

Welcome to OTD Fort Lauderdale Orientation 2023

- This presentation reviews the following:
 - Registration and Health Insurance Waiver
 - Dress code—Purchase of Scrubs and Lab Jacket



Registration Instructions

Go to <https://sharklink.nova.edu> (Click on “enter secure area”)

1. Start by logging in.

*You will need your Username and Password

-If you need to recover your username and password you may visit the following site under the “Students” section:

<https://www.nova.edu/resources/nsuidentity.html>



2. From there click on the Webstar icon.



Important Dates

Registration deadline Check

Health insurance waiver due

***You must wait 24 hours after registering in order for the insurance waiver to be applied.**

Note: If you have technical difficulties while registering through WebStar, please contact help desk at 954-262-help (4357) and any other difficulties contact OT department at (954) 262-1242

Registration Instructions

3. Once you log you will see the general menu (as shown below). Click on **Student**:

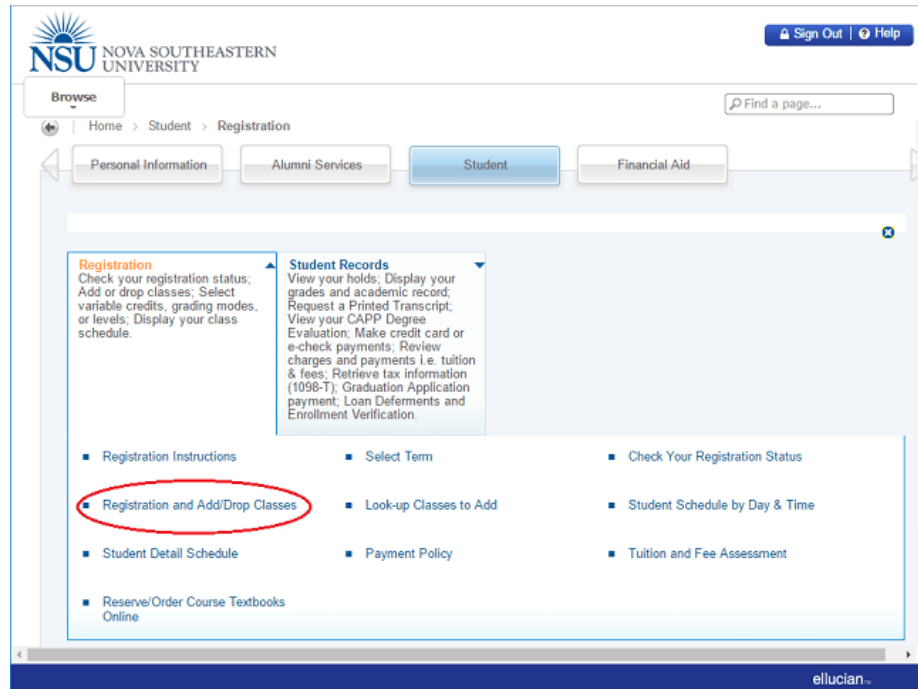
The screenshot shows the WebSTAR Information System interface for Test5 M. Test-ESS. At the top left is the NSU NOVA SOUTHEASTERN UNIVERSITY logo. At the top right is a 'Sign Out' button. Below the logo is a 'Browse' dropdown menu and a search bar labeled 'Find a page...'. The main heading reads 'Welcome, Test5 M. Test-ESS, to the WebSTAR Information System!'. Below this is a horizontal menu with four options: 'Personal Information', 'Alumni Services', 'Student', and 'Financial Aid'. The 'Student' option is circled in red. Below each menu item is a list of available actions:

- Personal Information:** View or update your address(es), phone number(s), e-mail address(es), & emergency contact information; View name change & social security number change information; Change your PIN; Change your Security Question and Answer.
- Student:** Register for classes; Display your class schedule; View your holds; Display your grades and academic record; Request a Printed Transcript; View your CAPP Degree Evaluation; Loan Deferments and Enrollment Verification; Make credit card or e-check payments i.e. tuition & fees; Retrieve tax information (1098-T); Graduation Application payment.
- Financial Aid:** View your overall status; view awards; accept, reduce, or decline award offers; view award payment schedule; view loan application history; view financial aid holds; view standards of academic progress status; view outstanding requirements.

At the bottom left, it says '© 2016 Ellucian Company L.P. and its affiliates.' and at the bottom right is the 'ellucian' logo.

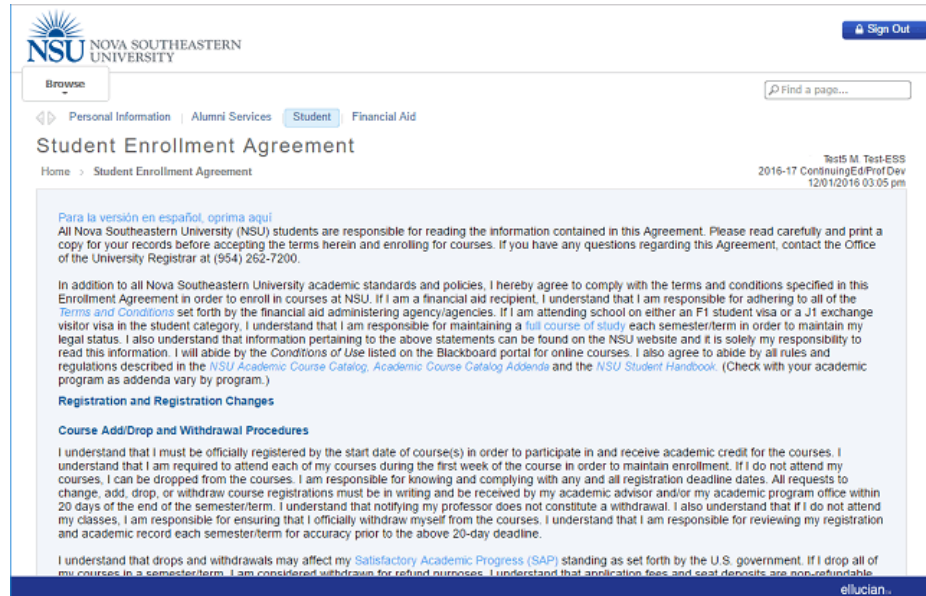
Registration Instructions

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



Registration Instructions

5. Click **Registration and Add/Drop Classes**. 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:



The screenshot shows the Student Enrollment Agreement page on the Nova Southeastern University (NSU) website. The page header includes the NSU logo and navigation links for Personal Information, Alumni Services, Student, and Financial Aid. The main content area contains the following text:

Para la versión en español, oprima aquí

All Nova Southeastern University (NSU) students are responsible for reading the information contained in this Agreement. Please read carefully and print a copy for your records before accepting the terms herein and enrolling for courses. If you have any questions regarding this Agreement, contact the Office of the University Registrar at (954) 262-7200.

In addition to all Nova Southeastern University academic standards and policies, I hereby agree to comply with the terms and conditions specified in this Enrollment Agreement in order to enroll in courses at NSU. If I am a financial aid recipient, I understand that I am responsible for adhering to all of the [Terms and Conditions](#) set forth by the financial aid administering agency/agencies. If I am attending school on either an F1 student visa or a J1 exchange visitor visa in the student category, I understand that I am responsible for maintaining a [full course of study](#) each semester/term in order to maintain my legal status. I also understand that information pertaining to the above statements can be found on the NSU website and it is solely my responsibility to read this information. I will abide by the [Conditions of Use](#) listed on the Blackboard portal for online courses. I also agree to abide by all rules and regulations described in the [NSU Academic Course Catalog](#), [Academic Course Catalog Addenda](#) and the [NSU Student Handbook](#). (Check with your academic program as addenda vary by program.)

Registration and Registration Changes

Course Add/Drop and Withdrawal Procedures

I understand that I must be officially registered by the start date of course(s) in order to participate in and receive academic credit for the courses. I understand that I am required to attend each of my courses during the first week of the course in order to maintain enrollment. If I do not attend my courses, I can be dropped from the courses. I am responsible for knowing and complying with any and all registration deadline dates. All requests to change, add, drop, or withdraw course registrations must be in writing and be received by my academic advisor and/or my academic program office within 20 days of the end of the semester/term. I understand that notifying my professor does not constitute a withdrawal. I also understand that if I do not attend my classes, I am responsible for ensuring that I officially withdraw myself from the courses. I understand that I am responsible for reviewing my registration and academic record each semester/term for accuracy prior to the above 20-day deadline.

I understand that drops and withdrawals may affect my [Satisfactory Academic Progress \(SAP\)](#) standing as set forth by the U.S. government. If I drop all of my courses in a semester/term, I am considered withdrawn for refund purposes. I understand that application fees and seat deposits are non-refundable.

The page also includes a "Sign Out" button in the top right corner and a "Find a page..." search box. The footer of the page contains the text "ellucian".

Registration Instructions

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

The screenshot shows the NSU Student Center interface. At the top left is the NSU logo and name. To the right are links for 'Sign Out' and 'Help'. Below the logo is a 'Browse' dropdown menu and a search bar labeled 'Find a page...'. A navigation bar contains links for 'Personal Information', 'Alumni Services', 'Student' (highlighted), and 'Financial Aid'. The main heading is 'Registration and Add/Drop Classes:'. On the right, it displays 'Test5 M. Test:ESS Winter 2017' and the date '12/01/2016 03:12 pm'. Below the heading is a breadcrumb trail: 'Home > Return to Add/Drop'. The main content area contains instructions: 'Use this page to add or drop classes for the selected term.' followed by a bulleted list: 'Registered courses will be displayed under Current Schedule;', 'The Status indicates when the registration was added to your record;', '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;', and '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 section is titled 'Add Classes Worksheet' and contains a 'CRNs' label above a row of ten empty input boxes. Below the boxes are three buttons: 'Submit Changes', 'Class Search', and 'Reset'. At the bottom, there is a 'View Holds' link and a 'Tuition and Fee Assessment' link. The footer of the page says 'elucian..'

Registration Instructions

7. Type the CRNs for the courses provided to you under term 202150 (*found on page 10 of this document*) . 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.*

Click **Class Search** and follow the instructions to search for your course CRN.

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 AddClasses 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**.

Important Registration Information:

- **Student Enrollment Agreement (SEA)** must be completed to proceed with registration
 - For questions about the SEA go to www.nova.edu/registrar or call the Office of the University Registrar at (954) 262-7200
- **Payment** is due to the Bursar's Office as soon as you have registered for classes
 - Late fee of \$100 is assessed on accounts 30 days past due (30 days from beginning of the term)
 - A hold is also placed on a delinquent account that prevents future registrations, viewing grades, ordering a transcript or diploma.
 - Click on the Tuition and Fee Assessment link on the Registration Menu in Webstar to review your tuition and fees for this term
 - Log onto NSU's e-Bill, available at www.nova.edu/nsuebill to view your account and make payments online

Important Registration Information:

- **Health Insurance Waiver** is available for completion 24 hours after you register
 - You must carry health insurance to be enrolled in the MOT program (can be your own or through NSU plan)
 - If you have your own health insurance, you must waive the NSU health insurance or you will be automatically charged
 - Visit <http://www.nova.edu/bursar/health-insurance/index.html> to view information about health insurance and to access the health insurance waiver form
- To **view your schedule** click on Student Schedule by Day and Time or Student Detail Schedule on the Webstar 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 browsers toolbar

Important Registration Information:

Course Registration Numbers (CRN) for Summer I Semester 2023

- OTD 8121 Introduction to Didactic, Clinical & Research Experiences (3 credits)
 - Instructor: Dr. Nicole Quint
 - **CRN: 51290**
- OTD 8112 and OTD 8112L Neuroscience in Occupation Lecture
 - Instructor: Dr. Emilie Kean
 - **CRN: 51822**
- OTD 8112L Neuroscience in Occupation Lab
 - **CRN: 51870**
 - Instructor: Dr. Emilie Kean
- OTD 8111: Movement in Occupation, LECTURE (3 credit)
 - Instructor: Dr. Margo Kreger
 - **CRN: 51292**
- OTD 8111L: Movement in Occupation, LAB (2 credit)
 - Instructor: Dr. Margo Kreger
 - **CRN: 51293**

Dress Code

Orientation:

- Professional dress required for the first day of orientation (scrubs to be worn **after** the first day)
 - For men: trousers, shirt, socks & shoes
 - For women: dresses or skirts of appropriate length or slacks, blouses and shoes
 - Students may **not** wear the following: shorts, cut-offs, mini-skirts (higher than mid-thigh), blue jeans, see-through clothing, tank tops, tube tops, or halter tops, sandals, tee-shirts (as outer shirt), jogging or exercise clothing

Program Dress Code

Replace links with our new vendor and see if we can arrange for the company to be at the orientation on Friday in the afternoon on May 19.

- Scrubs: We will have a vendor during orientation week to talk about the purchasing of scrubs
 - You need at least two sets, depending on your laundry routine
- Lab jacket: We will have a vendor during orientation week to talk about the purchasing of your lab coat. -<https://nsubooks.bncollege.com/shop/nsu/home> Occupational therapy-main campus link (go to the NSU bookstore to try on sizes)
- Field-trip/Clinical Attire: Navy blue NSU OT polo shirt, khaki pants, (lab jacket may be required—check with instructor) and supportive shoes.

We are so glad that you are joining us!

If you have any program questions or concerns, please call the Department of OT office @ 954-262-1242.

Thank you!

