



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 <https://sharklink.nova.edu>
- b. Click on “My Academics” Tab on the left
- c. Locate “I would like to” on the right-hand side
- d. Click on “View Degree Evaluation” under Transcripts/Degree Evaluation
- e. Click on “Access Degree Works”
- f. A complete list of classes you have taken and need to complete for your degree will appear

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://coursewizard.nova.edu/search>
- b. Click on Undergraduate
- 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 classes
- f. Choose course, click on down arrow and view classes offered
- g. Write down course reference number (CRN) of your choices

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