



# Student Transaction Form

(one semester per form only)

STF

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 semester.** Registration will not be completed until the SEA has been submitted online. To complete the SEA, follow the steps below:

Log in to **SharkLink** ▶ locate the **Academic Profile** widget ▶ Click on the **Register** button ▶ Select **Register for Classes** to be prompted to complete the 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	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 Office Use Only

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

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Extension

\_\_\_\_\_  
Date

Office Use Only	
_____ Processed by	_____ Date