

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 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 <https://www.nova.edu/sbin/nsulookup/pa/nsuid>
2. Enter your Social Security Number (no dashes) and Birthday then click Submit.
3. Your NSU ID will appear for only 15 seconds and then auto-erase. Write down your NSU ID.
4. Below your NSU ID, you will see your PIN Options. Select “Email to this email account” and click Submit. (NOTE: if the email address listed is incorrect, contact your advisor immediately).
5. Log-in to the email account listed and retrieve your PIN. Write this down for future reference.

**If you have any issues with your PIN, contact the Help Desk toll free at 800.986.3223, ext. 24357.*

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 <https://www.nova.edu/sbin/nsulookup/ac/sharklook>
2. Select a Retrieval Option
3. Agree to the terms, then click Submit. Write down your Sharklink ID and NSU E-mail address. Note: This information will only appear for 30 seconds.
4. Under the heading “Select Temporary Password Option Below,” select “Email to this email account,” then click Submit. NOTE: if the email address listed is incorrect, contact your advisor immediately.
5. Log-in to the email account that was listed in step 4, and retrieve your email containing this PIN. *NOTE: This PIN may differ from the PIN you used to log into WebSTAR, so please make sure to write down this PIN as well.

How to Register:

IMPORTANT: The NSU bookstore (run by Barnes & Noble) DOES NOT sell materials for your MATL program. Please order materials at: www.teacher-degrees.com/nsu/materials

1. Within the email you received with these instructions, there’s a section that shows the courses you will need to register for and the corresponding Course Reference Numbers (CRNs). **These CRNs will be used during Step 8 below.** If you did not receive the email or can’t find the CRNs, visit www.teacher-degrees.com/nsu/crn.cfm, or contact your advisor.
2. Go to www.schoolofed.nova.edu/matl (bookmark this page) and click on the **WebSTAR** logo on the left side of the page.
3. Click **Enter Secure Area**.
4. Enter your NSU ID number (the “N Number”) as your User ID, then enter the PIN you retrieved from instructions above.
5. Click **Login**, Click **Student** Tab, Click **Registration**.
6. Click **Select Term**, choose your term (listed on your registration email letter), and then click **Submit**.
7. Click **Registration** and **Add/Drop Classes**.
8. Scroll to the bottom of the page and in box #1 enter one of your CRN’s from the email and click **Submit Changes**. Repeat steps for your second class.

NOTE: After clicking Submit Changes, the courses you have successfully enrolled in will appear on the new screen.

Confirm Your Registration:

After submitting your CRN Numbers during registration, a confirmation page confirming enrollment appears immediately after. Please follow these steps to verify enrollment at a later date.

1. Once online, go to www.schoolofed.nova.edu/matl and click on the **WebSTAR** logo on the bottom of the page.
2. Click **Login to Secure Area**.
3. Enter your NSU ID number as your user ID along with your PIN, then click **Login**.
4. Click **Student** Tab.
5. Click **Registration**.
6. Click **Student Detail Schedule** and select the term you want to view.
7. Click **Submit**.

If you have any trouble receiving confirmation of your registration in WebSTAR, please call Student Services at 800.986.3223, ext. 28500.

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



HOW TO:

Purchase Your NSU MATL Course Materials

IMPORTANT: The NSU bookstore (run by Barnes & Noble) DOES NOT sell materials for your MATL program. Please order materials at: www.teacher-degrees.com/nsu/materials

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.
2. Select your **Specialization** and scroll down to find your 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 support@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 4*

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

*No financial aid can be disbursed until you have been **fully admitted** 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 any late fees 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 complete application documentation, including all 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. Blackboard is the communication platform (your virtual classroom) for the MATL program. Registered students will automatically have their classes added to Blackboard two days prior to 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 (www.nova.edu/help/Blackboard) which will familiarize you with Blackboard. To log into Blackboard, simply click on the Blackboard icon at the bottom of the MATL Web site at www.schoolofed.nova.edu/matl, or go to the NSU Web site at www.nova.edu, and click on the Blackboard icon in the upper right-hand corner. You will use your NSU email (WebMAIL) user name and NSU PIN to log into Blackboard.

Sign 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.



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 Blackboard, 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 were previously admitted 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 Academic Advisor for directions on how to submit your deferral request at **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: \$2,760.00 (\$460/credit hour)
- Student Services Fee*: \$250.00
- Registration Fee: \$30.00 per term
- **Total: \$3,040.00**

**Student Services Fee is per term, but is not to exceed \$750 per school year (Aug. - May). 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/bursar/forms> (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 6-8 weeks prior to the start of each block, the registration information and CRNs for your next term will be posted for you in Blackboard by your current instructor. This information will also be sent to your **@nova.edu** email account. If you have questions about registering contact Student Services at **800.986.3223 ext.21558.**

To look up your CRN for the next term follow these steps:

1. Locate your current section code. This can be found in WebSTAR or Blackboard. Your section code is the number and letter combination next to your course number (1C1, 2R1, 1T2, 2M1, etc.) The last two digits designate your section (example: _C1). Write down these two digits. *The first digit is always either a 1 or 2 and designates your current session which is not needed in this step.*
2. Go to <http://www.schoolofed.nova.edu/matl/registration.htm>
3. Look for the heading for the term/session you wish to register. (Example: Registration Fall I 2011 and/or Registration Fall II 2011)
4. Under that heading, click on the **Course Reference Number (CRN)** link. This will redirect you to a document that lists all CRN's and section codes for the term and session organized by block.
5. Scroll down to the block you are registering for and locate the course number, then look for the section code that ends in the same two digits you wrote down in step 1. **The 5-digit CRN next to this is what you are looking for.**
6. Write down the CRN that corresponds to your section.
7. **Repeat steps 2-5 for the second session of the term if applicable (Ex: Fall II or Winter II)**
8. Log into WebSTAR and follow the registration instructions listed at <http://www.schoolofed.nova.edu/matl/instructions.htm>

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 *

Nova Southeastern University
M.A.T.L. Office - B145C
1900 East Lake Avenue
Glenview, IL 60025
800.463.5174, ext. 4693
Fax: 847.486.3137
support@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/bursar/forms> (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: <http://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

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

Laura Fuchs (Director of MATL) 800.986.3223, ext. 28524, laufuchs@nova.edu
Marva Hare Morris (Assistant) 800.986.3223, ext. 28768, hmarva@nova.edu

Purchasing Materials: www.teacher-degrees.com/nsu/coursematerials *

Course Materials Problems/Returns: 800.463.5174 select option 4, or support@teacher-degrees.com (Please have web order number ready)

MATL Website (access to Blackboard, WebSTAR, WebMAIL, registration information, etc.): www.schoolofed.nova.edu/matl

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

PIN Help (so you can access WebSTAR): 800.986.3223, ext. 24850, pinhelp@nova.edu. Retrieve PIN from secure website: <http://www.nova.edu/resources/nsuidentity.html>.

Program Information for Interested Students:

For more information call 800.463.5174 ext. 4693, or email nsu.info@teacher-degrees.com

Registration: 610 Students: 800.463.5174 ext. 4693, support@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*

