

Student Transaction Form

(one semester per form only)



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** ▶ select **My Academics** on the left ▶ in the **I WOULD LIKE TO...** section, click **Registration-Add/Drop/SEA** ▶ 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