

## **MSEmpL Class of 2013 Registration Information**

Registration is done via the Internet. Nova Southeastern University uses the WebStar system for registration. **Registration begins on Thursday, December 1<sup>st</sup> and continues through Saturday, December 10<sup>th</sup>, 2011.** Students must register in the allotted time frame in order to reserve a seat in class. Students will be using the following information to guide them through the registration process. Please note that it is the student's responsibility to select the courses appropriate for his/her program of study and be eligible for enrollment.

In order to access your information and register for classes, you will need your User ID (NSU ID Number) and PIN. Instructions on how to retrieve your User ID (NSU ID Number) and PIN are available on the Webstar Login page.

Payment is due to the Bursar's Office as soon as you have registered for classes. The University Bursar's Office will apply a late fee and a hold to accounts that are past due 30 days from the beginning of the term. A hold is also placed on a delinquent account that prevents future registrations, viewing grades, ordering a transcript or diploma. By logging onto NSU's eBill, available at [www.nova.edu/nsuebill](http://www.nova.edu/nsuebill), you will be able to view your account and make payments online.

The M.S.Emp.L program is \$575.00 per credit hour. The total credit hour is listed next to the course title below.

### **Schedule of Classes for Winter** **M.S.Emp.L program**

The Course Reference Number (CRN) will be used to register for classes. The CRNs are listed below for each class. The term code for the following term is 201230 (Winter 2012).

**COURSES HAVE TWO SECTIONS (WB1 and WB2) –  
REGISTER FOR ONE SECTION PER COURSE ONLY (WB1 OR WB2).**

**Note: If you decide not to follow the specified courses in your degree plan, you will be extending your degree plan by one year. Each class is offered only once a year, therefore, if you decide not to participate in a course, you will have to wait until the course is offered again the following year.**

<b><u>CRN</u></b>	<b><u>Class prefix/#</u></b>	<b><u>Credits</u></b>	<b><u>Title (Section)</u></b>	<b><u>Dates</u></b>
34160	MEML 1060	2	Survey of Tort Law in Employment (WB1)	01/03/12 - 3/18/12
34161	MEML 1060	2	Survey of Tort Law in Employment (WB2)	01/03/12 - 3/18/12
34158	MEML 1070	2	Administrative Law and Employment (WB1)	01/03/12 - 3/18/12
34159	MEML 1070	2	Administrative Law and Employment (WB2)	01/03/12 - 3/18/12

**It is the student's responsibility to register and withdraw themselves from their courses using the Webstar system. Simply not attending class or informing the instructor or staff of intention to withdraw is not official. This will result in a grade of "F" for the student.**

**The following is the official NSU policy regarding attending classes:**

### **Student Never Attended**

If a student never attended the course or never actively participated in the course, **the instructor must enter an 'unearned' failing (F) grade, 0.0 hours attended, and the first day of the class as the last date of attendance in WebSTAR.** Since the student did not receive services from the University, the Registrar's Office will process a drop for the student; however, the 'unearned' failing (F) grade will remain on the student's academic record. This determination must be made within **20 days of the last day of the term.** *Students will no longer be permitted to petition and receive a retroactive drop, withdrawal, or refund for a course after the end of the term.*

## **Web Registration Instructions**

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You may also view the instructions below as step by step screen shots online at:  
<http://www.nova.edu/help/webstar/student/register.html>

### **To Register/Drop a Class**

1. Go to <http://webstar.nova.edu>
2. Click on **Login to Secure Area**. On the **Login** page, enter your ID in the user ID box. For example, if your SSN is 123-45-6789, enter it in the User ID box as 123456789. Then enter your six-digit PIN in the PIN box. Next click **Login**. A Login Verification page will appear.
3. To register for classes, choose **Student Financial Services and Registration**. On the **Student Financial Services and**

**Registration** page, choose **Registration** to view the **Registration Menu**.

4. 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 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** button. This will return you to the **Registration Menu**. If you are unsure which term you should register for, review the classes schedule on the first page.
5. 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.
6. To register for classes, click on **Registration and Add/Drop Classes**. If you previously registered for classes 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). The CRNs are listed on your class schedule on the previous page. After entering the CRNs for the courses 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.
7. 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 indicating ‘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 program office.
8. If you do not know the CRN or want to search for classes, click 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. 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 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. 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 browsers toolbar.
13. 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.

14. 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 have technical difficulties while registering through WebStar, please contact NSU's Help Desk at 1-800-541-6682, extension 24357.**