Registrar Updates

Office of the University Registrar
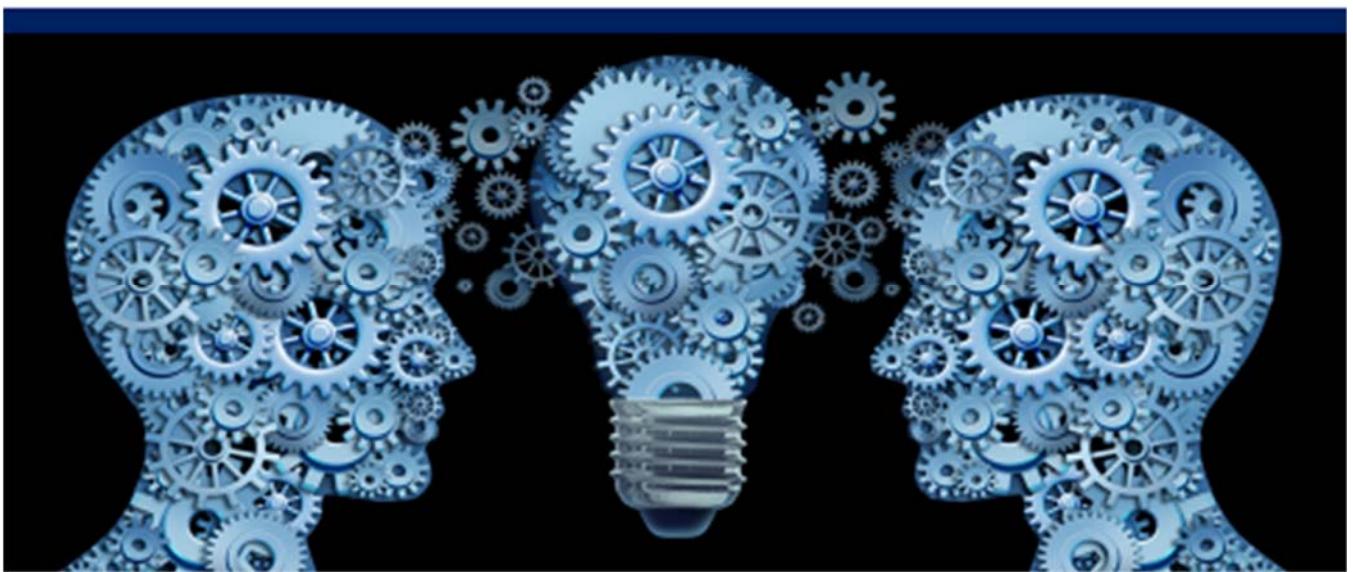
Subjects Covered in Registrar's Presentation:

Graduation and Commencement

Additional Information

Course Creation

Procedures Manual

How to complete the online interactive course maintenance form

Office of the University Registrar

NSU
NOVA SOUTHEASTERN
UNIVERSITY

The Login Page

Procedures:

1. Open your internet browser and go to the website address:
   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*

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.

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)*
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 what 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 11.

The Course Maintenance Form *continued*

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 C*ourse attributes* that should be assigned to this course (e.g., BBH, BBF, FTIM, etc.)
6. Enter the *CIP* code. This is used for government reporting purposes. Codes can be found online at *http://nces.ed.gov/ipeds/cipcode*.
7. Enter the *Level* code(s) that should be assigned to this course.

The Course Maintenance Form *continued*

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

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.

The Course Maintenance Form *continued*

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.

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.

Procedures:

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

Submitting Course Maintenance Form for Continuing Education Courses

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.

You will need to submit a Course Inventory Maintenance Form (CIMF) to create or amend a Continuing Education course.

Procedures:

1. *College Code*: <u>Always</u> 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*.
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.*

Note: Once the Continuing Education course is created in Banner, please contact Shantell Davis Holmes at ext.27428 or dshantel@nsu.nova.edu to create the CRN.

Frequently Asked Questions [FAQ]

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*.

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

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

What 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*. ***This field is mandatory. The system will not allow submission if this field is not completed.***

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* 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.

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

Contact the Office of the University Registrar at x-27440 or email *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
	Bini Litwin	blitwin	21274
	Diane Karol	karol	25701
	Don Rosenblum	donr	28402
	Erica Friedland	ericaf	27765
	Jeanne DeCaro	djeanne	21658
	Joel Slingbaum	joelslin	27399
	Linnette Dobbs-Fuller	flinnett	21739
	Lisa Farach	lfarach	52230
	Madeleine Hellman	hellman	21282
	Mary Ann Lowe	lowem	27708
	Mindy Ma	mmindy	27934
	Rosemarie Stewart	rosestew	21100
	Tommie Boyd	tommie	23027
CS: Engineering & Computing	Yong Tao (Dean)	ytao	22030
	Kimberly Rivera	risnear	22053
	Laura Macias	ld639	22061
	Meline Kevorkian	melinek	27578
DO: Osteopathic Medicine	Elaine M. Wallace (Dean)	ewallace	21457
	Delia Harper-Celestine	deliac	21544
FH: Farquhar Honor College	Don Rosenblum (Dean)	donr	28402
FE: Fischler School of Education	Kimberley Durham (Dean)	durham	28731
	Carole Benedict	benedict	28525
	Erised Freyre	freyre	27966
	J. Troy Robinson	robint	28475
	Kenneth Rockensies	rockensi	28518
	Lina Chiappone	chiappon	28783
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
Akiva Turner	aturner1	21862
Anthony Dyda	dyda	(321) 262-2053
Bini Litwin	blitwin	21274
Brianna B. Kent	brianna	21296
Calvin Finley	cfinley	21288
Catherine Peirce	cperice	21223
Charlene Bolton	cg488	58968
Christopher Mitchell	cmitchel	(954) 288-9695
Debra Dixon	dd1026	
Elizabeth Swann	swann	28334
Erica Friedland	ericaf	27765
Hal Strough	strough	21443
Jeanne DeCaro	djeanne	21658
Jorge Han	jh1608	21994
Julie Keena	jkeena	(239) 274-1028
Kyrus Patch	kyrus	41026
Lisa Farach	lfarach	(561) 805-2230
Llalando Austin	llalando	819-574-5304
Lorilee (lori) Butler	ll226	(407) 264-5152
Madeleine Hellman	hellman	21282
Mary Blackinton	maryb	(813) 574-5311
Melissa Coffman	marchiso	21257
Michael Stout	ms664	21241
Rachelle Dorne	dorne	21221
Ricardo Carrasco	rc1265	(813) 574-5429
Ricardo Carrasco	rc1265	(813) 574-5429
Rick Davenport	rd418	21265
Robert Wagner	rwagner	21166
Samuel Cheng	mingshun	21273

(RT) - Palm Beach	Samuel Yoders	yoders	45371
	Sandrine Gaillard-Kenney	gaillard	21260
	Shari Rone-Adams	srone	21740
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
	Jennifer Mcintyre	mcintyre	26079
	Lynn-Ann Acosta	lynn	26127
MS: Medical Science	Harold Laubach (Dean)	harold	21303
NR: College of Nursing	Marcella Rutherford (Dean)	rmarcell	21963
	Denise Howard	dehoward	21955
	Jo Ann Kleier	jk947	21978
	Susan Holland	sholland1	46959
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
	Steve Harvey	harvey	25047
	Rita Shea-Von Fossen	r.shea	
	Thomas Harrington	tharringto	25032
SP: Psychology	Karen Grosby (Dean)	grosby	25885
	Kirk Berner	kirk	27918
	Mindy Ma	mmindy	27934
SS: Humanities	Honggang Yang (Dean)	yangh	23048
	Andrea Shaw Nevins	andrshaw	28208
	Kimberly Durham	durham	28601
	Mark Duncan	markdunc	28094
	Marlisa Santos	santosm	28123
	Martha Gonzales Marquez	martmarq	23056
	Robin Cooper	robicoop	23048
	Shanti Bruce	bshanti	28355
	Tammy Kushner	kushner	27001

TM: Dental Medicine	Linda Niessen (Dean)	lniessen	27334
	Abby Brodie	abrodie	27342
	Beatriz Uribe	bu7	27302
	Dr. Jodi Kodish	jkodish	21920
	Dr. Richard Singer	rsinger	21610
	Dr. William Parker	parkwill	27330
	Katie Hanley	khanley	21937
	Patrice Stack	pstack	21724
US: University School	Sherry Newman	newmans	24476

Revised: June 25, 2018

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.					

Note: OIIT will no longer uses the Blackboard course attributes for the new Canvas tool, therefore, starting with the fall 2018 semester, this coding will be discontinued.

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 click on the green Start Over button and enter the Status of AC for Active, depending on their responsibilities click the Faculty and/or Advisor button, click on the Category button to select one, and then enter Full Time (FT) or Part Time (PT) for Staff Type. Save the record.

3) Page down (Alt-Page Down) to go to the second page. Here the College and Department are entered and saved. If the codes are not known, click on the button for a list of codes. If the college and departement that is being entered is the person's home college, that button also needs to be checked.

4) The third page is where Facutly Attributes will be maintained by the Registrar's Office for different workflows that are being created (e.i., change of grade, degree conferral).

Registration

2018-2019 Administrative Dates

Administrative Dates: 2018 - 2019									
Term	Build CRN Deadline	Reg Opens	Reg Ends	D/A start	D/A Ends	75% ends	50% ends	25% ends	WD
201850 Summer I 2018 (5/7 start)	10/1/2017	3/19/2018*	5/6/2018	5/7/2018	5/13/2018	5/20/2018	5/27/2018	6/3/2018	**
201850 Summer I 2018 (5/14 start)	10/1/2017	3/19/2018*	5/13/2018	5/14/2018	5/20/2018	5/27/2018	6/3/2018	6/10/2018	**
201850 Summer I 2018 (5/21 start)	10/1/2017	3/19/2018*	5/20/2018	5/21/2018	5/27/2018	6/3/2018	6/10/2018	6/17/2018	**
201910 Summer II 2018 (6/25 start)	2/5/2018	4/23/2018	6/24/2018	6/25/2018	7/1/2018	7/8/2018	7/15/2018	7/22/2018	**
201920 Fall 2018 (8/6 start)	3/1/2018	5/7/2018	8/5/2018	8/6/2018	8/12/2018	8/19/2018	8/26/2018	9/2/2018	**
201920 Fall 2018 (8/20 start)	3/1/2018	5/7/2018	8/19/2018	8/20/2018	8/26/2018	9/2/2018	9/9/2018	9/16/2018	**
201920 Fall 2018 Undergraduate & Law (8/20 start)*	3/1/2018	4/9/2018	8/19/2018	8/20/2018	8/26/2018	9/2/2018	9/9/2018	9/16/2018	**
201920 Fall 2018 Undergraduate (10/15 start)*	3/1/2018	4/9/2018	10/14/2018	10/15/2018	10/21/2018	10/28/2018	11/4/2018	11/11/2018	**
201920 Fall 2018 (8/27 start)	3/1/2018	5/7/2018	8/26/2018	8/27/2018	9/2/2018	9/9/2018	9/16/2018	9/23/2018	**
201920 Fall 2018 (10/15 start)	3/1/2018	5/7/2018	10/14/2018	10/15/2018	10/21/2018	10/28/2018	11/4/2018	11/11/2018	**
201920 Fall 2018 (10/29 start)	3/1/2018	5/7/2018	10/28/2018	10/29/2018	11/4/2018	11/11/2018	11/18/2018	11/25/2018	**
201920 Fall 2018 (9/24 start)	3/1/2018	7/9/2018	9/23/2018	9/24/2018	9/30/2018	10/7/2018	10/14/2018	10/21/2018	**
201920 Fall 2018 (11/5 start)	3/1/2018	5/7/2018	11/4/2018	11/5/2018	11/11/2018	11/18/2018	11/25/2018	12/2/2018	**
201920 Fall 2018 (11/12 start)	3/1/2018	5/7/2018	11/11/2018	11/12/2018	11/18/2018	11/25/2018	12/2/2018	12/9/2018	**
201930 Winter 2019 (1/2 start)	8/1/2018	10/22/2018	1/1/2019	1/2/2019	1/6/2019	1/13/2019	1/20/2019	1/27/2019	**
201930 Winter 2019 (1/7 start)*	8/1/2018	10/22/2018	1/6/2019	1/7/2019	1/13/2019	1/20/2019	1/27/2019	2/3/2019	**
201930 Winter 2019 (1/28 start)	8/1/2018	10/22/2018	1/27/2019	1/28/2019	2/3/2019	2/10/2019	2/17/2019	2/24/2019	**
201930 Winter 2019 (2/4 start)	8/1/2018	10/22/2018	2/3/2019	2/4/2019	2/10/2019	2/17/2019	2/24/2019	3/3/2019	**
201930 Winter 2019 (2/11 start)	8/1/2018	10/22/2018	2/10/2019	2/11/2019	2/17/2019	2/24/2019	3/3/2019	3/10/2019	**
201930 Winter 2019 (3/11 start)	8/1/2018	10/22/2018	3/10/2019	3/11/2019	3/17/2019	3/24/2019	3/31/2019	4/7/2019	**
201940 Spring 2019 (4/1 start)	10/1/2018	2/4/2019	3/31/2019	4/1/2019	4/7/2019	4/14/2019	4/21/2019	4/28/2019	**
201950 Summer I 2019 (5/6 start)*	10/1/2018	3/18/2019	5/5/2019	5/6/2019	5/12/2019	5/19/2019	5/26/2019	6/2/2019	**
201950 Summer I 2019 (5/13 start)	10/1/2018	3/18/2019	5/12/2019	5/13/2019	5/19/2019	5/26/2019	6/2/2019	6/9/2019	**
201950 Summer I 2019 (6/24 start)	10/1/2018	3/18/2019	6/23/2019	6/24/2019	6/30/2019	7/7/2019	7/14/2019	7/21/2019	**
201950 Summer I 2019 (7/1 start)	10/1/2018	3/18/2019	6/30/2019	7/1/2019	7/7/2019	7/14/2019	7/21/2019	7/28/2019	**

*For the fall 2018 semester, priority registration for select undergraduate students opens 4/2/18 and regular registration opens 4/9/18. Starting with winter 2019 and for all future semesters, the 1st week of registration is priority registration and all other undergraduate registration starts the 2nd week of the registration period.

For programs with the first week as the drop/add period	For program without a drop/add period***
Drops during the first week of the term in which the class begins: 100 percent	Drops during the first week of the term: 75 percent
Drops during the second week of the term: 75 percent	Drops during the second week of the term: 50 percent
Drops during the third 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) after three weeks before the end of the part-of-t
**Withdrawal (no refund) after 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.).
*Summer registration date was changed to 3/19/18 because colleges did not want registration to open during spring break.

Note: Academic Calendars and Administrative Dates are distributed to each Dean to share with their college.

Student Enrollment Agreement (SEA)

Para la versión en español, oprima aquí

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

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

Note: The SEA must be completed each semester a student registers for class. No registration should be process by an advising or program office without verifying that is was completed on ROAUSDF.

Number	Description	Value		Number	Description	Value
321	Federal Direct Subsidized Loans			341	ESTIMATED ROOM & BOARD AND INSUR	201920
322	Federal Direct Unsubsidized Loans			342		
323	Offered Award Counselor Intitials			343	Housing Required	
324	Offered Award Date			344		
325	Award Indicator			345	RESERVED	
326				346	SEA 10 Term	
327				347	SEA 20 Term	05-15-2018 10:38:07
328				348	SEA 30 Term	
329				349	SEA 40 Term	
330				350	SEA 50 Term	
331				351		

Frequently Asked Questions

Q: How do I complete the Student Enrollment Agreement (SEA)?

A: Online Registration

You will be prompted to complete the form as part of your registration process in SharkLink/WebSTAR once registration for your program has opened.

To complete the SEA, follow the steps below:

- Log in to SharkLink.
- Click on "**My Academics**" on the left navigation.
- In the "**I would like to...**" section on the top right, select "**Registration-Add/Drop/SEA**."

Manual Registration (with the program office or by submitting a Student Transaction Form)

Once registration is open, you may log in to SharkLink and follow the instructions above. Please note that the SEA form will not be accessible before registration has opened.

Q: What's the purpose of the Student Enrollment Agreement (SEA)?

A: The Student Enrollment Agreement (SEA) states many of the university's policies regarding course registration and students' financial responsibilities. The SEA promotes transparency and ensures that students are knowledgeable about the implications of registering for courses and dropping and/or adding courses.

Q: What's the best time to complete the SEA?

A: The SEA becomes available online when registration for your program opens.

Q: Do I have to complete a SEA each time I register?

A: SEAs need to be completed once every semester.

Q: What if I don't complete a SEA?

A: Students must agree to comply with the standards and policies outlined in the SEA in order to register for courses. Any manual registration will be canceled unless a SEA is completed.

Q: I registered with my academic advisor and did not complete a SEA. What do I do?

A: Once registration is open, students may log in to SharkLink/WebSTAR and select **Registration - Add/Drop/SEA** to read and complete the SEA. You will also receive a message from the Office of the University Registrar to your NSU email prompting you to complete the SEA. If you do not complete the SEA, your registration will be canceled.

Q: I was notified by email that my registration will be canceled. What do I do?

A: Students who registered manually, either with their program office or by submitting a Student Transaction Form, and who have not yet completed a SEA will receive an email message from the Office of the University Registrar prompting them to complete the SEA within 5 days. Failure to do so will result in cancellation of all classes for any terms without a SEA. To prevent cancellation of your registration, you must complete the SEA within the designated time period.

Q: I didn't complete the SEA in time, and my registration was canceled. Can my original registration be reinstated after I complete the SEA?

A: After completion of the SEA, you may attempt to reregister, however, your original registration cannot be reinstated, and all classes may no longer be available.

Q: What if I still have questions?

A: Please call the Office of the University Registrar at (954) 262-7200.

Note:

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

Online Student Transaction Form

NSU 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	

201920 | Fall 2018 ▼

☑ Courses to Add

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

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

☐ Courses to Drop or Withdraw

Comments

Only click the submit button once.

Submit

Note: The online form is located at: https://www.nova.edu/webforms/ess/student-transaction-form/

PDF Student Transaction Form

NOVA SOUTHEASTERN UNIVERSITY
Enrollment and Student Services
Office of the University Registrar
3301 College Avenue • Fort Lauderdale, Florida 33314-7
(954) 262-7200 • 800-541-6682 • Fax (954) 262-3256

Student Transaction Form
(one semester per form only)

STF

Last Name _____ First Name _____ Middle Initial ____

NSU ID _____ Phone Number _____ Semester _____

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

Login to SharkLink ▸ on the student tab locate **Records & Academics** ▸ click on **Course Information** ▸ select **Registration-Add/Drop** ▸ select the term

Allow three business days for your request to display on your student record. However, requests submitted will not be processed if you fail to complete the SEA.

Courses to Add

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

Courses to Drop or Withdraw

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

Student Signature _____ Date _____

Academic Advisor Signature _____ Print Name _____ Extension _____ Date _____

Office Use Only

Processed by _____ Date _____

REV. 10/2014

Note: This form is located at: http://www.nova.edu/registrar/forms/STF-generic.pdf

Both forms can also be found on the Registrar's web site at:
http://www.nova.edu/registrar/services/registration.html

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 then their program has designated as a full load. These rules must be create before registration opens for the semester/term, so ESS builds the rules for the complete academic 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.

Level	Campus	College	Degree	Program	Admission Type	Minimum Hours *	Maximum Hours *	Student Type	Student Attribute	Cohort
				CERT29		0.000	6.000			
				CERT30		0.000	6.000			
				MA_HS		0.000	12.000			
				MBA_DA		0.000	13.000			
				MS_HS		0.000	12.000			
				MS_REE		0.000	15.000			
		OS		CERT37		0.000	6.000			
B1						0.000	13.000			
C1						0.000	12.000			
C2						0.000	12.000			
C3						0.000	14.000			
F1						0.000	15.000			
F2						0.000	15.000			
F6						0.000	10.000			
F7						0.000	18.000			
F9						0.000	18.000			
FA						0.000	18.000			
H3						0.000	16.000			
I1						0.000	12.000			
L1						0.000	18.000			

Term: 201920 Fall 2018   Copy From Term:

Registration Minimum Maximum Hours SFAMHRS 9.3.4 (PROD)

1 of 2   20 Per Page   Record 1 of 37

Level:

Activity Date 03/08/2018 12:00:00 AM   Activity User RJHARR

Registering a Student for the Correct Level

If the cursor is stopped at the Level field after the CRN or course information is entered, this indicates that there is an issue with the student level and the course level. This must be solved before the record can be saved.

Click on the find key under the word Level to see which levels at student must have to take the requested course.

Once the levels are known, you must close the list of levels by clicking the Cancel button and remove the CRN to check the student's curriculum.

- To remove the CRN, click on the Tools option above the green Start Over button at the top of the page.
- Select the Clear Data option
- The system will ask if you want to save the record, select No.

This will return the cursor to the Enrollment Information Status field, EL (Eligible to Registrar). From there, select the Curricula button. On this page, it can be seen that the student is an F1 level student, which was not a level tied to the CRN which was entered on the registration form, so the student is not able to register for that course.

If the student should have the course's level in the record, check SAAADMS to see if the Decision Code has not been changed to create the Learner record (SGASTDN) for that level.

On the Student Term tab, it can be determined if the student is active, the academic standing, a rate code, and the current block code.

Registering a student with Course Restrictions

When a message such as Closed Section, Time Conflict, Class Restriction, Missing Co-Requisite, or Pre-requisite stops the registration process, an academic advisor or program director must enter an override code on the Student Registration Permit-Override page (SFASRPO) to allow a student to register for the course.

Enter the term, student ID, and *Go* to move to the next page and enter a permit code. There is a different code for each type of override, which can be viewed by double clicking in *Permit* field. You can also see the user name of the person who entered the override and the activity date at the bottom of the page.

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

Registration and Drop Codes

The date of a request to register, drop, or withdraw from class determines the code used. Codes in the system are tied to specific Part-of-term dates (see the Administrative Dates spreadsheet). **Available codes can be viewed in the Status field on SFAREGS by clicking on the search button.** Because specific dates are tied to each code, the date in SFAREGS may have to be adjusted to permit the available selection.
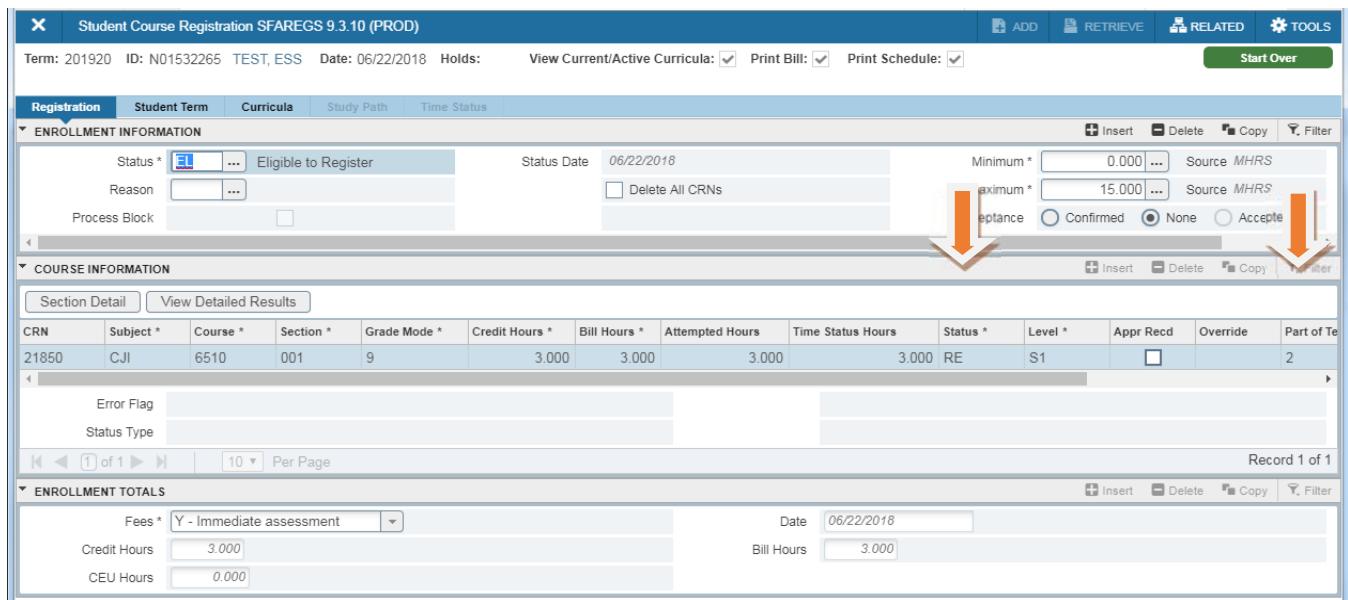
When a student is registered on SFAREGS the code is RE. If the student registers online, the code is RW. When dropping a course, most codes represent a percentage of reversed tuition (i.e., code 75 is a 75% reversal). Here are the common drop codes used by the university:

- DD—reverses 100% of tuition and fees and indicates non-attendance
- XD—the same as DD, but it indicates that the student completed some academic activity
- 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 was withdrawn 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 page (SFASTCA) and indicates a 100% reversal of tuition and fees by a student's drop through the web
- DC—this is only seen on the audit page (SFASTCA) and indicates the student dropped for a percentage through the web. The percentage used for the drop is tied to the dates within this code

Registration and Drop Codes (cont…)

The dates tied to each part-of-term code is located on SFARSTS:

Course Registration Status Form SFARSTS 9.3.10 (PROD)					ADD	RETRIEVE	RELATED	TOOLS

Term: 201920 Fall 2018 **Part of Term:** 2 1st Half Term **Copy From Term:** Start Over

▼ COURSE REGISTRATION STATUS DATES ⊞ Insert ⊟ Delete ⊡ Copy ▼ Filter

Status *	Description	Affected By Student Status *	Start Date *	End Date *	Voice Response Indicator
50	50% Refund	☐	09/03/2018	09/09/2018	☐
75	75% Refund	☐	08/27/2018	09/02/2018	☐
AU	Audit	☐	04/09/2018	08/26/2018	☐
DD	Drop/Delete	☐	04/02/2018	08/26/2018	☐
DF	Drop Flat Rate Programs	☐	08/27/2018	09/09/2018	☐
DW	Web Drop	☐	04/02/2018	08/26/2018	☐
RE	Registered	☐	04/02/2018	08/26/2018	☐
RW	Web Registration	☐	04/02/2018	08/26/2018	☐
WD	Withdrawn	☐	09/10/2018	09/23/2018	☐

|◀ ◀ 1 of 1 ▶ ▶| 10 ∨ Per Page Record 1 of 9

▼ COURSE REGISTRATION STATUS REFUND RULES ⊞ Insert ⊟ Delete ⊡ Copy ▼ Filter

Status *	Start Date *	End Date *	Percentage Tuition Refund *	Percentage Fees Refund *
50	09/03/2018	09/09/2018	50	0

|◀ ◀ 1 of 1 ▶ ▶| 10 ∨ Per Page Record 1 of 1

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 (NSLDS), 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.

The "DD" or "XD" registration status code is used to reverse tuition and fees when deemed appropriate.

A. 100% refund for drops completed **prior** to the last date of the registration period (including drop/add week if applicable) would receive the registration status of "DD" - 100% reversal of tuition and fees. The effective date of the drop is a *date prior to the last day of the registration period (including drop/add week if applicable) for the academic program in which the student is registered.*

B. 100% refund for drops completed **after** the last date of the registration period (including drop/add week if applicable) would receive the registration status of "XD" - 100% refund of tuition and fees. The effective date of the drop is the *last day of attendance (LDA). This is the actual date of the drop as determined by the academic program office. It reflects the last date instructional services were delivered*. This code is only available upon request by the program office and is added to the Part of Term rules by the Office of the University Registrar.

C. If a student is dropping from one or all courses with a refund **other than** 100%, a registration status code of "75," "50," of "25" is 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 an LDA.

D. Currently it can be requested to have the drop code DC built in the semester. The DC code has rules for percentages and valid drop dates of the percentage so a student can drop themselves through the web.

E. If a student is withdrawing from one or all courses that does not qualify for a refund, a Registration Status Code of "WD" is 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 an LDA.

With all drop/withdrawal transactions, the date field at the top of the page on 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 NSLDS.

Processing the Drop/Withdrawal

After inserting the true last date of attendance, click the green "Go" button, and proceed to the "Status" block to process the drop using the correct Registration Status code (i.e., DD, XD, 75 etc.). Next, click on Save at the bottom of the page and the messages will appear that the "Fee Assessment processed," and the transaction was completed.
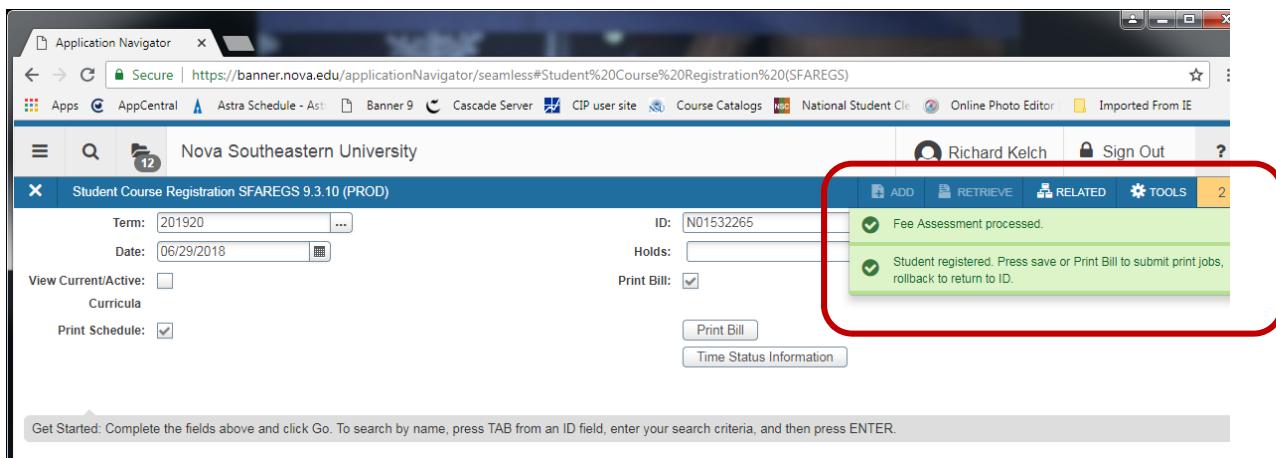
CHANGE ENROLLMENT STATUS

If the student has been dropped/withdrawn for all classes in a specific semester, from the home page, make sure the date has not changed and click on the "Go" button, which takes you back to the registration page. There you will change the "Status" from EL to WD and save the record. You will be taken back to the home page where messages will appear that the "Fee Assessment processed," and the transaction was completed.

Even though adjustments may have been made to the dates of drop/withdraw the Student Course Registration Audit Form (SFASTCA) still maintains the current Activity Date and the username of the person that processed the drop/withdrawal.

A. Is the Registration Status Code used for the drop/withdrawal

B. This represents the Status Date that was used as the last date of attendance as well as the effective date of the drop/withdrawal

C. Reflects the actual system activity date that the action was processed and the activity user.

Retroactive Transactions

Some things to remember about retroactive transactions:

- Students are responsible for reviewing their registration and academic records each semester for accuracy.
- Changes to course registration (drop, adds, or withdrawals) will not be accepted *20 days* after each semester ends without documented **extenuating circumstance** (e.g., medical records, death in family, etc.), per university policy.
- Clearing a balance owed to the university does not meet the requirement of an extenuating circumstance for the acceptance of a late registration.
- Requests for a retro-drop or registration should not be submitted to the Office of the University Registrar if they do not meet this standard.
- ESS periodically reviews all retroactive petitions on behalf of students who supply documentation of extenuating circumstances.

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.

SharkLink Faculty Resources

Fall 2018 (201920) Roster Reconciliation Dates

These are all of the part-of-term start dates and what the corresponding available dates are:

POT Start Date	Available Start Date	Available End Date
07/30/2018	08/06/2018	08/12/2018
08/06/2018	08/13/2018	08/19/2018
08/20/2018	08/27/2018	09/02/2018
08/27/2018	09/03/2018	09/09/2018
9/24/2018	10/01/2018	10/07/2018
10/15/2018	10/22/2018	10/28/2018
11/05/2018	11/12/2018	11/18/2018
11/12/2018	11/19/2018	11/25/2018

Winter 2019 (201930) Roster Reconciliation Dates

These are all of the part-of-term start dates and what the corresponding available dates are:

POT Start Date	Available Start Date	Available End Date
01/02/19	01/07/19	01/13/19
01/07/19	01/14/19	01/20/19
02/04/19	02/11/19	02/17/19
02/11/19	02/18/19	02/24/19
02/18/19	02/25/19	03/03/19
03/11/19	03/18/19	03/24/19

First Email Sent to Faculty

From: Office of the University Registrar
Subject: Roster Reconciliation
Date: May 10, 2018

Dear Professor Smith: smith@nova.edu

It is time to reconcile your 2018 Summer class roster. The university's roster reconciliation policy requires all instructors to reconcile rosters for each class taught every semester/term.

Find the link to roster reconciliation in SharkLink from the left-hand **Faculty Resources** navigation bar, under the *"Additional Tools"* column. When you click on your course CRN, carefully read the detailed instructions before submitting your roster.

Your roster reconciliation must be completed by **Sunday, June 17, 2018**.

Please reply to *rostrec@nova.edu* with all correspondence.

Thank you,

Office of the University Registrar

Faculty Email Sent After Roster 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*.

Thank you,

Office of the University Registrar

First Email to Student Reported as Not in Attendance

NOVA SOUTHEASTERN UNIVERSITY

Date: May 13, 2018

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

The instructor for (prefix) (number) (title) (CRN) in the Summer 2018 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* 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 and Final Email Set to Students Reported as Not in Attendance

NSU NOVA SOUTHEASTERN UNIVERSITY

May 15, 2018

Jane Doe
N00000000

Dear Jane:

Your instructor, Julie Smith, for BHS-3110 (CRN: 52179) in the 2018 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, contact Professor Kagan by **Friday, May 18, 2018 at 11:59 pm** who must then email *rostrec@nova.edu* with a request to leave you in the class.

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

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.degreeverify.org** for all enrollment/degree verifications.

Thank you for your email.

NSU – Office of the University Registrar

ENROLLMENT VERIFICTION 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:

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

Date of graduation or anticipated graduation: _____

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

School Code 001509

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

VSE, updated 11/14

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

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

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

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 recertify the entire student record.

Student has graduated ▾

Data Element	Current Data	Enter Your Updates(s)

Student has graduated: Half Time

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

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: **July 1, 2011 (Rev)**

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

I. <u>Standards of Academic Progress (SAP) requirements</u>: According to Statutory and Regulatory Citations: Section 484B of the Higher Education Act of 1965, as amended, (Title IV, HEA) and 34 CFR 668.34 regarding satisfactory progress, "At a minimum, an institution must review a student's academic progress annually to correspond to the end of a payment period."

2. <u>Return of Title IV Funds requirements</u>: According to 34 CFR 668.22 regarding the timeframe for the <u>Return to Title IV Funds,</u>

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

Non-Passing Grades
An "earned" failing grade (F, NP, NPR, or ≤69) **must** be assigned by the instructor for a student who attended the **full** term and earned such an original grade due to academic failure (not due to a change of grade). 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 a course (ceases attending class or submitting assignments), the instructor **must** record the last date of an educationally-related activity as the **last date of attendance** (LDA) on the grade roster in WebSTAR. Educational activity includes physical attendance, academic attendance for online classes such as engaging in an online discussion or asking the instructor a course-related question, the submission of assignments or examinations, etc. Please note that a student logging in with no participation is **not considered attendance.**

If the last date of activity cannot be determined, then the instructor should report the **midpoint** of the term for the course as the last date of attendance. The midpoint of the term will be used when the instructor enters hours attended greater than zero but does not provide a 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 a course are automatically assigned a grade of "W," which will appear as such on the instructor's grade roster. A s*tudent will only be permitted to petition and receive consideration for a retroactive drop, withdrawal, or refund for a course more than 30 days after the end of the term if he or she has extremely extenuating circumstances and provides the appropriate documentation (e.g., medical records, death in family, etc.).*

Appeals Committee

A university-wide appeals committee comprised of representatives from select academic centers and Enrollment and Student Services will convene to review petitions from students who failed to drop/add or withdraw from class(es) within the designated 20-day period. The student must provide documentation of the extenuating circumstances that prevented the student from meeting the deadline. Committee members will be asked to serve a two-year term.

Student Never Attended

If a student never attended the course or never actively participated (e.g., engaging in an academically-related activity such as contributing to an online discussion, or the submission of assignments or examinations, etc.) in the course, **the instructor must enter an 'unearned' failing grade (F, NP, NPR, or ≤69) and 0.0 hours attended in WebSTAR.** Please note that a student logging in with no participation is **not considered attendance.**

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 grade (F, NP, NPR, or ≤69) will not be removed from the student's academic record. This determination must be made within **20 days of the last day of the term**. A s*tudent will only be permitted to petition and receive consideration for a retroactive drop, withdrawal, or refund for a course more than 30 days after the end of the term if he or she has extremely extenuating circumstances and provides the appropriate documentation (e.g., medical records, death in family, etc.).*

Incomplete Grades

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 by the Registrar's Office.

Repeat Courses/Grade Replacement

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

The following applies to all repeated courses and all students who are pursuing a degree.

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

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

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

If a student is receiving financial aid, please be aware that the Standards of Academic Progress (SAP) is separate from the Grading Policy. Repeated coursework does affect SAP measures. All repeated courses must be counted towards the maximum timeframe which could negatively affect the student's eligibility for financial aid. Questions regarding satisfactory academic progress should be directed to the Office of Student Financial Assistance.

The Veterans Administration will not pay for repeated courses if the previous grade met academic standards. Students should direct questions to the Office of Veterans Affairs.

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 financial aid and the student having to repay funds that he or she is not 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, 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 withdrew or dropped. The institution must determine the withdrawal date for a student who withdraws without providing notification to the institution no later than 20 days after the end of the earlier of the payment period or period of enrollment, the academic year, or the educational program that the student was enrolled in.   The University's *Return of Title IV Report* identifies students who may have unofficially withdrawn. Failure to report grades in a timely manner severely limits the ability of the Office of Student Financial Assistance and the Registrar's Office 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.

Grading

Some things to remember about grades:

- Grading opens seven (7) days before the last day of the semester/term and closes seven (7) days after the last day.
  - Example
    - Semester always end on a Sunday
    - The last day of the semester is Sunday, Dec. 9th, so grading would open Dec. 3rd
    - Grading would close Dec. 16th
- If an instructor does not posted grades before grading has closed, a change of grade form for each student in the class will need to be used.
- Grades are 'rolled' nightly around 5pm and an email is sent to the student.
- Colleges have incomplete grade policies, but it cannot be longer than one year.
- An incomplete grade cannot be entered by an instructor unless there is an agreement between the instructor and student on what must be completed and when it is due for a final grade to be submitted. Once the incomplete has been issued, it cannot be changed to a drop or withdrawal.
- Grades for no more than two repeated courses can be forgiven. Undergraduate students are allowed to have no more than three repeated courses forgiven over the life of their undergraduate academic career.
- Weekly missing grade reports are emailed to each dean with a copy to the Provost.

Viewing Grades

Depending on your access, grades can be viewed on several Banner pages.

The Class Roster page (SFASLST) reflects the original posted grade:

The Class Attendance Roster page (SFAALST) also reflects the original grade and the last date of attendance (LDA) if entered by faculty:

The Student Course Registration Audit page (SFASTCA) reflects when and by whom was the original grade posted:

The Course Summary page (SHACRSE) reflects the current grade:

Student Course Maintenance (SHATCKN) reflects all grades issues for a specific semester and CRN. At the bottom of the page, an activity date and user identifies when a grade was rolled into the student's record:

Repeated Course

On the Student Course Maintenance page, SHATCKN, a repeated course that is not counted in the grade point average 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."

Repeated Course Form
Only One Course Per Form

Some Programs within Nova Southeastern University will allow students t
their academic record. However, GPA credit toward graduation will be q
completed, both grades will appear on the transcript yet only the higher
towards fulfilling graduation requirements.

_____   _____
Last Name   First Name   M.I   NSU Student Identification Nu

_____

Excluded Course Information

Course Prefix: _____   **CRN#** _____

Course Numb. _____   If more then one attempt was m
                                          on the above CRN# please list
Course Title: _____   additional CRNs below

Grade (E): _____   **CRN#** _____
                                      CRN# _____
Banner Term _____   **CRN#** _____
                                      CRN# _____

_____

Included Course Information

Course Prefix: _____   **CRN#** _____

Course Numb. _____

Course Title: _____

Grade (I): _____

Banner Term _____

_____   _____
Advisor Signature   **Date**

_____   _____
Advisor Name   **Phone Extention:**
Please Print

No Purposes Both Signed and Printed Names Are Required In Order To Have The Form P

_____

When completed please chose one of the following:
Interoffice To: Fran Dearmore – REG
Fax To: Fran Dearmore x3256

Data Entry

Data Entry

Inquiries pertaining to curriculum adjustment are emailed to *DEQC@nova.edu*. Please do not give students this email; refer students to the Call Center, *nsuinfo@nova.edu* or their program office. All requests for student biographical changes are communicated with *studentupdates@nova.edu*. Requests are imaged into the student record; therefore, separate requests must be submitted for each student transaction.

Name Change

NSU requires official documentation to make a name change with the submission of a Data Change form that includes the previous and current names, the NSU ID number, and official documentation.

Acceptable documents verifying a name change are:
- Certified Abstract of Marriage (only those containing the updated married name)
- 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 (only acceptable for correcting spelling errors)
- Bureau of Vital Statistics card (used the same as a Birth Certificate)

Not acceptable documents:
- Marriage license
- Petition of Name Change
- Social Security card
- Petition for Naturalization
- Employee ID card
- Professional License card

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

If you are an *NSU international student*, only a copy of your current passport will be accepted in order to update a name on a student record.

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
Attn: Data Entry
Office of the University Registrar
3600 South University Drive
Fort Lauderdale-Davie, FL 33314-7796

Students who submit a name change request without the necessary documentation are emailed requesting acceptable documents. Students are given 48 hours to respond to the email. If the student does not respond within 48 hours, student updates will follow up with a phone call requesting the needed information. Students are given another 24 hours to respond to the phone call and submit the information needed. If the student does not respond within 24 hours student updates follows up with a letter mailed to the student's current address in SPAIDEN requesting the information needed.

An NSU employee must go to the Office of Human Resources website to process a name change.

Social Security Number of Date of Birth Change

Copies of official documentation are needed to make any change to a social security number or a date of birth. To change a Social Security number, a Data Change Form along with a copy of the signed social security card is needed. To change a date of birth, a completed Data Change Form is submitted 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

A Data Change Form and appropriate documentation can be faxed to (954) 262-2915, emailed to *studentupdates@nova.edu,* or mailed to:

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

Gender Change

Official documentation is required to make a change in gender. A court order is the official documentation required for gender change to update the student record. A Data Change Form and a copy of the court order can be faxed to (954) 262-2915 or mailed to:

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

Address Change

Students wishing to update demographic information (address, phone number, etc.) have several options:

- Use SharkLink
- Contact the University Call Center via telephone or email
- Submit a Data Change Form
- Submit a signed letter stating their request

Alumni or those who have forgotten their SharkLink username or password can retrieve from the My NSU Identity webpage (*www.nova.edu/resources /nsuidentity.html).*

Address Change can be completing with a Data Change Form, or with a signed letter request either through the mail or by fax to (954) 262-2915.

PLEASE NOTE: Students who have already completed a degree application and wish to change their address afterwards must email the coordinator of degree conferrals and diplomas at *diplomas@nova.edu*. As with all correspondence, an NSU ID must be provided in order to avoid delays in processing.

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 **S**tudent and **E**xchange **V**isitor **I**nformation **S**ystem (SEVIS) within 21 days of notification by the student. Except in the case of a student who cannot receive mail where he or she resides, the address provided by the student must be the actual physical location where the student resides rather than a mailing address.

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)
	Name change: _____ Last _____ First _____ Middle All other changes:

Requires copies of official documentation

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

Social Security Number Change
Submit a copy of your signed social security card along with your completed form.

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

Submit your request in person to one of the One-Stop Shops located in the Horvitz and Terry Administration Buildings, by email to *studentupdates@nova.edu,* 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* to process a name change.

Student Signature: _____ Date: _____

REV. 11/2014

Curriculum Change Form

NSU NOVA SOUTHEASTERN UNIVERSITY
Enrollment and Student Services

Date: _____

Student Name: _____   Student ID: _____

Authorizing Individual: _____   NSU Email: _____   Phone #: _____

Effective Term of Change: _____   *Change should generally be effective for a current or future term.*

Student Status: _____

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

Withdrawal Reason: _____

End of Term Academic Standing: _____

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

Program Catalog Term: Current Value: _____   New Value: _____

Program Code: Current Value: _____   New Value: _____

Major, Concentration, and/or Minor Changes:

Field of Study Type:	Action:	Code:	Catalog Term*:
Field of Study Type:	Action:	Code:	Catalog Term*:
Field of Study Type:	Action:	Code:	Catalog Term*:

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

Campus Code: Current value: _____   New value: _____

Curriculum Priority Change   *Please describe necessary changes*

_____

Learner Outcome (SHADEGR) Updates:

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

_____

Course Level Updates:

Do some courses at the current student level need to be moved to a different level?   ☐Yes   ☐No

Do some courses at the current student level need to be added to another level (Internal Transfer of credit)?   ☐Yes   ☐No

If YES to either question above, please list the courses and the action necessary.

Current Level				Action	Additional Level/NSU Equivalent		
Subject	Number	Term	Level	Move/Add	Subject	Number	Level

If additional courses must be moved or added, please list them in the Additional Information section below.

Additional Information:

Describe any additional changes that must occur with the academic record.

_____

Please remit form to: DEQC@nova.edu

Last updated: 05/25/2018

CAF

NOVA SOUTHEASTERN UNIVERSITY

INDIVIDUAL STUDENT
CURRICULUM ADJUSTMENT FORM (CAF)
ENROLLMENT AND STUDENT SERVICES

Student Name:	_____	Student NSU ID:	_____
Program Code:	_____	Catalog Term:	_____
Advisor Name:	_____	College:	_____
Advisor Email:	_____	Advisor Phone:	_____

SUBSTITUTION (*Allow an alternate course to take the place of a required course*)

Required Course: _____ _____   Alternate Course: _____ _____   Apply to Area: _____

Required Course: _____ _____   Alternate Course: _____ _____   Apply to Area: _____

WAIVER (*Remove course requirement for a student that is exempt from fulfilling the specific requirement*)

Waived Course: _____   Apply to Area: _____

OTHER EXCEPTION (*Curriculum changes such as change in minimum GPA, total credits required, extend year limit, etc.*)

Requirement: _____

Exception: _____   Apply to Area: _____

RATIONALE (*Briefly explain the basis for the substitution, exemption, or other exception*)

CENTER APPROVAL (*Required signatures vary by program office. Please print and sign form before submitting.*)

Student:	_____	Date: _____
Academic Advisor:	_____	Date: _____
Sr. Academic Advisor:	_____	Date: _____
Chair/Program Director:	_____	Date: _____
Other Authorized Official:	_____	Date: _____
Dean:	_____	Date: _____

For ESS Staff Use Only

CAPP Adjusted By: _____   Date: _____

Rev 02/2010

To submit a request online, the curriculum change workflow is located in WebSTAR under the Advisor Menu section:

Summary Wait List	Final Grades	Final Grades (LAW)	**Advisor Menu** Generate CAPP Degree Evaluation View a student's academic transcript.
▪ Term Selection	▪ ID Selection	▪ Student Academic Transcript	
▪ CAPP Degree Evaluation	▪ Advisee Listing	▪ Curriculum Change	
Class Schedule	Course Catalog		

Transcripts

Transcript Request

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

DATE OF REQUEST _____ / _____ / _____

Please print clearly.
You must complete all information requested.

- Charge is $10 per transcript. Exact payment must accompany each request unless the transcript is for NSU internal use.

- For multiple requests, complete a transcript request form and attach a list containing the name and mailing address for each addressee.

- Fees are subject to change without notice.

- Transcript will not be released with any existing hold(s) on record.

- Transcript will not be released until all accounts are paid in full. Student is responsible for correct mailing address printed below. Any address correction charges incurred by the university will be charged back to the student.

- Include dates of enrollment in the space provided.

- You can either mail this form to the above address or fax it to (954) 262-4862.

Miami-Dade County Schools only

☐ Include tuition reimbursement/FT 1 form for _____ term.

Print name and address clearly

Present Name _____

Name used at Nova Southeastern University _____

Address _____

City _____ State _____ ZIP _____

NSU ID/SSN _____

Telephone _____ Email Address _____

☐ Please do not use the contact information to update my student record. (If name is different, it will not be updated).

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

Name _____

1st Street Address _____

2nd Street Address _____

City _____ State _____ ZIP _____

Number of Copies _____ NSU Program _____

Signature (required) _____

Social Security Number to be printed on the transcript

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

☐ Print full SSN

Transcript Request Form, REV. 3/18

☐ Nondegree   Program Major _____
☐ Undergraduate   Program Major _____
☐ Master's   Program Major _____
☐ Ed. Specialist   Program Major _____
☐ Law   Program Major _____
☐ Doctoral   Program Major _____
☐ Health Professions   Program Major _____

Dates of Enrollment _____ to _____

Special instructions

☐ I will pick up the transcript. Transcript will be stamped: Official transcript issued to student.
Notify me at (_____) _____

☐ Hold for degree conferral _____
       Degree   Anticipated Conferral Date

☐ Hold for grade change _____
       Course   Correct Grade

☐ Mail transcript ☐ Other _____

☐ Internal transcript (NSU Program _____)

☐ Domestic Express Overnight Delivery (no P.O. Box address) ($9 plus $10 per transcript)

☐ International Express Delivery (no P.O. Box address) ($24 plus $10 per transcript)

Method of payment

☐ Cash (only accepted at One-Stop Shop)

☐ Credit Card ☐ Check or money order payable to NSU

☐ No charge (transcript for NSU internal use only.)

I hereby authorize a charge to be made to my credit card
☐ VISA ☐ MasterCard ☐ American Express

Account Number _____

Expiration Date _____ Amount _____

Check/Money Order Number _____

Signature (required) _____ Date _____

FOR OFFICE USE ONLY	
Transcript fee 2120	
Amount due $ _____	Please remit $ _____
Amount rec. $ _____	By _____
Credit Bal./ref. $ _____	
Date issued _____	By _____
Hold reason _____	

02-030-14268

Bulk Rate Transcript Requests

If you are requesting more than 10 official academic transcripts, you may wish to take advantage of our special bulk rate. Each transcript will be inserted into an individual transcript envelope and be printed as issued to the student at the requested address, but will not be addressed to a specific individual or entity. All of these transcripts will then be inserted into a large envelope and addressed to you. This envelope will either be held for pick-up at our One-Stop Shop or can be mailed to you.

The bulk transcript rate is:

# OF TRANSCRIPTS	CHARGE
11 to 20	$110
21 to 40	$170
41 to 60	$200
61 or more	$250

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

Bulk rate transcripts must be ordered utilizing the special Bulk Rate Transcript Request form. Our on-line request system through WebSTAR can not accommodate bulk orders. Additionally, we can not offer overnight mail deliveries on bulk requests.

NSU 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

Bulk Rate Transcript Request

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

☐ Nondegree   Program Major _____
☐ Undergraduate   Program Major _____
☐ Master's   Program Major _____
☐ Ed. Specialist   Program Major _____
☐ Law   Program Major _____
☐ Doctoral   Program Major _____
☐ Health Professions   Program Major _____

Dates of Enrollment _____ to _____

_____ Number of transcripts requested

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

There is a $10.00 charge for ech additional transcript over 100

Enter total charge based upon # requested $_____.

Present Name _____

Name used at Nova Southeastern University _____

NSU ID/SSN _____

Address _____

City _____ State _____ Zip _____

Telephone _____

Email Address _____

Signature (required) _____

Select one below:

☐ Mail Transcripts to: _____

    Name _____

    Address _____

    City _____ State _____ Zip _____

☐ Hold transcripts for pick-up at the One-Stop Shop

    ☐ Email me when ready at _____
      email address

    ☐ Call me when ready at _(____)_____
      telephone number

Method of payment

☐ Credit Card   ☐ Check   ☐ Cash *

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

_____

Account number _____

Expiration date _____

Amount _____

Signature _____ Date _____

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

FOR OFFICE USE ONLY

Transcript fee 2021
Amount due: $_____
Amount rec'd: $_____ By: _____
Credit bal/ref: $_____
Date Issued: _____ By: _____

BULK-TR/ REV. 1/14

NOVA SOUTHEASTERN UNIVERSITY
Office of Enrollment & Student Services
3301 College Ave. P.O. Box 299000
Fort Lauderdale-Davie, FL 33314-7796
(954) 262-3380   800-806-3680   Fax: (954) 262-4852

Batch Transcript Request

Name: _____
Department: _____
Extension: _____
Email Address: _____
Issued to: _____

Request to be:

- ⬤ Picked Up at EPS
- ⬤ Deliver to (Main Campus Only):
  - Bldg Name: _____   Room #: _____

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

- ⬤ Official Transcripts (NSU transcript paper) $.50 per page
- ⬤ Official Transcripts (with envelope) $1.00 per page
- ⬤ Unofficial Transcripts (white paper) $.10 per page (minimum 50 students per request)

Values required for requesting batch transcripts:

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

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

Additional Information: _____

EPS Internal Use ONLY:

Request Received Date _____
Request Completed Date _____

Picked Up Date _____   Name _____   Signature _____
Delivered To Date _____   Name _____   Signature _____

Last Updated 1/14

Graduation And Commencement

2019 Undergraduate Commencement Dates (Subject to change)		
College	Date	Time
Traditional Day Students *(main campus only)*	Friday, May 10, 2019	9:30 AM
Non-Traditional Students, includes all colleges *(evening, online, off-campus)*	Friday, May 10, 2019	2:30 PM

2019 Graduate/Professional Commencement Dates (Subject to change)		
College	Date	Time
Shepard Broad College of Law	Thursday, May 9, 2019	2:30 PM
College of Dental Medicine	Friday, May 17, 2019	9:30 AM
College of Medical Sciences	Friday, May 17, 2019	9:30 AM
College of Osteopathic Medicine	Friday, May 17, 2019	9:30 AM
College of Health Care Sciences *(Physical Therapy and Speech-Language Pathology)*	Friday, May 17, 2019	2:30 PM
College of Optometry	Friday, May 17, 2019	2:30 PM
College of Pharmacy	Friday, May 17, 2019	2:30 PM
H. Wayne Huizenga College of Business & Entrepreneurship (*MBA and MIBA*)	Friday, June 07, 2019	9:30 AM
H. Wayne Huizenga College of Business & Entrepreneurship (*Except MBA and MIBA*)	Friday, June 07, 2019	2:30 PM
Halmos College of Natural Sciences and Oceanography	Friday, June 07, 2019	2:30 PM
College of Engineering and Computing	Friday, June 07, 2019	2:30 PM
College of Arts, Humanities, and Social Sciences	Friday, June 14, 2019	9:30 AM
College of Psychology	Friday, June 14, 2019	9:30 AM
Abraham S. Fischler College of Education	Friday, June 14, 2019	2:30 PM
College of Health Care Sciences (*Except Physical Therapy and Speech-Language Pathology*)	Friday, August 16, 2019	2:30 PM
College of Nursing	Friday, August 16, 2019	2:30 PM
2019 HPD May Dinner Awards Banquet	Thursday, May 16, 2019	7:00 PM
2019 HPD August Dinner Awards Banqu	Thursday, August 15, 2019	7:00 PM

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 (a) is required, please call this to our attention by emailing us at diplomas@nova.edu .

Month/Year * in which you will complete your degree requirements: [▼] [▼]

Degree | Major:* [Doctor of Psychology/Clinical Psychology ▼]

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 to update this record.). Please provide your NSU ID number in all correspondence.)
We cannot ship to a P.O. Box or APO/FPO address.

Address Line 1:*

Address Line 2:

City:*

State:*(U.S.Addresses) [Florida ▼]

Province (Non U.S.addresses):

Country: [United States ▼]

Zip/Postal Code:*

Phone #:

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

[Submit Request] [Reset Form]

Online Application for Degree, Diploma, and Certificate

Degree Application

- A degree application denotes a student's intent to graduate with an academic degree or certificate conferred by NSU
- The student must apply for their degree by completing the online degree application form.
- Holds, outstanding financial balances, and library holds do not prevent degree conferral; but no diploma, certificate, degree verification, or transcript will be released until all obligations are met in full.
- Failure to complete a degree application will affect the degree conferral date.
- Each degree application is assessed a fee based on the program of study.
- Charges usually appear on the student's account within 24-48 business hours after submission.
- Degrees are conferred on the last day of the month in which the degree application is approved by the program office.

Diplomas

- Diplomas are mailed from the Office of the University Registrar.
- FedEx Ground service is used and the tracking number is recorded so we can monitor the status.
- Since a diploma is considered a legal document in some disciplines, NSU has established a policy as to what constitutes a student's official name.

Important Instructions

- Students should take a moment to review their online transcript (i.e., degree, certificate, major, grades, etc.) in SharkLink. Any discrepancies should be immediately brought to the attention of their academic advisor/program office.
- The account should be reviewed for existing holds and/or outstanding balances.
- Students then complete and submit your Degree/Diploma Application during their last semester of study, which is a requirement for the awarding of a degree or certificate.

Existing holds and outstanding balances do not prevent the awarding of a degree or certificate but failure to complete and submit a degree application in a timely manner will affect the award date. Students should understand, however, that even while a degree is awarded, no diploma, certificate, or degree verification will be released until all financial obligations are met.

Application Fee

Each application for a degree or certificate is assessed a fee based upon the program of study:

Health Professions Division

- Degree candidates enrolled in full-time on-campus programs (Except undergraduate programs) - $275.00

- Degree candidates enrolled in an undergraduate program, an online program, or a program that does not require attendance at commencement (see handbook) - $100.00

- Degree candidates enrolled in a graduate or professional level online program, or a program that does not require attendance at commencement (see handbook), but who RSVP for the commencement ceremony and/or the senior awards dinner and dance - $175.00 in addition to the $100.00 HPD graduation fee. This fee is non-refundable.

Please Note: Students in the following programs must still complete the on-line degree application but are charged their HPD graduation fee automatically as part of their last didactic course tuition. Students in these programs should log into [SharkLink](#) to confirm that the charge has been satisfied (paid) through financial aid or another form of payment.

- Master of Science in Anesthesia
- Doctor of Audiology
- Master of Biomedical Science
- Doctor of Dental Medicine
- Doctor of Health Science
- Master of Health Science (Cardiovascular Sonography)
- Master of Health Science (Vascular Sonography)
- Master of Science in Advanced Practice Registered Nurse (Palm Beach)
- Master of Science in Advanced Practice Registered Nurse (Tampa)
- Master of Science in Advanced Practice Registered Nurse (Miramar)
- Doctor of Occupational Therapy
- Master of Occupational Therapy
- Doctor of Osteopathic Medicine
- Doctor of Pharmacy (all programs)
- Doctor of Physical Therapy (Entry Level)
- Part-Time Physical Therapy
- Physician Assistant (Fort Lauderdale)
- Physician Assistant (Fort Myers)
- Physician Assistant (Jacksonville)
- Physician Assistant (Orlando)

All other NSU degree programs - $100.00

All NSU academic certificates (including HPD) - $30.00

Make an Application Payment in SharkLink

Charges should appear on the student's account within 2-3 business days after submitting an application for degree or certificate. Once the charge appears, they should proceed to SharkLink. From the "My Account" navigation bar, they go to the "Account Summary" channel, and then click "NSU EBill (View and Pay Bill)." For question or information, the Bursar's Office should be contacted at 800-541-6682, ext. 25200.

Diploma/Certificate Mailing Address Changes and Special Punctuation

If there is an address change after submitting a degree/certificate application, students *must* email *diplomas@nova.edu* to request that it be mailed to the new address before updating SharkLink. Updating SharkLink alone does not automatically update the diploma or certificate mailing address. **Not providing a correct address to *diplomas@nova.edu* will cause a delay in receiving the diploma/certificate and could result in an additional fee.**

Please Note: If special punctuation characters such as tildes (ñ) or umlauts (ä) are required for a diploma name, the student should email, *diplomas@nova.edu* or call 800-541-6682, ext. 27200.

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

Policy

Prior to the final conferral of a degree or certificate, 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 program'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 three dots 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 page (the status should be PN).

6. Click the "Go" button or Alt-page down.

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

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

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

> **NOTE:** If the Level of the course is different than the level of the degree sequence, EPS data entry (*DEQC@nova.edu*) 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)

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

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

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

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

II. *Honors* – If the student has met the requirements for an honors distinction, the record must be updated to reflect this distinction.
   1. Click the **Honors** tab.
   2. Under **Institutional Honors**, enter the honors **Code*** (if unknown, click the Search arrow for a listing). The **Print on Transcript** and **Print on Commencement** indicators will default automatically.
   3. Save the Record (F10).

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

   2. Ensure that the degree name is correct.

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

3. Alt-page down to view the **Field of Study**.

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 (*DEQC@nova.edu*). 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.

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


```
Issued To: For Internal Transcript Review

Course Level: Masters - SBE

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

Degree Conferral

Application for Degree/Diploma

All inquiries are to be emailed to *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. *Do not* share this email with students. Refer all 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] 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. 27448.

- Tell all students to submit their degree application using the online interactive degree application page. This form may be obtained by visiting *www.nova.edu/registrar/instructions.html*.
- If a student submits wrong information, the student will be notified that they will need to submit another degree application request with correct 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. Address any questions regarding file storage to *epsstorage@nova.edu* or utilize the storage request form found on the EPS Intranet Site.

Hold for Balance Owed

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

Students are 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. Failure to supply needed information may delay the processing and mailing of a degree.

NOVA SOUTHEASTERN UNIVERSITY
University Policy

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

Purpose:

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

Policy:

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

1. Middle names may be complete, initialed, or omitted, but must match the student record. (e.g., John Quincy Adams, John Q. Adams, or John Adams).

2. A legal middle name may be used in place of a first name if that middle name has been recorded in the student's record.

3. Suffixes such as Sr., Jr., III, etc., may be used if included in the student's record and documented on the student's original application, transcript from another school, or birth certificate.

4. Maternal surnames may be included if documentation is provided to the Office of the University Registrar's Office. Proper documentation is a copy of a birth certificate indicating the maternal surname or the student's original admission application indicating the surname.

5. Hyphenated maiden-married last names may be used, provided the student's records have documentation to verify the names. A Data Change Form accompanied by a Certificate of Marriage will be required if a name change has not been processed since the marriage. In all cases, verification will be based on information that is in the student's record and not provided verbally.

6. A maiden name may be used in place of a married name if the maiden name has been recorded in the student's record.

7. Special accent marks may be requested and recognized linguistic marks will be placed on the diploma, if possible.

8. Neither nicknames nor names enclosed by parenthesis or quotation marks will be included as the diploma name.

9. No prefix or suffix relating to a title or credential is permitted (e.g., Dr., DMD, Esq., etc.).
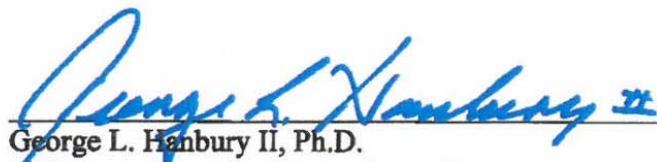
George L. Hanbury II, Ph.D.   Date 8/5/2013
As President & Chief Executive Officer
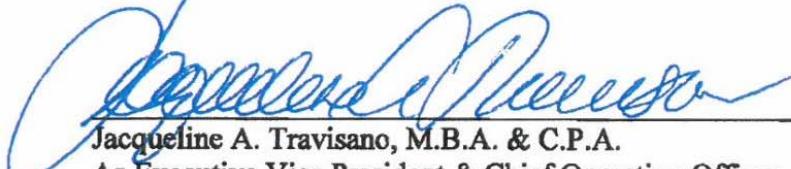
Jacqueline A. Travisano, M.B.A. & C.P.A.   Date 8/5/13
As Executive Vice President & Chief Operating Officer

2

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.

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.

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.

Please Note: Payments will be unavailable from 3:00 am - 7:00 am on Wednesday, July 18 due to maintenance. We apologize for any inconvenience this downtime may cause.

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. *

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
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: *
I will be forwarding these documents via: *

☐   **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**

Procedures for the Awarding of Posthumous Degree
(Proposed July 2018)

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 college that the student was attending within six months or two class terms following the student's death. The request must be accompanied by a copy of the student's death notification (i.e., death certificate, newspaper notice, or funeral service program). The student's family, a faculty/staff member, a student advisor, or a university-affiliated student organization may initiate the request.

Criteria:
Undergraduate Degrees –
1.) The student must have maintained a 2.00 or higher grade point average on all completed course work.
2.) The student must have completed 85-percent (102 credits) or more of the required coursework for the degree in question.
3.) All financial obligations must be met.

Graduate/Professional Degrees –
1.) The student must have maintained a 3.00 or higher grade point average or passing grades on all completed coursework.
2.) Either,
   a. The student must have completed 85-percent or more of the required coursework for the degree in question.
   b. All coursework must have been completed, and a rough draft of the thesis, practicum, dissertation, or final paper must have been submitted, or had attained a passing rotation status of an internship/externship.
3.) All financial obligations must be met.

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 instances, the request for degree must be reviewed by a committee consisting of the Dean of the program, the program director, 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 Office of the University Registrar for consideration.

Procedures:
Upon the receipt of a petition for a posthumous degree, the dean of the college 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 college/ program (i.e., number of credits, GPA)
2. No monies are owed. If the student owes the University money, the program office must decide whether to bill the deceased student's family, have a drop processed, or write off the debt as a program discount
3. No grades are missing from the student's transcript. If the student was actively enrolled, they should be dropped for the course(s) via a Student Transaction Form sent to the Office of the University Registrar, indicating that the student is deceased.
4. A Posthumous Degree Application form 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 program director will then submit his/her findings to the Dean for final approval at the college 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, etc.) will be forwarded to the Director of the University Registrar's Office for review.

The Director of the University 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 University Registrar's Office will forward the request to the Office of the President for final approval.

With the President's final approval, the posthumous diploma will be printed. The diploma and transcripts will indicate that the degree is being awarded posthumously. The Director of the University Registrar's Office (or designee) will notify the Dean of the college when the diploma has been printed. 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 college (or 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). If mailed, the diploma will be addressed to the person legally authorized to manage the deceased student's affairs.

The student's name may be listed in the next commencement program 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.

Congratulations, NSU Graduates!
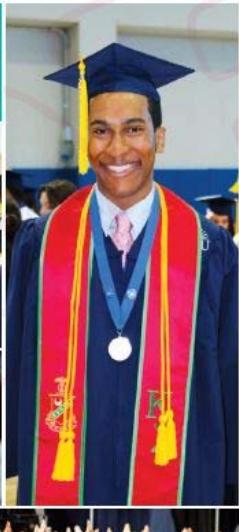
2018 You Make Us Proud.

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

Congratulations!

You are eligible to participate in an upcoming Nova Southeastern University 2018 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 *nova.edu/commencement* or call 800-541-6682, ext. 27255, or (954) 262-7255.

*Most HPD graduates are required to participate. Check your student handbook for your program's information.

**Please refer to the Commencement 2018 FlipBook at *https://www.nova.edu/publications /commencement-brochure-2018* if you no longer have your NSU email.

NSU Commencement Notification

Congratulations!

You are invited to attend the Nova Southeastern University Undergraduate Commencement Ceremony for the Ron and Kathy Assaf College of Nursing, and Non-Traditional (evening, online, and off-campus) students from the Dr. Pallavi Patel College of Health Care Sciences, 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 11, 2018, 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
>
> **Step 2:** Print your 2018 Commencement Brochure

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 be redirected 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 NSU Bookstore are acceptable wear at NSU Commencement. Email the NSU Bookstore or call (954) 262-4765 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.

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 NSU Bookstore 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.

Undergraduate Grad Fest 2018
The NSU Bookstore will host Grad Fest 2018 for undergraduate candidates on Tuesday and Wednesday, April 3-4 and Thursday, April 26 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 30 will be available for pickup at the April 26 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) 262-4765 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.

Help NSU Gain its Rightful Place among the Nation's Best
Look for a survey from NSU Career Development that seeks information about the activities you plan on engaging in after graduation. The First Destination Survey (FDS) is a national instrument that not only helps NSU develop career opportunities for current and future Sharks but also allows the university to better compete in the prestigious *U.S. News & World Report* Best

College Rankings. Find more information at the NSU Career Development website, Handshake, to find jobs better, together.

A1241_0101

NSU Commencement Second Notice (Friendly Reminder)

Congratulations!

You are invited to attend the Nova Southeastern University Undergraduate Commencement Ceremony for the Ron and Kathy Assaf College of Nursing, and Non-Traditional (evening, online, and off-campus) students from the Dr. Pallavi Patel College of Health Care Sciences, 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 11, 2018, 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 13, 2018 Deadline)*
>
> **Step 2:** Print your 2018 Commencement Brochure

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 be redirected 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 NSU Bookstore are acceptable wear at NSU Commencement. Email the NSU Bookstore or call (954) 262-4765 with any 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 13, 2018

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.

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 NSU Bookstore 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.

Undergraduate Grad Fest 2018
The NSU Bookstore will host Grad Fest 2018 for undergraduate candidates on Tuesday and Wednesday, April 3-4 and Thursday, April 26 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 30 will be available for pickup at the April 26 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) 262-4765 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.

A1241_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 Ron and Kathy Assaf College of Nursing, and Non-Traditional (evening, online, and off-campus) students from the Dr. Pallavi Patel College of Health Care Sciences, Abraham S. Fischler College of Education; College of Arts, Humanities, and Social Sciences; College of Engineering and Computing;

> **Commencement Check List**
>
> **Step 1:** RSVP for Commencement and Order Regalia
> *(Friday, April 13, 2018 Deadline)*
>
> **Step 2:** Print your 2018 Commencement Brochure

College of Psychology; H. Wayne Huizenga College of Business and Entrepreneurship; and Halmos College of Natural Sciences and Oceanography on Friday, May 11, 2018, 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.

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) 262-4765 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 13, 2018

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.

Military Stoles
NSU honors our graduating veteran and active-duty 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 NSU Bookstore 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.

Undergraduate Grad Fest 2018
The NSU Bookstore will host Grad Fest 2018 for undergraduate candidates on Thursday, April 26 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) 262-4765 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.

A1241_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 Ron and Kathy Assaf College of Nursing and Non-Traditional (evening, online, and off-campus) students from the Dr. Pallavi Patel College of Health Care Sciences, 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 2018 Commencement Brochure

Your commencement ceremony will take place on Friday, May 11, 2018, 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 NSU 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) 262-4765.

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 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 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 *for guest* information 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 2018
The NSU Bookstore will host undergraduate candidates on Thursday, April 26 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 30 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) 262-4765 for additional information.

Military Stoles
NSU honors our graduating veteran and active-duty 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* 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.

A1241_0155

Commencement Participation Confirmation

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

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

All 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) 262-4765
Email: 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 brochure.

CONFIRMATION

MEMORANDUM

TO: Faculty and Administrators

FROM: NSU Commencement Team

DATE: August 10, 2018

SUBJECT: 2018 Undergraduate Commencement

NSU Commencement publically 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.

The 2018 undergraduate commencement ceremonies will take place on Friday, May 11 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.

Commencement Ceremonies will include the following candidates:	
9:30 a.m.	Traditional & Non-Traditional Main Campus Students *(excluding College of Nursing)*
2:30 p.m.	Non-Traditional Students (*all College of Nursing programs and all other online and off-campus programs*)

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 at commencement and order regalia online at *www.nova.edu/commencement /faculty/index.html*. *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, April 6, 2018**. Regalia can either be delivered to your program office or picked up at the NSU Bookstore on the main campus quad outside of the Don Taft University Center beginning on Monday, April 30, 2018.

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 Rick Case 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 entrances 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 regalia must be returned to the NSU Bookstore within seven (7) business days of the ceremony.

Commencement Live Streaming

All Nova Southeastern University 2018 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 have the opportunity to view a live telecast of the ceremony via closed circuit television 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.

Rev. 02/18   **FACULTY MEMO**

SAMPLE LETTER FOR VISITOR VISA

NSU NOVA SOUTHEASTERN UNIVERSITY
Office of International Affairs

Sample Invitation Letter

The following suggestions are meant as ADVICE only. We cannot anticipate/guarantee how U.S. consulates will approach each individual situation.

Note: This letter should be sent to the person who will be applying for the visa, and that person should present it to the U.S. consulate along with the application for the tourist (B-2) visa. The applicant should also present as much documentation as possible to establish that she/he will depart the U.S. prior to the expiration of her/his authorized stay in the United States.

To support the application for a B-2 visa, we suggest that you send the following to the applicant:

1. A letter from you to your invitee, in English, inviting him/her for a visit.
2. Evidence of your valid student status
   a. copies of your transcript and/or current enrollment
   b. a **photocopy** of your I-20 or DS-2019, passport, visa and I-94 card
3. Evidence of your ability to financially support your visitor during their stay (for example, your assistantship letter or a bank statement). This evidence is needed only if your visitor does not have the funds to support himself or herself during the visit to the U.S.

Suggested Invitation Letter Format

Date

United States Consul General
(Address of Foreign Consulate Where Person Will Apply for the Visa – check online)

Dear Honorable Consul:

My name is **(Last Name), (First Name)** and I reside at **(Your US Address)**. I am a student at Nova Southeastern University majoring in **(Major)**. I am requesting that a tourist (B-2) visa be issued to **(Person you want to invite)**, in order to allow **(her/him)** to visit with me in the United States. **(She/He)** is my **(Explain your relationship to the person)** and will be visiting with me from **(arrival date)** to **(departure date)**. **(Explain why you want the person to visit)**.

During **(her/his)** stay in the United States, **(she/he)** will stay with me at my residence at the address stated below. I will be responsible for all of **(her/his)** room and board expenses while **(she/he)** is in the United States. Upon the termination of **(her/his)** visit, **(she/he)** will return to **(Country)**.

Your kind consideration of this request will be greatly appreciated.

Very truly yours,

(Signature)
Name
Address
Email

Additional Information

Education Record Comments

Comments are recorded in a student's Banner record on SPACMNT and RHACOMM. What is written becomes part of a student's education record and could someday be called for review. Therefore, when writing a comment, remain objective, stick to the facts, and don't include personal feelings or impressions in the comment.

Emails to a student can be added to a comment by copying and pasting it into the Narrative Comments field in SPACMNT. However, if other students are listed in the email, their name and id must be removed before pasting the email to a student's record.

Additionally, when adding a comment, the comment must explain the issue (see example below of a bad comment) and you must add your name to the comment. This way if there is a question, you can be contacted. The id in the *Last Updated by* field does not always provide enough information for a contact.

Confidential Record

When a student requests non-disclosure of their information, a "confidential" message is displayed on all pages of the student's record in Banner.

NOVA SOUTHEASTERN UNIVERSITY
University Policy

Administrative Areas:	Administration, Academic Units, Undergraduate Academic Advising
Applicability:	Administrators, Deans, Directors, Department Heads, and Administrative Staff
Scope:	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)
Effective Date:	July 1, 2013 (For Winter 2014 Entering Transfer Students)
Publication Requirement:	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.

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

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	registraroffice@nova.edu https://www.nova.edu/portal/ess/policies.html

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:
  o NSU course syllabus
  o Resume or vita
  o 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.
  o 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

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

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

Scope: Substantive Change Policy

Date: May 15, 2014

Publication Requirement: Provost's Office/Academic Affairs

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

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

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

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

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

1. **Responsibility**

All members of NSU:

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

<u>Notification of the University's SACSCOC Liaison of Proposed Changes</u>

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.

<u>Late Notification to University's SACSCOC Liaison</u>

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 Annually to all Students

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.

This can be found on the Registrar's web site at: *www.nova.edu/registrar/services.html*

NSU 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

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   **Relationship to Student**

1. _____   _____
   Last name, first name

   _____   _____
   Telephone number   *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   **Dates of permitted access (if any)**

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

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

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

   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.

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

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

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 of lawfully issued subpoena;
  - appropriate officials in cases of health and safety emergencies; or
  - state and local authorities, within a juvenile justice system, pursuant to specific state law.
- **The right to file a complaint,** concerning alleged failures by NSU to comply with the requirements of FERPA, with:
  Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605
  - **NSU may disclose, without consent, "directory" information.** NSU designates the following student information as public or "directory information." Such information may be disclosed by NSU at the university's discretion.

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

ROI, REV. 10/16

NOVA SOUTHEASTERN UNIVERSITY
Enrollment and Student Services
Office of the University Registrar
3301 College Avenue • Fort Lauderdale, Florida 33314-7796
(954) 262-7200 • 800-541-6682 • Fax (954) 262-2915

Request to Prevent Disclosure of Directory Information

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

Student name   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: _____
                                              Last   First   MI

_____ _____
Permanent Address (Mailing Address, City, State Zip)   Phone Number

Student's Signature: _____ Date:_____

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

_____

FOR OFFICE USE ONLY

Entered by:_____ Date:_____

REV. 10/16

Banner Form Job Aide

| #	Form	Description
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	Lists all terms and the student's Learner records tied to each term.
7	SGASTDN	By leaving the term blank all student records will be displayed. By entering a specific term, only that student record will be displayed.
8	SOADDRQ	Address summary form to view all of a student's addresses.
9	SPATELE	Telephone form to view all of a student's phone numbers.
10	GOAEMAL	Email address form to view all of a student's email addresses.
11	SFAREGS	This form is where a student is registered for each term.
12	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.
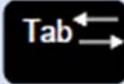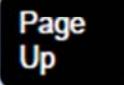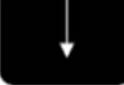
Banner 9
Commonly Used Icons and Functions

Banner Icon	Keyboard Function	Description
SAVE	F10 Save	Saves all changes made on page
Start Over	F5 Rollback/Refresh	Clears all information; returns to key block
➕ Insert	F6 Insert Record	Inserts a blank record chronologically into existing record
📋 Copy	F4 Copy Record	Copies or duplicates previous record
▼ Filter	F7 Enter Query/Filter	Opens a filter form; allow user to enter search criteria to view existing information
Filter Again	F7 Enter Query/Filter	Opens a filter form; allow user to enter search criteria to view existing information
◀	Previous Record	Moves cursor to previous record
▶	Next Record	Moves cursor to next record
⤒	ALT + Page Up Previous Block/Section	Moves cursor to previous section
⤓	ALT + Page Down Next Block/Section	Moves cursor to next section

Banner Icon	Keyboard Function	Description
Go	Go	Moves to next navigational step
Go	F8 Execute Query/Filter	In query mode, searches the database and displays records that match the search criteria
CANCEL	CTRL + Q Cancel	In query mode, searches the database and displays records that match the search criteria
✿ TOOLS	CTRL + P Print	Captures the active screen (only what user can see); sends information to printer
?	CTRL + Shift + L Help	Displays the Help window for the current field
✕	CTRL + Q Exit	Takes user out of page; in query mode, cancels it
Q	CTRL + Shift + Y Search	Activates a window where user navigates to another page without having to return to the main menu
✿ TOOLS	CTRL + Shift +F1 Actions/Export	Extracts data to an excel spreadsheet
[...]	F9 List of Values	Displays results
🔲	ATL + Shift + R Related to Current	Related pages in module
🔲	F3 Drills Down on Some Forms	Further refines related page information
☰	CTRL + M Toggle Menu	Access to system navigation
📁6	CTRL + Y Toggle Open Applications	Displays number of pages previously opened

Banner 9 Icon and Keyboard Functions   07/17/2018

Banner 9

Commonly Used Keyboard Functions

Computer Keyboard	Keyboard Function	Description
Tab	Tab	Moves cursor to the next field in previous record
CTRL + Home	Control + Home	Copy Information
CTRL + End	Control + End	Cut Information
Esc	Escape	Multi-function execution: choose, submit, action, or exit
Page Up	Page Up	Previous Page Up
Page Down	Page Down	Next Page Down
↑	Up Arrow	Previous Page Up
↓	Down Arrow	Next Page Down

Banner 9 Icon and Keyboard Functions   07/17/2018

Computer Keyboard	Keyboard Function	Description
CTRL + C	Control + C	Copy Information
CTRL + P	Control + P	Print
CTRL + Q	Control + Q	Cancel page, close current page, cancel search/query (in query mode), or exit
CTRL + V	Control + V	Paste Information
CTRL + X	Control + X	Cut Information
CTRL + Z	Control + Z	Undo Previous Task
F5	F5	Refresh or Rollback
F6	F6	Insert/Create Record
F7	F7	Search or Open Filter Query
F8	F8	Execute Filter Query
F10	F10	Save

Banner 9 Icon and Keyboard Functions

07/17/2018

Subpoena Processing

When a process server personally delivers a subpoena or the subpoena is received in the mail:

- Verify the subpoena is addressed to records custodian and is asking for academic records.
- If not, refer to the correct area (e.g., clinics for medical records, OHR).

If the subpoena is for academic records, refer the process server to deliver the subpoena to the Office of the University Registrar in the Horvitz Administration Building.

Following FERPA guidelines, NSU must send the student a letter giving them 10-days to file an objection with the court to stop the release of records. The Registrar's office will work with all areas within the university who may have records being requested in the subpoena. The requesting attorney is notified of any cost for the requested documents. Once the records are sent, we must maintain a copy of all documents in case we have to testify in court. A comment is entered on SPACMNT stating when and to whom the record was sent.