



**NOVA SOUTHEASTERN UNIVERSITY**  
 Enrollment and Student Services  
 Office of the University Registrar  
 3301 College Avenue • Fort Lauderdale, Florida 33314-7  
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# Student Transaction Form

(one semester per form only)



Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

NSU ID \_\_\_\_\_ Phone Number \_\_\_\_\_ Semester \_\_\_\_\_

This form is ONLY to be used for registration or withdrawal requests that cannot be completed in real time through SharkLink or WebSTAR, for instance, after the drop/add period has passed. **Please note that beginning with the Spring 2014 term, all students registering for classes MUST complete a new Student Enrollment Agreement (SEA) each semester.** Although registrations submitted will generally be processed within three business days, they are not fully secured until the SEA for the appropriate term/semester has been completed online. To complete the SEA, follow the steps below within three days of submitting this Student Transaction Form:

Login to **SharkLink** ▶ on the student tab locate **Records & Academics** ▶ click on **Course Information** ▶ select **Registration-Add/Drop** ▶ select the term

Allow three business days for your request to display on your student record. However, requests submitted will not be processed if you fail to complete the SEA.

### Courses to Add

| Course Ref. No. | Subject | Couse No. | Section | Course Title | Start Date/End Date | Cr. Hrs. |
|-----------------|---------|-----------|---------|--------------|---------------------|----------|
|                 |         |           |         |              |                     |          |
|                 |         |           |         |              |                     |          |
|                 |         |           |         |              |                     |          |
|                 |         |           |         |              |                     |          |

### Courses to Drop or Withdraw

| Course Ref. No. | Subject | Couse No. | Section | Course Title | Start Date/End Date | Cr. Hrs. | Last Date of Attendance<br>Office Use Only |
|-----------------|---------|-----------|---------|--------------|---------------------|----------|--|
|                 |         |           |         |              |                     |          |  |
|                 |         |           |         |              |                     |          |  |
|                 |         |           |         |              |                     |          |  |
|                 |         |           |         |              |                     |          |  |

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Academic Advisor Signature

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Extension

\_\_\_\_\_  
 Date

| Office Use Only       |               |
|-----------------------|---------------|
| _____<br>Processed by | _____<br>Date |