

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 Self-Service Banner, for instance, after the drop/add period has passed. **Please note that all students registering for classes MUST complete a Student Enrollment Agreement (SEA) each academic year.** Registration will not be completed until the SEA has been submitted online. To complete the SEA, follow the steps below:

Login to **SharkLink** ▶ click the **Academics** tab ▶ in the Useful Links section, click **Registration-Add/Drop/SEA**

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	Course No.	Section	Course Title	Start Date/End Date	Cr. Hrs.

Courses to Drop or Withdraw

Course Ref. No.	Subject	Course No.	Section	Course Title	Start Date/End Date	Cr. Hrs.	Last Date of Attendance Office Use Only

Student Signature _____

Date _____

Academic Advisor Signature _____

Print Name _____

Extension _____ Date _____

Office Use Only	
Processed by _____	Date _____

This form may be signed electronically. For instructions, view [How to Insert E-Signatures](#).