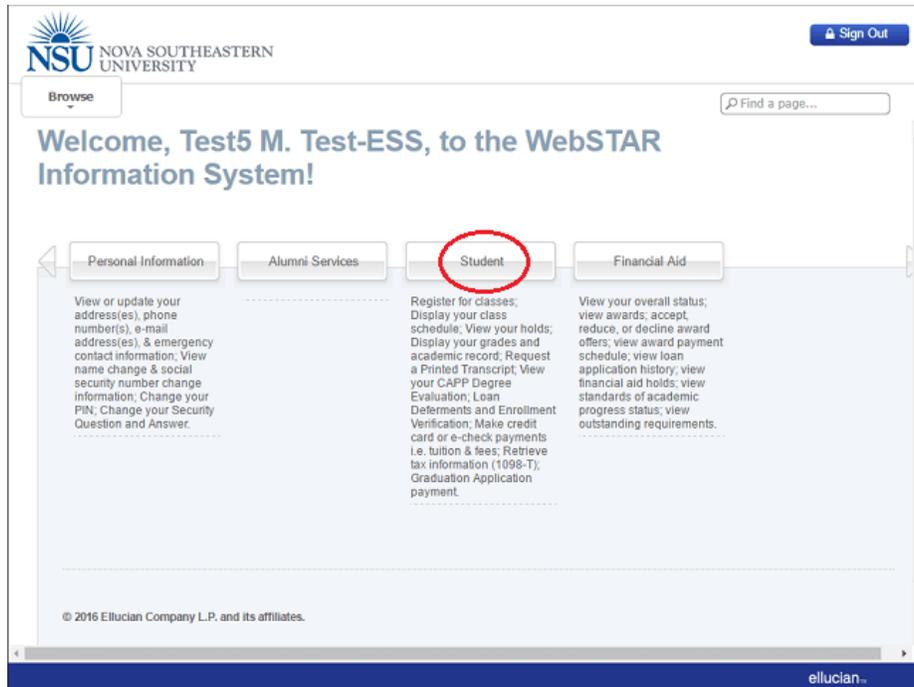


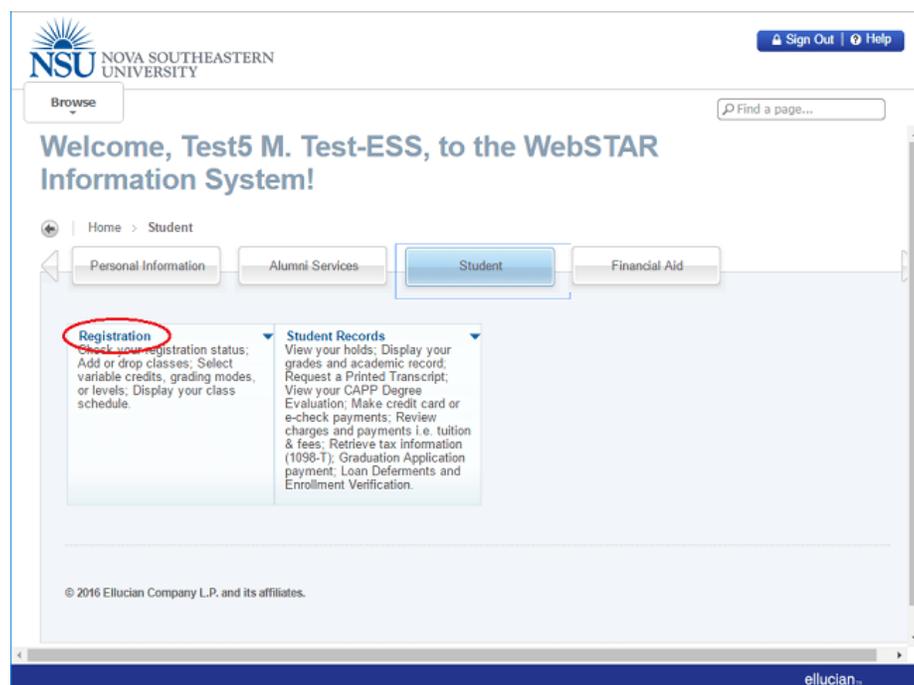
Registering for Courses in Webstar

To register for your courses as a new student you need to login in Webstar.

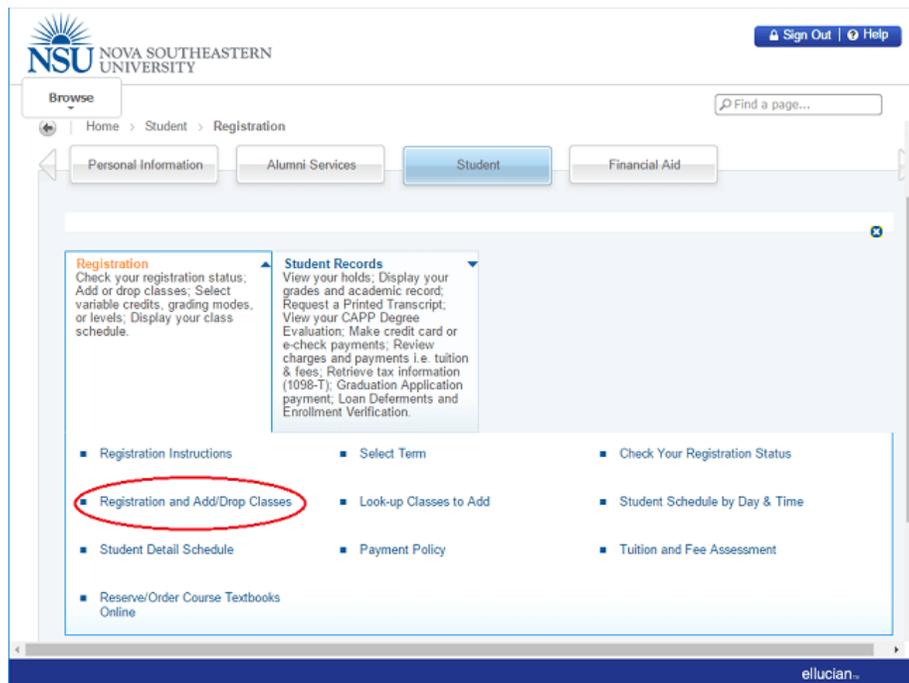
Go to webstar.nova.edu and click the **Sign In** button to log in. Once you log in to Webstar entering your Sharklink ID (example: help123) and password you will see the general menu (as shown below):



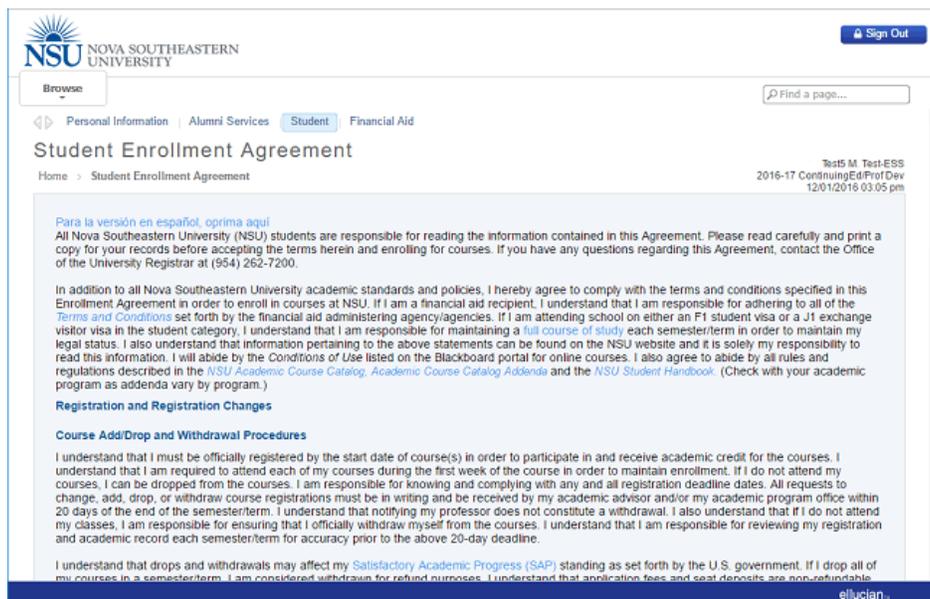
Click on **Student** and you will see the following menu:



Click on **Registration** on the student menu. You will then see the registration menu, as shown below:



1. Click **Registration and Add/Drop Classes**.
2. Select the term you wish to register for in from the **Select Term** drop down menu and click on **Submit**. It is possible that the system will ask you to accept the Student Enrollment Agreement Form (SEA) in order to register, as shown below:



3. After agreeing to the terms, you are guided to the **Add Classes Worksheet**.

The screenshot shows the NSU Student Portal interface. At the top left is the NSU logo and 'NOVA SOUTHEASTERN UNIVERSITY'. Navigation links include 'Personal Information', 'Alumni Services', 'Student', and 'Financial Aid'. The page title is 'Registration and Add/Drop Classes:'. Below this, there's a breadcrumb trail 'Home > Return to Add/Drop' and a date/time stamp 'Test 5 M. Test-ESS Winter 2017 12/01/2016 03:12 pm'. A central instruction box states: 'Use this page to add or drop classes for the selected term.' It lists four bullet points: 1. Registered courses will be displayed under Current Schedule; 2. The Status indicates when the registration was added to your record; 3. To drop one of your registered courses, click the Action Field. Select Web Drop and then click the Submit Changes button. If this option is not available contact your site administrator or program office on how to drop the class. You will need to contact your program office to drop the last class in a term; 4. Additional classes may be added by entering the Course Reference Number (CRN) in the Add Classes Worksheet. Below this is a note: 'Web registration is subject to academic program approval. Contact your academic advisor concerning questions on registration, prerequisites or add/drops. To view the charges and/or credits created by submitted Registrations and/or Add/Drops click the "Tuition and Fee Assessment" Link at the bottom of this page.' There is an 'Order Textbooks Online' button. The 'Add Classes Worksheet' section features a row of ten input boxes for CRNs. Below the boxes are three buttons: 'Submit Changes', 'Class Search', and 'Reset'. At the bottom left, there is a 'View Holds' link and a 'Tuition and Fee Assessment' link. The footer shows 'ellucian..'

4. Type the CRNs for the courses provided to you under term 202150. When you are finished, click on **Submit Changes**.

** **Please Note:** CRN stands for Course Reference Number and they are usually either 4- or 5-digit numbers. They are not preceded by a subject. **Example:** For the course TECH 1110, "1110" is not the CRN for the course. Enter one 5-digit CRN per box.*

5. Click **Class Search** and follow the instructions to search for your course CRN.
6. Once you've entered the CRN(s) and clicked **Submit Changes**, the page will refresh, and you should see the course you just added show up above the Add Classes section.

If you receive the **error: "Course not within date range for part of term"** this usually means that registration for this course has been **closed**. You will need to contact your academic advisor for assistance.

In the event that you are unable to register for your classes or complete online course drop, you can use the [Student Transaction Form \(Online\)](#).

If you have any technical issues during the registration process, please call the **Student Support Help Desk at 954-262-4357**.