Students should register for courses via WebSTAR. To register for courses you will need to complete the following:

- Login to WebSTAR [www.webstar.nova.edu](http://www.webstar.nova.edu)
  - You will need your SharkLink ID and Password
  - To obtain your Sharklink ID and Password, you may visit the following link [http://www.nova.edu/resources/nsuidentity.html](http://www.nova.edu/resources/nsuidentity.html)
  - For additional assistance you can contact the Help Desk at (954)262-4357
  - Students can use WebSTAR to register for classes, view grades and transcripts, pay tuition and fees, and also access financial aid information.

- Locate the Course Schedule
  - Located on [DCAR Student Resources Page](http://www.nova.edu/resources/nsuidentity.html): Bookmark this page for future reference

- Refer to Course List (Includes Course Descriptions and Prerequisites)
  - Located on [DCAR Student Resources Page](http://www.nova.edu/resources/nsuidentity.html)

- Select your courses and locate the five digit Course Reference Number (CRN) found on the schedule
  - For online courses: be sure to review E-live times listed on schedule to avoid conflicts
  - For assistance with course selection and degree planning you may contact Laura Patron at lp764@nova.edu or (954)262-3075
  - Degree plans can also be located on the [DCAR Student Resources Page](http://www.nova.edu/resources/nsuidentity.html)

- Once you have selected your course and have the CRNs: Register in WebSTAR
  - [Registration Instructions](http://www.nova.edu/resources/nsuidentity.html)
  - [Course Drop Instructions](http://www.nova.edu/resources/nsuidentity.html)

- Review your schedule on WebSTAR
  - [Instructions](http://www.nova.edu/resources/nsuidentity.html)

- After you have registered please be sure review the updated schedules posted on the [DCAR Student Resources Page](http://www.nova.edu/resources/nsuidentity.html) and sent via the DCAR listserv throughout the registration period.
  - Look out for changes that may affect your registration such as changes in E-live times or professor
The following are errors you may receive during the registration period

☐ Cap Error: Courses have enrollment limits. If you receive a message stating that a course is closed you may contact the department to confirm if there are any seats left in the course.

☐ Prerequisite Error: After reviewing the prerequisites for the course which can be found on the Course List, if you feel you are receiving this message in error please contact the department.

  *Courses received by transfer of credit will not show in the system as satisfying a prerequisite for a course so you must contact the department to override the prerequisite error.

☐ Last Course Drop: If you are interested in dropping your last registered course during the registration period you must contact the department via email to request to be dropped. If you will not be taking any courses during a term, you must submit a leave of absence form located on the website at the following link: [http://shss.nova.edu/Downloads/index.htm](http://shss.nova.edu/Downloads/index.htm)

☐ Credits Max: You may self-register for a maximum of 9 credits. If you have a GPA of 3.5 or higher, are in good academic standing, and have no incompletes, you may request to be registered by the department via email for an additional 3 credits.

  *If your forth course is Doc Seminar (1 credit) there is no approval needed but your registration request must be sent to the department via email.

For assistance with registration you may contact

Program Manager: Lee Shazier, lshazsier@nova.edu 📞 954-262-3001
Department Assistant: Tathiana Mezamour, mezamour@nova.edu 📞 954-262-3034