



Master of Science in Law and Policy

Spring 2018 (201840) Registration Information

Nova Southeastern University uses the WebStar (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.

Spring classes take place April 2nd through June 10th, 2018. The last day to add a Spring class is March 30th. 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.

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.

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. All times are Eastern.

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) 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.

<i>Spring Core Classes</i>					
CRN	COURSE ID	COURSE TITLE	CREDITS	SECTION	LIVE CLASSROOM SESSION
40113	MLAW 1032	Federal Privacy Law	2	WB1	Tuesdays, 7 PM
40114	MLAW 1035	Professional Communication	2	WB1	Wednesdays, 7 PM
40115	MLAW 1036	Legal Foundations	3	WB1	Thursdays, 7 PM
<i>Spring Program Core Classes</i>					
CRN	COURSE ID	COURSE TITLE	CREDITS	SECTION	LIVE CLASSROOM SESSION
40117	MEDL 1070	Federal Legislation in Education	2	WB1	Mondays, 7 PM
40119	MEML 1080	Employment Discrimination	2	WB1	Mondays, 8 PM
40118	MHL 1090	Accreditation and Licensing	2	WB1	Mondays, 8 PM
40116	MLAW 2060	Laws Regulating Wages and Hours	2	WB1	Mondays, 7 PM
<i>Spring Electives</i>					
CRN	COURSE ID	COURSE TITLE	CREDITS	SECTION	LIVE CLASSROOM SESSION
40123	MEML 1090	Developing Employment Policies and Handbooks	2	WB1	Wednesdays, 7 PM
40159	MEML 2020	Employee Benefits	2	WB1	Mondays, 7 PM
40122	MHL 2070	Legal Issues in Health Care Human Resources	2	WB1	Thursdays, 8:30 PM
40120	MLAW 2030	Preventing Workplace Harassment	2	WB1	Mondays, 7 PM
40121	MLAW 2070	Labor Laws: Unions and Management	2	WB1	Tuesdays, 8:30 PM
40158	MLAW 2095	Workers Compensation	2	WB1	Tuesdays, 7 PM
40124	MLAW 3006	Cyber and Information Crimes	2	WB1	Mondays, 8:30 PM
40127	MLAW 3024	Sports Law and Health Issues	2	WB1	Thursdays, 7:30 PM
<i>Individual Research Project (IRP) Seminar</i>					
CRN	COURSE ID	COURSE TITLE	CREDITS	SECTION	LIVE CLASSROOM SESSION
40125	MLAW 3025	IRP Seminar	4	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, 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>

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.**