

# Registration Information

**TO:** All DMS Students

**FROM:** Tamea Graham

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Registration is done via the web. If you have any questions or problems with the on-line registration, or any other academic advising issues, please feel free to contact me at 954-262-3007 or by e-mail at [tg431@nsu.nova.edu](mailto:tg431@nsu.nova.edu).

Students register using the Webstar Student Information System: <http://webstar.nova.edu/>. Once you have been accepted into the program NSU's Registrar's office will automatically send you a PIN number (please keep this number!). If you need to receive a PIN, or if you have misplaced your PIN, you can contact the PIN Specialist by calling (954) 262-4850 (local) or 1-800-541-6682 x4850 (long distance) between 8:30 a.m. and 5:00 p.m. weekdays or via email at [pinhelp@nova.edu](mailto:pinhelp@nova.edu). After contacting the PIN Specialist, you will receive your PIN via regular mail. Your PIN number will NOT be given over the phone or via email.

**Please make note of the following:**

- Once classes have began all schedule changes need to be handled through our office.
- Some classes have enrollment limits. Space will be given on a first come/first serve basis.

## ***Web Registration Instructions***

Web Registration is available through Webstar at <http://webstar.nova.edu>. In order to access your information and register for classes, you will need a User ID and PIN. Your User ID is your assigned NSU ID number. You should have received your PIN via regular mail after applying to the university. If you need to receive a PIN, or if you have misplaced your PIN, you can contact the PIN Specialist by calling (954) 262-4850 (local) or 1-800-541-6682 x4850 (long distance) between 8:30 a.m. and 5:00 p.m. weekdays or via email at [pinhelp@nova.edu](mailto:pinhelp@nova.edu).

1. Click on Login to Secure Area. On the Login page, enter your ID in the User ID box. Then enter your six digit PIN in the PIN box. Next click Login. A Login Verification page will appear. For more detailed login information, please see the [Login Instructions](#).
2. To register for classes, choose Student Services and Financial Aid. On the Student Services and Financial Aid page, choose 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 pull-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 your program office.
4. Now you may select any of the options on the Registration Menu. Remember you will view information or register for classes for the term you selected. If you wish to view information or register for classes for another term, you will need to select that term.
5. 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 your program office.
6. To Drop a Class - In the left hand column, 'Action' area, there is a window with a down arrow; click on the arrow. A message should appear indication 'Web Drop', click this and then at the bottom of the form click on 'Submit Changes'. If the message (web drop) does not appear in the window the period for dropping through the web is over and you should contact your advisor or program office.
7. If you do not know the CRN or want to search for SHSS related classes, you need to go to the SHSS website at <http://shss.nova.edu> and go to the student resources page where you will find program specific forms once there you need to click on your respective department and then you will see the schedule for the term you are searching classes.
8. If you are looking for classes outside of SHSS then you can click on the Class Search button at the bottom of the page. This brings you to the Look Up Classes 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.

9. 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.
10. 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.
11. 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.
12. If you are registering for a variable credit course, i.e. 2 to 3 credits, the system will register you for the least amount of credits. If you are taking the course for more credit you need to go back to the Registration Menu and select the Change Class Option. This form will allow you to change the credits of the course up or down within the range offered. Once the new credits are submitted, your record will be adjusted to the new credits. This will also adjust your tuition accordingly. This change can be viewed by looking at the registration or transcript option.
13. 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.
14. 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.
15. 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.

**If you are unable to register through Webstar, please contact the Help Desk at 954-262-HELP(4357)**