



HOW TO REGISTER – IN THREE EASY STEPS

1. PRINT A CAPP REPORT

CAPP (Curriculum, Advising, Program and Planning) is a list of all your degree requirements, personalized with your information. Your transfer and NSU credits are applied to the report as they are completed, so that you can see what's remaining for you to do.

- a. Log into www.sharklink.nova.edu and click on Student tab
- b. Click on "Webstar" from menu in center of page
- c. Click on "Student" from next page
- d. Click on "Student Records" and click on "CAPP Degree Evaluation" from bottom choices
- e. Select term and submit, then click on "Generate New Evaluation" at bottom of screen
- f. Click on circle next to "Program" you want to view (usually only 1 option) and generate request
- g. Click on "Detail Requirements" and submit
- h. Review report. Refer to the "Yes" or "No" designation on the left side, which indicates "Yes" if the requirement has been completed, and "No" if you still need to meet the requirement (or any part of it).

2. GO TO COURSE WIZARD AND CHOOSE CLASSES

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

- a. Go to <https://www.fcas.nova.edu/coursewizard/>
- b. Click on Course Wizard on left side menu
- c. Choose schedule and book information from drop down menu
- d. Enter semester and campus, click on get classes
- e. Choose course category and view classes offered
- f. Write down course reference number (CRN) of your choices – it is the 5 digit number in parentheses, under the course prefix and number

3. LOG INTO SHARKLINK AND REGISTER

- a. Click on "My Academics" Tab on the left
- b. Locate Textbox titled "I would Like to..." (far right textbox)
- c. Click "Registration- Add/Drop/SEA"
- d. Select the semester you're registering for and click "submit"
- e. Agree to Student Enrollment Agreement (SEA). Click "I accept and Agree"
- f. Type in CRNs on following page in the small text boxes. One CRN per box.
- g. Click "Submit Changes" after all CRN's are inputted
- h. You're enrolled! Now you can print your schedule