

HOW TO REGISTER – IN THREE EASY STEPS

1. VIEW AN ONLINE DEGREE AUDIT

Degree Works is an easy-to-use, web-based planning tool to help you monitor your progress toward degree or certificate completion. Your transfer and NSU credits are applied to the report as they are completed.

- a. Log into Sharklink (<https://sharklink.nova.edu>)
- b. Click on “Applications” Tab on the left
- c. Click on “Degree Works”
- d. A complete list of courses you have taken and need to complete for your degree will appear

2. GO TO COURSE WIZARD AND CHOOSE COURSES

Course Wizard is the schedule of courses for a semester. It also has links to your book and syllabi information.

- a. Go to <https://coursewizard.nova.edu/search>
- b. Click on Undergraduate courses
- c. Choose semester, location, and subject from drop down menus
- d. If desired, you can remove days of week you **don't** want to see by clicking on them
- e. Search to get courses
- f. Choose course, click on down arrow and view courses offered
- g. Write down course reference numbers (CRN) of your choices

3. LOG INTO SHARKLINK AND REGISTER

- a. Click on “My Academics” Tab on the left
- b. Click on Registration – Add/Drop/Sea on the righthand side.
- c. Select the term you wish to register from drop down menu and click on Submit. The system will ask you to accept the Student Enrollment Agreement (SEA) in order to register.
- d. After agreeing to the terms, you are guided to the Registration and Add/Drop Classes Worksheet
- e. Type the CRNs for the courses you wish to take in the spaces provided to you.
- f. Click on Submit Changes
- g. If you receive an error, you may need to select another course or contact your academic advisor for assistance.