

Registration Instructions:

- 1) Log into **SharkLink** at <https://sharklinkportal.nova.edu> (your username is your nova email prefix (initials and numbers only) everything before "@mysu.nova.edu". If you need to **retrieve or reset your password**, please visit: <https://reset.nova.edu/#>)
- 2) Once you log into SharkLink, click on "**University Registrar**," which is located on the left-hand navigation pane
- 3) Under the section that reads "**Academic Profile**," click on **Register**, and then click "**Register for Classes**."
- 4) **Select the term (fall, winter, summer)** you would like to register for
- 5) Review and complete your **Student Enrollment Agreement (SEA)**
- 6) Enter the **course reference numbers (CRNs)** to the registration worksheet in the boxes below.
- 7) Then click **submit changes** to complete your registration
Students who require assistance with their registration may submit a completed and signed paper form called the Student Transaction Form (STF) to their academic advisor:
<https://www.nova.edu/registrar/forms/STF-generic.pdf>

To review your registration for accuracy, please follow the below steps:

- Once you log into SharkLink, click on "**University Registrar**", which is located on the left-hand navigation panel.
- At the right side of the page, you will find "**My schedule**"
- **Select the semester** to view your schedule
- Once selected, a drop down will appear with the course(s) for which you have registered
 - Click the down arrow on each course to see course details
 - You may also click on the icon next to "useful tools" for book information pertaining to the course