



## Master of Science in Employment Law

## Fall 2017 (201820) Registration Information

Nova Southeastern University uses the WebStar ([webstar.nova.edu](http://webstar.nova.edu)) system for registration. Students must register in order to reserve a seat in class. 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 run, a course must meet the minimum enrollment.

Fall classes take place September 25<sup>th</sup> through December 3<sup>rd</sup>, 2017. The last day to add a Fall class is Friday, September 22<sup>nd</sup>. Students must be officially registered prior to the start date of course(s) in order to participate in and receive academic credit for those courses.

**If not registered by August 16<sup>th</sup>, then it will be considered a late registration and late fees may apply.**

Attendance at live classroom sessions is not required, however, if you are unable to attend, you must follow the professor's requirements for non-attendance (i.e. listen to the recording and submit a summary, etc). All times are Eastern.

Full time students should plan on completing a total of four core classes and four program core classes during their first year in program.

Students must complete a total of 6 elective courses (12 credits total) to complete their degree. Students may choose electives they are interested in and/or may choose specific electives to earn a concentration. Students should complete all core classes before moving on to electives. Electives that count towards a Concentration are shown in **RED** below.

The Individual Research Project Seminar is the capstone course for the program. It is offered each term and students should only enroll if a majority of coursework has been completed. This course is required for all students.

## Student Enrollment Agreement

All students registering for classes at Nova Southeastern University will be required to complete the Student Enrollment Agreement (SEA) as part of their registration process. The SEA requires students to agree NSU standards and policies regarding course registration and withdrawal, financial responsibility, a release of liability, and more. It is the student's responsibility to complete this agreement before registering each term. Students may log in to SharkLink ([sharklink.nova.edu](http://sharklink.nova.edu)) and select Registration and Add/Drop Classes to read and complete the SEA. You will have to complete the SEA for each semester before registering for classes. Students must complete the SEA or course registration will not occur.

### Fall Core Classes

CRN	COURSE ID	COURSE TITLE	SECTION	LIVE CLASSROOM SESSION
23381	MLAW 1035	Professional Communication	WB1	Tuesdays, 7 PM
23380	MLAW 1036	Legal Foundations	WB1	Tuesdays, 7 PM

### Fall Program Core Classes

CRN	COURSE ID	COURSE TITLE	SECTION	LIVE CLASSROOM SESSION
23458	MEML 2011	Law Regulating Workplace Safety	WB1	Mondays, 7 PM

### Fall Electives

CRN	COURSE ID	COURSE TITLE	SECTION	LIVE CLASSROOM SESSION
23589	MLAW 2035	Response to Intervention	WB1	Thursdays, 8:30 PM
23466	MLAW 2085	Effective Advocacy Skills	WB1	Tuesdays, 8 PM
23463	MLAW 2090	Dealing with Whistleblowers and Preventing Retaliation	WB1	Tuesdays, 8:30 PM
23379	MLAW 3005	Principles of Information Security	WB1	Tuesdays, 7 PM
23464	MLAW 3010	Alternative Dispute Resolution	WB1	Wednesdays, 7 PM

### Individual Research Project (IRP)

CRN	COURSE ID	COURSE TITLE	SECTION	LIVE CLASSROOM SESSION
23467	MLAW 3025	IRP Seminar	WB1	TBA

## Payment and Drop/Withdrawal Refund Policies

### NSU Payment Policy

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, and 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.

### NSU Drop/Withdrawal Refund Policy

Students receiving federal and state financial aid should consult a financial aid counselor before withdrawing from courses to ensure compliance with federal and state standards of academic progress. NSU Financial Aid: 1-800-806-3680

It is the student's responsibility to register and withdraw himself from his courses using the WebSTAR system. Simply not attending class or informing the instructor or staff of intention to withdraw is not considered an official withdrawal. This will result in a grade of "F" for the student.

### Refund Schedule

A refund of 100% will be given to the student for any drop/ withdrawal within the first week of the term, including business and non-business days.

A refund of 75% will be given to the student for any drop/withdrawal within the second week of the term, including business and non- business days.

A refund of 50% will be given to the student for any drop/withdrawal within the third week of the term, including business and non-business days.

A refund of 25% will be given to the student for any drop/withdrawal within the fourth week of the term, including business and non-business days.

No refund will be given to the student after the fourth week of the term.

A student must withdraw from a course no later than by the end of the seventh week of the term. Students are not permitted to withdrawal after the seventh week of the term.

\*The week of term is recognized as Monday through Sunday. The week of term includes business and non-business days.

## Web Registration Instructions

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 for a Class

1. Go to <http://webstar.nova.edu>
2. Click on **Enter Secure Area**. On the **Login** page, enter your NSU ID in the user ID box. Then enter your PIN in the PIN box. Next click **Login**. A Login Verification page will appear.
3. To register for classes, choose the **Student** tab, then select **Registration**.
4. 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).

**The CRNs are listed above on the second and third pages of this document.** Use this – do not do a search for classes as all classes may not populate. 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, contact your program office.

5. After 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.
6. 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.



7. 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.

**If you experience technical difficulty registering through Webstar, please contact  
NSU's Help Desk  
at 1-800-541-6682, extension 24357.**