy	Lisa Deziel-Evans (Dean)	lisad	21387
	Dawn E. Dacosta	dacostad	21318
	Peter Gannett	pgannett	21277
SB: Huizenga School of Business	John Preston Jones (Dean)	prestonj	25005
RX: Pharmacy	Steve Harvey	harvey	25047
	Rita Shea-Von Fossen	r.shea	
SP: Psychology	Karen Grosby (Dean)	grosby	25885
	Kirk Berner	kirk	27918
	Mindy Ma	mmindy	27934
SS: Humanities	Honggang Yang (Dean)	yangh	23048
	Tommie Boyd	tommie	23027
	Judith McKay	mckayj	23060
	Kimberly Durham	durham	28601

	Tammy Kushner	kushner	27001
	Robin Cooper	robicoop	23048
	Andrea Shaw Nevins	andrshaw	28208
	Marlisa Santos	santosm	28123
	Mark Duncan	markdunc	28094
	Shanti Bruce	bshanti	28355
TM: Dental Medicine	Linda Niessen (Dean)	lniessen	27334
	Dr. Robert Uchin	ruchin	27312
	Abby Brodie	abrodie	27342
	Rosemarie Stewart	rosestew	21937
	Patrice Stack	pstack	21724
	Dr. Jodi Kodish	jkodish	(954)262-1920
	Devaria Hudson	devaria	27302
	Stanley Wilson	swilson	21203
	Christopher DeBruin	cdebruin	
US: University School	Sherry Newman	newmans	24476

***Revised: April 7, 2017***




## 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.					



## NOVA SOUTHEASTERN UNIVERSITY

### University Policy

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

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

**Scope:** Credit Hour Policy (As Excerpted from the Southern Association of Colleges and Schools – Commission on Colleges)

**Date:** January 2, 2013

**Revised:** January 10, 2017

**Publication Requirement:** Office of the Provost/Academic Affairs and the University Registrar's Office

**Purpose:**

**This policy sets forth the university-wide 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, 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 appropriate amount of credit hours earned in direct relation to the academic requirements for course completion.
- 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 defines a credit hour as not less than one hour of contact instructional time and not less than two hours of out-of-class student work each week.
- In determining the amount of work a set of learning outcomes will entail, the university will include consideration for the type of instructional delivery modality, length of the course, as well as the rigor of the discipline and degree program.
  - Measurements of student work and achievement determination is based upon course grading rubrics developed for each individual course.
- 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.

## 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.

## 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, depending on their responsibilities click the Faculty and/or Advisor button, click on the Category button and select one, then enter Full Time (FT) or Part Time (PT) for Staff Type. Save the record.

Faculty Member Base Details

ID: N00145529 Faculty, Mary Term: 201230

Status: AC Active  
 Faculty  
 Advisor  
 Override Process Rule Security

From Term: 201120 Maintenance To Term: 999999

Override User ID:      Override Activity Date:

Category: ASPROF Associate Professor Activity Date: 11-JUL-2011

Staff Type: FT Full Time User ID: SIPOFF

Workload Rule:

Faculty Data From Term; press DUPLICATE RECORD to copy the data.  
 Record: 1/1 ... <OSC>

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

Faculty Contract

From Term: 201230 Maintenance To Term: 999999

Type Rule Default Indicator

Faculty College and Department

From Term: 200130 Maintenance To Term: 999999

Home	College	Department	Percentage
<input checked="" type="checkbox"/>	CD Farquhar College of Arts & Sci	UBUS	Farquhar - Bus & Admin Studies
<input type="checkbox"/>	PL Farquhar College of Arts & Sci	UBUS	Farquhar - Bus & Admin Studies
<input type="checkbox"/>			

Contract Type Code; press LIST for valid codes.  
 Record: 1/1 ... List of Valu... <OSC>

# Registration

## Administrative Dates

Administrative Dates: 2017 - 2018							
Term	Build CRN Deadline	Reg Opens	Reg Ends	D/A start	D/A Ends	75% ends	25% ends
201750 Summer I 2017 (5/8 start)	10/1/2016	3/20/2017	5/7/2017	5/8/2017	5/14/2017	5/2/2017	6/4/2017
201750 Summer I 2017 (5/22 start)	10/1/2016	3/20/2017	5/21/2017	5/22/2017	6/4/2017	6/11/2017	6/18/2017
201750 Summer I 2017 (5/29 start)	10/1/2016	3/20/2017	5/28/2017	5/29/2017	6/4/2017	6/18/2017	6/25/2017
201810 Summer II 2017 (6/26 start)	3/1/2017	4/24/2017	6/25/2017	6/26/2017	7/2/2017	7/9/2017	7/23/2017
201810 Summer II 2017 (7/3 start)	3/1/2017	4/24/2017	7/2/2017	7/3/2017	7/16/2017	7/13/2017	7/30/2017
201820 Fall 2017 (7/31 start)	3/1/2017	5/1/2017	7/30/2017	7/31/2017	8/6/2017	8/1/3/2017	8/20/2017
201820 Fall 2017 (8/21 start)	3/1/2017	5/1/2017	8/20/2017	8/21/2017	8/27/2017	9/3/2017	9/17/2017
201820 Fall 2017 (8/28 start)	3/1/2017	5/1/2017	8/21/2017	8/22/2017	9/3/2017	9/17/2017	9/17/2017
201820 Fall 2017 (9/25 start)	3/1/2017	5/1/2017	9/24/2017	9/25/2017	10/1/2017	10/8/2017	10/22/2017
201820 Fall 2017 (10/16 start)	3/1/2017	5/1/2017	10/15/2017	10/16/2017	10/22/2017	10/29/2017	11/17/2017
201820 Fall 2017 (11/13 start)	3/1/2017	5/1/2017	11/12/2017	11/13/2017	11/19/2017	11/26/2017	12/10/2017
201820 Fall 2017 Undergraduate & Law (8/21 start)*	3/1/2017	3/21/2017	8/20/2017	8/21/2017	8/27/2017	9/3/2017	9/17/2017
201820 Fall 2017 Undergraduate (10/16 start)	3/1/2017	3/21/2017	10/15/2017	10/16/2017	10/22/2017	10/29/2017	11/17/2017
201820 Fall 2017 (10/2 start)	3/1/2017	6/26/2017	10/1/2017	10/2/2017	10/8/2017	10/15/2017	10/22/2017
201830 Winter 2017 (1/8 start)*	8/1/2017	10/9/2017	1/7/2018	1/8/2018	1/14/2018	1/21/2018	1/28/2018
201830 Winter 2018 (1/2 start)	8/1/2017	10/9/2017	1/12/2018	1/12/2018	1/17/2018	1/14/2018	1/29/2018
201830 Winter 2018 (2/5 start)	8/1/2017	10/9/2017	2/4/2018	2/5/2018	2/11/2018	2/18/2018	3/4/2018
201830 Winter 2018 (2/12 start)	8/1/2017	10/9/2017	2/11/2018	2/12/2018	2/18/2018	2/25/2018	3/4/2018
201830 Winter 2018 (2/19 start)	8/1/2017	10/9/2017	2/18/2018	2/19/2018	2/25/2018	3/1/2018	3/18/2018
201830 Winter 2018 (3/12 start)	8/1/2017	10/9/2017	3/11/2018	3/12/2018	3/18/2018	3/25/2018	4/1/2018
201830 Winter 2018 (4/2 start)	8/1/2017	10/9/2017	4/1/2018	4/2/2018	4/8/2018	4/15/2018	4/29/2018
201840 Spring 2018 (4/2 start)	10/1/2017	1/22/2018	4/1/2018	4/2/2018	4/8/2018	4/15/2018	4/29/2018
201850 Summer I 2018 (4/2 start)	10/1/2017	1/22/2018	4/1/2018	4/2/2018	4/8/2018	4/15/2018	4/29/2018
201850 Summer I 2018 (5/7 start)*	10/1/2017	3/5/2018	5/6/2018	5/7/2018	5/13/2018	5/20/2018	6/3/2018
201850 Summer I 2018 (6/25 start)	10/1/2017	3/5/2018	6/24/2018	6/25/2018	7/1/2018	7/8/2018	7/22/2018

\* 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: 100%\*

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	Reg Deadline	2nd start date	App Deadline	Reg Deadline
Fall 2017	201810	21-Aug-2017	17-Jul-2017	24-Jul-2017	7-Aug-2017	16-Oct-2017	11-Sep-2017
Winter 2018	201820	2-Jan-2018	4-Dec-2017	11-Dec-2017	21-Dec-2017	5-Feb-2018	12-Feb-2018
Summer I 2018	201830	8-Jan-2018	2-Apr-2018	9-Apr-2018	25-Apr-2018	21-May-2018	29-May-2018

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

Term Description	Term Code	1st start date	App Deadline	Reg Deadline
Summer II 2017	201810	26-Jun-2017	5-Jun-2017	19-Jun-2017
Fall 2017	201820	5-Sep-2017	28-Aug-2017	4-Sep-2017
Winter 2018	201830	2-Jan-2018	4-Dec-2017	11-Dec-2017
Spring 2018	201840	2-Apr-2018	28-Feb-2018	5-Mar-2018

2014 - 2015 Administrative Dates  
7/14/2017, 4:53 PM

Note: Academic Calendars are distributed to each Dean.

# Student Enrollment Agreement (SEA)

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

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 vary 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.

## **Notice of Combined Annual Security Report and Annual Fire Safety Report Availability**

NSU is committed to assisting all members of the NSU community in providing for their own safety and security. The annual security and fire safety compliance document is available on the NSU Public Safety Department website at

[www.nova.edu/publicsafety/forms/campus\\_safety\\_handbook.pdf](http://www.nova.edu/publicsafety/forms/campus_safety_handbook.pdf). In addition, the Annual Security Report and Annual Fire Safety Report are contained in the Public Safety Campus Safety Handbook, which may also be obtained at the Public Safety main campus office located in the Campus Support Building or by calling Public Safety at (954) 262-8999. The Campus Safety Handbook is also available at every Public Safety office, Public Safety building post, and regional campus.

The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, university law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by NSU; and on public property within, or immediately adjacent to and accessible from the campus.

This information is required by law and is provided by The Nova Southeastern University Public Safety Department.

## **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.

Notes:

FAQs can be found at <http://www.nova.edu/registrar/faqs.html>.

A SEA must be completed each semester a student registers.

Registration links are found on the Registrar's web page under Services/Registration.

Student Transaction Form

 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) 262-3256

Last Name:  First Name:  Middle Initial:   
NSU ID:  Phone:   
A value is required.

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
<input type="text" value="Please select a semester"/>

**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.
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						

**Courses to Drop or Withdraw**

**Comments**

Only click the submit button once.

<https://www.nova.edu/webforms/ess/student-transaction-form/unique.cgi>



**NOVA SOUTHEASTERN UNIVERSITY**  
Enrollment and Student Services  
Office of the University Registrar

## Student Transaction Form

(one semester per term only)

5



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.

Log in to **SharkLink** ▶ on the student tab locate **Records & Academics** ▶ click on **Course Information** ▶ **Select Registration-Add/Drop** ▶ select the term

### Courses to Add

## Courses to Drop or Withdraw

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Student Signature

---

Academic Advisor Signature

Print Name

<u>Date</u>		<u>Date</u>
<u>Extension</u>		

<b>Office Use Only</b>	<hr/>
Processed by	Date

REV. 10/2014

## Setting Registration Minimum and Maximum Hours

Setting minimum registration hours prevents a student from saving selected courses if they do not have the minimum amount of credits. Maximum registration hours prevents a student from registering for more credits than their program has designated as a full load. This must be done before registration opens for the term, so it is best to build the rules for the complete year at one time.

Most rules are created by using the college, but any of the fields below can be used to restrict programs within a college.

The screenshot shows a software interface for setting registration minimum and maximum hours. At the top, it displays the term as '201820' and 'Fall 2017'. Below this, there is a table with five rows, each representing a registration rule. The columns in the table are: Level, Campus, College, Degree, Program, Field of Study Type, Field of Study Code, Department, Curricula, Admission Type, Minimum Hours, and Maximum Hours. The first row is filled with data: Program is 'CERT29', Field of Study Type is 'MAJOR', Field of Study Code is 'D550', and Maximum Hours is '6.000'. The other columns are mostly empty or show dropdown menus. The subsequent rows are similar, with different program codes (CERT30, MA\_HS, MBA\_DA, MS\_HS) and varying maximum hours (6.000, 12.000, 13.000, 12.000) but similar empty or dropdown-filled columns.

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Admission Type	Minimum Hours	Maximum Hours
*				CERT29	MAJOR	D550				.000	6.000
Student Type:		Attribute:		Cohort:		Residence:		Sport:		Visa:	Class:
*				CERT30				Primary		.000	6.000
Student Type:		Attribute:		Cohort:		Residence:		Sport:		Visa:	Class:
*				MA_HS						.000	12.000
Student Type:		Attribute:		Cohort:		Residence:		Sport:		Visa:	Class:
*				MBA_DA				Primary		.000	13.000
Student Type:		Attribute:		Cohort:		Residence:		Sport:		Visa:	Class:
*				MS_HS						.000	12.000
Student Type:		Attribute:		Cohort:		Residence:		Sport:		Visa:	Class:

## Registering a Student for the Correct Level Course

If the cursor is stopped at the Level field after the crn or course information is entered, a problem must be corrected before the record can be saved.

Click on the find key under the word Level to see what level a student must have to take this course. Once the levels are known, to exit this part of the form click on Record, then Remove, then hit the Rollback button. This should take you back up to the ssn.

Find %

Code	Description	Activity Date	A...	...	...
F3	Doctorate - Ed/Org Leaders	08-JUL-02	N	Y	
F4	EdD-Higher Edu Leadership Prog	15-NOV-02	N	Y	
F5	MS/EdD -Prg Inst Tech/Dist Edu	23-FEB-00	N	Y	
F7	Doctorate - CSD	31-JAN-00	N		
F8	MS & EdD in CYFS	30-AUG-02	N		
FA	Doctorate - Education	19-MAY-05	N		
H3	Doctorate	15-MAY-14	N	Y	

Next, roll back into the form and click on the Update Student's Term Information to check the level here. If this does not match, exit out of this form and go to SGASTDQ.

On this form, you can verify if the student has an active student record with a level code that matches the course's level. If they do and the Student Status is AS, then the level on SFAREGS can be change to equal the level of the course. If not, the student will need to be admitted into the program for that level.

## 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.

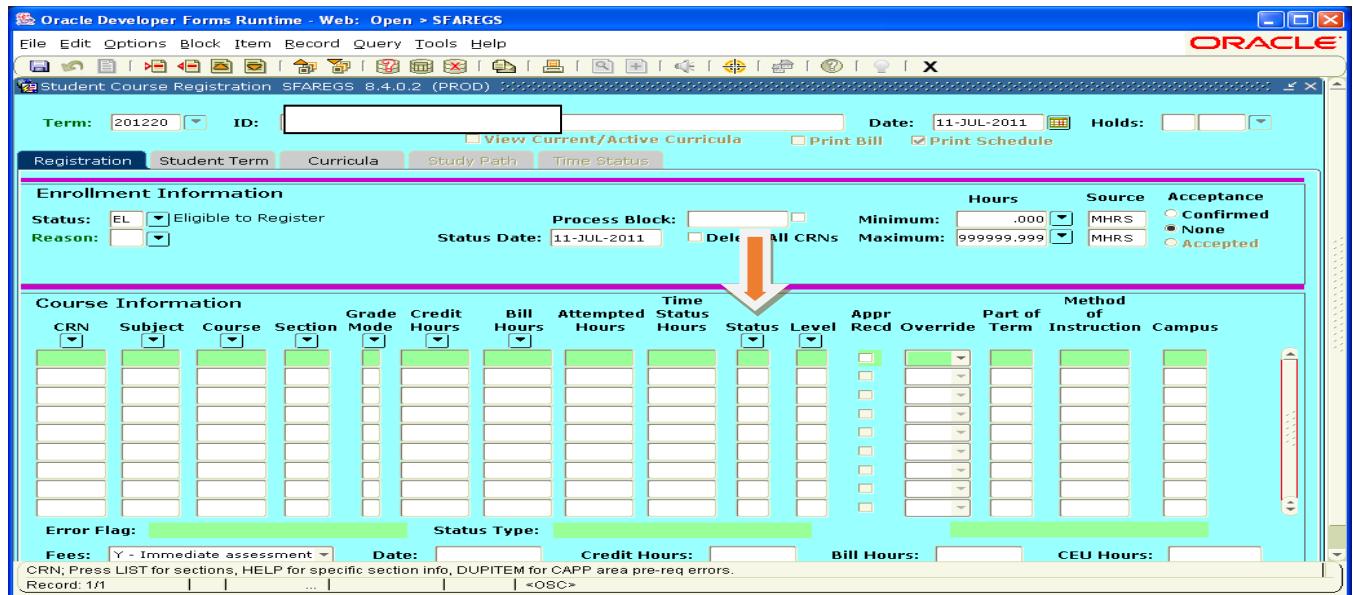
Once the override has been entered on this form, the student can go online and register his/her self.

The screenshot shows the 'Student Registration Permit-Override SFASRPO 8.4.0.1 (PROD)' application. The interface is divided into several sections:

- Header:** File, Edit, Options, Block, Item, Record, Query, Tools, Help.
- Toolbar:** Various icons for file operations like Open, Save, Print, Copy, Paste, etc.
- Search Bar:** ID: [text box], Term: 201420 (Fall 2013).
- Student Permits and Overrides:** A table with columns: Permit (dropdown), CRN (23855), Subject (CARD), Course Number (5040), Section (DL1), User (CSTMEZA), and Activity Date (29-JUL-2013).
- Student Schedule:** A table with columns: CRN, Part of Term, Subject, Course Number, Section. It shows two rows of data: 23854, T, CARD, 5000, DL1 and 23855, T, CARD, 5040, DL1.
- Schedule Grid:** A detailed grid for the week (Mon-Sun) showing availability (Available, Waitlisted) and time slots (Begin Time, End Time) from 8:00 to 17:00.

## 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.



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.
- 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.

## **Drop or Withdraw a Student From All Courses Within a Semester**

In order to properly run Title IV refund procedures and correctly report the effective date of a withdrawal to the National Student Loan Data System, the University must determine the last date that a student received instructional services for all courses or for those courses dropped/withdrawn from within a term.

It is important to note that most academic program policies state that fees are non-refundable and therefore only use the “DD” or “XD” Registration Status Code to reverse tuition and fees when deemed appropriate.

- A. 100% refund for drops completed **prior** to first day of class—a student who is dropping one or all courses with a 100% refund of tuition and has never attended any classes should have a Registration Status Code of “00” - 100% of tuition only, or “DD” - 100% of tuition and fees. The effective date of the drop is a ***date prior to the first day of the term for the academic program in which the student is registered.***
- B. 100% refund for drops completed **after** the first day of class—a student who is dropping one or all courses with a 100% refund of tuition and attended one or more classes should have a Registration Status Code of “XO” - 100% of tuition only, or “XD” - 100% of tuition and fees. The effective date of the drop is the ***last day of attendance. This is the actual date of the drop as determined by the academic program office. It reflects the last date instructional services were delivered.***
- C. If a student is dropping from one or all courses with a refund **other than** 100%, a Registration Status Code of “75,” “50,” or “25” would be used to reflect the percentage of the tuition to be reversed. The effective date of the drop can be either the actual last date of attendance or a date that most closely reflects the last date of instructional services within the range of dates for the refund. This date would reflect the date the student notifies his/her advisor of the drop or in the case where the student does not notify the advisor of the drop, the instructor would need to be contacted for a Last Date of Attendance (LDA).
- D. If a student is withdrawing from one or all courses which do not qualify for a refund, a Registration Status Code of “WD” would be used to reflect that zero percent of the tuition is being reversed. The effective date of the withdrawal would reflect the date the student notifies his/her advisor of the withdrawal or in the case where the student does not notify the advisor of the withdrawal, the instructor would need to be contacted for a Last Date of Attendance (LDA).

With all drop/withdrawal transactions, the date field in the first block of SFAREGS must be modified to reflect the ***last date instructional services were received or the date within the range***

of dates for the refund. This date will be used to facilitate the refund process for Title IV funds and as such reported to the National Student Loan Data System.

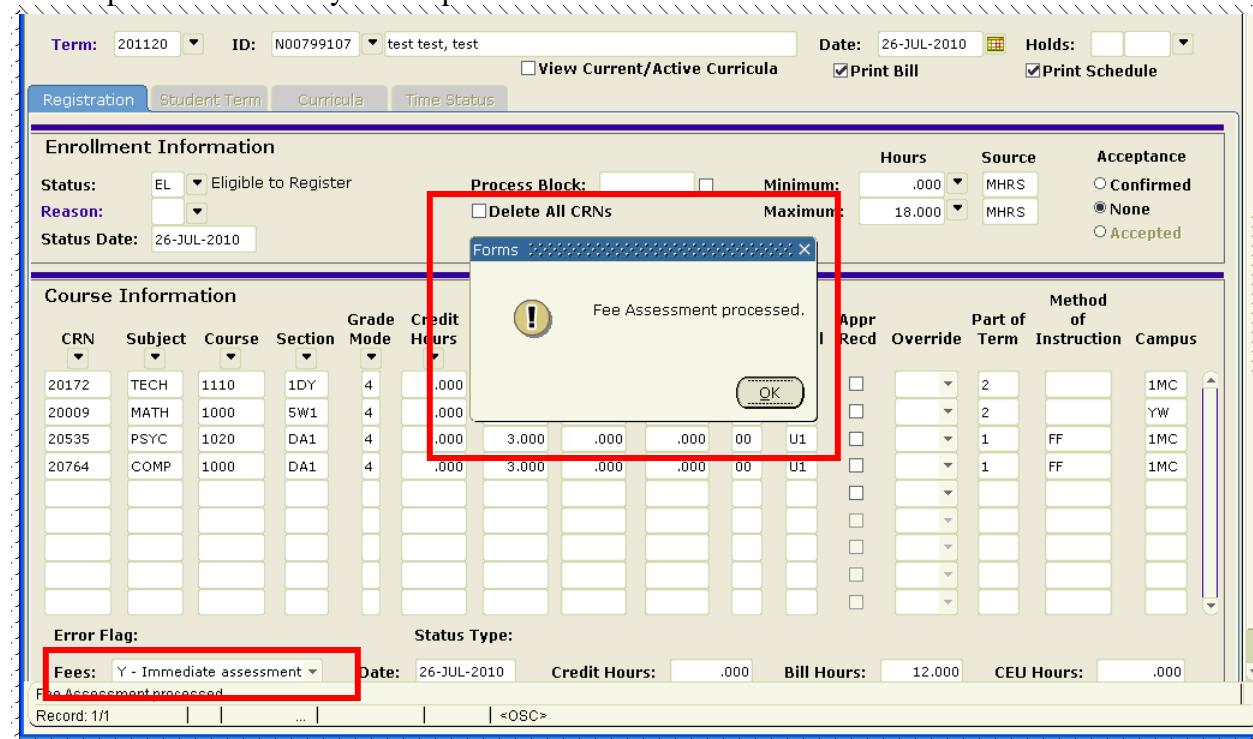
## DETERMINING THE EFFECTIVE DATE

- A. All courses at one time result in a complete withdrawal;
- B. The last course in a term for which a student is still enrolled, resulting in a complete withdrawal;
- C. Evaluate the transaction and determine whether the student is withdrawing from all courses. If so, a drop/withdrawal must be processed. The date entered into the date field in the first block on SFAREGS is the same date being used to determine the tuition reversal.

## PROCESSING THE DROP/WITHDRAWAL

Proceed to the third block to process the drop using the correct Registration Status code (i.e., DD, 00, 75 etc.). Next, click on Save and a message will appear at the bottom of the form asking if you want, 'Y' for immediate processing. Save again.

A message box will then appear that says, "Fee Assessment processed." Click OK and press the enter key to complete the transaction.



The screenshot shows the SFAREGS software interface. At the top, there are fields for Term (201120), ID (N00799107), Date (26-JUL-2010), and Holds. There are also checkboxes for View Current/Active Curricula, Print Bill, and Print Schedule. Below these are tabs for Registration, Student Term, Curricula, and Time Status. The Registration tab is active. The main area is divided into 'Enrollment Information' and 'Course Information'. In 'Enrollment Information', there are fields for Status (EL), Reason, and Status Date (26-JUL-2010). In 'Course Information', there is a table with columns: CRN, Subject, Course, Section, Grade Mode, Credit Hours, Appr Recd, Override, Part of Term, Method of Instruction, and Campus. A message box in the center says 'Fee Assessment processed.' with an OK button. A red box highlights the 'Process Block' section and the message box. Another red box highlights the 'Fees' dropdown menu at the bottom left, which shows 'Y - Immediate assessment'.

## CHANGE ENROLLMENT STATUS

At this point, the system will automatically roll you back to the top of the form to the term and name block. Please make sure the date has not changed and proceed to use the next block function, which takes you to the Status field in the second block. There you will change the 'EL' status to 'WD' and do a rollback function (click the blue arrow).

A message will appear: "Do you want to save the changes you have made?" select "Yes" by clicking on it.

Another message box will appear at the bottom of the page: "Transaction complete: 1 records applied and saved."

- Even though you have changed the dates in the first block of the form, the Student Course Registration Audit Form (SFASTCA) still maintains the current Activity Date and the username of the person that processed the drop/withdrawal.
  - This is the Registration Status Code used for the drop/withdrawal;
  - This field represents the Status Date that was entered in the first block as well as the effective date of the drop/withdrawal;
  - Reflects the actual system activity date that the action was processed.



## **NOVA SOUTHEASTERN UNIVERSITY**

### **University Policy**

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

**Applicability:** Administrators, Deans, Directors, Department Heads, Faculty, and Administrative Staff Responsible for Grades

**Scope:** Roster Reconciliation by Faculty

**Effective Date:** August 2013

**Publication Requirement:** 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 activity or attendance 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 on or before midnight on Sunday of the second week of the semester or term.

#### **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.

## Faculty page in new SharkLink:

File Edit View Favorites Tools Help

NICE Internet Service \$9.95

Home My Account My Academics My Financial Aid Payroll Human Resources Student Resources Faculty Resources University Resources Regional Campuses Applications Finance Libraries Bookstore Alumni Policy and Procedures

Sign Out Preferences

**FACULTY DASHBOARD**

My Classes

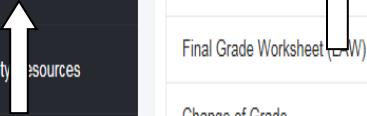
Training		NOVA	0105	2011-12 ContinuingEd/Prov Dev	<input type="checkbox"/>
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**ADDITIONAL TOOLS**

Faculty Roster Reconciliation  
Final Grade Worksheet  
Final Grade Worksheet (W)  
Change of Grade  
View Course Offerings  
Course Descriptions  
IDEA Course Evaluations  
Course Evaluations (HPD)  
Add or Drop Classes  
ESS CommunityNet

**GRADUATION INFORMATION**

Apply for Degree  
Commencement



## First Email Sent to Faculty

From: Office of the University Registrar  
Subject: Roster Reconciliation  
Date: July 3, 2017

It is time to reconcile your 2017 Summer II class roster(s). The university's roster reconciliation policy requires all instructors to reconcile rosters for each class taught every semester/term.

You can find a link to your roster reconciliation in [SharkLink](#) under your *Faculty* tab on the right-hand side. Use your SharkLink ID and password to log in. If you experience difficulties with SharkLink, directly access roster reconciliation at [https://www.ess.nova.edu/admin/roster\\_recon/login.cfm](https://www.ess.nova.edu/admin/roster_recon/login.cfm). 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 9, 2017.

Please reply to [rostrec@nova.edu](mailto:rostrec@nova.edu) with all correspondence.

Thank you,

## Office of the University Registrar

## Email Sent to Faculty After Reconciliation

From: Office of the University Registrar  
Subject: Roster Reconciliation Receipt  
Date: <>TODAY'S DATE>

Dear <>INSTRUCTOR\_LAST\_NAME>:

Thank you for submitting the reconciliation of your roster for <SUBJ> <Course #> <Course Title> (<CRN>) in the <Term Description> term, received <Date; Time Stamp>.

You have reported the following students as not in attendance:

<NSU ID> <Last Name, First Name>  
<NSU ID> <Last Name, First Name>

These students you have identified will receive an email informing them that they will be dropped from the class unless you reverse this reporting. These drops are usually processed during the third week of class. If a student contacts you about this matter, it is your decision as to whether or not to request that they be left in your class. Only you have the authority to revise your reporting by emailing the Office of the University Registrar at [rostrec@nova.edu](mailto:rostrec@nova.edu).

Thank you,

Office of the University Registrar

## First Email Sent to Students Reported as Not Attending

Date: January 13, 2017

Dear <student name> (nsu username@nova.edu):

The instructor for (prefix) (number) (title) (CRN) in the Winter 2017 term has indicated that you did not attend the first week of the semester, so you are considered as not in attendance. As a result, you are scheduled to be dropped from this course. If you believe this decision is an error, you must contact your instructor within two business days 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.*

Regards,

Office of the University Registrar

## **Second Final Email Sent to Students Reported as Not Attending**

Jane Doe  
N00000000

Dear Jane:

Your instructor, Professor Smith, for MLAW-1032 (CRN: 10129) in the 2017 Summer 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 Professor Smith by this **Wednesday, July 12, 2017 at 11:59 p.m.** who must 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

# Enrollment And Degree Verification

THE AUTO REPLY THAT THE STUDENT RECEIVES AFTER SUBMITTING A REQUEST TO  
[REGVERIFY@NOVA.EDU](mailto:REGVERIFY@NOVA.EDU)

**CONFIRMATION - EMAIL RECEIVED**

Thank you for contacting The University Registrar's Office, this is an **\*\*automatic response\*\***. Please do not reply to this email.

This email is confirmation that we have received your request and a Degree/Enrollment Coordinator will respond in the order it was received. **Please allow up to 7-10 business days for a response.** We receive numerous requests daily and look forward to assisting you.

1. **Current Students**–When submitting an enrollment/deferment request please include your anticipated graduation date and lender contact information (***from your NSU email please include your first name, last name and NSU ID number***). If you have not done so, please resubmit your request with the missing information. Please be advised that Enrollment **Verifications/deferment requests cannot be completed prior to the start of the term.**
2. **Alumni**–Please remember to include your NSU ID number or your date of birth and last four of your SS#. If you have not done so, please resubmit your request with the missing information.
3. **Third Party requestors**–please visit [www.degreetrue.org](http://www.degreetrue.org) for all enrollment/degree verifications.

Thank you for your email.

NSU – Office of the University Registrar

## ENROLLMENT VERIFICATION FORM



**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) 262-3256

Date

## Verification of Student Enrollment

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

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

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

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

VSE, updated 11/14

USED TO MANUALLY UPDATE STUDENT RECORD: For options click on UPDATE STUDENT RECORD at the bottom of the screen.

Student Look-Up

Search By: Social Security Number

Student SSN: [redacted]

Search

Name: [redacted]

Enrollment History | Degree History | Notification History | NSLDS SSCR History

View | Export Results | Detach

Certified by School	Status	Status First Started	Term Begin	Term End	Anticipated Graduation Date	Date of Birth	School Code	School Name	Block Data?
06/01/2017	H	01/09/2017	01/09/2017	05/07/2017	04/18/2018	08/31/1976	001509-00	NOVA SOUTHEASTERN UNIVERSITY	No
04/22/2017	H	01/09/2017	01/09/2017	05/07/2017	04/18/2018	08/31/1976	001509-00	NOVA SOUTHEASTERN UNIVERSITY	No
03/15/2017	H	01/09/2017	01/09/2017	05/07/2017	03/13/2018	08/31/1976	001509-00	NOVA SOUTHEASTERN UNIVERSITY	No
02/15/2017	H	01/09/2017	01/09/2017	05/07/2017	01/31/2018	08/31/1976	001509-00	NOVA SOUTHEASTERN UNIVERSITY	No
01/27/2017	H	01/09/2017	01/09/2017	05/07/2017	01/31/2018	08/31/1976	001509-00	NOVA SOUTHEASTERN UNIVERSITY	No
09/18/2014	W	05/04/2014	01/06/2014	05/04/2014		08/31/1976	001509-00	NOVA SOUTHEASTERN UNIVERSITY	No

Click on the Status link for explanation of the various Status.

Update Student Record

See drop down at the bottom of the screen for options.

Student Look-Up > Update Student Record

Student: [redacted]

\*\* NOVA SOUTHEASTERN UNIVERSITY is scheduled to transmit data on 07/14/2017

School Code: 001509-00	School Name: NOVA SOUTHEASTERN UNIVERSITY
Status: Half Time	Certified By: 06/01/2017
Date of Birth: 08/31/1976	Anticipated Grad. Date: 04/18/2018
Term Begin Date: 01/09/2017	Status 1st Started: 01/09/2017
Term End Date: 05/07/2017	Block Data: No
College Student ID: N01296028	Class: Bachelors
Primary CIP: 420101	Middle Name:
Primary Major: PSYCHOLOGY	Veteran Status:
CommiT:	Pell Recipient:
Citizenship:	Remedial Course: No
Program Indicator: Yes	Move To OPEID: 00150900

Select Edit Option

Select the type of update that you would like to make. Submitting an update will also re certify the entire student record.

Select Edit Options

Update Date of Birth, Anticipated Graduation Date, and/or Block Data Status  
 Student has withdrawn  
 Student has graduated  
 Update College Student ID, Primary CIP, Primary Major, Class and/or Middle Name  
 Update CommiT, Veteran Status, Pell Recipient, Remedial Course, Citizenship and/or Move To OPEID  
 Update Program Indicator and/or Program Information  
 Other changes

Herndon, VA 20171  
 703.742.4200

Service Status | Terms of Use & Privacy Policy  
 National Student Clearinghouse, All rights reserved.

Download Acrobat Reader

STUDENT PRIVACY PLEDGE SIGNATURE  
 OFFICIAL SUPPORTER  
 Trustwave Trusted Commerce Click to Verify

EX: "Student has graduated" was selected. Change the date and submit.

https://secure.studentclearinghouse.org/stdlookup/faces/ National Student Clearinghouse Student Look-Up Oracle Fusion Middleware For...

Citizenship: Program Indicator: Yes Remedial Course: No Move To OPEID: 00150900

**Select Edit Option**

Select the type of update that you would like to make. Submitting an update will also re certify the entire student record.

Student has graduated

**Data Element Current Data**

**Student has graduated:** Half Time

**Enter Your Updates(s)**

**IMPORTANT: Do NOT enter the date of the graduation ceremony.**

\* Last date of attendance (usually the term end date): 5/7/2017

**Submit** **Cancel**

## DEGREE VERIFICATION

https://secure.studentclearinghouse.org/vs/pages/index.jsp National Student Clearinghouse

Welcome, TGERMAN2 | My Account | Log Out

**Verification Services**

**View Verifications**

NOVA SOUTHEASTERN UNIVERSITY 001509-00

Type: All Student Name: FIRST LAST

Status: Pending - School Research Student SSN:

Transaction ID:

Date Requested: 05/18/2017 TO 07/17/2017

**Submit** **Clear**

Transaction ID	Date Requested	Type	Status	SSN	Student Name	DOB	School	Degree
148731265	07/14/2017	Degree		230-25-4946	INTSIFUL, ISHMAEL	02/15/1962	SOUTHEASTERN UNIVERSITY	MASTER IN ...
148733095	07/14/2017	Degree		270-48-9748	GAMBREL, PATRICK A	03/25/1954	NOVA SOUTHEASTERN UNIVERSITY	MASTER'S
148747466	07/15/2017	Degree		525-23-8333	GURULE, PAUL JOSEPH	08/31/1976	NOVA SOUTHEASTERN UNIVERSITY	BACHELORS

Found 3 record(s)

**Verification Services**

- + Add Degree Record
- View Verifications
- View Pending Alert Message
- View Custom Degree Message
- View Custom Enrollment Message
- View Your Reports
- View Your Clearinghouse Contacts

**Account Tools**

- Edit Your Account

**Resource Center**

- DegreeVerify Pending Checklist
- DegreeVerify Referral Tip Sheet
- DegreeVerify Referral Flier
- Sample Student Self-Service Agency Letter & Sample Enrollment Certificate

https://secure.studentclearinghouse.org/vs/pages/institution/fin.jsp Identified by thawte National Student Clearinghouse Student Look-Up Management

**Verification Services**

**Add Degree Record**

Please complete all the fields below entering the student's information as it appears in your system.

**Enter Degree Detail**

Student: <input type="text"/>	MIDDLE: <input type="text"/>	*LAST: <input type="text"/>	
Also known as: <input type="text"/>	PREVIOUS FIRST NAME: <input type="text"/>	PREVIOUS LAST NAME: <input type="text"/>	
Date of Birth: <input type="text"/> / <input type="text"/> / <input type="text"/>	MONTH: <input type="text"/>	DAY: <input type="text"/>	YEAR: <input type="text"/>
SSN: <input type="text"/>			
*Degree Award Date: <input type="text"/> / <input type="text"/> / <input type="text"/>			
Dates of Attendance: <input type="text"/> / <input type="text"/> / <input type="text"/> TO <input type="text"/> / <input type="text"/> / <input type="text"/>			

**Financial block:**  **FERPA block:**

**Verification Services**

- + Add Degree Record
- View Verifications
- View Pending Alert Message
- View Custom Degree Message
- View Custom Enrollment Message
- View Your Reports
- View Your Clearinghouse Contacts

**Account Tools**

- Edit Your Account

**Resource Center**

- DegreeVerify Pending Checklist
- DegreeVerify Referral Tip Sheet
- DegreeVerify Referral Flier
- Sample Student Self-Service Agency Letter & Sample Enrollment Certificate

## Degree Verification Request Form



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) 262-3256

Date \_\_\_\_\_

### Verification of Degree Information

To:

---

---

---

Name of Student: \_\_\_\_\_ NSU/last 4 of SSN: \_\_\_\_\_

Degree: \_\_\_\_\_

Major: \_\_\_\_\_

Minor: \_\_\_\_\_

Concentration: \_\_\_\_\_

Degree Award Date: \_\_\_\_\_

Credit Hours: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_

Comments: \_\_\_\_\_

---

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

---

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

School Code 001509

# Grading

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

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

**Applicability:** Deans, Directors, and Department Heads  
Administrative staff and faculty responsible Grades

**Scope:** **Grading Policy**

**Date:** **January 2007**

**Rationale:** 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**

1. **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 at the end of each year."
2. **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 classes.

---

## GRADING POLICIES

### Grade Submission

All grades **must** be posted within **20 days of the last day of class or final exam**. On the seventh day after the end of the term, the President's Office will notify the appropriate Dean of any grades which have not been posted by the delinquent instructor. On the 21<sup>st</sup> day, an incomplete grade will be posted on the student's record if a grade has not been posted by the instructor. This will require the instructor to submit a *Change of Grade Form* for each student in order to submit the student's final grade.

### Failing Grades

An "earned" failing (F) grade **must** be assigned by the instructor for a student who attended the **full** term and earned such a grade due to academic failure. This determination must be made within **20 days of the last day of the term**.

### Last Date of Attendance

If a student unofficially withdraws from the course (ceases attending class or submitting assignments), the instructor **must** record the last **date of attendance** on the grade roster in WebSTAR. In cases where the exact last date of attendance is unknown, instructor should refer to the last educationally-related activity (e.g., the last date logged onto WebCT, or the submission of assignment or examination) to report as the last date of attendance. If no activity exists, then the instructor should report the **midway** point of the term as the last date of attendance. This determination must be made within **20 days of the last day of the term**. Students who do officially withdraw from the course are automatically assigned a grade of "W," which will appear as such on the instructor's grade roster. *Students will no longer be permitted to petition and receive a retroactive drop, withdrawal, or refund for a course after the end of the term.*

### Student Never Attended

If a student never attended the course or never actively participated in the course, **the instructor must enter an 'unearned' failing (F) grade, 0.0 hours attended, and the first day of the class as the last date of attendance in WebSTAR**. Since the student did not receive services from the University, the Registrar's Office will process a drop for the student; however, the 'unearned' failing (F) grade will remain on the student's academic record. This determination must be made within **20 days of the last day of the term**. *Students will no longer be permitted to petition and receive a retroactive drop, withdrawal, or refund for a course after the end of the term.*

### Incomplete Grade Policy

At the instructor's discretion, students who have not completed the required work in a course by the end of the 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 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. To extend an incomplete grade beyond one year, the student must petition for

a waiver of the university policy to the dean or designee of the academic program. After the time period for a change of grade has expired, the incomplete grade will be changed to an F grade.

**SUBMISSION OF GRADES WILL NOT BE ACCEPTED PRIOR TO THE END OF THE TERM**

Due to federal compliance for enrollment verification, grades are no longer accepted and can no longer be entered before the end of a term or for part of a term. Enrollment reporting to the federal government is done through the National Student Clearinghouse (NSC) and is a term-based process (the period starting with the first day of class through the end of the examination period). The mid-term posting of grades may generate audit findings because it creates a situation whereby a student subsequently is conferred his or her degree prior to the end of the term. This conflicts with the federal requirement to report degree completion. The mid-term conferral also creates a discrepancy with the lender, guarantor, and federal reporting when the next Enrollment Report is submitted. The system believes that the student has graduated; however, the student is also being reported as enrolled for the term in question. Finally, the financial aid eligibility for students is calculated on a cost of attendance budget for the entire enrollment period. A student whose grade is posted mid-term must have his or her financial aid eligibility recalculated. This could result in the loss of aid and the student having to repay funds that he or she is no longer eligible to receive.

**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 students. The Office of Student Financial Assistance reviews SAP each year, both for qualitative and quantitative standards. If students do not meet the SAP standards, they are either placed on probation or their financial aid is suspended. If grades are not posted in a timely manner, this will likely result in audit implications for not adhering to SAP regulatory requirements.
- 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 **officially withdrew**. In the case of a student who **unofficially withdraws**, the determination must be made within **30 days** after the end of the payment period or period of enrollment. The University's Non-passing Report identifies students who may have unofficially withdrawn. Failure to report grades in a timely manner severely limits the Registrar's Office ability to comply with this federal mandate.
- Many students rely on tuition remission from their employers to continue financing their education. Oftentimes, employers 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 several military stipulations (i.e., EArmyU) that indicate that grades must be submitted to the specific armed services within 15 days after the end of the enrollment period.
- Students are entitled to the timely posting and notification of their grades.

## Approved Grading Format

Historically, the colleges have determined their own grading schemas. Many colleges have established a schema for their master's programs and another for their doctoral programs. Some colleges even allow different schemas across the same level. The ability for colleges to set individual grading schemas produces issues as the university looks to increase the number of cross-disciplinary programs and move programs from existing colleges to new colleges. There are no grading issues at the undergraduate level since all programs utilize the same grading schema.

### Considerations

Currently, there are a number of programs that cross-list courses across departments and colleges. The utilization of different grade modes presents an issue when students in the 'same' course may not have the same grading schema. How does one explain to students that one group can be graded with a B+ but another student can only be graded with a B? Having a standard grading schema for graduate and professional level courses would remove this apparent inequity.

Additionally, different grading schema exist within a college for different programs at the same grade level. For example, in the CAHSS (formerly SHSS) catalog, there are two different schemas for the master's programs at the same level:

- Conflict Analysis uses A, A-, B+, B, B-, C+, C, C-, and F
- Family Therapy and Multidisciplinary Study uses A, B, C, and F

The grading schema is connected to the level, not the course and not the program.

With the university realignment of programs, there are issues with converting student records due to the differences in the quality points within schemas. The table below illustrates the differences that exist for programs that are changing levels/colleges.

Existing S1 level and programs moving to it				Existing P1 level and programs moving to it				Existing S3 level and programs moving to it					
SHSS S1		CJI J1		FC I1		CPS P1		FC I1		SHSS S3		CJI J3	
Grade	QP	Grade	QP	Grade	QP	Grade	QP	Grade	QP	Grade	QP	Grade	QP
A	4.00	A	4.00	A	4.00	A	4.00	A	4.00	A	4.00	A	4.00
A-	3.70			A-	3.70			A-	3.70	A-	3.70		
B+	3.33			B+	3.50			B+	3.50	B+	3.33		
B	3.00	B	3.00	B	3.00	B	3.00	B	3.00	B	3.00	B	3.00
B-	2.70			B-	2.70			B-	2.70	B-	2.70		
				C+	2.50			C+	2.50	C	2.00	C	2.00
C	2.00	C	2.00	C	2.00	C	2.00	C	2.00	C	2.00	C	2.00
				C-	1.70			C-	1.70				
				D+	1.30			D+	1.30	F	0.00	F	0.00
D	1.00			D	1.00	D	1.00	D	1.00				
				D-	0.70			D-	0.70				
F	0.00	F	0.00	F	0.00	F	0.00	F	0.00				

Note:

CJI (MS program) & FC (MA program) are changing to CAHSS (formerly SHSS).

FC (MS program) is changing to CPS.

CJI (doctoral program) is changing to CAHSS (formerly SHSS).

As indicated above, there exists different Quality Points (QP) associated with grades. Across the Banner system, there exist the following variances:

Grade	Quality Points
-------	----------------

A-	3.70, 3.67, or 3.75
B+	3.30, 3.33, or 3.50
C+	2.30, 2.33, or 2.50
D+	1.30, 1.33, or 1.50

A consistent university grading schema could lead to a standard policy of determining a student's academic progress in the program of study. Additionally, a consistent cognition of honors can be achieved with a standard grading schema.

### Grading Format

A consistent grading mode should exist across Masters, Doctoral, and Professional levels/programs. Below is what was approved:

Graduate and Professional	
Grade	Quality Points
A	4.00
A-	3.75
B+	3.50
B	3.00
B-	2.75
C+	2.50
C	2.00
C-	1.75
F	0.00
NPR	0.00
PH	0.0
P	0.0

All programs may use the grades: **P** (Pass), **I** (Incomplete), **W** (Withdrawn), **AU** (Audit), **NPR** (No Progress), and **TR** (Transfer). The grade of **PR** (Progress) may be used for programs with a thesis or dissertation in which the student continues to demonstrate progress towards the completion of said requirement. Programs with clinical rotations, internships, or externships in which grades may not be available within the university's approved grading period may use the **IP** (In Progress) grade.

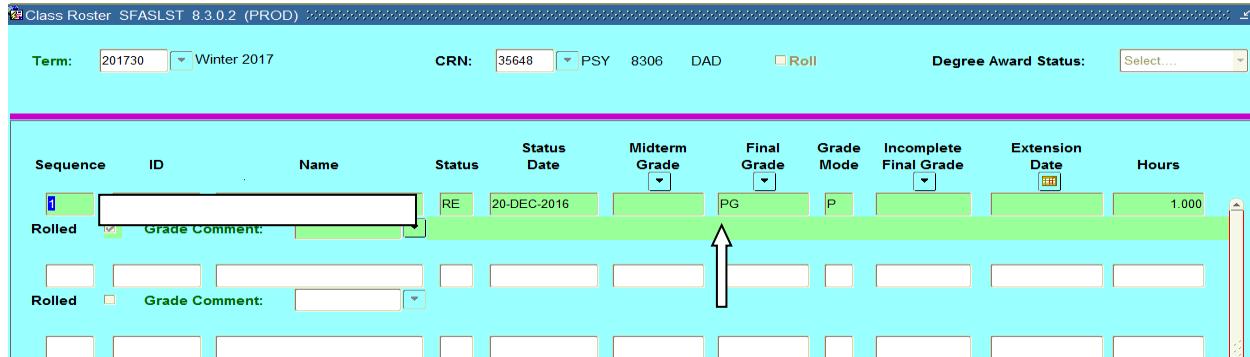
The grades of **NP** (No Pass), **WF** (Withdrawal While Failing), and **WP** (Withdrew Passing) would no longer be used. Grades that do not count in the GPA through the use of an underscore (example: A\_) or a leading space before the grade will no longer be allowed. Finally, the use of grades with a suffix (i.e., R or E), representing the remediation of a course through the retaking of the course or through examination, will no longer be used.

In addition to the issues surrounding the alpha variances, we also have a number of programs utilizing numeric grading. A number of HPD programs have already moved from the numeric to alpha grading schema. ESS contacted a number of professional health care schools and colleges and found that the majority have moved to an alpha grading schema. Meetings have been scheduled with the deans of the HPD colleges to discuss transitioning the numeric grading schema to the alpha schema indicated above.

## Viewing Grades

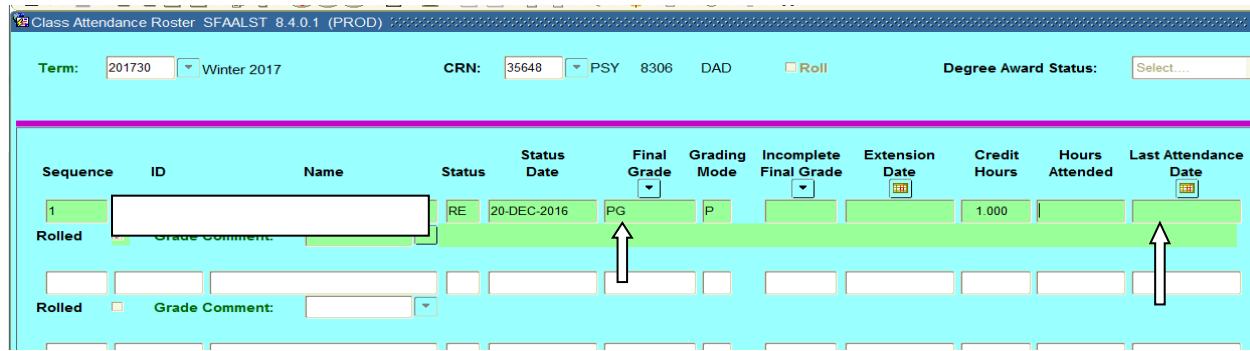
Depending on your access, grades can be viewed on several screens.

SFASLST reflects the original grade:



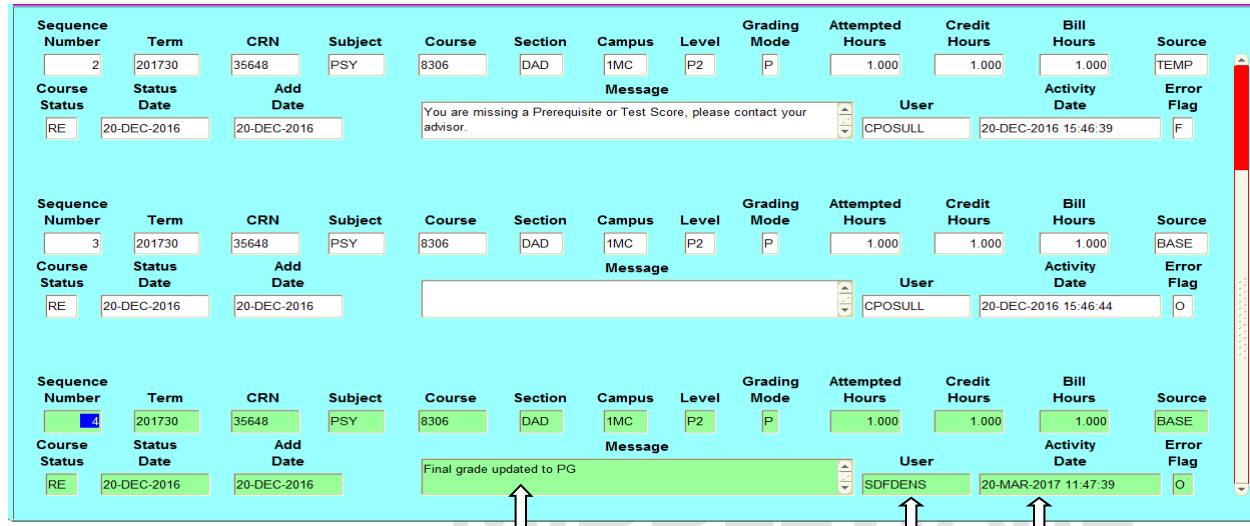
The screenshot shows the SFASLST Class Roster interface. At the top, the term is set to '201730 Winter 2017', CRN is '35648 PSY 8306 DAD', and the 'Degree Award Status' is 'Select...'. The main table displays student records. For the first student, the 'Grade' field is set to 'PG'. There are two rows for this student, both labeled 'Rolled'. Each row has a 'Grade Comment' field, with the top one containing 'RE' and the bottom one containing 'RE'. Arrows point from the 'Grade' field to the 'Grade Comment' fields.

SFAALST also reflects the original grade and the LDA entered by faculty:



The screenshot shows the SFAALST Class Attendance Roster interface. The layout is similar to the SFASLST screen, with the term '201730 Winter 2017', CRN '35648 PSY 8306 DAD', and 'Degree Award Status' 'Select...'. The main table shows student records. For the first student, the 'Grade' field is 'PG'. The 'Grade Comment' field also contains 'RE'. Arrows point from the 'Grade' field to the 'Grade Comment' field and from the 'Grade' field to the 'Last Attendance Date' field.

SFASTCA also reflects the original grade:



The screenshot shows the SFASTCA interface. It displays three separate sections of data. The first section has a 'Status' field with 'RE' and a 'Status Date' of '20-DEC-2016'. The second section has a 'Status' field with 'RE' and a 'Status Date' of '20-DEC-2016'. The third section has a 'Status' field with 'RE' and a 'Status Date' of '20-DEC-2016'. Arrows point from the 'Status' fields to the 'Status Date' fields.

SHACRSE reflects the current grade:

Select	Term	Part of Term	Campus	Level	CRN	Subject	Course	Section	Hours	Grade	Grading Mode	Repeat	Course Title
	201230	D23	1MC	D2	36371	COM	7003	M3	1.000	P	P		Int. Review II
	201230	D23	1MC	D2	34529	COM	7091	M3	8.000	P	P		Family Medicine I
	201230	D23	1MC	D2	34530	COM	7092	M3	8.000	P	P		Family Medicine II
	201230	D23	1MC	D2	34528	COM	7094	M3	8.000	PH	P		Psychiatry
	201230	D23	1MC	D2	34532	COM	7104	M3	8.000	P	P		Surgery I

SHATCKN reflects all grades issues for a specific semester and CRN:

<b>Course Detail</b> CRN: <input type="text" value="36371"/> Subject: <input type="text" value="COM"/> Course: <input type="text" value="7003"/> Int. Review II Section: <input type="text" value="M3"/> Campus: <input type="text" value="1MC"/> Repeat: <input type="text" value="(None)"/> System: <input type="text"/> Schedule Type: <input type="text" value="L"/> Part of Term: <input type="text" value="D23"/> <input type="checkbox"/> Continuing Education Units Co-op Education: <input type="checkbox"/> Comment: <input type="text"/> Start/End Dates: <input type="text"/> <input type="text"/>																																																								
<b>Grades</b> <table border="1"> <thead> <tr> <th>Sequence Number</th> <th>Grade</th> <th>Grade Mode</th> <th>Credit Hours</th> <th>Attempted Hours</th> <th>Change Reason</th> <th>Extension Date</th> <th>Incomplete Final Grade</th> <th>Grade Date</th> <th>Grade Comment</th> <th>User</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>P</td> <td>P</td> <td>1.000</td> <td>1.000</td> <td>IC</td> <td>Instructor Correction</td> <td></td> <td>06-JUL-2017</td> <td></td> <td><input type="text" value="SDFDENS"/></td> </tr> <tr> <td>1</td> <td>IP</td> <td>P</td> <td>1.000</td> <td>1.000</td> <td>OE</td> <td>Original Entry</td> <td></td> <td>02-AUG-2012</td> <td></td> <td><input type="text" value="CHIJONES"/></td> </tr> <tr> <td></td> <td><input type="text"/></td> </tr> </tbody> </table>													Sequence Number	Grade	Grade Mode	Credit Hours	Attempted Hours	Change Reason	Extension Date	Incomplete Final Grade	Grade Date	Grade Comment	User	2	P	P	1.000	1.000	IC	Instructor Correction		06-JUL-2017		<input type="text" value="SDFDENS"/>	1	IP	P	1.000	1.000	OE	Original Entry		02-AUG-2012		<input type="text" value="CHIJONES"/>											<input type="text"/>
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										<input type="text"/>																																														
<b>Level</b> Code: <input type="text" value="D2"/> Prof Doctorate - Osteopathic Primary Level Indicator <input checked="" type="checkbox"/> <input type="checkbox"/>																																																								

## Repeated Course

Student Course Maintenance SHATCKN 8.10.7 (PROD)

ID: [REDACTED] Term: 200105 Validation Check: Schedule

### Course Detail

CRN: 7617	Subject: ELEM	Course: 4540	Reading Assessments I
Section: NS9	Campus: J	Repeat: Exclude	System: MANUAL
Schedule Type: U	Part of Term: 3	Comment: <input checked="" type="checkbox"/>	Extension: 0
Co-op Education: <input type="checkbox"/>			
Start/End Dates: [REDACTED]			

Continuing Education Units

### Grades

Sequence Number	Grade	Grade Mode	Credit Hours	Attempted Hours	Change Reason	Extension Date	Incomplete Final Grade	Grade Date	Grade Comment	User
1	A	4	3.000	3.000	OE	Original Entry		11-JUL-2017		RDSANT

### Level

Code: U4 Bachelors - Off-Campus	Primary Level Indicator: <input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

On SHATCKN a repeated course that is not counted in the GPA has the Repeat Code set to "Exclude." The repeated course that counts in the GPA has a Repeat Code set to "Include." This can also be viewed on SHACRSE in the column titled "Repeat".

Student Course Maintenance SHATCKN 8.10.7 (PROD)

ID: [REDACTED] Term: 200105 Validation Check: Schedule

### Course Detail

CRN: 7617	Subject: ELEM	Course: 4540	Reading Assessments I
Section: NS9	Campus: J	Repeat: Include	System: MANUAL
Schedule Type: U	Part of Term: 3	Comment: <input type="checkbox"/>	Extension: 0
Co-op Education: <input type="checkbox"/>			
Start/End Dates: [REDACTED]			

Continuing Education Units

### Grades

Sequence Number	Grade	Grade Mode	Credit Hours	Attempted Hours	Change Reason	Extension Date	Incomplete Final Grade	Grade Date	Grade Comment	User
1	A	4	3.000	3.000	OE	Original Entry		11-JUL-2017		RDSANT

### Level

Code: U4 Bachelors - Off-Campus	Primary Level Indicator: <input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

# 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 imaged into the student record; therefore, separate request must be submitted for each student.

### **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 or Date of Birth Change**

Students that submit a request to change the social security number or the date 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.



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

## 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)
	<p>Name change:</p> <p>Last</p> <p>First</p> <p>Middle</p> <p>All other changes:</p>

*\*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 Temy 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: \_\_\_\_\_

REV. 11/2014



# Transcripts



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) 262-4862

**Please print clearly.**

**You must complete all information requested.**

- Transcripts will not be released with any existing hold(s) on record or until all accounts are paid in full.
- Fees are subject to change without notice.
- Student is responsible for providing a correct mailing address below. Any address correction charges incurred by the university will be charged back to the student.
- 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 be placed in one envelope.
- The transcript is the student's official and complete record of all courses taken at Nova Southeastern University, regardless of number of degrees or programs attempted or conferred. Partial records will not be released.
- NSU does not send transcripts electronically.
- Submit this completed form to the above address via postal mail or fax.

**Print clearly**

NSU ID \_\_\_\_\_ Telephone \_\_\_\_\_

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

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

Address \_\_\_\_\_

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

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

**Select one of the below:**

Mail Transcripts to:

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Hold transcript for pick up at One-Stop Shop Horvitz.

Hold transcript for pick up at One-Stop Shop Terry.

\_\_\_\_\_ Email me when ready at \_\_\_\_\_ Email Address \_\_\_\_\_

\_\_\_\_\_ Call me when ready at (\_\_\_\_\_) \_\_\_\_\_ Telephone Number \_\_\_\_\_

REV. 7/2016

## Bulk Rate Transcript Request

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

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

Print a masked SSN (ex. xxx-xx-1234)

Print full SSN

**Special Instructions**

Hold for degree conferral \_\_\_\_\_  
Degree \_\_\_\_\_ Anticipated Conferral Date \_\_\_\_\_

Hold for grade \_\_\_\_\_  
Course \_\_\_\_\_

**Number of Transcripts Requested** \_\_\_\_\_

<u># of Transcripts</u>	<u>Charge</u>
-------------------------	---------------

11 to 20	\$110
----------	-------

21 to 40	\$170
----------	-------

41 to 60	\$200
----------	-------

61 or more	\$250
------------	-------

**Method of Payment**

Cash (only accepted at the One-Stop Shop)

Credit Card  Check or money order payable to NSU

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 \_\_\_\_\_

\*Your signature authorizes the release of transcripts and any charges to your credit card.

### FOR OFFICE USE ONLY

Transcript fee 2021

Amount due \$ \_\_\_\_\_ Amount remitted \$ \_\_\_\_\_

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

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

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

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



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) 262-4862

**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.
- Transcripts will not be released with any existing hold(s) on record or until all accounts are paid in full.
- Students are responsible for providing a correct mailing address below. Any address correction charges incurred by the university will be charged back to the student.
- The transcript is the student's official and complete record of all courses taken at Nova Southeastern University, regardless of number of degrees or programs attempted or conferred. Partial records will not be released.
- NSU does not send transcripts electronically.
- When requesting a transcript please provide the complete mailing instructions below (e.g., a department, building, room number or to whom it should be addressed).
- Submit this completed form to the above address via postal mail or fax.

**Miami-Dade County Schools only**

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

NBU ID \_\_\_\_\_ Telephone \_\_\_\_\_

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

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

Address \_\_\_\_\_

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

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

**Mail transcript to (if internal, indicate NSU department.)**

Name \_\_\_\_\_

1<sup>st</sup> Street Address \_\_\_\_\_

2<sup>nd</sup> Street Address \_\_\_\_\_

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

Number of Copies \_\_\_\_\_ NBU Department \_\_\_\_\_

REV. 7/2016

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

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

Print a masked SSN (ex. xxx-xx-1234)

Print full SSN

**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\* \_\_\_\_\_  
Course \_\_\_\_\_
- 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 the 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 \_\_\_\_\_

\*Your signature authorizes the release of transcripts and any charges to your credit card.

**FOR OFFICE USE ONLY**

Transcript fee 2120

Amount due \$ \_\_\_\_\_ Amount remitted \$ \_\_\_\_\_

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

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

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

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



## Batch Transcript Request

### Account Information

Charge to Account #

Center/Program:

Budget Approver Signature:

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) \$0.50 per page  
 Official Transcripts (with envelope) \$1.00 per page  
 Unofficial Transcripts (white paper) \$0.10 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

Last Updated 1/14

# **Graduation and Commencement**

## 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:\*

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)

Province (Non U.S.addresses):

Country:

Zip/Postal Code:\*

Phone #:

**Please verify that all information is accurate and correct prior to clicking the "Submit Request" button.**



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(954) 262-7200 • 800-541-5002 • Fax (954) 262-3250



## DEGREE/DIPLOMA APPLICATION

NSU ID: N \_\_\_\_\_  
Name: \_\_\_\_\_  
Daytime Phone Number: \_\_\_\_\_  
Alternate Phone Number: \_\_\_\_\_  
Degree: \_\_\_\_\_  
Major: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
Minor: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
Concentration:  
1. \_\_\_\_\_  
2. \_\_\_\_\_

**Method of Payment**

Cash (only accepted at One-Stop Shop)  Credit Card  
 Check or money order payable to NSU

I hereby authorize a charge to be made to my credit card:  
 Visa  Master Card  American Express

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

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

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

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

Each degree application is assessed a fee based upon the program of study:  
 **Health Profession Division Students:** Please visit [www.nova.edu/registrar/instructions\\_hpd.html](http://www.nova.edu/registrar/instructions_hpd.html) for specific program fees.  
 **Shepard Board Law Center:** No charge  
**All other NSU degree programs:** \$100.00

Please TYPE or PRINT your name\* in the space below EXACTLY as you want it to appear on your diploma

FIRST

MIDDLE

LAST

\*If you have a legal name change, please submit legal documentation (marriage license, divorce decree, driver's license, certificate of naturalization, permanent resident card, passport, court order, or uniformed service military ID) via e-mail to [nsuregistrar@nova.edu](mailto:nsuregistrar@nova.edu) or fax at (954) 262-2915.

Diploma Address (Address where the diploma is to be sent)\*\*

Street Line 1

Street Line 2

City

State/Province

Zip/Postal Code

Country

\*\*If you change your diploma address after completing this application, you must update it in WebSTAR and send a change of address email to [diplomas@nova.edu](mailto:diplomas@nova.edu). Not providing these changes of address will cause a delay in receiving your diploma and may result in an additional fee.

DA, REV. 4/2012

**Note: This form is only used when a student can no longer access their SharkLink account.**

# 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).

You will need to have the BAN\_ST\_DEG\_CONF security group added to your Banner access to update the following forms.

## 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.

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).

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.

Learner Outcome Information

Student Record Term: 200520

Bulletin Academic Year: 2005

Degree Completion Term:

Graduation Application Date: 19-NOV-2004

Pending Degree Conferment

Graduation Information

Graduation Term:  Graduation Year:

AdvisorApprvd,Wait4MoI

Fee Charge:  Fee Term:

Fee:  Fee Amount:

Fee Date:  Fee Indicator:

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)

Institutional Courses

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	GMFP	5005	WB2	Introductory Marketing	3.000	A-	B	2	<input type="checkbox"/>	Y	25829
<input checked="" type="checkbox"/>	200520	B1	GMP	5114	MB3	21st Century Management	3.000	B+	B	2	<input type="checkbox"/>	1MC	26139
<input checked="" type="checkbox"/>	200520	B1	GMP	5117	MB3	Superior Customer Value	3.000	A-	B	2	<input type="checkbox"/>	1MC	26141
<input checked="" type="checkbox"/>	200520	B1	GMP	5115	MB3	Legal,Ethical,Social ValuesB	3.000	B	B	2	<input type="checkbox"/>	1MC	26140
<input checked="" type="checkbox"/>	200520	B1	GMFP	5001	WD04	Introductory Acc	3.000	B-	B	2	<input type="checkbox"/>	Y	26523

Section Attributes

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

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

Transfer Credits

Apply to Learner Count	Outcome 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 Technolog	3.000	TR	4	<input type="checkbox"/>	1	1

- To verify the correct credits have been applied to the degree sequence, click on the Learner Outcome tab and Calculate GPA button (Σ).
- 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.

- Click the **Honors** tab.
- 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.
- Save the Record (F10).

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

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

- Click on the **Curricula** tab.

Curriculum		Record 1 of 1	
Current:	Replace: <input type="button" value=""/>	Update: <input type="button" value=""/>	Duplicate: <input type="button" value=""/>
Activity:	ACTIVE		
Key Sequence:	2		
Term:	200520 Fall 2004		
Catalog Term:	200520 Fall 2004		
Priority:	1		
Program:	*****		
Level:	CZ Masters - SCIS		
Campus:	Y Programs On-line		
College:	CS Grad Sch Comp/Inform Sc		
Degree:	MS_CIS Master of Science		

2. Ensure that the degree name is correct.

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

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

Field of Study								Attached Concentrations:		Inactivate:	
Current: Y	Activity: ACTIVE	Type: MAJOR	Priority: 1	Department: UBUS	Attached to Major: Farquhar - Bus & A	Start Date: 16-JAN-2007					
Activity: ACTIVE	Status: SOUGHT	Catalog: 200720	End Term:	Attached to Major: Farquhar - Bus & A	Full or Part Time: Full	End Date: 16-JAN-2007					
Current: Y	Activity: ACTIVE	Type: MINOR	Priority: 1	Department: UBUS	Attached to Major: Farquhar - Bus & A	Start Date: 16-JAN-2007					
Activity: ACTIVE	Status: SOUGHT	Catalog: 200720	End Term:	Attached to Major: Farquhar - Bus & A	Full or Part Time: Full	End Date: 16-JAN-2007					
Current: Y	Activity: ACTIVE	Type: MINOR	Priority: 2	Department: UBUS	Attached to Major: Farquhar - Bus & A	Start Date: 16-JAN-2007					
Activity: ACTIVE	Status: SOUGHT	Catalog: 200720	End Term:	Attached to Major: Farquhar - Bus & A	Full or Part Time: Full	End Date: 16-JAN-2007					

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 MIBA. 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 College : Huizenga School - Business Major : Business Administration  Comments: Academic Requirements Completed: 09/30/05  Degrees Awarded Master of Business Admin. 31-DEC-2005 Ehrs: 44.00 GPA-Hrs: 40.00 Qpts: 145.30 GPA: 3.68 Primary Degree College : Huizenga School - Business Major : Business Administration				
<b>Institution Information continued:</b> Ehrs: 13.00 GPA-Hrs: 13.00 Qpts: 48.10 GPA: 3.70				
<b>Spring 2005</b> GMP 5110 Effective Resume Writing 0.00 P 0.00 GMP 5112 Interviewing Techniques 0.00 P 0.00 GMP 5150 Economic Thinking 3.00 A 12.00 GMP 5160 Accounting For Decision Makers 3.00 A- 11.10 GMP 5170 Managerial Marketing 3.00 B 9.00  Ehrs: 9.00 GPA-Hrs: 9.00 Qpts: 32.10 GPA: 3.56				
<b>Summer II 2005</b> GMP 5104 Value Integration Capstone 4.00 P 0.00 GMP 5180 Applying Managerial Finance 3.00 A 12.00 GMP 5190 Strategic Thinking 3.00 A- 11.10 GMP 5195 Operations,Systems Management 3.00 A 12.00  Ehrs: 13.00 GPA-Hrs: 9.00 Qpts: 35.10 GPA: 3.90				

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

Issued To: For Internal Transcript Review  Course Level: Masters - SBE  Current Program College : Huizenga School - Business Major : Business Administration  Comments: Academic Requirements Completed: 09/30/05  Degrees Awarded Master of Business Admin. 31-DEC-2005 Ehrs: 44.00 GPA-Hrs: 40.00 Qpts: 145.30 GPA: 3.68 Primary Degree College : Huizenga School - Business Major : Business Administration				
<b>Institution Information continued:</b> Ehrs: 13.00 GPA-Hrs: 13.00 Qpts: 48.10 GPA: 3.70				
<b>Spring 2005</b> GMP 5110 Effective Resume Writing 0.00 P 0.00 GMP 5112 Interviewing Techniques 0.00 P 0.00 GMP 5150 Economic Thinking 3.00 A 12.00 GMP 5160 Accounting For Decision Makers 3.00 A- 11.10 GMP 5170 Managerial Marketing 3.00 B 9.00  Ehrs: 9.00 GPA-Hrs: 9.00 Qpts: 32.10 GPA: 3.56				
<b>Summer II 2005</b> GMP 5104 Value Integration Capstone 4.00 P 0.00 GMP 5180 Applying Managerial Finance 3.00 A 12.00 GMP 5190 Strategic Thinking 3.00 A- 11.10 GMP 5195 Operations,Systems Management 3.00 A 12.00  Ehrs: 13.00 GPA-Hrs: 9.00 Qpts: 35.10 GPA: 3.90				

## 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 to 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 workflow.
- 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 [epssstorage@nova.edu](mailto:epssstorage@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.

### **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.



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

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

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

**Scope:** **Diploma Name Policy**

**Date:** **November 5, 2012**

**Rationale:** A graduate's name as it appears on a Nova Southeastern University diploma must be a legal name.

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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 record.
3. Suffixes such as Sr., Jr., III, etc., may be used if included in the record and documented on the student's original application, a transcript from another school, or birth certificate.
4. Maternal surnames may be included if documentation is provided to the Office of the University Registrar/Diplomas. Proper documentation is a copy of a birth certificate showing the maternal surname or on the student's original application.
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 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 allowed (e.g., Dr., DMD, Esq., etc.).

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## NOVA SOUTHEASTERN UNIVERSITY University Policy

Administrative Area(s): Administration/Academic Centers

Applicability: University-wide

Scope: Conferral of Degrees

Publication Requirement: Procedures/Guidelines for Degree Conferral|Process

**Rationale:** Responsibility for monitoring the progress of students toward degrees is shared between the academic centers/schools and Enrollment and Student Services. The centers/schools monitor the completion of all department-specific requirements, ongoing academic progress, and several degree-specific University requirements like candidacy. Enrollment and Student Services receives applications for degree conferral and manages the conferral process and submission of the conferral list to the Board of Trustees.

To continue the collective initiative for congruency and standardization of administrative and academic procedures Nova Southeastern University determines the following change to be necessary.

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### Conferral of Degrees Policy: September 1, 2005

Commencing September 1, 2005 the Registrar's Office will initiate a change of conferral dating procedures. This change stipulates that NSU will no longer backdate degrees to reflect when a student completed their academic requirements or to the date of the commencement ceremony. The date of completion for academic requirements will be placed on the transcript. The conferral date submitted to the Board of Trustees will be the last day of the month in which the degree application was approved. A schedule will be created listing the deadline for each month's conferral list so the Academic Program Office will be aware of when a degree application must be approved for timely processing.

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#### Review and Approval:

Vice President for  
Enrollment and Student Services      Approved: Stephanie G. Brown

Provost      Approval: Frank DePiano

President      Approved: Ray Ferrero, Jr.

## NSU REPLACEMENT DIPLOMA REQUEST

Complete the information below and click "Submit Information" to request a replacement diploma. The cost is \$30.00 per replacement diploma.

Replacement diplomas display current college names and university administration signatures but show the original date of conferral. If your degree was conferred prior to NSU's academic alignment that took effect on July 1, 2015, you may notice a change to your college's name. You may view a list of majors and degrees in their current college alignment for more information. The notation "Diploma Re-Issued" appears at the bottom-right corner of the replacement diploma.

Diplomas will be processed in the order in which applications and all necessary documentation (if applicable) are received. Replacement diplomas will be mailed via FedEx. Please allow two weeks for receipt of a replacement diploma.

Please email any questions to [diplomas@nova.edu](mailto:diplomas@nova.edu).

Number of Diplomas (@ \$30.00)

Number of Diplomas (@ \$30.00 each): \*

NSU ID # ([Lookup your NSU ID](#)): \*

First Name: \*

Last Name: \*

Email: \*

Legal name EXACTLY as you want it to appear on diploma, including special characters: \*

For detailed information on acceptable name variations, please visit the [registrar's website](#), click on "Diplomas" and review the "Diploma Name" section.

Does your diploma require notarization or apostille? For special instructions on apostille, visit the [registrar's website](#) or, email [diplomas@nova.edu](mailto:diplomas@nova.edu). \*

Graduation Date: \*

College: \*

Degree: \*

Major: \*

Street Address for delivery of diplomas (no P.O. Boxes): \*

Address 2 (Apt. number, suite, etc.):

City: \*

State: \*

Postal Code: \*

Country: \*

Telephone: \*

International Telephone:

Has your name changed since graduation? \*

## Document Policy for Name Changes for Diploma

If your name has changed since graduation and you wish to have your new name on your diploma you must provide legal documentation, such as a copy of your driver license, marriage certificate, divorce decree, or passport. Please be advised that diplomas with new names cannot be created until acceptable documentation has been provided. Please note that Social Security and voter's registration cards will not be accepted as legal documentation. **Legal documentation must be submitted in one of the following ways:**

1. By email to [diplomas@nova.edu](mailto:diplomas@nova.edu)
2. By fax to (954) 262-3256

3. By mail to:

Nova Southeastern University  
Office of the University Registrar  
Attn: Diplomas  
3301 College Avenue  
Fort Lauderdale, Florida 33314-7796

I will be submitting the following legal documentation: \*

-- Select --

I will be forwarding these documents via: \*

-- Select --

I have read and understand the Document Policy for Name Changes for Diploma.

Would you like your student record to reflect the above mailing address information?  Yes

If you would like your student record to be updated with your new name, you must submit a completed [Data Change Form](#) along with appropriate documentation.

## Outstanding Balance Policy

Be advised that all outstanding balances with the university must be satisfied before a replacement diploma is issued. All monies submitted to the university will first be applied toward any outstanding balance. If you are unsure if you have an outstanding balance on your student account, contact the Office of the University Bursar at 800-541-6682 ext. 25200.

I have read and understand the Outstanding Balance Policy

Total Amount Due:

## Email to each Program Office for the Awarding of Certificates

Good afternoon,

Attached is Jane Doe's Certificate Conferral Review form. Please review and perform the following steps:

1. Place a checkmark in the 'Apply to Outcome' box to the left of each course that are certificate applicable.
2. Enter the Program Begin Term if it is different than what is stated at the top of the form. The Program Begin Term would be the first semester in which the student took courses that are applicable to the certificate.
3. Enter the Requirements Met Date. This should be the last day of the semester of the last course applicable to the certificate,
4. Enter your name, sign, and date the form.
5. Return the form to [diplomas@nova.edu](mailto:diplomas@nova.edu) .

Please notify me ([jharris@nova.edu](mailto:jharris@nova.edu)) of students who are no longer attending the certification program. This would include students who have stopped attending or have moved to a degree program with no intention of completing the certification program.

Let me know if you have any questions or concerns.

Thank you,

Jennifer Harris  
Assistant Director, Administrative Systems  
Enrollment and Student Services  
Nova Southeastern University  
Ph: (954) 262-7229 /Email: [jharris@nova.edu](mailto:jharris@nova.edu)

Certificate Conferral Review							Date Generated:	7/11/2017
ID: <input type="text"/>	Last Name: <input type="text"/>	First Name: <input type="text"/>						
College/Program Code: OS / CERT14			Degree Seq: 1					
Major: Coastal Studies							Program Begin Term: 201720	
Apply to Outcome?	Course Term:	Level	CRN	Subject	Course Number	Course Title		
<input type="checkbox"/>	201720	O1	22522	CZMT	0685	Marine Biodiversity		
<input type="checkbox"/>	201720	O1	22531	CZMT	0672	Bio. of Sharks and Rays I		
<input type="checkbox"/>	201730	O1	34115	CZMT	0673	Bio Sharks/Rays:Ecol/Evol		
<input type="checkbox"/>	201730	O1	33799	CZMT	7100	Artificial Reefs		
Authorization								
Requirements Met Date:				Program Begin Term (If different from above):				
Reviewed By: _____ Print Name _____								
Signature _____				Date _____				

## **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 Office of the University Registrar 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.)

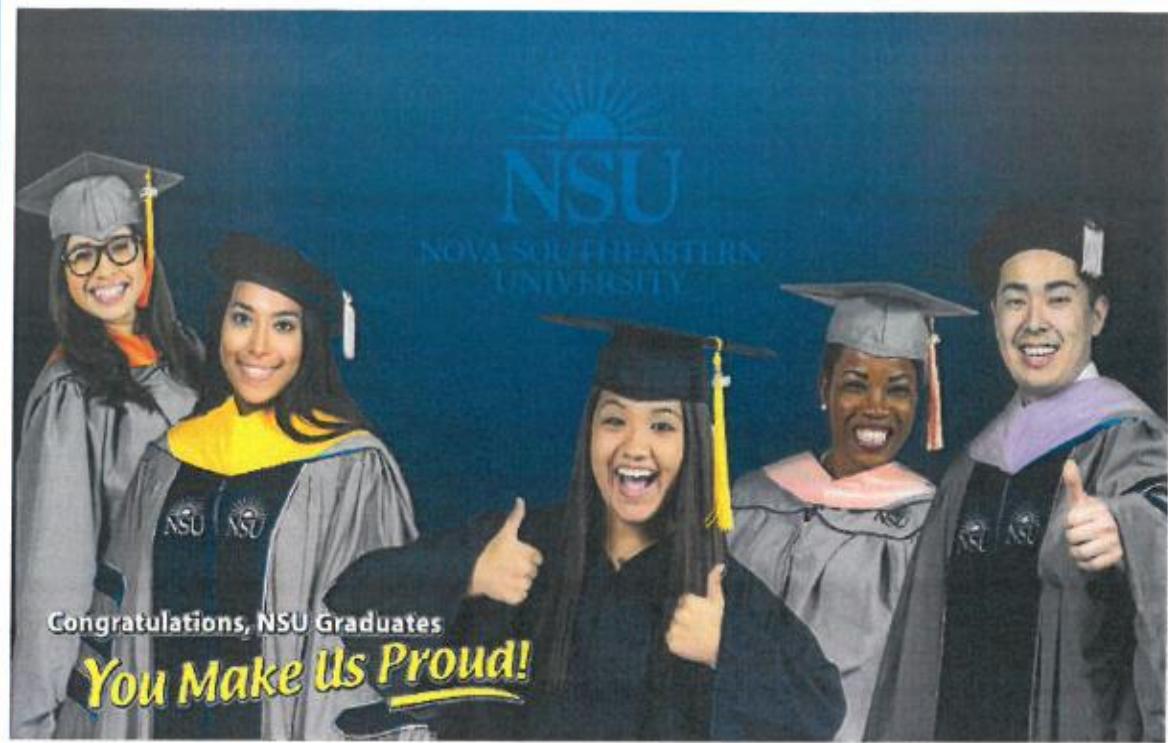
The director of the program will then submit his/her findings to the Dean for final approval at the center level. Once the dean has approved the posthumous conferral, all documentation (i.e., a Posthumous Degree Application, the transcript used for review, any grades that need to be posted, any drop/withdrawals)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



NOVA SOUTHEASTERN UNIVERSITY  
Enrollment and Student Services  
3301 College Avenue  
Fort Lauderdale, Florida 33314-7796

NONPROFIT ORG  
U.S. POSTAGE PAID  
NOVA  
SOUTHEASTERN  
UNIVERSITY

## *Congratulations!*

You are eligible to participate in an upcoming Nova Southeastern University 2016 Commencement Ceremony.\*

Check your NSU SharkLink email account for your official notification. You will be asked to complete 1) the commencement participation form to reserve your place at the ceremony and 2) your cap and gown order.

For more information, visit [www.nova.edu/commencement](http://www.nova.edu/commencement) or call 800-541-6682, ext. 27255, or (954) 262-7255.

\*HPD graduates are required to participate.

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# NSU Commencement Notification

*Congratulations!*

You are invited to attend the Nova Southeastern University Undergraduate Commencement Ceremony for the College of Health Care Sciences, College of Nursing, and Non-Traditional (evening, online, and off-campus) Students from the Abraham S. Fischler College of Education; College of Arts, Humanities, and Social Sciences; College of Engineering and Computing; College of Psychology; H. Wayne Huizenga College of Business and Entrepreneurship; and Halmos College of Natural Sciences and Oceanography on Friday, May 12, 2017, 2:30 p.m., in [the Rick Case Arena at the Don Taft University Center](#) (UC) on the NSU main campus in Fort Lauderdale, Florida.

RSVP for commencement by completing a Commencement Participation Form (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 a Degree Application, which must be submitted before your degree is conferred. Visit the [NSU Registrar's website](#) for information.

After you have submitted your CPF, you must contact the NSU Bookstore to order your approved academic regalia (cap and gown). The purchase price of undergraduate regalia is \$54.00 (plus tax) and they are yours to keep. Only regalia ordered from the bookstore are acceptable wear at NSU Commencement. Be prepared to provide the following information to the bookstore representative: Your name, student ID number, daytime telephone number, NSU email address, height (with shoes), weight, degree, and major. [Email](#) the NSU Bookstore or call (954) 262-4799 with any regalia-related questions.

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

## Tickets & Seating

Guest tickets are not needed for commencement; however, seating in the Rick Case Arena at the Don Taft University Center is limited and will be first come, first seated. Large groups of guests wishing to sit together should arrive when the arena doors first open, one hour prior to your ceremony. As a courtesy to all candidates and their guests, *the saving of seats is strictly prohibited*.

**Be aware that the arena doors will temporarily close to guests during the opening processional and the playing of The Star Spangled Banner, and reopen afterwards on a space-available basis.**

## Commencement Check List

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

**Step 2:** [Print your 2017 Commencement Handbook](#)

## **Undergraduate Grad Fest 2017**

The NSU Bookstore will host [Grad Fest 2017](#) for undergraduate candidates on Friday and Saturday, April 7-8 and Friday and Saturday, May 5-6 from noon to 6:00 p.m. at the Shark Store, located on the main concourse of the Don Taft University Center on the main campus.

Cap and gowns ordered prior to March 31 will be available for pickup at the May event. Representatives from [Herff Jones](#) and [Balfour](#) will be on site for personalized announcements and class ring orders. A wide variety of diploma frames will be offered for purchase and representatives photographing candidates in academic regalia will be present. The portrait sitting is free of charge and picture proofs will be provided with no obligation to buy.

[Email](#) the NSU Bookstore or call (954) 262-4799 for additional information.

## **Simulcast Locations**

Guests will have the opportunity to view a live telecast of the ceremony via closed-circuit televisions at three on-campus locations: the [Flight Deck Pub](#) and the Performing and Visual Arts Theater in the Don Taft University Center and at the [Rose and Alfred Miniaci Performing Arts Center](#) in the Alvin Sherman Library. 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.

**PLEASE NOTE:** The Flight Deck Pub offers a family-friendly environment conducive to elderly guests and those with small children who may become restless due to the length of the ceremony.

Your NSU Commencement ceremony will also be video streamed in real time. Visit the [NSU Commencement website](#) and click on the “Commencement Ceremony Live” icon for access. All commencement video streams are archived on the NSU Commencement website approximately one week after the ceremony.

**A1010\_0101**

# NSU Commencement Second Notice (Friendly Reminder)

*Congratulations!*

You are invited to attend the Nova Southeastern University Undergraduate Commencement Ceremony for the College of Health Care Sciences, College of Nursing, and Non-Traditional (evening, online, and off-campus) Students from the Abraham S. Fischler College of Education; College of Arts, Humanities, and Social Sciences; College of Engineering and Computing; College of Psychology; H. Wayne Huizenga College of Business and Entrepreneurship; and Halmos College of Natural Sciences and Oceanography on Friday, May 12, 2017, 2:30 p.m., in [the Rick Case 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!*

## Commencement Check List

**Step 1: [RSVP for Commencement and Order Regalia](#)  
(*Friday, April 14, 2017 Deadline*)**

**Step 2: [Print your 2017 Commencement Handbook](#)**

RSVP for commencement by completing a Commencement Participation Form (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 a Degree Application, which must be submitted before your degree is conferred. Visit the [NSU Registrar's website](#) for information.

After you have submitted your CPF, you will automatically be directed to the NSU Bookstore website to order your approved academic regalia (cap and gown). The purchase price of undergraduate regalia is \$54.00 (plus tax) and they are yours to keep. Only regalia ordered from the bookstore are acceptable wear at NSU Commencement. [Email](#) the NSU Bookstore or call (954) 262-4799 with any other regalia-related questions.

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

**The deadline for submitting your CPF and ordering regalia online is Friday, April 14, 2017**

## Tickets & Seating

Guest tickets are not needed for commencement; however, seating in the Rick Case Arena at the Don Taft University Center is limited and will be first come, first seated. Large groups of guests wishing to sit together should arrive when the arena doors first open, one hour prior to your ceremony. As a courtesy to all candidates and their guests, *the saving of seats is strictly prohibited*.

**Be aware that the arena doors will temporarily close to guests during the opening processional and the playing of The Star Spangled Banner, and reopen afterwards on a space-available basis.**

## **Undergraduate Grad Fest 2017**

The NSU Bookstore will host [Grad Fest 2017](#) for undergraduate candidates on Friday and Saturday, April 7-8 and Friday and Saturday, May 5-6 from noon to 6:00 p.m. at the Shark Store, located on the main concourse of the Don Taft University Center on the main campus.

Cap and gowns ordered prior to March 31 will be available for pickup at the May event. Representatives from [Herff Jones](#) and [Balfour](#) will be on site for personalized announcements and class ring orders. A wide variety of diploma frames will be offered for purchase and representatives photographing candidates in academic regalia will be present. The portrait sitting is free of charge and picture proofs will be provided with no obligation to buy.

[Email](#) the NSU Bookstore or call (954) 262-4799 for additional information.

## **Simulcast Locations**

Guests will have the opportunity to view a live telecast of the ceremony via closed-circuit televisions at three on-campus locations: the [Flight Deck Pub](#) and the Performing and Visual Arts Theater in the Don Taft University Center and at the [Rose and Alfred Miniaci Performing Arts Center](#) in the Alvin Sherman Library. 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.

**PLEASE NOTE:** The Flight Deck Pub offers a family-friendly environment conducive to elderly guests and those with small children who may become restless due to the length of the ceremony.

Your NSU Commencement ceremony will also be video streamed in real time. Visit the [NSU Commencement website](#) and click on the “Commencement Ceremony Live” icon for access. All commencement video streams are archived on the NSU Commencement website approximately one week after the ceremony.

**A1010\_0102**

# NSU Commencement Regalia Notification

The administration, faculty, and staff at Nova Southeastern University are pleased that you are planning to attend the Undergraduate Commencement Ceremony for the College of Health Care Sciences, College of Nursing, and Non-Traditional (evening, online, and off-campus) Students from the Abraham S. Fischler College of Education; College of Arts, Humanities, and Social Sciences; College of Engineering and Computing; College of Psychology; H. Wayne Huizenga College of Business and Entrepreneurship; and Halmos College of Natural Sciences and Oceanography on Friday, May 12, 2017, 2:30 p.m., in [the Rick Case Arena at the Don Taft University Center](#) (UC) on the NSU main campus in Fort Lauderdale, Florida.

## Commencement Check List

**Step 1: [RSVP for Commencement and Order Regalia](#)  
(Friday, April 14, 2017 Deadline)**

**Step 2: [Print your 2017 Commencement Handbook](#)**

**Our records indicate that you have not ordered your cap and gown. You will not be permitted to participate until completing this process** (*If you have already ordered academic regalia and have confirmation of your order, please disregard this email*).

All candidates are responsible for ordering their caps and gowns directly from the NSU Bookstore website. The purchase price of undergraduate regalia is \$54.00 (plus tax) and they are yours to keep. Only regalia ordered from the bookstore are acceptable wear at NSU Commencement. [Email](#) the NSU Bookstore or call (954) 262-4799 with any other regalia-related questions.

Please return to the Commencement Participation Form (CPF) and, after re-submitting your RSVP, you will be redirected to the NSU Bookstore website to order your cap and gown.

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

**[Click here to resubmit your CPF and order NSU Commencement regalia](#)**

**The deadline for ordering regalia online is *this Friday, April 14, 2017***

## Tickets & Seating

Guest tickets are not needed for commencement; however, seating in the NSU Arena at the Don Taft University Center is limited and will be first come, first seated. Large groups of guests wishing to sit together should arrive when the arena doors first open, one hour prior to your ceremony. As a courtesy to all candidates and their guests, *the saving of seats is strictly prohibited*.

**Be aware that the arena doors will temporarily close to guests during the opening processional and the playing of The Star Spangled Banner, and reopen afterwards on a space-available basis.**

### **Undergraduate Grad Fest 2017**

The NSU Bookstore will host [Grad Fest 2017](#) for undergraduate candidates on Friday and Saturday, May 5-6 from noon to 6:00 p.m. at the Shark Store, located on the main concourse of the Don Taft University Center on the main campus.

Representatives from [Herff Jones](#) and [Balfour](#) will be on site for personalized announcements and class ring orders. A wide variety of diploma frames will be offered for purchase and representatives photographing candidates in academic regalia will be present. The portrait sitting is free of charge and picture proofs will be provided with no obligation to buy.

[Email](#) the NSU Bookstore or call (954) 262-4799 for additional information.

### **Simulcast Locations**

Guests will have the opportunity to view a live telecast of the ceremony via closed-circuit televisions at three on-campus locations: the [Flight Deck Pub](#) and the Performing and Visual Arts Theater in the Don Taft University Center and at the [Rose and Alfred Miniaci Performing Arts Center](#) in the Alvin Sherman Library. 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.

**PLEASE NOTE:** The Flight Deck Pub offers a family-friendly environment conducive to elderly guests and those with small children who may become restless due to the length of the ceremony.

Your NSU Commencement ceremony will also be video streamed in real time. Visit the [NSU Commencement website](#) and click on the “Commencement Ceremony Live” icon for access. All commencement video streams are archived on the NSU Commencement website approximately one week after the ceremony.

**A1010\_0150**

# NSU Commencement Final Instructions

Thank you for completing the Commencement Participation Form (CPF) and ordering your regalia for the Nova Southeastern University Undergraduate Commencement Ceremony for College of Health Care Sciences, College of Nursing, and Non-Traditional (evening, online, and off-campus) Students from the Abraham S. Fischler College of Education; College of Arts, Humanities, and Social Sciences; College of Engineering and Computing; College of Psychology; H. Wayne Huizenga College of Business and Entrepreneurship; and Halmos College of Natural Sciences and Oceanography. 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 2017 Commencement Handbook](#)

Your commencement ceremony will take place on Friday, May 12, 2017, 2:30 p.m., in [the Rick Case Arena at the Don Taft University Center](#) (UC) on the NSU main campus in Fort Lauderdale, Florida.

**Plan to arrive at 1:30 p.m. 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 Arena is 200 yards south of the parking garage. There are handicap accessible parking spaces found on every level of the garage near the elevators. Golf carts will be in operation before and after your ceremony to transport special-needs guests to and from the parking garage and the UC.

Candidates should arrive dressed in regalia and proceed to the main arena assembly area on the second-floor RecPlex. Guests are not permitted in the student assembly area. Child care is not provided and candidates are not permitted to bring children on the arena floor.

For questions regarding the pickup of your regalia and for any regalia-related issues, [email](#) the NSU Bookstore or call (954) 262-4799.

There is no rehearsal for commencement. 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.

**Tickets & Seating:** Guest tickets are not needed for commencement; however, seating in the NSU Arena at the Don Taft University Center is limited and will be first come, first seated. Large groups of guests wishing to sit together should arrive when the arena doors open, one hour prior to your ceremony. As a courtesy to all candidates and their guests, *the saving of seats is strictly prohibited.*

**Be aware that the arena doors will temporarily close to guests during the opening processional and the playing of The Star Spangled Banner, and reopen afterwards on a space-available basis.**

### **Line of March**

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

### **Special Needs**

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

**Leave handbags, umbrellas, and other personal items with your guests.** The Don Taft University Center has no facilities available for storing purses, umbrellas, 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. There will also be periods of long standing and walking up and down stairs. With that in mind, 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 with the tassel worn to the left.

### **Undergraduate Grad Fest 2017**

The NSU Bookstore will host undergraduate candidates on Friday and Saturday, May 5-6 from noon to 6:00 p.m. at the Shark Store, located on the main concourse of the Don Taft University Center on the main campus.

Cap and gowns ordered prior to April 1 will be available for pickup. Representatives from [Herff Jones](#) and [Balfour](#) will be on site for personalized announcements and class ring orders. A wide variety of diploma frames will be offered for purchase and representatives photographing candidates in academic regalia will be present. The portrait sitting is free of charge and picture proofs will be provided with no obligation to buy.

[Email](#) the NSU Bookstore or call (954) 262-4799 for additional information.

### **Military Stoles**

NSU honors our graduating veteran and military commencement candidates with a commemorative stole, signifying the university's appreciation for your service and valor. The military stole, compliments of University President, Dr. George L. Hanbury II, will be available at the Shark Store at the time of regalia pick up with the presentation of a valid military ID, DD Form 214, VA veteran's identification card, or state driver's license with a veteran's designation.

**Stay in Touch** throughout the years with NSU Connect, where you can build your global network within the NSU alumni community. Visit [nsuconnect.net](http://nsuconnect.net) to register and reconnect with fellow alumni.

### **Simulcast Locations**

Guests will also have the opportunity to view a live telecast of the ceremony via closed-circuit televisions at three on-campus locations: the [Flight Deck Pub](#) and the Performing and Visual Arts Theater in the Don Taft University Center and at the [Rose and Alfred Miniaci Performing Arts Center](#) in the Alvin Sherman Library. 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.

**PLEASE NOTE:** The Flight Deck Pub offers a family-friendly environment conducive to elderly guests and those with small children who may become restless due to the length of the ceremony.

Your NSU Commencement ceremony will also be video streamed in real time. Visit the [NSU Commencement website](#) and click on the “Commencement Ceremony Live” icon for access. All commencement video streams are archived on the NSU Commencement website approximately one week after the ceremony.

**A1010\_0155**

# Commencement Participation Confirmation

*Thank you for completing your Commencement Participation Form (CPF).*

After you have RSVP'd for your ceremony and ordered your cap and gown through the NSU Bookstore website, an email with final instructions will be sent to your NSU SharkLink account approximately two weeks prior to your ceremony.

Questions or information regarding your academic regalia, should be directed to the Bookstore.

## **Shark Store**

Don Taft University Center (UC)

3301 College Avenue

Davie, FL 33314

Telephone: (954) 262-4799

Email: [regalia@nova.edu](mailto:regalia@nova.edu)

## **Shark Store Hours:**

Monday: 10 AM - 6 PM

Tuesday: 10 AM - 6 PM

Wednesday: 10 AM - 6 PM

Thursday: 10 AM - 6 PM

Friday: 10 AM - 4 PM

Saturday: CLOSED

Sunday: CLOSED

For complete information on this year's ceremony and important updates, visit the [NSU Commencement website](#), view the online [frequently asked questions](#), or print a copy of the [commencement handbook](#).

## **Confirmation**



## MEMORANDUM

**TO:** Faculty and Administrators

**FROM:** NSU Commencement Team

**DATE:** July 18, 2017

**SUBJECT:** 2017 Graduate Commencement for the College of Engineering and Computing, H. Wayne Huizenga College of Business and Entrepreneurship, and Halmos College of Natural Sciences and Oceanography

NSU Commencement publicly recognizes your graduating students for their hard work, intellectual efforts, and academic achievements. Your participation is very meaningful to them and their families. It demonstrates your positive support on this joyous occasion.

Their 2017 graduate commencement ceremonies will take place on Friday, June 9 at 9:30 a.m. and 2:30 p.m., in [the Rick Case Arena at the Don Taft University Center](#) (UC) on the NSU main campus in Fort Lauderdale, Florida.

June 9, 2017 Commencement Ceremonies will include the following candidates:	
9:30 a.m.	<ul style="list-style-type: none"><li>H. Wayne Huizenga College of Business &amp; Entrepreneurship (<i>MBA and MIBA</i>)</li></ul>
2:30 p.m.	<ul style="list-style-type: none"><li>H. Wayne Huizenga College of Business &amp; Entrepreneurship (<i>except MBA and MIBA</i>)</li><li>College of Engineering and Computing</li><li>Halmos College of Natural Sciences &amp; Oceanography</li></ul>

All members of the processional should arrive one hour prior to the scheduled start time. Please remember that as starting times draw closer, general parking will become more difficult.

In order to make this a memorable event for all, please become familiar with the following processes:

### Regalia

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

**If you need regalia,** after submitting the CPF, you will be redirected to the NSU Bookstore website. 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, May 5, 2017. Regalia can be

picked up at the NSU Bookstore on the University Park Plaza (UPP) - North beginning on Tuesday, May 30, 2017 or in the Black Box Theatre on commencement day.

#### **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. Golf carts will be in operation before and after the ceremony to transport faculty with special needs to and from the parking garage and the UC.

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

#### **The Black Box Theatre**

The Black Box Theatre is located on the first floor on the north side of the UC, in the Performing and Visual Arts (PVA) wing, directly inside the north entrance. Light refreshments, chairs, and full-length mirrors will be available for your convenience. A bookstore representative will also be on hand for regalia distribution.

The academic procession consisting of the candidates and faculty are led into the arena by the grand marshal.

Immediately following the ceremony, borrowed regalia can be returned to the NSU Bookstore table in the Black Box Theatre. Borrowed faculty regalia must be returned to the NSU Bookstore within seven (7) business days of the ceremony.

#### **Commencement Live Streaming**

All Nova Southeastern University 2017 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.

Commencement guests will also have the opportunity to view a live telecast of the ceremony via closed circuit television conveniently located at three on-campus locations: the [Flight Deck Pub](#) and Performing and Visual Arts Theater in the Don Taft University Center and at the [Rose and Alfred Miniaci Performing Arts Center](#) in the Alvin Sherman Library. 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.

The Flight Deck Pub offers a family-friendly environment conducive to guests with small children who may become restless due to the length of the ceremony, which should be about two-and-a-half hours.

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

#### **Commencement Information**

For complete information on this year's ceremony and important updates, visit the [NSU Commencement website](#), view the online [frequently asked questions](#), or print a copy of the [commencement handbook](#).

**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 \_\_\_\_\_

\*\*\*\*\*  
 Please complete the form and e-mail to [intl@nova.edu](mailto:intl@nova.edu)  
 or drop off in person at the Office of International Affairs, Horvitz Building 2<sup>nd</sup> floor, Main Campus.

# Additional Information

## 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.

### College Transcripts

- Official (doc type **OTRAN**)
  - Printed on Institution's/College's official paper and has the following:
    - Institution's name
    - Student's name
    - Institution's seal
    - Registrar or authorized signature
  - Emailed from valid transcript service providers or from an institution/college that transmits electronically to NSU. These transcripts are downloaded daily by EPS or received in an email that requires a password to open the document.
  - Submitted in a 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, which has no signs of tampering.
    - A student can pick up and submit an official transcript from an institution in a sealed envelope, which has no signs of tampering.
    - A transcript is still considered official if it is stamped “Issued to Student” (as long as it meets the 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”
  - Reports received from Colleges, Community Colleges, Technical Schools, or Training Centers that have courses with grades are considered official if institution's seal and signature are present or documented in writing as official by the issuing institution.
  - NSU may accept transcripts from schools/colleges recognized by the Department of Education, the United States Immigration and Naturalization Service, and other recognized governmental and private

agencies that are approved by NSU's Executive Administration. Foreign transcripts from schools/colleges, which are accredited by a United States regionally accrediting body, will be accepted without an evaluation and coded as an OTRAN.

- HPD Service Applications (SAPP doc type) for HPD Professional Programs with transcripts attached which are considered official.
- LAW Service Applications. All transcripts received from ACES are verified by the service provider to be official.
- Foreign transcripts from schools accredited by a United States regionally accrediting body will be accepted without an evaluation and coded as official. Please review the following link for most the most current information: <http://www.chea.org/> .

- 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 'raised', it can be printed on the transcript, similar to the NSU transcript.
  - If the student has opened the transcript before submission.
  - If the transcript was faxed or emailed.
  - Emailed by the institution *without* using a secure process through an approved agency (e.g. pdf attachment).
  - Emailed through a secure portal but not an accredited institution.
  - Transcript says "Copy of Official Transcript".
  - Not on school's official transcript 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 together with the envelope in which it was received along with an explanation as to why it was opened instead of being submitted directly to EPS.

- **Unofficial Academic Record** (doc type **UAR**)
  - An undefined document type, which may be used for academic advising, but cannot be used for admissions purposes as an unofficial transcript.
  - Looks like a college 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 (similar to a CAPP report).
  - My BC, My Academic, or any “My” report which signifies a self-service student portal.
  - Foreign Transcripts without an evaluation
    - Note: If in a foreign language, it is still a UAR not miscellaneous.

- **Official Evaluation (doc type ODEVAL)**

Evaluations submitted from institutions recognized by the National Association of Credential Evaluation Services (NACES) or approved by the Registrar.

- **Unofficial Evaluation (doc type UDEVAL)**

Evaluations submitted from institutions not recognized by the National Association of Credential Evaluation Services (NACES).

## High School (HS) Transcripts

- Official (doc type **OHSTR**).
  - Printed on school’s official paper and has the following:
    - School’s name
    - Student’s name
    - School’s seal (note: not all high schools may have a seal)
    - Registrar or authorized signature
  - Emailed from a transcript service provider and/ or hard copy submitted from a school in a sealed envelope.
  - A transcript that was mailed from the institution to the student or parent in a sealed envelope and has no signs of tampering.
  - If collected and submitted by the student, it must arrive in an envelope sealed by the issuing school with no signs of tampering.
  - A GED document received in a sealed envelope.

- Reports received from schools, technical schools, or training centers that have courses with grades are considered official transcripts if the school seal and/or signature are present, or if documented in writing as official by the issuing institution.
- Home School documents when accompanied by official government acknowledgement (does not need to be sealed).
- Foreign Credentials that are regionally accredited.
- Transcripts issued by a high school that includes a URL from a county website.
- Foreign transcripts from schools accredited by a United States regionally accrediting body will be accepted without an evaluation and coded as official. Please review the following link for the most current information: <http://www.advanc-ed.org/> .
- Unofficial (doc type **UHSTR**)
  - Stamped, written, or has a watermark stating “Student Copy” is printed across the page.
  - Does not have the school’s seal.
  - If the student has opened the transcript before submission.
  - If the transcript was faxed or emailed.
  - Emailed by the institution *without* using a secure process through an approved agency.
  - Emailed through secure portal but not an accredited institution.
  - Transcript says “Copy of Official Transcript”.
  - Not on school’s official transcript 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 in which it was received in along with an explanation as to why it was opened instead of being submitted directly to EPS.



## NOVA SOUTHEASTERN UNIVERSITY

### University Policy

<b>Administrative Areas:</b>	Administration, Academic Units, 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 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.

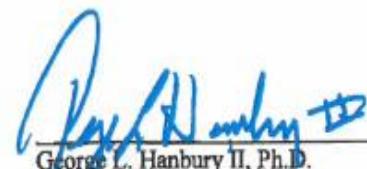
Transfer students under this policy shall be governed by the graduation requirements published in the NSU Catalog at the point of matriculation.

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.

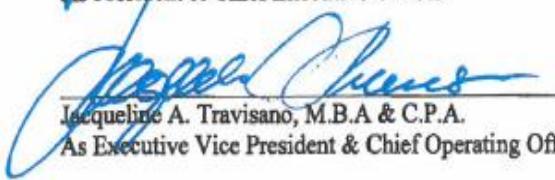


George L. Hanbury II, Ph.D.

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

7/3/13

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.



## **Transfer Credit for Graduate and Professional Programs Policy**

Volume: APP/SPP

Chapter: C1

Responsible Executive: Vice President, Enrollment and Student Services

Responsible Office: Institutional and Community Engagement, Institutional Effectiveness

Date Issued: July 31, 2015

Date Last Revised: August 8, 2016

### **Table of Contents**

TRANSFER CREDIT FOR GRADUATE AND PROFESSIONAL PROGRAMS POLICY .....	1
STATEMENT OF POLICY .....	1
REASON FOR THIS POLICY .....	1
INDIVIDUALS AND ENTITIES AFFECTED BY THIS POLICY .....	2
WHO SHOULD KNOW THIS POLICY .....	2
EXCLUSIONS .....	2
WEBSITE ADDRESS FOR THIS POLICY .....	2
CONTACTS .....	2
DEFINITIONS .....	2
RESPONSIBILITIES .....	2
PROCEDURES .....	3
RELATED DOCUMENTS, FORMS AND TOOLS .....	4
HISTORY AND UPDATES .....	4
APPENDIX .....	4

### **STATEMENT OF THE POLICY**

The application of the Transfer Credit for Graduate and Professional Programs Policy is to ensure consistency in the assignment of transfer of credit at Nova Southeastern University.

## **REASON FOR THIS POLICY**

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.

## **INDIVIDUALS AND ENTITIES AFFECTED BY THIS POLICY**

This policy applies to all students attending Nova Southeastern University at the Graduate and Professional first degree levels.

## **WHO SHOULD KNOW THIS POLICY**

Academic Affairs

Colleges

Administration

Enrollment and Student Services

Faculty

Students

## **EXCLUSIONS**

There are no exclusions to this policy.

## **WEBSITE ADDRESS FOR THIS POLICY**

<https://www.nova.edu/portal/ess/policies.html>

## CONTACTS

Subject	Contact	Telephone	E-mail/Web Address
Policy Clarification	Registrar	954-262-7263	<a href="mailto:registraroffice@nova.edu">registraroffice@nova.edu</a> <a href="https://www.nova.edu/portal/ess/policies.html">https://www.nova.edu/portal/ess/policies.html</a>

## DEFINITIONS

Responsible Executive – The administrator, Dean or Director/Chair in charge of a particular area.

Faculty Review Committee – A committee appointed by the Dean of a College to review transfer credit requests.

## RESPONSIBILITIES

The Dean of each graduate college will establish a Faculty Review Committee.

Each college will determine how old a transferable course can be, but it cannot exceed a maximum time limit of seven (7) years.

## PROCEDURES

Effective Fall 2016, Nova Southeastern University is adopting the following for transfer credit for graduate and professional programs:

### Southern Association of Colleges and Schools (SACS) Rule on Transfer Credit

- At least one-third of credits toward a graduate or a post-baccalaureate professional degree are earned through instruction offered by the institution awarding the degree (*Principles of Accreditation, Section 3.6.3*).

### General Requirements

- For transfer credit at the master and specialist level, the number of transfer credits is 12 or less, as determined by the individual program or College.
- For transfer credit at the doctoral and professional levels, the number is limited such that the total transfer credits do not exceed two-thirds of the required credits to complete the degree program, or less as determined by the individual program or College.

### Transfer Credit from Another Institution

- All applicable accreditation standards apply when accepting transfer students.
- The student must submit all documentation to the college that he or she is seeking transfer credit.

- The 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 the request for transfer credit is approved by the Faculty Review Committee, the transfer course information is forwarded to Transfer Evaluation Services (TES) so that information is entered into the TAS database for tracking future equivalencies of graduate courses.
- The student is notified by the college that his or her request for transfer credit has been approved.
- The transfer credit is posted to the student's academic record by TES.
- If the request for transfer credit is not approved by the Faculty Review Committee, the denied transfer course information is forwarded to TES so that the information is entered into the TAS database for future reference.
- The student is notified by the college that his or her request for transfer credit has been denied.
- The student may submit additional substantial information to the college in order to appeal the decision.

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

- The student must submit all documentation to the college that he or she is seeking transfer credit.
- The 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, licensure, 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 the request for transfer credit for work experience is approved by the Faculty Review Committee, the transfer course information is forwarded to TES so that the transfer credit can be posted to the student's academic record.
- The student is notified by the college that his or her request for transfer credit for work experience has been approved.
- If the request for transfer credit for work experience is not approved by the Faculty Review Committee, the student is notified by the college that his or her request for transfer credit for work experience has been denied.

- The student may submit additional substantial information to the college in order to appeal the decision.

### **Internal Coursework Credit from NSU**

- Degree-applicable credit from NSU can be applied to a current eligible degree or a current eligible certificate as long as the credit has not already been applied to an awarded degree or an awarded certificate.
- An exception to the above is credit earned within a university approved dual degree program (e.g., the BSN to MSN Dual Degree Program).
- The quality points will not be calculated in the grade point average (GPA).

## **RELATED DOCUMENTS, FORMS AND TOOLS**

Not applicable

## **HISTORY AND UPDATES**

Date Approved: August 8, 2016

Date of Promulgation: August 8, 2016

## **APPENDIX**

Not applicable

**Current Room Scheduling Policy, but a new policy will be released later this year.**

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

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

**Applicability:** University-wide

**Effective Date:** July 1, 2012

**Scope:** NSU Academic, Event, and Resource Scheduling

**Publication Requirement:** 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**

**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

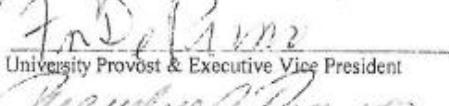
- Outside organizations and public representatives must contact NSU's Facilities Management to request a venue for community events, meetings, and projects.
- Once approved, Facilities Management will handle all liability requirements.
- Any fees associated with the request(s) must be coordinated with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

#### Approvals:

  
President & Chief Executive Officer

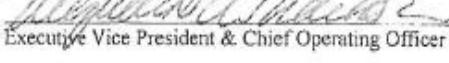
6/8/12

Date

  
University Provost & Executive Vice President

6/8/12

Date

  
Executive Vice President & Chief Operating Officer

6/8/12

Date



**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 (SACSCOC) 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 SACSCOC 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.

## **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>

## Financial Aid Eligible Fully Admit Decision Codes

STVAPDC_CODE	STVAPDC_DESC
45	Full Acceptance
AF	Admit, Fully
AU	Admit, Fully (Create SGASTDN)
BF	Admit, Full
BU	Full Admit, Upgrade
CC	Admit, Official
CF	Admit, Official
CR	Status Revised - Official Admit
CT	Official Admit - Registration Exists
CY	Status Revised -Official Admit
FA	Fully Admitted
FF	Degree Candidacy
FY	Fully Admitted - Registration Exists
HX	Accept - Full
JE	Fully Admitted
JG	Fully Admitted - Registration Exists
L3	Admit, Summer
L6	Admit, Full
LA	Admit, Full
LB	Admit from AAMPLE
OF	Full Admit
SC	Admit, Complete
SZ	Admit, Complete - Registration Exists
VC	Admit, Complete

## **FERPA Notice Sent to all Students in the Fall Semester**

The [Family Educational Rights and Privacy Act of 1974](#) (FERPA), also known as the Buckley Amendment, afford students and alumni 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 students will be notified within a reasonable period of time that the records will not be amended.
- 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, 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 a 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. Please know, however, that Nova Southeastern University's directory information policy is to never release this information to any third-party vendors.

### **Disclosed information may include:**

- Student name
- Local and home address
- Telephone numbers
- Photo ID
- 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 addresses

## **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 written consent, submit a completed [Authorization for Release of Information](#) form.

Students may also withhold directory information (as defined above) by submitting a completed [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. Names of students on the Dean's List are not published, names are not listed in commencement bulletins, requests from prospective employers are denied, and the student cannot be communicated with over the telephone.

## **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.

**At NSU, the above FERPA rights are afforded to both current students as well as alumni.**

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**This can be found on the Registrar's web site at:**

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



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) 262-3966

ROI



## Authorization for Release of Information

in accordance with Family Educational Rights and Privacy Act (FERPA)

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

### 1. Authorization

I authorize Nova Southeastern University (NSU) to release information as indicated below.

#### Name of Person

1. \_\_\_\_\_  
Last name, first name

\_\_\_\_\_  
Telephone number

#### Relationship to Student

\_\_\_\_\_  
email

2. \_\_\_\_\_  
Last name, first name

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
email

List two individuals on this form ONLY if you intend to grant them the same type of information access. Otherwise, please complete a separate form for each individual.

#### Type of information access

Academic: (incl. but not limited to) grades, grade point average, enrollment level, course selection

#### Dates of permitted access (if any)

from: \_\_\_\_\_ to: \_\_\_\_\_

Financial aid: (incl. but not limited to) satisfactory academic progress, Free Application for Federal Student Aid information, award amounts

from: \_\_\_\_\_ to: \_\_\_\_\_

Student account: (incl. but not limited to) account balances, account charges, billing, payment

from: \_\_\_\_\_ to: \_\_\_\_\_

*PLEASE NOTE: NSU eBill allows students to authorize others to view their account and pay their bills. For more information on NSU eBill, visit [www.nova.edu/bursar](http://www.nova.edu/bursar).*

Disability-related: (incl. but not limited to) type of disability, accommodation needs, auxiliary aids

from: \_\_\_\_\_ to: \_\_\_\_\_

Disciplinary-related: (incl. but not limited to) academic disciplinary processes, sanctions

from: \_\_\_\_\_ to: \_\_\_\_\_

It is the student's responsibility to indicate dates of permitted access. Failure to indicate dates of restriction means the student is granting permanent access. Please note that NSU will not release information past the date of permitted access.

### 2. Certification

I understand that this authorization may be withdrawn by me at any time through submission of a new Authorization for Release of Information Form (alter dates of permitted access accordingly.)

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

Mailing Address: \_\_\_\_\_  
Street, City, State, Zip Code

Page 1 of 2

*Authorization for Release of Information – continued-*

## 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.

- **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 or 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 addresses
○ Photo ID	

Students may request that NSU withhold directory information by completing a Request to Prevent Disclosure of Directory Information Form (located on the Registrar's website 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 student cannot be communicated with over the telephone, and 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.



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## 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	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 addresses
Photo ID	

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: \_\_\_\_\_

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: \_\_\_\_\_

REV. 10/16

## 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 and Bursar comments are stored here.
4	SAASUMI	Admission application summary is where all applications can be viewed for an applicant.
5	SAAADMS	Admission application form displays one application at a time.
6	SGASTDQ	
7	SGASTDN	Lists all terms and the student's Learner records tied to each term. 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	ROAUSDF	Fields 346 to 350 records the date and time stamp of when a student completed the SEA.
13	SFASRPO	Registration overrides.
14	SFARHST	A student's registration history can be viewed here. A grade on this form is the original grade entered. If a change of grade has been submitted, it would be found on SHACRSE.
15	SFASTCA	Registration audit information is found on this form. Every registration/drop/grading action, which happens within a term, is maintained here with who made the update, the date and time stamp.
16	SFASLST	Class roster where the original grade the instructor posted through the web is maintained.
17	SFAALST	Class roster where the LDA can be viewed for students that never or stopped attending.
18	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 or on the registration history form.
19	SHATCKN	Shows who entered or changed a grade and the date it was processed.
20	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.
21	SHAINST	By term, this form displays the status of a student's academic status. This status can also be viewed on SGASTDQ.
22	TSAAREV	All charges and payments are maintained on this form.

23	SSASECQ	By filling in the term, subject, and course number and do a search function, all CRNs will be displayed.
24	SSASECT	CRN creation is done on this form. The dates, meeting days and times, and the instructor are also located here.
25	SIAINST	Create a faculty and advisor record here.
26	SIAASGN	Assign faculty to a roster or to view all of a faculty members classes for a term.
27	SOAHOLD	View all holds on a student's account. Current holds have a To date as 31-DEC-2099. When a hold is released, it is not removed, but the To date is changed to a current date.
28	SCACRSE	Base course information.
29	SCADETL	Co-reqs, Equivalents, Attributes, and Course Description. If the data is in the form is entered before the CRN is built, it will roll into the sections on SSADETL.
30	SCARRES	View course restrictions here. If the data is in the form is entered before the CRN is built, it will roll into the sections on SSARRES.
31	SCAPREQ	Pre-reqs and test scores. If the data is in the form is entered before the CRN is built, it will roll into the sections on SSAPREQ.
32	SSAXLST	Cross-courses are tied together.
33	SGAADVR	Advisors tied to a student's record are located here.
34	SGASADD	Cohort codes and student attributes.
35	GEIIDFN	To view the status of a student's commencement invitation.