

Online Registration Instructions

Summer I 2018 - PAS-1

Class of 2020 Course Listing

Term Code #: 201850 (May 21, 2018 – August 10, 2018)

Web Registration

COURSE #	CRN #	COURSE NAME	COURSE DIRECTOR	PHONE NUMBER	E-MAIL ADDRESS
ANA 5420	51246	Anatomy	Dr. N. Lutfi	(954) 262-1351	lutfi@nova.edu
PHS 5400	51247	Physiology	Dr. A. Mashukova	(954) 262-1373	amashukova@nova.edu
PAC 5000	51248	Physical Diagnosis I	Prof. D. Cherkiss	(954) 262-1849	Diana.cherkiss@nova.edu
PAC 5400	51249	Clinical Pathophysiology	Dr. H. Feldman	(954) 262-1258	hfeldman@nova.edu
PCO 5300	51250	Biomedical Principles	Dr. C. Powell	(954) 262-1872	cpowell@nova.edu
PAC 5001	51251	Introduction to the PA Profession	Prof. A. Bolden	(954) 262-1293	abolden@nova.edu
PAC 5020	51252	Fundamentals of Medical Imaging	Prof. W. Krayssa	(954) 262-1281	krayssa@nova.edu

Web Location of Online Registration

Web registration is available through NSU's WebSTAR at <http://webstar.nova.edu>.

Identification and **Password** Necessary for WebSTAR

In order to access your information and register for classes, you will need your SharkLink **ID** and **Password**. Your SharkLink ID is your assigned ID. You should have received your Password via regular mail after applying to the university.

If you need to receive a Password or have misplaced your Password, you can obtain your Password by using the SharkPass Identity Manager online utility. For further assistance, you can contact the Help Desk by calling (954) 262-4357 (local) or 1-800-541-6682, ext 24357 (long distance) between 8:30 a.m. and 5:00 p.m. weekdays.

Process for Online Registration

1. Go to WebSTAR & click on **Login to Secure Area** at top of page. On the Login page, enter your SharkLink ID in the User ID box. Then enter your Password. Next click **Login**.
2. To register for classes, choose **Student** and **Registration** to view the Registration Menu.
3. You must select a term for which you want to register for classes before you can access the options on the Registration Menu. To select a term, click **Select Term** on the Registration Menu. On the Select Term page, click the arrow on the drop-down menu, highlight the term, and click the **Submit Term** button. This will return you to the Registration Menu. If you are unsure which term you should register for, review your class schedule or contact the academic director's office or call 800-356-0026 x21293 or 954-262-1293.
4. To register for classes, click on Registration and **Add/Drop Classes**. If you previously registered for classes for this term, the Registration and Add/Drop page will display your schedule for the term selected. This page allows you to add classes using the Course Reference Number (CRN). If you know the CRN for the classes you are registering for, you can enter the CRNs in the boxes (one CRN per box). After entering the CRNs for classes you want to register for, click the Submit Changes button. If you receive an error message on the Registration and Add/Drop Classes page, check your schedule of classes or contact the program office.

IMPORTANT

To find the proper course registration numbers (CRNs) for all classes, see the table at the top of this document. Print or write down the numbers before logging on to WebStar to insure accuracy.

5. To search for classes, click the Class Search button at the bottom of the page. This brings you to the Look Up Class to Add page. On this page, you can search for classes using specific criteria. The subject code is required in order to do a search. Select the subject code and any other criteria you wish to specify. After selecting the criteria, click Find Classes.
6. On the Look Up Classes to Add page, a listing of classes fitting the criteria you specified will appear. Class information, such as dates, days, time, instructor and location will appear for each class listing. If you wish to register for a class, click in the check box on the left side of the class listing. After selecting the classes, click the Add to Worksheet button. You will return to the Registration and Add/Drop Classes page. The CRN will appear in the Add Class section of this page. It is suggested that you use the Add to Worksheet button for each set of classes you wish to register for. Using the Add to Worksheet button will allow you to make changes on the Registration and Add/Drop page before actually registering for classes.

7. After selecting the classes on the Look Up Classes to Add page, if you click the Register button, you will be registered for the class and it will appear in the Schedule section of the Registration and Add/Drop Classes page.
8. After selecting classes or entering the CRNs, you can click the Submit Changes button to register for classes. The classes will appear on the Schedule section of the Registration and Add/Drop Classes page.
9. You can also view your schedule by clicking Student Schedule by Day and Time or Student Detail Schedule on the Registration Menu. To get to the Registration Menu, click the menu icon on the toolbar located in the top right corner of the page. If you want to print your class schedule, click the printer icon on your web browser's toolbar.
10. If no class listing appears on the Look Up Classes to Add page, you will receive a message stating that no classes are available fitting the criteria you specified. You will need to do another search for classes. Click the Class Search button to select new criteria and perform a new search for classes.
11. **After your registration is complete**, click on the **Tuition and Fee Assessment** link on the Registration Menu to review your tuition and fees for this term. You may also want to review NSU's Payment Policy and Registration Process to be sure you understand the policy.

Good luck with registration. We hope this process will be smooth for everyone. Do not hesitate to contact us if you have any problems or questions.

Revised: 01/9/18 AB