

# Registering for Your First Block

## Get Your NSU ID and PIN Number:

As soon as your application was received, an NSU ID and PIN\* were automatically generated for you. The NSU ID number is the “N Number” at the top of your admission letter. If you do not have your NSU ID or PIN, follow the directions below to obtain them. You will need to retrieve your NSU ID and PIN number online. This can be done by following the steps below:

*You need to be provisionally or fully admitted into the program to Register.*

1. Once online, go to [www.schoolofed.nova.edu/mat1](http://www.schoolofed.nova.edu/mat1) and click on Resources (*bookmark page for future reference*)
2. Click on Request NSU ID
3. From this page, click Retrieve Your NSU and PIN\*. *Your default PIN is your birthday (Format: MMDDYY)*
4. From this page, Enter your Social Security Number and Birthday. Note: When the information entered has been validated, your NSU ID will appear for only 15 seconds and then auto-erase. Be prepared to write down your NSU ID.

\*If you have any issues with your PIN, contact the university at 954.262.4850, toll free 800.986.3223, ext. 24850 or send a request via email at [pinhelp@nova.edu](mailto:pinhelp@nova.edu). If you have any issues with receiving your PIN through email, contact the University Help Desk at 954.262.4357, or toll free 800.986.3223, ext. 24357. PINs are also sent through the United States Postal Service and may take up to 10 business days for delivery.

## Get Your Sharklink ID and NSU Webmail account:

In order to complete the registration process and access your NSU webmail account, please follow these steps:

1. Once online, go to [www.schoolofed.nova.edu/mat1](http://www.schoolofed.nova.edu/mat1) and click on Resources
2. Click on Request NSU Email Account
3. Click on [My NSU Identity](#)
4. Click on [Retrieve Your SharkLink ID](#)
5. Complete the account request form and click Submit

## How to Register:

1. Once online, go to <http://nsu.teacher-degrees.com/cm.cfm>
2. Scroll down the grid to find course **EDUC610** and locate the 3-digit section number, and add any **EDU5000** course. This number is tied to your application and specialization.
3. Once you found the section, write down the (5-digit) **Course Reference Numbers** or **CRN** for each class.  
EDUC610: \_\_\_\_\_ EDU5000: \_\_\_\_\_
4. Go to [www.schoolofed.nova.edu/mat1](http://www.schoolofed.nova.edu/mat1) and click on the **WebSTAR** logo on the bottom of the page.
5. Click **Enter Secure Area**.
6. Enter your NSU Student ID number as your user ID and your 6-digit NSU PIN in the PIN Box. Click **Login**.  
*Your default PIN is your birthday (Format: MMDDYY)*
7. Click on **Student**.
8. Click on **Registration**.
9. Click **Select Term**, select your term (listed on your registration letter), and then click **Submit**.
10. Click **Registration** and **Add/Drop Classes**.
11. Scroll to the bottom of the page and in box #1 enter one of your CRN's from step 4 and click **Submit Changes**. Repeat steps for your second class.
12. You will be prompted to purchase materials at this point. **This NSU bookstore DOES NOT sell materials for your program.** Please order materials at [teacher-degrees.com/nsu/coursematerials](http://teacher-degrees.com/nsu/coursematerials)

## Confirm Your Registration:

Once you have registered for your classes, please allow 24 hours for confirmation of your registration.

1. Once online, go to [www.schoolofed.nova.edu/mat1](http://www.schoolofed.nova.edu/mat1) and click on the **WebSTAR** logo on the bottom of the page.
2. Click **Login to Secure Area**.
3. Enter your NSU Student ID number as your user ID and your 6-digit NSU PIN in the PIN Box. Click **Login**.  
*Your default PIN is your birthday (Format: MMDDYY)*
4. Click on **Student**.
5. Click on **Registration**.
6. Click on **Student Detail Schedule** and select your term.
7. Click on **Submit**.

If you have any trouble receiving confirmation of your registration in WebSTAR, please call the registrar's office at 800.986.3223, ext. 28500.

*Purchasing materials and financial aid information continued on page 2 >>>*



# HOW TO:

## Buy Your Books And Materials For Class

We recommend purchasing your materials as soon as possible once you are admitted into the program in order to ensure arrival prior to the term. Material purchases within one week of your class start require a rush processing fee. If your financial aid is set up to cover the cost of supplies you will be reimbursed for the materials fee once your loan is disbursed.

1. Once online, go to [www.teacher-degrees.com/nsu/coursematerials](http://www.teacher-degrees.com/nsu/coursematerials) or [www.schoolofed.nova.edu/matl](http://www.schoolofed.nova.edu/matl) and click on **Purchase Course Materials**. Either site will allow you to purchase materials.
2. Select your **Specialization** and click **Find Course Materials**
3. Click **Buy Now** next to the course you are enrolled in. The course materials are sold as a complete kit which includes all the items you need for class. Materials are not available individually.

As soon as you receive your course materials, check the items that you received against the enclosed packing slip. Be sure that all of your DVDs are in proper condition—both audio and video. If anything is missing or broken send an email to [customercare@teacher-degrees.com](mailto:customercare@teacher-degrees.com) as soon as possible. Please be sure to include your full name, course information, and your web order number or invoice number in the email. *If you have trouble purchasing materials, call 800.463.5174 and select option 5*

## Financial Aid: Free Application for Federal Student Aid (FAFSA)

*No financial aid can be disbursed until you have been **fully admitted** by the NSU Office of Admissions, and you are registered for your first class.* If you are not awarded financial aid you will be responsible for the full payment of tuition and associated university fees, including the late fee if applicable. For more information on how to apply for financial aid, go to <http://www.nova.edu/financialaid>. **It will take approximately 4-6 weeks to process your application for Financial Aid.** You will need to complete the FAFSA for your term. To check on the status of, or ask questions about your application for financial aid, please call **800.806.3680**. Nova Southeastern University's Federal School Code is 001509.

## Check Admission Status

To check on your full admission status, please call **800.986.3223, ext. 28500**. Have your NSU ID number available. Full admission status is obtained through submission of all documentation and application paperwork, official transcripts from all post-secondary institutions, and payment of your application fee.

## Start Class

After registering, you are ready to start the first instructional block. WebCT is the communication platform (your virtual classroom) for the MATL program. Registered students will automatically have their classes added to WebCT on the class start date.

Once in your classroom, you will be able to see the communications sent from your instructors and cohorts, post your letter of introduction, view/download the course syllabus and other course documents, participate in the chats, send and receive emails, as well as many other things. You will not have access to class until the start date. If you have any trouble accessing your class after it has begun, please contact the NSU Help Desk at 800.986.3223 ext. 24357.

We strongly encourage you to log into the tutorial which will familiarize you with WebCT. To log into WebCT, simply click on the WebCT icon at the bottom of the MATL Web site at [www.schoolofed.nova.edu/matl](http://www.schoolofed.nova.edu/matl), or go to the NSU Web site at [www.nova.edu](http://www.nova.edu), and click on the WebCT icon in the upper right-hand corner. You will use your NSU email (WebMAIL) user name and NSU PIN to log into WebCT.

# Quick Facts

## Orientation Course, EDU 5000

All MATL students are required to complete the non-credit orientation course, EDU 5000, in order to graduate. This course is only 2 weeks in length, and there is no tuition associated with the course. It will help you navigate through WebCT, the library, and many other resources that are available to you throughout the program. We strongly encourage students to register for this class during their first term of the program in order to take full advantage of the resources that are available to you. **This course must be completed within the first two weeks of the block.** If you have any questions about the orientation or how to register for this class, please contact NSU Student Services at **800.986.3223, ext. 21558.**

## Deferred Students

If you previously applied and did not start, you are required to send an email to the NSU Admissions Office requesting a change in MATL term starts. Please contact your MATL Program Specialist for directions on how to submit your deferral request: **800.463.5174, ext. 4693.** Failure to submit your request may cause problems with your registration for current and future terms.

## Tuition and Fees

Payment of your tuition and other university fees is required at the time of registration. If your tuition payment is not received within 30 days of the start of the class, you will be charged a late fee and a hold will be placed on your student account. You will have the option of paying the fees through WebSTAR, or you can contact the Office of the Bursar at **800.986.3223, ext. 25200.**

- MATL Tuition: \$2,340.00 (\$390/credit hour)
- Student Services Fee\*: \$250.00
- Registration Fee: \$30.00
- **Total: \$2,620.00**

*\*Student Services Fee is per term, but is not to exceed \$750 per school year. Fees are subject to increase at any time.*

**Bursar's Office/ Tuition Payments:** 800.986.3223, ext. 25200, payments can be made on WebSTAR, or download the credit card form at <http://www.nova.edu/cwis/bursar/forms/ccauthform.pdf> (Note: Office is located on the NSU main campus in Ft. Lauderdale, tuition payments must be mailed directly to that address: NSU – Office of the Bursar, 3301 College Avenue, Fort Lauderdale, FL 33314).

## Registration for Continuing Courses

Approximately six weeks prior to the start of each block, registration directions, including your CRN, will be in Webstar. Directions are located on the MATL website: <http://www.schoolofed.nova.edu/matl/registration.htm>. Make sure you register two weeks prior to the start date, otherwise you may be charged a late registration fee. **Remember your assigned section number will remain the same throughout the entire program.** The registration information and CRNs for your future term will be posted in WebCT by your current instructor and also sent to your NSU email account. If you have questions about registering contact Student Services at 800.986.3223 ext.21558

## Signing up with a Partner

You and your partner(s) will be assigned the same section throughout the entire program. Please be aware that sections fill up quickly, so if any of your group members have not yet applied to the program, they may need to register for a different section. To work with your partner(s) and have the same instructor, your partner must be listed on your application, and have the same specialization.

# M.A.T.L. Program Contact Directory

KEEP FOR YOUR RECORDS

Nova Southeastern University  
Fischler School of Education  
1750 NE 167th Street  
North Miami Beach, FL 33162  
800.986.3223  
Fax: 954.262.3910  
[www.schoolofed.nova.edu/matl](http://www.schoolofed.nova.edu/matl) \*

Pearson/M.A.T.L. Program  
M.A.T.L. Office - B145C  
1900 East Lake Avenue  
Glenview, IL 60025  
800.463.5174, ext. 4693  
Fax: 847.486.3137  
[nsu.info@teacher-degrees.com](mailto:nsu.info@teacher-degrees.com) \*

**Admissions:** Questions about admission status, please call 800.986.3223, ext. 28500

**Bursar's Office/ Tuition Payments:** 800.986.3223, ext. 25200, payment can be made on WebSTAR, or download the credit card form at <http://www.nova.edu/cwis/bursar/forms/ccauthform.pdf> (Note: Office is located on the NSU main campus in Ft. Lauderdale, tuition payments must be mailed directly to that address: NSU – Office of the Bursar, 3301 College Avenue, Fort Lauderdale, FL 33314)

**Computer Help Desk:** 800.986.3223, ext. 24357 (2HELP)

**Email:** <https://www.nova.edu/resources/nsuidentity.html>

**Financial Aid:** 800.806.3680 (Federal School Code 001509), <http://www.nova.edu/financialaid>

**Grade Reports:** Grade reports arrive approximately 2-3 weeks after the last day of class.  
You can access your grades via WebSTAR.

**Graduation:** Office Student Services, Academic Progress Oversight Department – [fgsoaa@nsu.nova.edu](mailto:fgsoaa@nsu.nova.edu)

**Instructors and Academic Information/Concerns/Reimbursement information/Portfolio Verification Forms:**

Laura Fuchs (Director of MATL) 800.986.3223, ext. 28524, [laufuchs@nova.edu](mailto:laufuchs@nova.edu)

Marva Hare Morris (Assistant) 800.986.3223, ext. 28768, [hmarva@nova.edu](mailto:hmarva@nova.edu)

**Purchasing Materials:** [www.teacher-degrees.com/nsu/coursematerials](http://www.teacher-degrees.com/nsu/coursematerials)\* or [www.schoolofed.nova.edu/matl](http://www.schoolofed.nova.edu/matl)\*, click on Purchase Course Materials link.

**Course Materials Problems>Returns:** 800.463.5174 select option 5, or [customercare@teacher-degrees.com](mailto:customercare@teacher-degrees.com) (Please have web order number ready)

**MATL Website (access to WebCT, WebSTAR, WebMAIL, registration information, etc.):** [www.schoolofed.nova.edu/matl](http://www.schoolofed.nova.edu/matl)

**NSU ID:** <https://www.nova.edu/resources/nsuidentity.html>

**PIN Help (so you can access WebSTAR):** 800.986.3223, ext. 24850, [pinhelp@nova.edu](mailto:pinhelp@nova.edu). Retrieve PIN from secure website: <https://www.nova.edu/resources/nsuidentity.html>. Default PIN is birthday (Format: MMDDYY)

**Program Information for Interested Students:**

For more information call 800.463.5174 ext. 4693, or email [nsu.info@teacher-degrees.com](mailto:nsu.info@teacher-degrees.com)

**Registration: 610 Students:** 800.463.5174 ext. 4693, [nsu.info@teacher-degrees.com](mailto:nsu.info@teacher-degrees.com)

**Continuing Students:** NSU Student Services – 800.986.3223 ext. 21558

**Transcript Request Forms:** <http://www.schoolofed.nova.edu/matl/transcript.htm>

\*bookmark these sites for future reference in the MATL program

