

Registering for classes using Webstar

To log into webstar.nova.edu, you will need your NSU ID. Our office cannot retrieve your log in information. If you have forgotten your ID information, please visit:

<http://www.nova.edu/cwis/oit/nsuidentity.html>

1. Once you log in to WebSTAR you will see the general menu (as shown below):

Student Financial Services and Registration

Register for classes; Display your class schedule; View your holds; Display your grades & transcripts; Loan Deferments and Enrollment Verification; Request a Printed Transcript; Review Financial Aid requirements & awards; Make credit card or e-check payments i.e. tuition & fees; Graduation Application payment.

Personal Information

View or update your address(es), phone number(s), e-mail address(es), & emergency contact information; View name change & social security number change information; Change your PIN; Change your Security Question and Answer.

2. Click on **Student Financial Services and Registration** and you will see the following menu:

Student Financial Services & Registration

Registration

Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

Student Records

View your holds; Display your grades and transcripts; Request a Printed Transcript; Make credit card or e-check payments; Review charges and payments i.e. tuition & fees; Graduation Application payment; Loan Deferments and Enrollment Verification.

Financial Aid

Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

3. Click on **Registration** on the student menu. You will then see the registration menu, as shown below:

Registration

Registration Instructions

Select Term

Check Your Registration Status

Registration and Add/Drop Classes

Look-up Classes to Add

Change Class Options

Student Schedule by Day & Time

Student Detail Schedule

Payment Policy and Registration Process

Tuition and Fee Assessment

4. Click on **Select Term**.

Select a Term:

5. Select the term you wish to register for in the drop down menu and click on **Submit**. You will be taken back to the registration menu.

6. Click on **Registration and Add/Drop Classes**. At the bottom of the screen you will find the following:

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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[[View Holds](#) | [Tuition and Fee Assessment](#)]

7. Type the CRNs for the courses you wish to take in the spaces provided to you. When you are finished, click on **Submit Changes**.

Please note:

- CRNs are usually either 4- or 5-digit numbers. They are not preceded by a subject. Example: For the course TECH 1110, "1110" is **not** the CRN for the course.
- Enter one CRN per box. Do not enter 1 digit of the CRN per box or you will be given an error.
- If you do not know the CRN for the course you wish to register for, click Class Search and follow the instructions [here](#).

8. Once you've entered the CRN(s) and clicked **Submit Changes**, the page will refresh and you should see the course you just added show up above the Add Classes section.

If you receive the error: "**Course not within date range for part of term**" this usually means that registration for this course has been closed. You will need to contact your advisor for assistance.

You may also view these instructions online at:

<http://www.nova.edu/help/webstar/student/register.html>