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ALVIN SHERMAN LIBRARY

The Alvin Sherman Library is part of the Broward County Public Library system, houses permanent works of art, an exhibition gallery and provides several academic services to students.

<table>
<thead>
<tr>
<th>Hours of Operation are subject to change. Check online frequently for current schedule of openings and services.</th>
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</thead>
<tbody>
<tr>
<td>Sunday</td>
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<tr>
<td>11am-11:30pm</td>
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</table>

There, you can book a study room, use the online database to locate a text, ask research-oriented questions at the Reference Desk, even get a library card. Apart from being home to many CRDM classes, the library is also the hub for many student and faculty workshops. Students can make consultation appointments with librarians who will meet one-on-one for a set period of time.

NSU’S WRITE FROM THE START WRITING AND COMMUNICATION CENTER

The WCC provides a variety of writing and communication services to students, both undergraduate and graduate. WCC offers writing and professional development workshops for graduate students.

Locations and Hours are subject to change, check online.

- **Alvin Sherman Library, 4th Floor, Room 430:**
  - Monday through Thursday, 9 a.m. to 8 p.m.
  - Friday, 9 a.m. to 5 p.m.
  - Sat 11 a.m. to 3 p.m. (may change)
  - Sunday, 4 p.m. to 8 p.m.

- **HPD Library, Room 3148:**
  - Monday through Friday 10 a.m. to 2 p.m.
  - Athletics Academics Services - TBD

- **Goodwin Residence Hall & Pop-Up Studios - TBD**
  - Miami and Fort Myers - TBD

- To create an account and schedule appointments, go to Nova.MyWCOnline and follow the steps in this presentation. For an overview of the consultants working in the WCC (undergraduate, graduate, and professional), visit WCC staff page.

- For any other questions regarding the WCC and its services, contact Executive Director (Dr. Kevin Dvorak) or Administrative Coordinator (Nikki Chasteen) by calling (954) 262-4644 or emailing wcc@nova.edu.
NSU BOOKSTORE

To buy or rent textbooks, to purchase a variety of supplies and NSU apparel, gifts and accessories, students can visit the NSU Bookstore on campus or utilize the on-line services.

ONE-STOP SHOP

The One-Stop Shops (OSS) at Nova Southeastern University (NSU) are the central point for walk-in students (prospective, new, and continuing) for information pertaining to their student record.

- Two Locations on the Main Campus:

  ![Horvitz Administrative Building](image1)
  ![Terry Administration Building](image2)

- Hours of Operation are subject to change and should be checked online

<table>
<thead>
<tr>
<th>Days</th>
<th>Times</th>
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<tbody>
<tr>
<td>Monday - Thursday</td>
<td>8:30 a.m. – 7:00 p.m.</td>
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<tr>
<td>Friday</td>
<td>8:30 a.m. – 6:00 p.m.</td>
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<tr>
<td>Saturday (Horvitz Admin. Bldg. only)</td>
<td>9:00 a.m. – 12:00 p.m.</td>
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*At the beginning of each semester, service times are sometimes extended.

- **Financial Aid Services:** (954) 262-3380
  - Free Application for Federal Student Aid (FAFSA) review
  - Collecting and reviewing required documents
  - Verifying awarding information (eligibility/status)
  - Assisting with financial aid forms
  - Loan disbursement information
  - Student Employment questions

- **Registrar Services:** (954) 262-7200
  - Registration add/drop
  - Transcript request
  - FT-1 forms for Miami-Dade County employees
  - Tuition reimbursement
  - In-school deferments
  - Data change forms
  - Commencement information
  - Degree applications
  - Diploma replacement

- **Bursar Services:** (954) 262-5200
  - Payment processing
  - Payment plans
  - Direct Deposit
  - Authorization
  - Official invoice/receipt
  - Refund status
  - Requests
  - Florida Prepaid Authorization
  - Comprehensive student account review
  - Student account holds
• **Enrollment and Student Services** Hotline: Ext. 954-262-2522
  
  o Provides support and answers questions related to student account balances, bill payments, ordering transcripts, requesting enrollment verification, in-school deferments, and parking decals.

  o Hours of Operation are subject to change and should be checked online.

<table>
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<tr>
<th>Days</th>
<th>Times</th>
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<tbody>
<tr>
<td>Monday – Thursday</td>
<td>5:00 p.m. – 7:00 p.m.</td>
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</tr>
<tr>
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• **Parking Decal Services**
  
  o [Parking Permit Application](#)
  
  o Issue parking decals and renewals to NSU community

  o Process payments for parking citations

  o Parking appeals

• **International Students**: (954) 262-7240 or 1-800-541-6682, ext. 2-7240

• **Student Employment**: (954) 262-3380

• **Student Health Insurance**: (954) 262-1263

• **Veterans Benefits**: (800) 541-6682, ext. 27236

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**PUBLIC SAFETY**

Contact **Public Safety** (954) 262-8999 if you need to locate an item through Lost and Found, report an incident, or want to learn safety tips. If you have I.D. access issues with your Shark Card, fill out the Nova Alert [online form](#), or call Public Safety.

**RECPLEX FACILITY**

Within the Don Taft University Center (UC), you will find the **RecPlex** Fitness Center with the following amenities, programs, and services:

- State of the Art Fitness Center
- 98 pieces of Cardiovascular Equipment / 84 pieces of strength equipment
- Two-Court Multipurpose Gym for basketball, volleyball, and special events
- [Comprehensive Group Exercise Schedule](#), including yoga, pilates, & spinning
- Three Multipurpose Studios to house group exercise and instructional programs
- Three Indoor Racquetball Courts
- One convertible Squash Court
- Outdoor Swimming Pool
- Indoor 2-Story Rock Climbing Wall
- [Personal Fitness Training](#)
- Individual Saunas for Women and Men
- [Equipment Checkout and Rental](#)
- [Guest Passes](#)
- Men's and Women's [Lockers and Showers](#)

The **RecPlex's hours** are usually Monday through Friday from 6:00 a.m. to 11:00 p.m., Saturday and Sunday from 8:00 a.m. to 8:00 p.m. However, hours are subject to change and should be checked online.
SHARK DINING

Visit Shark Dining for restaurants hours, current menus, and meal plans.
STUDENT MEDIA

The Office of Student Media oversees the publication of The Current, and the operations of WNSU Radio X and Sharks United Television (SUTV). The office provides NSU students with opportunities to gain hands-on experience in real world settings.

- **The Current**: NSU’s student-run campus newspaper, offers the latest NSU news each week. It’s available at newsstands on campus and online at nsucurrent.nova.edu. For more information, contact (954) 262-8455 or email nsunews@nova.edu

- **Radio X**: NSU’s student-run radio station, broadcasts live to the tri-county area on 88.5 FM from 6 p.m. to 12:00 a.m., and webstreams at www.nova.edu/radiox. For more information, contact (954) 262-8457 or wnsu@nova.edu

- **Sharks United Television**: NSU’s campus television station, broadcasting to the residence halls. SUTV is a useful tool to unite the campus community, highlight campus life and provide students with an opportunity to gain hands-on experience, while working in a fun environment. For more information, contact at (954) 262-2602 or sharktv@nova.edu

OFFICE OF INTERNATIONAL AFFAIRS

International students are highly encouraged to take advantage of the services, resources and office hours offered by the Office of International Affairs 954-262-7240 or 800-541-6682. Speaking with someone in person, on a case by case basis, can be beneficial. Issues regarding on campus employment, an F-1 visa, and other situations are important and should be addressed individually.

To enhance the quality of service and to allow ample time to provide assistance, students are required to schedule appointments to meet the Office of International Affairs Staff.

International Students Frequently Asked Questions
REGISTERING FOR CLASSES

- Prior to registering for classes, CRDM students should meet with their Faculty Mentors. This will be a time to review course options and frequency, explore questions, discuss experiences, plan for future coursework and/or thesis work.
- In order to be considered full-time, students must be registered for 6 credit hours each semester.
- Log onto SharkLink using your NSU credentials
- From the home screen, click on the “My Academics” option in the left menu.

- At the “My Academics” page, click on the “Registration - Add/Drop/SEA” on the right.
• A new tab will open and show the screen below. Choose the correct registration semester and click “Submit.”

The Registration Add/Drop screen will open. Type in the CRN numbers of the specific classes and click “Submit Changes,” or click on “Class Search” to sort classes by subject.
• At the “Class Search” screen, scroll through the subjects. Click it to select the subject, and then click “Course Search.”

• Click on “View Sections” beside your class option of choice.
• Tick the box next to your section of choice. At the bottom left, click “Register” to add the class to the list.

• Once you’ve selected all your classes for the semester, click “Submit Changes” to finalize.
Canvas is NSU’s official learning management system (LMS) where students find information for all currently enrolled courses.

To access Canvas, log in to Sharklink and click on the Canvas icon.

The personalized dashboard will appear.

To learn about course information, communication, assignment submission and customizing personal settings, view the Student Experience Video.

The Canvas Student Guide is another a helpful resource.

Canvas student support is available 24/7 by calling 1-844-865-2568, submitting a ticket, or initiating a Live Chat.
APPLYING FOR A JOB VIA JOBX

- To be eligible for a student worker position, students must be enrolled in classes for the current semester.
- Log onto SharkLink using personal NSU credentials and on the home page, click on the green “JobX” icon.
- The main JobX portal page will open. Click on “Students.”

- On the “Welcome Students” page, click on “Shop for a Job”.

Welcome Students!

Before you can begin to work, you must complete and submit all necessary forms to Student Employment. Please access all necessary forms via the Forms and Resources link below.

- Student Job Seekers
  - Shop for a Job: Conduct quick and advanced searches for available jobs—even apply online!
  - JobMail: Using our automated email service, be the first to know when jobs matching your established criteria become available.

- Newly Hired Student Employees
  - Student Employee Handbook
  - Forms & Resources
    - Click here for Student Employment Hiring Paperwork (i.e. I-9, W-4, etc.).
  - Current Student Employees
    - Payroll Schedule
    - Sign up for Direct Deposit today (PDF)
Choose from the following classifications for the job you are applying for:

- **FWS: Federal Work Study**
  - To be eligible, you must have received a financial aid award.
  - To be hired, you must accept your financial aid award.
- **JLD: Job Location & Development**
- **NSE: On-campus NSU Student Employment**

To advance the disclaimer, addressing background checks and eligibilities, click “I agree”.
• A list of available positions will display. Tick the box next to the job you wish to apply for. Then, click on “Apply for Selected Jobs.”

• You will then be redirected to a more detailed job application that asks for your specific information.

• To check the status of any submitted application, click on the “Students” tab, then “My Dashboard.”

• At the beginning of each semester, in the Don Taft UC, a Student Employment Job Fair is hosted by the Office of Career Development and the Office of Student Employment.
Once hired, student employees will use SharkTime/Kronos to enter hours worked. Access this application by clicking the SharkTime icons, which are installed on campus desktops, via SharkLink, or by visiting nova.kronos.net.

- **QuickStamp** allows you to clock in and out using your NSU username (the beginning of your @mynsu.nova.edu email) and password.
- **Navigator** allows you to see your time card in full, view missing punches and notice irregularities.

At the end of every two weeks, you need to approve your time card. To do that, click the gear to the right of the “My Timecard” section on the bottom right. On the next screen, click the checkmark at the top left.
SHARKTIME / KRONOS POLICIES & QUESTIONS

If you have trouble with SharkTime, notify your supervisor. You can also contact the Help Desk.

- SharkTime questions, email sharktime@nova.edu
- Direct Deposit Authorization Form

WEBSTAR

To access WebStar, log into SharkLink and click the green WebStar icon.

There, you can access information on a variety of services unique to you.
DEPARTMENT OF WRITING AND COMMUNICATION

LOCATION

The Department of Writing and Communication’s is located in the Mailman Hollywood Building, 1st floor, Suite 100.

The DWC administrative suite is open from 8:30 am – 5:00 pm, Monday through Friday.

LEADERSHIP

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FACULTY
Faculty information can be found on the DWC webpage, is posted on Canvas, and is included on course syllabi. To schedule a meeting, students should contact faculty directly and arrange a time during designated office hours.

ONLINE INFORMATION
Department of Writing and Communication
M.A. in Composition, Rhetoric, and Digital Media
CRDM Curriculum & Course Frequency
Commencement
Degree Application

THESIS
To meet degree requirements, students must complete 6 credits of thesis coursework (at 3 credits per semester). Before taking master’s thesis courses, you must have already registered for 18 credits of graduate coursework. To submit a thesis proposal, fill out the online M.A. Thesis Proposal Approval Form. Once approved by the Department Chair (Dr. Shanti Bruce), you can then begin working with your chosen thesis advisor and second reader/committee on your work. At the beginning of each semester, thesis advisors will notify the Department Chair (Dr. Shanti Bruce) and the Academic Coordinator (Carey Courson) to create thesis courses. Students should work with the Sponsored Programs Specialist (Alina Gonzalez 954-262-8405 gonzalin@nova.edu) to get final approved thesis added to ProQuest.

For more detailed information on this process, visit the Student Resources Page.