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At-a-Glance Contacts:

Academic Advising
1-800-986-3223

Financial Aid (FA) Team
(954) 262-3380
Toll Free: (800) 806-3680
Fax: (954) 262-3966
Email: finaid@nova.edu

Technology Help
(954) 262-HELP (4357)
Toll Free: (800) 541-NOVA (6682)
x24357

FCE Home Page

<http://education.nova.edu/index.html>

As you move through this FCE Program Success Guide you will find several hyperlinks, as well as the actual link that will take you directly to where you need to go. This quick link will direct you to the Abraham S. Fischler College of Education Home Page (FCE).

Terminology

Throughout your educational journey you will hear and use several acronyms. Pay close attention to the following, the terms will be explained within this guide:

CAPP: Curriculum, Advising & Program Planning

FCE: Fischler College of Education

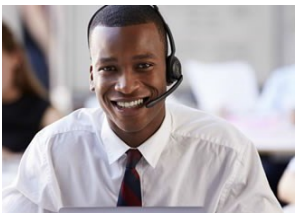
SAP: Satisfactory Academic Progress

SEA: Student Enrollment Agreement

Finding Your Way

<http://www.nova.edu/resources/current-students.html>

- [Sharklearn/ Canvas](#): Is where you can retrieve Online Classes.
- [SharkLink](#): All resources combined in one area. You are able to customize this page to your liking; just follow directions.
- [SharkMail](#): An NSU email account is auto generated for you upon admissions. *Correspondence from your NSU email is required for all official communication regarding your education.*
- [Webstar](#): All information concerning academics, finance, & personal information.
- [Student Support](#) is available every day to ensure your success!



[NSU Identity & NSU Shark Card](#)

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

<http://www.nova.edu/nsucard/index.html>

Setting up your access to NSU is extremely important. To confirm or receive your access information follow the navigation provided in the hyperlink. All students (Onsite & Online) students are required to get their NSU Identity and NSU Shark card. In doing so, this will allow you to access NSU portal systems and be represented in the community as a NSU Shark.

**Certain establishments may provide student discounts if student ID is shown.*



Your NSU Team Awaits:

Welcome you to the NSU Shark family! Our team of graduate education Academic Advisors has compiled the information within this document to help you along your educational journey at Nova Southeastern University (NSU); please keep it handy and refer to it as needed.

There are two people that you will want to communicate your intentions to while pursuing your academic program: your NSU financial aid representative and your academic advisor. Please know that if your assigned advisor is not in the office, any academic advisor will be able to assist you. It is essential to your success that you reach out to BOTH parties so that you have a seamless experience being a NSU student.

Steps to acclimate to NSU

Use the checklist below to assist you in completing these important "To Do's":

1. Review this FCE Program Success Guide and save in a location for frequent review.
2. Get your NSU Identity.
3. Review information regarding Academic Team, Department Program Chair, and Program Resources and make any necessary contacts.
4. Review Program outline/CAPP, complete SEA agreement, schedule coursework, and apply for your Shark card.
5. Complete Canvas student tutorials prior to taking classes, or during your EDU 5000 course.
6. Ensure book orders are placed and review any available course syllabi prior to the course start date.
7. Review Financial Aid or other payment options.
8. Plan your strategy for course success.

Academic Advising Team

<http://education.nova.edu/students/current-students/academic-advisors.html>

Your advising team is here to guide you from start to finish to ensure your success. Be sure that you get to know your assigned advisor based on the county and state you reside.

Academic Departments

Along with your assigned academic advisors you will have a program chair who oversees several FCE programs.

It is important to know your individual chair to provide them feedback about your program experience. They will work directly with your instructors to ensure that you have the tools to be successful in your degree program.



[Dr. Kimberly Durham](#)

Dean of the Abraham S.
Fischler College of Education



[Dr. Judith Coughlin](#)

Chair of the Department
of Curriculum and
Instruction



[Dr. Wayne Driscoll](#)

Chair of the Department of
Higher Education
Leadership and
Instructional Technology



Program Resources

Please review your CAPP report to see which link applies to your program of study.

| | |
|--|---|
| <p>Department of Curriculum and Instruction</p> | <p>Applied Professional Experience: You will need to apply for the Applied Professional Experience/Applied Field Experience/Capstones in order to register.</p> <p>http://education.nova.edu/students/current-students/gtep/applied-professional-experience.html</p> |
| <p>Office of Placement Services</p> | <p>Take a moment to look through our information where you will find detailed procedures regarding obtaining security clearance, securing Field Experience placements, arranging internships, and more.</p> <p>Please contact our office as soon as you have registered for a course requiring participation in a PreK-12 classroom. Some placements require months in advance. Rubyann Bradshaw RB516@nova.edu can assist you.</p> |
| <p>EDL/ EDLS Student Resources</p> | <p>Department of Education (DOE) Certification/Testing - FTCE and FELE testing information: http://www.fl.nesinc.com/</p> <p>Master and Educational Specialist Internship and Seminar applications: http://education.nova.edu/students/current-students/forms-and-documents.html</p> |

Stay on time,
on track, and
on target with
your educational
plan and goals!

Curriculum Advising and
Program Planning (CAPP)
Online Degree Evaluation



You & Your CAPP Report

(<http://www.nova.edu/registrar/capp.html>)

Your CAPP report is an essential tool to help you in the registration process, and in keeping tabs of where you stand academically. You should review your CAPP report at least once every term to plan your registration, check your GPA, and keep track of your expected graduation. Close attention to your CAPP report will help ensure that there are no surprises as you progress in your degree program. If you have any questions, please refer to your

VIEW CAPP TODAY!

1. Login to SharkLink using your SharkLink ID (email username) and password
2. Click on the **Student** tab
3. Go to the **Records and Academics** channel
4. Click **Transcript/Grades/CAPP Degree Evaluation**
5. Click **View CAPP Degree Evaluation**

TIP: Degree applicability is extremely important. This means that if you have any substitutions approved for your degree please work with your academic advisor to update your CAPP in a timely manner. This will ensure financial coverage.

Terms and Sessions

FCE has 3 terms per year, 2 sessions per term.

Fall & Winter terms are 16 weeks in length. Some courses are divided into 8 week sessions while other courses run in a "full term" or 16 weeks.

Summer term is 14 weeks in length. Some courses are divided into 7 week sessions, while other courses run in a "full term" or 14 weeks.

Be mindful of this when planning your schedule.

FCE Course Schedule & Important Dates

<http://education.nova.edu/students/current-students/course-schedule.html>
<http://education.nova.edu/students/current-students/academic-calendar.html>

Calendars include registration deadlines, class dates, and tuition refund schedule. Dates are firm. If you experience any errors, please team up with your advisor to ensure registration.

Registration

<http://education.nova.edu/students/current-students/course-schedule.html>

- Use the **SharkLink** or **Webstar** portals to register for courses.
- To register via SharkLink, log-in first, locate the "My Academics" section on the Navigation menu and click on Registration-Add/Drop/SEA under "I would like to...".
- **Student Enrollment Agreement (SEA):** Each semester complete the SEA as part of the registration process. Select Registration-Add/Drop to access SEA.
- **Student Transaction Form (STF).** If unable to register online, complete a STF and fax to 954-262-2336 or email to fceadvise@nova.edu

TIP: Complete your paperless STF by using the [Online STF](#)

TIP: If you schedule yourself there is no need to complete an STF.

Generic Course Syllabus

<http://education.nova.edu/students/current-students/course-syllabi.html>

Prior to taking each course you will have the ability to review the generic course syllabus. This will allow you to get a bird's eye view on materials and provide you a glimpse on what is required. However, please note, you are to work off the syllabi that your instructor provides you.

TIP: Another option: Use the hyperlink below to view your schedule, ensure that you use an upper case "N" for your NSUID, and select your term.

How to View Your Schedule

<https://sharklink.nova.edu/>

Steps on how to get your schedule once registered, are as follows:

1. Go to your SharkLink and log on.
2. Click on My Academics.
3. Scroll down to "My Schedule" near the bottom of the page.
4. Select the appropriate term.

TIP: Changes to your schedule after financial aid has been awarded may effect eligibility. Prior to adjusting your schedule, reach out to your academic advisor and the financial aid team.

FCE Catalogs & Student Handbook

(<http://education.nova.edu/students/current-students/studentcataloghandbook.html>)

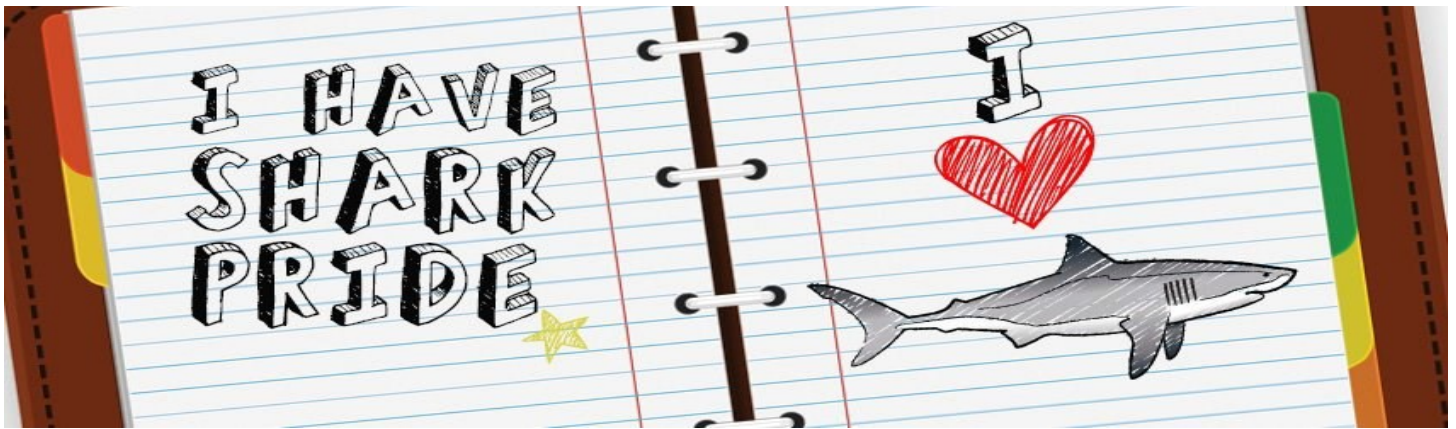
To encourage student responsibility, please be sure to locate and review your program information. Team up with your assigned advisor if you have any questions.

Policies and Provisions

We do know that the catalog will not be viewed on a daily basis; however, it is important to know that you have access to NSU policies and procedures at any time. This is to ensure expectations, awareness, and provisions are in place while you pursue your program of study. It is to your benefit to make yourself aware of the resources that are at your disposal.

Here are a few highlights:

- There is a set time frame to complete your program of study once you initiate your Master's or Educational Specialist Degree which is dependent on the catalog year in which you enter under. *Refer to the catalog link above (look for the **Appeal and Grievance Procedures** section; page number will vary based on catalog).*
- There is a 15 day time frame for appealing administrative decisions and/or grades. *Refer to the catalog link above (look for the **Appeal and Grievance Procedures** section; page number will vary based on catalog).*



Tips for Shark Success from Our Academic Team

1. Establish personal goals and create a timeline.
2. Schedule "school" time and assignment due dates on your calendar that are realistic with your schedule.
3. Please do not "self-advise" (our knowledgeable advising team will be happy to team up with you).
4. Get to know your professors: ask questions, seek advice and come prepared to class.
5. Take advantage of the NSU Resources that are at your fingertips.
6. Enjoy your learning community.

NSU Bookstore

<https://nsubooks.bncollege.com/webapp/wcs/stores/servlet/TBWizardView?catalogId=10001&langId=-1&storeId=10055>

Click on "Textbooks" tab at the top of the page to source new, used, and rental textbooks. Follow the prompts and navigation within the link.

NSU Library Resources

<http://www.nova.edu/community/libraries.html>

NSU's Alvin Sherman Library is one of the largest library buildings in the state of Florida, and it offers full collections of research materials, specialized databases, popular fiction and nonfiction books, magazines and journals, CDs, and DVDs. If you are at a distance, NSU has one of the largest online libraries to ensure you can find what you need with ease. Be sure to use the "**Ask a Librarian**" feature if you need extra help navigating through this portal.



Online Classroom

<https://sharklink.nova.edu/cp/home/displaylogin>

If you are taking courses in the online format, you will use the Canvas interface. It is accessible 24 hours a day, and you will have access a few days prior to each start date to get yourself organized prior to the start of the course. You will need your Sharklink ID and password to access Canvas. You can access Canvas by following these instructions:

1. Log-in to SharkLink.
2. Click on the orange "Canvas" Icon.
3. You will be directed to your Canvas dashboard. Select the appropriate course "tile" to enter the online classroom.

For a preview on the Canvas online learning environment, please click on the "Canvas Student Tour" tile located on your Canvas Dashboard.

How to Operate Online Classes and Roster Reconciliation

Notice to all NSU students:

All students are required to participate within the first week of the course(s) that are scheduled. To ensure compliance, be sure that you review announcements and/or emails given by your instructor for week one deliverables, i.e. course structure, chats, assignments, dates, and expectations.

It is critical that students make contact with their instructor(s) within the first week of the term start date, as instructors are required to reconcile their class rosters within two weeks of the term start date.

It is found that highly successful students work closely with their professors. For example: expectations of the course, needed materials, prompt problem resolutions in understanding material covered, and creating partnership regarding feedback of the submission of work.

Financial Aid/Scholarship Information

<http://www.nova.edu/financialaid/apply-for-aid/index.html>

NSU understands the importance of covering your educational investment, so please take a moment to review the multiple resources regarding financing your education. You can work with the Financial Aid Team on locating scholarships, loans, grants, and accessing veterans' benefits or corporate reimbursement. Be sure to review the [Dollars and Sense Newsletter](#) for departmental updates



Satisfactory Academic Progress (SAP)

<http://www.nova.edu/financialaid/eligibility/satisfactory-academic-progress.html>

In order to stay in good academic standing at FCE, you must maintain a 3.0 GPA. To remain eligible for financial aid, you must maintain a 3.0 GPA. In order to continue receiving financial aid, each student is required to make satisfactory academic progress each term. This means that you must complete 60% of any course(s) in which you are enrolled so that you “earn” your financial aid. **If you drop/withdraw from a class prior to 60% completion you will have to return the “unearned” disbursement.** If you do fail academic progress, you risk losing your loans and/or grants for future semesters. It is important you take, and successfully pass, your courses to maintain your academic standing. If you are having difficulty managing coursework, please speak with your advisor about class choices or options that will ensure your success. If you do fail SAP, please contact the Office of Financial Aid for details and solutions to get back on track.

Eligible students will be awarded based on how many degree applicable classes they are taking.

Full Time Status is 6 credits per term.

Part Time Status is 3 credits per term.



Stay Connected with the NSU Community:

<http://www.nova.edu/studentaffairs/index.html>

Student Affairs:

Serving our Regional Campuses & ALL Online SHARKS

The Office of Student Affairs at the Regional Campuses exists to foster student success and a university community at the NSU's Regional Campuses and Online students. The Office serves as the liaison between the Main Campus and students in order to provide an array of services and opportunities for all students to participate.

A variety of programs and services are offered by Student Affairs to engage you in the campus community, and support your learning as a student. Communication will be sent to you so that you can learn more about these services, student involvement opportunities, and special events.

Additionally, Student Affairs provides a student lounge and fitness center if you visit any NSU Campus. The Office of Student Affairs is conveniently open in the evenings and on Saturdays to be available for students.

For more information about the services provided at your campus, or if you are an online student contact: <http://www.nova.edu/studentaffairs/campuses/staff.html>

Clubs & Organizations

<http://education.nova.edu/students/fce-student-organizations.html>

Part of your college experience is being a participant within the university. Whether it is joining an honor society or being part of the Student Government (SGA) there are organizations for all to join and participate to make your college experience a memorable one.



Career Development

<http://www.nova.edu/career/index.html>

NSU Career Development is excited to provide our students, alumni and employers the ultimate recruiting platform, Handshake! Handshake is the hub for jobs and internships listings, career fairs and event registration and more.

NSU Connect

<https://nsuconnect.net/>

Show us your success

When you succeed our work is almost done...we want to celebrate your successes with you. In order to do this, we ask you to team up with our team and let us know and share your story. Let us know of how you are affecting your community. Share your advancements, promotions, movements and overall gains in your community.



Realizing Potential: The Campaign for Nova Southeastern University

<https://realizingpotential.nova.edu/index.html>

