

# Registration Instructions

In order to complete this form you need to have all your class information. You will find this information by accessing the term schedule (Fall, Winter or Summer) that is placed on your program's Website. You will find this schedule by clicking on the registration link. Please go to the Fischler School of Education and Human Services (FSEHS) website (<http://www.schoolofed.nova.edu>), click on Degree Program and click on your program of study.

## ALL STUDENTS MUST COMPLETE THE FOLLOWING SECTIONS ON THE REGISTRATION FORM

### Section A-1:

Complete name, address, and social security number. The e-mail address should be that of your NSU E-MAIL Account (**example: [your\\_username@nova.edu](mailto:your_username@nova.edu)**).

### Section A-2:

Check "Other" under "Course Location," and list your cluster name for the location. Unless you are returning after being withdrawn for four or more terms, check "Continuing Student."

### Section B:

Completed only by new students.

### Section C:

Term Code: <b>YEAR20</b>	Fall Term	(September to December)
Term Code: <b>YEAR30</b>	Winter Term	(January to April)
Term Code: <b>YEAR50</b>	Summer Term	(May to August)

\*Banner Course Ref. No (CRN): **53314**

\*Subject: **EDL**

\*Course No.: **8301**

Section: Enter section according to schedule information.

\*Course Title: **Issues in Special Education Administration**

Day(s): Leave Blank

Start Date/End Date: Term dates.

Credit Hours: Please see your program outline to find this information

Drop/Add Section: Check the drop or add box according.

\*Course used as sample in order to clarify information

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## \*Section C Example:

### SCHEDULE SAMPLE

CRN	CourseID	Course Title	Section	Location	Instructor	Format	Open Seats	Meeting Dates	Meeting Days	Meeting Times
53314	<a href="#">EDL 8301</a>	Issues in Special Ed Admin	OL1	WebCT On-line Course		Distance Educ: Internet	15	7/1/2004 to 9/30/2004	TBA	TBA

### REGISTRATION FORM SAMPLE

C	TERM CODE	BANNER COURSE REF. NO.	SUBJECT	COURSE NO.	SECTION	COURSE TITLE	DAY(S)	START DATE-END DATE	CREDIT HOURS	FOR DROP/ADD & WITHDRAWAL DROP	WITHDRAWAL ADD	APPROVAL INITIAL	REG. CODE
	200520	53314	EDL	8301	OL1	ISSUES IN SPEC. ED. ADMIN.		07/01/04 TO 09/30/04	6		X		

See the **Course Selection** section for correct course information. Sign and date the statement below the listing of courses and indicate the total number of credits for which you are registering on this form.

#### Section D:

Indicate your method of payment. Checks must be made payable to Nova Southeastern University. Please include your social security number on the **memo of the check**.

#### Section E:

If you are paying by credit card, fill in this section and sign it.

#### Section F/G:

**Do not write anything in these sections.**

If you need assistance with this form, please contact FSEHS at 1-800-986-3223, ext. 8500.

**PLEASE REGISTER EARLY!**