Registering for Courses in Webstar

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

Go to <u>webstar.nova.edu</u> 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:

NOVA SOUTHEASTERN	I.	🔒 Sign Out 🥹 Help
Browse		P Find a page
Welcome, Test5 M Information Syste Home > Student Personal Information	M. Test-ESS, to the WebSTA em! Alumni Services Student Fin	AR Î
Registration Office: your registration status; Add or drop classes; Sedect variable credits; grading modes, or levels; Display your class schedule.	Student Records View your holds; Display your grades and academic record; Request a Printed Transcript; View your CAPP Degree Evaluation; Make credit card or e-check payments i.e. tuition & fees; Retrieve tax Information (1090-1); Graduation Application payment; Loan Deferments and Ernollment Verification.	
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Click on **Registration** on the student menu. You will then see the registration menu, as shown below:

Home > Student > Registra	tion	P Find a page
Personal Information	Alumni Services Student	Financial Aid
Registration Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.	Student Records View your holds; Display your grades and academic record; Request a Printed Transcript; View your CAPP Degree Evaluation; Make credit card or e-check payments; Review charges and payments i.e. tuition & fees; Retrieve tax information (1098-T); Graduation Application payment; Loan Deferments and Enrollment Verification.	٥
 Registration Instructions 	 Select Term 	Check Your Registration Status
Registration and Add/Drop Cl	asses Look-up Classes to Add	Student Schedule by Day & Time
- Registration and Addresslep Ch		

- 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.

lrowse	P Find a page
Personal Information Alumni Services Student Financial Aid	
egistration and Add/Drop Classes:	
Home > Return to Add/Drop	Vinter 2013 12/01/2016 03:12 pr
Use this page to add or drop classes for the selected term.	
 Registered courses will be displayed under Current Schedule; 	
 The Status indicates when the renistration was added to wair renord. 	
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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 5digit numbers. They are not preceded by a subject. *Example:* For the course TECH 1110, "1110" is not the CRN for the course. Enter <u>one 5-digit CRN per box</u>.

- 5. Click **Class Search** and <u>follow the instructions</u> 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 <u>error</u>: "Course not within date range for part of term" this usually means that registration for this course has been <u>closed</u>. 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 <u>Student Transaction Form (Online)</u>.

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