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Center for Computer and Information Sciences Interim Application Package 1989

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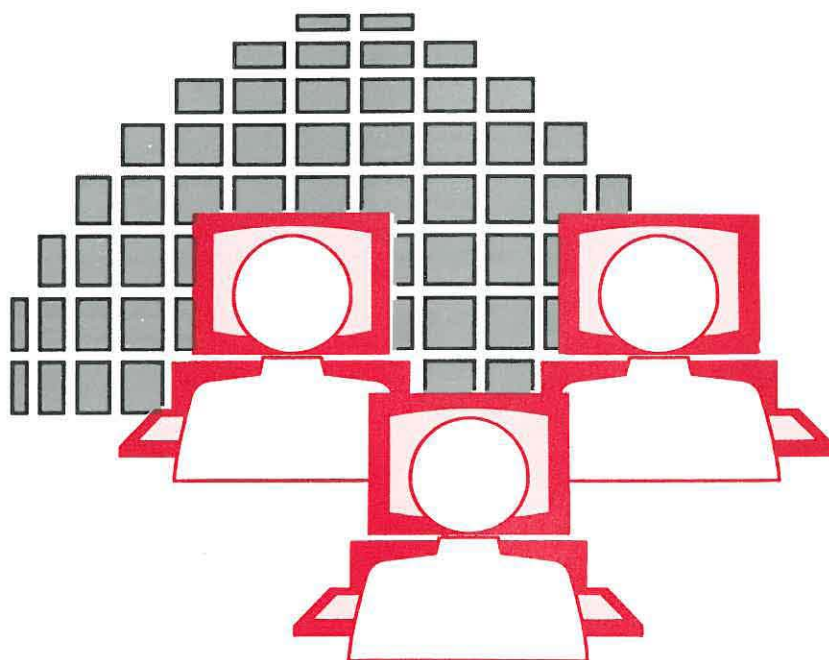
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CENTER FOR COMPUTER AND INFORMATION SCIENCES



Interim Application Package
July 1, 1989

NOVA
UNIVERSITY
25th ANNIVERSARY

NOVA UNIVERSITY

CENTER FOR COMPUTER AND INFORMATION SCIENCES



All forms required for application to the undergraduate, master's or doctoral programs offered by the Center for Computer and Information Sciences are contained within this package.

WELCOME

NOVA UNIVERSITY, accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), has become a major force in the growth and development of educational innovation. We are distinguished by our commitment to traditional and nontraditional instructional modes to deliver quality education. Innovation is reflected in the undergraduate and graduate programs offered by the Center for Computer and Information Sciences (CCIS).

Our mission is to provide current knowledge and practice in computer science, information systems, information science, computer education, and training and learning technology. These programs are designed to provide breadth and depth of knowledge as the basis for generating professional competence in the computer and information sciences. We begin this process by instilling an awareness of the power and application of knowledge through exploration and identification of problems within computing environments. Individuals will become equipped with the intellectual maturity and practical skills necessary to stay abreast of the advancements made within the computing disciplines as well as interact with professionals and users of computer technology.. Today, CCIS faculty and staff serve the educational needs of undergraduate and graduate students throughout the United States.

DELIVERY SYSTEMS

Currently, the center offers both on-campus undergraduate and graduate programs in computer science, computer systems, computer information systems, and computer engineering, and computer-based graduate programs in information systems, information science, computer education, and training and learning technology.

CAMPUS-BASED undergraduate and graduate programs offer convenient course schedules (day, evening, and weekend courses), access to fully equipped computer labs with qualified lab tutors, exposure to computer hardware and software, library materials, and resident faculty.

COMPUTER-BASED graduate programs utilize telecommunications through electronic linkage to Nova University's mainframe (VAX 8550, running Ultrix 2.3). These programs offer seminar and institute sessions, residency requirements, and provide applied approaches to learning that stresses a blend of theory and practice by encouraging students to identify and solve problems of significance within their organizational environments.

CAMPUS-BASED PROGRAMS

The information age and the computing industry along with the field of computer science are changing rapidly. The programs in the Center for Computer and Information Sciences meet these challenges with quality programs that keep pace with rapidly changing professional and academic needs.

We currently offer four undergraduate degree programs in conjunction with Nova College. In addition, the center also offers a Master of Science in Computer Science and a Doctor of Science in Computer Science.

UNDERGRADUATE PROGRAMS

There are two divisions within Nova College: the division of Career Development Programs and the division of Professional and Liberal Studies Programs. The career development programs are intended primarily for working adults and are offered on evenings and weekends. The Professional Studies Program and the Liberal Studies Program are designed for students who are interested in a full-time, daytime college experience.

Knowledge and skills are acquired in the areas of behavioral and social sciences, communications, humanities and arts, economics, science, mathematics, and technology. Moreover, students major in a preferred area of concentration. Once students are admitted to Nova College, they take a full complement of core courses within one of the two divisions and their major courses through the Center for Computer and Information Sciences. The four majors currently being offered are computer science, computer engineering, computer information systems, and computer systems.

COMPUTER SCIENCE deals with the systematic study of algorithms and data structures. This concentration provides a base for the student to work in a number of computer career fields and to pursue graduate work in computer science.

COMPUTER ENGINEERING concentrates on the design, architecture, and development of computer hardware. Areas covered are circuit design, firmware, and the high level trade off between hardware and software in computer systems.

COMPUTER INFORMATION SYSTEMS prepares the student for a career in business applications as a programmer/analyst. Emphasis is placed on programming languages, application software analysis, design and development, database management, and information system organization.

COMPUTER SYSTEMS is designed for students who intend to combine business knowledge with an applications approach to computer science. In addition to providing a background in computer function, language, and programming, this major focuses on the use of computers in the business environment.

ADMISSION REQUIREMENTS

- Completed admissions application and fee
- Official high school and/or college transcript(s)
- One of the following test scores or its equivalent (not required of transfer students with 15 or more credit hours), Scholastic Aptitude Test (SAT),

- Preliminary Scholastic Aptitude Test (PSAT) or the American College Test (ACT).
- A personal or telephone interview
 - Recommendation letters

TUITION

Tuition is dependent upon which division you choose to attend. Please call Nova College Admissions office for more information.

MASTER'S PROGRAM

MASTER OF SCIENCE IN COMPUTER SCIENCE

The Center for Computer and Information Sciences offers a graduate program leading to a Master of Science degree with a major in Computer Science. This program is designed to give the student a thorough knowledge of computer systems through coursework, basic and applied research activities, and specialized projects. Current areas of specialization are network design, data communications, artificial intelligence, compiler construction, modeling and simulation, database design, computer systems performance, numerical analysis, operating systems design, structured programming, and software engineering.

CURRICULUM

In addition to allowing professionals to pursue a systematic program of graduate study while working, the core courses are specifically designed for understanding and direct application of technology and are taught by experts in these fields.

Two options (thesis and non-thesis) leading to a Master of Science degree with a major in computer science are offered. The requirements for both the thesis and the nonthesis option include--

1) The completion of 36 semester hours of graduate credit (of which 24 semester hours are required courses) include the following three credit hour courses:

- CIS 610 Theory & Principles of Programming
- CIS 620 Modeling & Simulation
- CIS 630 Compiler Design Theory
- CIS 640 Operating Systems Theory & Design
- CIS 650 Network Design & Analysis
- CIS 660 Database Management
- CIS 670 Artificial Intelligence/Expert Systems
- CIS 680 Software Engineering

2) The student must maintain a grade average of 3.0 (B) or better in all graduate level courses.

3) The additional requirements for the thesis option are the completion of six semester hours of approved elective courses in computer science and six semester hours for a written thesis.

4) The nonthesis option has the additional requirement of the completion of 12 semester hours of approved elective courses in computer science. The three-credit courses can be chosen from the following:

CIS 600 Computer Systems	CIS 601 Programming Languages
CIS 611 Systems Programming & Project Implementation	CIS 612 Concurrent Programming Languages
CIS 621 Mathematical Programming	CIS 622 Numerical Analysis
CIS 631 Language Theory & Automata	CIS 632 Compiler Implementation
CIS 633 Graph Theory	CIS 634 Complexity Theory
CIS 643 Array Processors & Super-computers	CIS 644 Operating Systems and Implementation
CIS 645 Microprogramming & Micro-processors	CIS 651 Data Communications
CIS 652 Systems Performance Evaluation	CIS 661 Database Practicum
CIS 662 Distributed Database	CIS 671 Robotics and Automated Processing
CIS 681 Interactive Computer Graphics	CIS 682 Software Engineering Implementation
CIS 690 Special Topics	

PROGRAM FORMAT

The Master of Science in Computer Science program operates on a 12-week term. Each three-credit course meets for four hours per week for 12 weeks (one semester). All courses in the program are scheduled in the evenings or on Saturday. The Master of Science in Computer Science program should take between 18 and 24 months to complete.

ADMISSION

This program has been designed for students with undergraduate training in computer science, engineering, mathematics, or physics. Applicants for this degree should have an undergraduate major in one of the above areas or a related area and must meet the following requirements:

- A bachelor's degree from a regionally accredited college or university representing completion of coursework which fulfills prerequisites for graduate work in the area of Computer Science.
- A 2.5 undergraduate G.P.A. (3.0 in the undergraduate major)
- A completed application with application fee and official transcripts of all prior graduate and undergraduate work
- Satisfaction of undergraduate prerequisites in:
 1. Data Structures
 2. Computer Architecture
 3. Experience with higher level programming languages such as FORTRAN, PASCAL, C, and assembly language programming
 4. Mathematics - including calculus, linear algebra, and discrete mathematics

Students not satisfying these prerequisites are required to make up the specific deficiencies before being granted full admission status.

TUITION

Tuition is \$225 per credit hour or \$5,400 per year (eight courses).* There is a \$100 yearly

registration fee. Included in the tuition are instructional materials, handouts and the use of the computer lab. Students must purchase their textbooks.

DOCTORAL PROGRAM

DOCTOR OF SCIENCE IN COMPUTER SCIENCE

The Center for Computer and Information Sciences offers a graduate program leading to the degree of Doctor of Science in Computer Science (Sc.D.). It is designed to produce a computer scientist with knowledge in all major areas of computer science as well as the capacity for solving a problem of substance in the field. Each course consists of lectures given by leading computer scientists in the field, and completion of a research project by the end of the course. The research activities will be part of industry and University sponsored programs.

This program, by combining seminars, individual study and field projects in the student's own place of work permits acquisition of an advanced degree, and encourages students to make significant contributions to their organizations.

CURRICULUM

In addition to allowing working professionals to pursue a systematic program of graduate study, the core courses are specifically designed toward direct application of technology and are taught by experts in these fields.

The 68 semester hour program (48 semester hours of which are required major courses) takes approximately four years to complete, although students have seven years from their start date to complete the program requirements. Coursework currently being offered for this degree program is as follows: (*three credit hours per course*)

CIS 700 Theory & Principles of Programming
 CIS 710 Modeling, Simulation and Mathematical Programming
 CIS 720 Compilers, Language Theory and Automata
 CIS 730 Operating Systems
 CIS 740 Network Design and Data Communications
 CIS 750 Database Management Systems and Distributed Databases
 CIS 760 Artificial Intelligence and Expert Systems
 CIS 770 Software Engineering
 CIS 800 Theory and Principles of Programming Project
 CIS 810 Modeling, Simulation and Mathematical Programming Project
 CIS 820 Compilers, Language Theory and Automata Project
 CIS 840 Network Design and Data Communications Project
 CIS 850 Database Management Systems and Distributed Databases Project
 CIS 860 Artificial Intelligence and Expert Systems Project
 CIS 870 Software Engineering Project

PROGRAM FORMAT

The Doctor of Science in Computer Science program operates on a six-month term (semester). During the first three years, the student will select six major courses. Each

* *Subject to Change*

course will take six months to complete. For each course, the student attends two seminars, develops a proposal for a project and implements the project.

During the fourth year of the program, in addition to the final two courses, the students will be involved in the dissertation process. The dissertation is the main focus of the final year of study and is the most important requirement for the Sc.D. degree. Each student is expected, with the help and approval of an advisor, to select a topic that is appropriate and of sufficient scope to satisfy this requirement. Students should reach conclusions and offer recommendations that have the potential of contributing to the improvement of professional practice.

Final exams for each course are given at seminar meetings. Pre- and postseminar study materials are provided to each student. Students are responsible for their own lodging and travel expenses at these seminars.

ADMISSION

The Doctor of Science in Computer Science program is designed for students with a graduate degree in computer science, engineering, physics, or mathematics. Applicants for this degree should have a graduate major in one of the above areas or a related area and must meet the following requirements:

- A master's degree from a regionally accredited college or university representing completion of coursework that fulfills prerequisites for doctoral work in the area of computer science
- A 3.25 graduate G.P.A.
- A completed application with application fee and official transcripts of all prior graduate and undergraduate work
- Satisfaction of graduate prerequisites in:
 - a. Structured programming
 - b. Data communications
 - c. Operating systems
 - d. Compilers
 - e. Databases
 - f. Modeling & simulation

Students not satisfying the prerequisites are required to make up the appropriate deficiencies before being granted full admission status.

TUITION

Tuition is \$5,250 per year in the Doctor of Science in Computer Science program.* There is a \$60 yearly registration fee. Included in the tuition are computer online time, study guides, reading assignments and computer protocols. Students must purchase their own textbooks.

* *Subject to Change*

COMPUTER-BASED PROGRAMS

The Center for Computer and Information Sciences serves as a university-wide resource in the fields of computer science and telecommunications to train and develop a new breed of leaders-professionals who are prepared to lead in the rapidly expanding information society. With the advent of new developments in telecommunications and satellite technology, Nova University has taken the lead in technologically-based education. The mission of Nova University emphasizes the importance of alternative forms for the delivery of education through technology and telecommunications, and the center is a major vehicle for supporting this work.

The work of professionals is heavily involved with information. The explosive increase in the quantity of information has created a demand for persons trained in information management skills, and it has placed pressure on various professions to respond by training their own members in information handling techniques. To name a few, the professions of law, information management, medicine, engineering, education, and the sciences have felt the need to provide additional training in the information and computer science field to their constituencies.

In all discipline areas of information science, information systems, training, and computer education, a major problem has developed--the growth in technological tools for information handling and the escalation of information available has outstripped the rate with which professionals are able to maintain competency. This situation is aggravated by two conditions: the public's demand for more knowledge and the demand on organizations to understand their environments in new ways. The first condition has been brought on by the computer revolution, and the second was generated by the forces of international competition, especially the rise of industrial giants like Japan and Germany. Nova University works to meet these demands through its computer-based graduate programs.

Today, the computer is a necessary tool for knowledge workers. Much of the work in the information specialties, and in the field of training, is being accomplished using computers. Using the computer effectively is necessary for success in these fields. Nova University's philosophy is that it makes sense to use the student's natural work environment for learning.

The rationale for computer-based programs was stated by Dale Tillery of the University of California, Berkeley in his presentation before the National Board of Graduate Education: *"As in the clinic, the courts, and the laboratory the arena for much professional learning is in the daily life of real institutions. Why demand that the student leave these natural laboratories for the lecture hall or the seminar room? It makes more sense to import the theoretical and scholarly components to this real world than to deport the student from the very settings in which he needs to gain and refine new insights, sensitivities, and skills. This recognition of the great learning possibilities in professional settings need not result in provincialism or in self-confirmation."*

To this day, Tillery's comments continue to justify the delivery of instruction to the professional's locale--in the computer-based mode. In our computer-based programs, the electronic link between student and professor couples the strengths of the computer-based mode of delivery with telecommunications for a continuous interchange of ideas. The resulting environment for learning helps make the education of knowledge workers and information professionals a more meaningful and enriching experience. In this way Nova University produces the leaders for the emerging information society.

MASTER OF SCIENCE PROGRAMS

The Master of Science in Information Systems (MIS) is designed for individuals who work or would like to work within the environment of an organization, integrating organizational functions with computer technology. The curriculum provides information systems concepts and processes within the framework of organizational functions, management knowledge, and technical information systems knowledge. Students choosing MIS gain the ability to develop an information system structure for an organization and learn how to design and implement the structure's applications. Most organizations have a need for increased organizational productivity. The MIS major is designed to meet these needs. *(This program is offered both on campus and through telecommunications).*

The Master of Science in Computer Education (MCED) is designed for the educator who wishes to use high technology to improve teaching and administrative efficiency. This area offers administrative and management techniques for promoting a foundation in structured programming for educational applications of computers.

The Master of Science in Information Technology and Resource Management (MITRM) is designed for individuals working or planning to work as information professionals in business, industry, government, or the military. The MITRM seeks to merge telecommunications with computer, information science, and management services. MITRM is the keystone of information science and technology. Every activity in this profession relates to the complex processes in MITRM -- from system design and evaluation, user requirements and document and knowledge representation to database organization, online storage and retrieval techniques, and hard and soft computer technology applications as well as repackaging, dissemination, and marketing.

The Master of Science in Training and Learning (MSTL) is designed for individuals who want to learn, or to improve, skills in computer-based training designing (CBT). The new demands on specialists in the training field require them to collect the "right" information and package it in a form that leads to effective training programs. Students in the training and learning major acquire new skills in the design and application of computer-based training.

By combining individual study, computer-based learning, teleconferences, institutes, and a field project in the student's own place of work, these programs permit acquisition of an advanced degree and encourage students to make significant contributions to their organizations.

CURRICULUM

In addition to allowing working professionals to pursue a systematic program of graduate study, the program is innovative in that the core courses are completed through a computer-based learning delivery system available to the students in their locale. Online interactive learning methods and teleconferencing are used throughout the instructional sequence.

Regardless of the major selected, students will be scheduled to take a common core of eight courses during the first year in the program. During their second year, students will then begin their major and complete four courses, including a practicum component offered in two parts. The common core courses and major courses for each of the four majors are listed. *(3 credit hours per course)*

COMMON CORE COURSES

- An Introduction to Digital Computers and Telecommunications
- Online Information Systems
- Statistics, Measurement, and Quality Control
- The Theory of Human Factors
- Database Management Systems
- Systems Analysis and Design
- Strategic Management, Leadership, and Finance
- Case Analyses

THE MAJORS:

Information Systems (MIS):

MIS 5540	Planning and Policy Formulation in Management Information Systems
MIS 5541	Emerging Technologies in Information Systems
MIS 5509	Practicum Proposal in Information Systems
MIS 5510	Practicum Report in Information Systems

Computer Education (MCED):

CED 5572	Introduction to Structured Programming in Pascal
CED 5573	Advanced Programming in Pascal
CED 5509	Practicum Proposal in Computer Education
CED 5510	Practicum Report in Computer Education

Information Technology and Resource Management (MITRM):

IRM 5540	Telecommunications in Information Technology & Resource Management
IRM 554	Emerging Technologies in Information Technology & Resource Management
IRM 5509	Practicum Proposal in Information Technology & Resource Management
IRM 5510	Practicum Report in Information Technology & Resource Management

Training and Learning (MSTL):

CBL 5540	Courseware and Software Design Systems
CBL 5541	Emerging Technologies in Computer-Based Training
CBL 5509	Practicum Proposal in Training and Learning
CBL 5510	Practicum Report in Training and Learning

The practicum (5509 and 5510) enables students to investigate a situation directly related to activities within their own institutions or organizations and translate course theory into practice.

PROGRAM FORMAT

Several modes of delivery are provided in the courses: summer institutes; computer conferences; instruction on a supermini computer; interactive, online, real-time computer discussions with faculty members (ECR); electronic mail conversations; and electronic assignment delivery. Final examinations are taken both online and during the summer

institutes. All other assignments are forwarded through electronic mail and electronic classroom sessions (ECRs) and are stored in central databases.

Much of the work on assignments is done offline and then uploaded to the student's home directory from which it can be electronically mailed to their professors. It is highly recommended that all student know how to use the uploading and downloading (file transfer) capabilities of their communications software prior to beginning the program. It is also essential that new students be familiar with their wordprocessing software before they begin their first course.

ADMISSION

The entire program for the Master of Science degree is designed to be completed in 18 to 24 months. Each applicant must satisfy the following requirements in order to be accepted into the program:

- Official transcripts of all prior graduate and undergraduate work
- A bachelor's degree from a regionally accredited college or university
- A G.R.E. score or completion of a portfolio with appropriate work experience and credentials
- Three letters of recommendation
- A completed application with a \$30 application fee

TUITION

Tuition is \$150 per credit hour, or \$3,600 per year.* There is a \$60 yearly registration fee. Students must purchase their online time for the program. This is done in 20-hour blocks of time at a cost of \$140. Students may register at any time during the year. Included in the tuition are study guides and instructional materials. Students must purchase the textbooks.

FOUR-YEAR COMBINED MASTER'S/DOCTORAL OPTION

In addition, the Center for Computer and Information Sciences offers a four-year combined master's and doctoral option in:

Computer Education (MCED/CED)
Information Technology and Resource Management (MITRM/DISc)
Information Systems (MIS/DIS)
Training and Learning (MSTL/DTL)

Students interested in this option must first be accepted into the master's program. Once students have completed eight courses (and earn 24 credits) in the master's program, with a grade point average of at least 3.25, and attended one summer institute, they may be accepted into one of the corresponding doctoral programs. (Students must also fulfill all other doctoral admission requirements.)

Upon acceptance into the doctoral program and after the completion of 12 credits in the doctoral program, the student is awarded the Master of Science degree. These 12 credits also count toward the doctoral degree, thereby reducing the total time needed to acquire both degrees if they had been taken separately. Once admitted into the

* *Subject to Change*

doctoral program, students follow the format that pertains to doctoral students. For more information about this option, interested individuals should write to the Program Director of the specific doctoral program to which they are seeking admission.

DOCTORAL PROGRAMS

The Doctor of Education in Computer Education (CED) is designed for practitioners working in an education or training setting. Educators and administrators at university, college, K-12 levels, as well as trainers in business and government, have the opportunity to become skilled in telecommunications, software and courseware design, and educational applications of research and theory.

The Doctor of Science in Information Systems (DIS) is designed for managers in business, government, or industry, who are involved in computer-based information processing. The program's emphasis is on professional training and is offered for practitioners working in information fields such as computer centers and information centers.

The Doctor of Science in Training and Learning (DTL) is based on the premise that training personnel today are managers of information. In this context, their role has been similar to that of the information scientist.

The Doctor of Science in Information Science (DISc) is for professionals concerned with the effective transfer of information through systems from sources to users. The program is designed to provide a vehicle for individuals to advance in their professions by learning to apply to their organizations or institutions the latest developments in telecommunications, information science, computer science, and strategic management.

CURRICULUM

In addition to allowing working professionals pursuit of a systematic program of graduate study, the program is innovative in that the core courses are completed through a computer-based learning delivery system available to the students in their own locales and through seminars and institutes. Online interactive learning methods and teleconferencing are used throughout the instructional sequence.

Regardless of the degree selected, students are scheduled to take a common core of five courses. In addition to the core courses, students complete their major courses, two practicums, and their dissertation as a part of their degree program. The common core courses and major courses are listed below:

COMMON CORE COURSES

IS 7100	Computer-Based Research and Statistics
IS 8500	Database Management Systems
DTL 8400	Human Factors in Software Design
IS 7200	Strategic Management of Information
IS 8700	Systems Analysis, Expert Systems & Artificial Intelligence

15 credits for 5 common core courses

MAJORS:

Doctoral students also take two courses listed in their major area and five modules-of-expertise (MOE's), two practicums and their dissertation representing an additional 51 credits. (3 credit hours per course unless otherwise noted)

COMPUTER EDUCATION (CED)

CED 7000	Advanced Structured Programming with Applications in Pascal & C
CED 8600	Courseware and Software Design
CED 7110	Data Analysis for Educators (MOE)
CED 7210	Finance and Budgeting in Education (MOE)
CED 8410	Curriculum and Learning Theory (MOE)
CED 8510	Relational Databases in Education (MOE)
CED 8710	Artificial Intelligence & Expert Systems for Educators (MOE)
CED 7800	PRACTICUM I Proposal (3 credit hours)
CED 7850	PRACTICUM 1 Report (3 credit hours)
CED 7900	PRACTICUM II Proposal (3 credit hours)
CED 7950	PRACTICUM II Report (3 credit hours)
CED 8990	DISSERTATION Proposal (6 credit hours)
CED 8995	DISSERTATION Report (12 credit hours)

INFORMATION SYSTEMS (DIS)

DIS 7000	Emerging Computer & Information Technologies for Information Systems Design
DIS 8800	Planning & Policy Formulation In Management Information Systems
DIS 7110	Data Analysis for Information Systems (MOE)
DIS 7210	Finance and Budgeting in Information Systems (MOE)
DIS 8410	Design of Human Interfaces to Information Systems (MOE)
DIS 8510	Relational Databases in Organizations (MOE)
DIS 8710	Artificial Intelligence & Expert Systems for Decision Support Systems (MOE)
DIS 7800	PRACTICUM I Proposal (3 credit hours)
DIS 7850	PRACTICUM 1 Report (3 credit hours)
DIS 7900	PRACTICUM II Proposal (3 credit hours)
DIS 7950	PRACTICUM II Report (3 credit hours)
DIS 8990	DISSERTATION Proposal (6 credit hours)
DIS 8995	DISSERTATION Report (12 credit hours)

TRAINING AND LEARNING (DTL)

DTL 8600	Software & Courseware Design for Computer-Based Learning
DTL 7000	Emerging Computer & Information Technologies for Training & Learning Design
DTL 7110	Data Analysis for Training & Learning (MOE)
DTL 7210	Finance and Budgeting in Training & Learning (MOE)
DTL 8410	Design of Human Interfaces (MOE)
DTL 8510	Relational Databases in Organizations (MOE)

DTL 8710	Artificial Intelligence & Expert Systems for Training & Learning (MOE)
DTL 7800	PRACTICUM I Proposal (3 credit hours)
DTL 7850	PRACTICUM 1 Report (3 credit hours)
DTL 7900	PRACTICUM II Proposal (3 credit hours)
DTL 7950	PRACTICUM II Report (3 credit hours)
DTL 8990	DISSERTATION Proposal (6 credit hours)
DTL 8995	DISSERTATION Report (12 credit hours)

INFORMATION SCIENCE (DISc)

IS 7000	Emerging Technologies in Information Science
IS 7300	Telecommunications & Networking within Libraries & Information Centers
IS 7110	Data Analysis for Information Science (MOE)
IS 7210	Finance and Budgeting in Information Science (MOE)
IS 8410	Design of Human Interfaces in Information Science (MOE)
IS 8510	Relational Databases in Information Science (MOE)
IS 8710	Artificial Intelligence & Expert Systems in Information Science (MOE)
IS 7800	PRACTICUM I Proposal (3 credit hours)
IS 7850	PRACTICUM 1 Report (3 credit hours)
IS 7900	PRACTICUM II Proposal (3 credit hours)
IS 7950	PRACTICUM II Report (3 credit hours)
IS 8990	DISSERTATION Proposal (6 credit hours)
IS 8995	DISSERTATION Report (12 credit hours)

As noted above, the requirements include two practicums and a dissertation. Practicums enable students to investigate a situation directly related to activities within their own institutions or organizations and translate course theory into practice.

The dissertation is the main focus of the final year of study. Each student is expected, with the help and approval of their dissertation committee chair, to select a topic that is appropriate and of sufficient scope to satisfy this requirement. Students should be able to reach conclusions and offer recommendations that have the potential of contributing to the improvement of professional practice.

PROGRAM FORMAT

Several modes of delivery are provided in the courses: seminars, institutes, computer conferences, computer-assisted instruction on a supermini computer, interactive, online, real-time computer discussions with faculty members (ECR), electronic mail conversations and electronic delivery of assignments. Final examinations are taken by the students in person at either the seminar or institute sessions. All other written assignments are forwarded through electronic mail systems and stored in central databases.

Computer-based doctoral programs offer two options for attendance: *Seminars* (commence Friday evening and adjourn on Saturday evening), or *Institutes*. The seminars are held

every three months in Ft. Lauderdale, Florida. Institutes are held twice a year in Ft. Lauderdale, Florida.

Both the institutes and the seminars consist of presentations by recognized authorities, small group discussions and workshop sessions. The latest developments in digital computers, telecommunications and information science will be demonstrated. Pre and post-seminar study materials are provided to each student. Students are responsible for their own lodging and travel expenses.

These programs, by combining individual study, computer-based learning, teleconferences, seminars, institutes and field projects in the student's own place of work, permit acquisition of an advanced degree and encourage students to make significant contributions to their organizations. We seek to maintain and develop student's knowledge and skills in the current and emerging technologies.

ADMISSION REQUIREMENTS

- A master's degree from a regionally accredited institution; however, a bachelor's degree is appropriate for the four-year combined program
- Current employment in a related field
- A minimum of two years of professional experience
- A G.R.E. score or completion of a portfolio with appropriate work experience and credentials
- Three letters of recommendation
- A completed application with application fee and official transcripts of all prior graduate and undergraduate work

TUITION

Tuition is \$4500 per year*. This is a planned three year program. There is a \$60 yearly registration fee. Students may register at any time during the year. Included in the tuition are computer online time, software and courseware necessary to complete the program. Students must purchase the textbooks.

** Subject to Change*

C	Marginal Pass	2
F	Failure	0
P	Pass (used for practicums)	
I	Incomplete	
PR	In Progress (practicums only)	
W	Withdraw	

WITHDRAW (W) Is assigned when a student withdraws from a course after the fifth scheduled class and prior to the eleventh scheduled class. Prior to and including the last day to drop courses, dropped courses are deleted from the student's record. After that date, a grade will be assigned. (*This pertains only to Computer Science*)

INCOMPLETE (I) Indicates that the student has not completed the course requirements and that the instructor has given additional time to do so. An "I" grade is not routinely assigned in courses, only when there are mitigating circumstances to prevent completion of the course requirements.

Incompletes may be assigned at the discretion of the instructor at the request of the student. Should the instructor choose to assign an incomplete, an incomplete contract is to be completed and signed by both the instructor and the student, with the original kept on record in the Program Office. An incomplete must be made up within one year of the date the student originally registered for the course. If not, it becomes an "F" (Fail). Students who receive two FAIL grades will be dismissed from the program and may not be readmitted. A student will not be permitted to register for a sequential course when a grade of "I" or "F" has been received in a prerequisite course. (*Computer Science*)

GRADING SYSTEM FOR THE DOCTORAL PROGRAMS

Faculty for the CCIS Programs assign grades of *PASS*, *NO PASS*, and *INCOMPLETE* for courses and *PASS*, *NO PASS*, *IN PROGRESS*, and *UNACCEPTABLE* for practicums and dissertations. Course grades are assigned by the lecturer responsible for that course, practicum grades are assigned by the practicum evaluator, and dissertation grades by the committee chair.

PASS (P) Indicates that the student has satisfied all course, seminar, practicum, or dissertation requirements.

INCOMPLETE (I) Indicates that there are one or more assignments and/or other requirements to complete before a summative grade can be assigned. An Incomplete is not automatically granted at the completion of the initial registration period. On the contrary, an Incomplete is an earned grade and it is only awarded after a petition is submitted to and accepted by the instructor. If an instructor accepts the incomplete petition, then an incomplete contract for completion is drafted and signed by the student and the instructor of record.

NO PASS (NP) Indicates that a student has not successfully completed all requirements to the satisfaction of the instructor. Any student receiving a NO PASS must repeat the course.

Students receiving a grade of NO PASS in a course or on a practicum will be placed on academic probation until the course has been retaken and passed. Students who receive two NO PASS grades will be terminated from the program. Readmission following academic dismissal is not possible in this program.

WITHDRAW (W)

Is assigned if the student officially withdraws (in writing) from the course prior to the course exam.

IN PROGRESS (PR)

Is assigned as an interim grade until completion of the course, practicum, or dissertation has been reached.

UNACCEPTABLE (U)

Means the practicum needs revision. When a practicum receives a "U" on the second revision, a NO PASS is assigned and the student must begin a new practicum on a new topic.

INTERNATIONAL STUDENTS

International Student Advising Service

(305) 475-7413 or 1-800-541-6682 x 7413

An International student applying to Nova University must (1) obtain a student (F-1) visa or an exchange visitor (J-1) visa (students are not permitted to study in the United States on a visitor [B-2] visa); (2) submit all secondary school and/or college level transcripts (transcripts must be in official English language translation); (3) demonstrate the ability to meet all costs of his/her education without financial aid from Nova University; (4) purchase medical insurance (J-1 visas only), contact the international student advisor for further information concerning insurance; (5) demonstrate proficiency in the English language through testing in the Nova University Intensive Language Program, or minimum of 500 on the TOEFL exam.

INTENSIVE LANGUAGE PROGRAM

Intensive Language Center

(305) 475-7430 or 1-800-541-6682 x 7430

The Intensive Language Program provides students from non-English language backgrounds with English language proficiency through one of two curricular emphases: college preparatory or career preparatory. It also provides intensive instruction in other languages.

The college preparatory curriculum provides students with the necessary English language skills to enable them to function in American colleges and universities. This curriculum prepares students for successful university study in English, as well as providing TOEFL (Test of English as a Foreign Language) preparation.

The career preparatory curriculum provides students with the English language skills to enable them to function in career and professional situations requiring English proficiency.

VETERANS SERVICES & BENEFITS

(305) 475-7413 or 1-800-541-6682 x 7413

Nova University's academic programs are approved by the State of Florida, Department of Education, State Approving Agency for Veterans Training, for veterans' educational benefits. The VA Representative will assist veterans in applying for benefits. A VA student must attain and maintain satisfactory progress as determined by the program director each evaluation period. The VA student who, at the end of any evaluation period, has not attained and maintained satisfactory progress will be placed on academic probation for the next evaluation period. Should the student not attain and maintain satisfactory progress by the end of the probationary period (one 6-month term), the student's VA educational benefits will be terminated for unsatisfactory progress. A student whose VA educational benefits have been terminated for unsatisfactory progress may petition the school to be recertified after one six-month term has elapsed. The school may recertify the student for VA educational benefits only if there is a reasonable likelihood that the student will be able to attain and maintain satisfactory progress for the remainder of the program.

FINANCIAL AID INFORMATION

(305) 485-7411 or 1-800-541-6682 x 7411

Nova University offers several programs of student financial aid in order to assist the greatest number of its students possible in meeting educational expenses. In order to qualify and remain eligible for financial aid, students must be accepted for admission into a University program; eligible for continued enrollment; a United States citizen, or in the U.S. for other than a temporary purpose; and making satisfactory academic progress toward a stated educational objective in accordance with the University's policy on satisfactory progress for financial aid recipients.

OTHER INFORMATIONAL PHONE NUMBERS

Nova College Admissions (Undergraduate)

Liberal Studies (Day School) (305) 475-7360 or 1-800-541-6682 x 7360

Career Division (Night School) (305) 475-7034 or 1-800-541-6682 x7034

Registrar's Office (305) 475-7400 or 1-800-541-6682 x 7400

Student Housing (305) 475-7052 or 1-800-541-6682 x 7052

STUDENT CONDUCT AND RIGHTS

Students are expected to comply with the legal and ethical standards of Nova University. Academic dishonesty and nonacademic misconduct are subject to disciplinary action. Specific instances of misconduct include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the University, and forging or altering University documents or academic credentials. The institution reserves the right to require a student to withdraw at any time for misconduct as described above. It also reserves the right to impose probation or suspension on a student whose conduct is determined to be unsatisfactory.

Students who feel their rights have been denied are entitled to due process. Information on grievance procedures is contained in the Policy and Procedures Manual and is available from the Center for Computer and Information Sciences.

ORIGINAL WORK AT NOVA UNIVERSITY

Assignments such as course preparations, exams, tests, projects, term papers, practicums, etc., must be the original work of the student. Original work may include the thoughts and words of another author, but if this is the case, those ideas or words must be indicated by quotation marks or other accepted reference devices.

Work is not original that has been submitted previously by the author (except with the permission of the instructors involved) or by anyone else for academic credit. Work is not original that has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted or unless copying, sharing, or joint authorship is an expressed part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used prior to or during the course of the examination.

REFERENCING THE WORK OF ANOTHER AUTHOR

All academic work submitted to Nova University for credit or as partial fulfillment of course requirements must adhere to the accepted rules of documentation. Standards of scholarship require that proper acknowledgement be given by the writer when the thoughts and words of another author are used. It is recommended that students acquire a style manual appropriate to their program of student and become familiar with accepted scholarly and editorial practice.

CERTIFICATION

State certification, promotion, and pay increases for students enrolled in CCIS programs are local decisions made by agencies not connected with Nova University. Therefore, it is the individual responsibility of current and prospective students to check with the appropriate agencies to insure that the program selected meets their specific needs. No claims are made by the university about certification or licensure.

RESERVATION OF POWER

Nova shall reserve the right to amend, modify, change, add to or delete from such rules and regulations that may affect its relations with its students, as may be prescribed by law or deemed necessary by the administration. Further, Nova reserves the right to change academic requirements, curriculum, tuition, and/or fees when in the judgment of the administration such changes are required.

ADMISSION FORMS

I. Undergraduate Career Program (Evening)

*Application Form
Three Transcript Request Forms*

II. Undergraduate Professional Studies and Liberal Studies Programs (Day)

*Application Form
Three Transcript Request Forms*

III. Graduate Programs (All)

*Application Form
Admissions Portfolio Form
Computer-related Skills Assessment Form
Three Recommendation Forms
Three Transcript Request Forms*

A UNIVERSITY
Program
and Admissions
100
100 AVENUE
STATE R 3311
0004

***Undergraduate Career Program
(Evening)***

***Application Form
Three Transcript Request Forms***

ADDITIONAL INFORMATION

From which year
will graduate

Education Degree (D.Ed.)

Number required of all students

Name: First _____

Organization (Agency) _____

Ad Council and Government

to be efficient

MICROFILM: Check

Check if desired

and Microfilm (overlapping)

checked

TELEPHONE

NOVA UNIVERSITY

Nova College
 Career Development Programs
 Marketing and Admissions
 Parker Building
 3301 College Avenue
 Fort Lauderdale, Fl 33314
 (305) 475-7034

Undergraduate Career Development Program Admissions Application

Program Cluster Code: _____	
Academic Unit: _____	
Admit Status: _____	Initial
Major Code: _____	
Copy made: _____	(Date)

Note: The Career Development Program schedules classes on evenings and Saturdays.

(Type or print - use black pen)

DATE OF DESIRED ADMISSION: _____
 Month Year

SOCIAL SECURITY NUMBER (U.S.A.)

SEX

DATE OF BIRTH:

_____/_____/_____

Male Female

_____/_____/_____

Full Name (*Last, First, Middle Initial*)

Legal/Permanent Address: Street & Number

City State Zip Home Phone Work Phone

Local mailing address (if different)

City State Zip Home Phone

EDUCATIONAL INFORMATION:

High School from which you graduated or will graduate:

Name City State Month Year

Or General Education Diploma (G.E.D.) completed: _____
 Month Year

TEST information required of all education majors:

SAT Scores: Verbal _____ Math _____ Total _____ Date Taken _____

OR

ACT (Composite Score) _____ Date Taken _____

Please list all Colleges and Universities attended. Official transcripts from all institutions are required before acceptance into a degree program can be effected.

Name of College	State	Date Started	Date Ended	Degree

ACADEMIC GOALS: Check One

- Bachelor of Science
 Special Student (non-degree seeking)
 Undecided

Major (Check one only)

- Computer Information Systems
 Computer Systems
 Computer Science
 Computer Engineering

INSTRUCTIONAL LOCATION: Main Campus Other (Specify) _____

IN CASE OF EMERGENCY:

Name of person to contact _____ Relationship of contact (parent, friend, etc.) _____

Address of person to contact _____ Home Telephone _____ Work Telephone _____

EMPLOYMENT STATUS: (Optional)

Full-time _____ Unemployed _____ Part-time _____ Job Title _____

Employer Name _____ Address: Street and and Numer _____

City _____ State _____ Zip _____ Work Telephone _____

CITIZENSHIP STATUS:

U.S. Citizen Yes No Resident Alien _____ Indicate country of citizenship _____
Is English your primary language? Yes No Non-resident Alien _____ Do you require an I-20? Yes No
If you have a visa, indicate status code: _____

TOEFEL SCORE: _____ (Required of all international applicants)
Additional procedures are required for admission of non-resident alien students

ETHNIC ORIGIN DATA: (This information is required for reporting purposes only) Check one of the following:

White not of Hispanic Origin Hispanic Origin American Indian or Native Alaskan
 Black not of Hispanic Origin Asian or Pacif Islander Other _____

APPLICANT STATUS AT TIME OF APPLICATION:

First time attending college? Yes No First time attending Nova University? Yes No

FINANCIAL AID:

Have you applied for Financial Aid? Yes No
Have you filed a College Scholarship Service Financial Aid Form (F.A.F.)? Yes No

If yes, when was the F.A.F. sent to Princeton, New Jersey? _____

HOW DID YOU FIRST HEAR ABOUT THIS PROGRAM?

Family/Friend Newspaper Flyer or announcement Yellow Pages
 Employer College fair High school or college counselor Guidance Magazine
 Nova student or graduate Employer Educational Directory (e.g., Barron's, Peterson's Outlook, Key Magazine)
 Nova recruiter General knowledge in the community College Handbook, Lovjoy's)
 Other: _____ Please specify _____
Please specify _____

For Admission purposes, this application must be accompanied by a \$30.00 nonrefundable application fee.

I declare that the above information, to the best of my knowledge, is complete and accurate. I agree to abide by all rules and regulations of Nova University.

Applicant Signature _____

Date _____

NOVA UNIVERSITY

Nova College
Undergraduate Admissions Office
Parker Building - Room 102
3301 College Avenue
Fort Lauderdale, Florida 33314
305-475-7360

CD

TRANSCRIPT REQUEST FORM

STUDENT: To request a transcript from your past school, fill in the blanks on both parts. We suggest that you call your previous school to find out if a fee should accompany this transcript request form.

Previous School or College:

Please send to an official transcript of my academic work while attending your institution to Nova College. Return the form below to Nova College.

A. I attended your school from _____ to _____.

B. While in attendance my name on your records was:

FULL NAME

C. My student identification number was: _____

Thank you for your assistance.

Sincerely:

Signature _____ Date _____

PREVIOUS SCHOOL: PLEASE RETURN THIS FORM WITH TRANSCRIPT, THANK YOU.

TRANSCRIPT TRANSMITTAL FORM

Social Security Number _____ Date _____

Name _____
Full Name (Last, First, Middle Initial)

Address _____

City _____ State _____ Zip _____

Please send _____ copies to Nova College, Undergraduate Admissions, Parker Building Room 102, 3301 College Avenue, Fort Lauderdale, Florida, 33314, (305) 475-7360.

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CD

NOVA UNIVERSITY

Nova College
Undergraduate Admissions Office
Parker Building - Room 102
3301 College Avenue
Fort Lauderdale, Florida 33314
305-475-7360

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FULL NAME

C. My student identification number was: _____

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Sincerely:

Signature _____ Date _____

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Full Name (Last, First, Middle Initial)

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Previous School or College:

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A. I attended your school from _____ to _____.

B. While in attendance my name on your records was:

FULL NAME

C. My student identification number was: _____

Thank you for your assistance.

Sincerely:

Signature _____ Date _____

PREVIOUS SCHOOL: PLEASE RETURN THIS FORM WITH TRANSCRIPT, THANK YOU.

TRANSCRIPT TRANSMITTAL FORM

Social Security Number _____ Date _____

Name _____
Full Name (Last, First, Middle Initial)

Address _____

City _____ State _____ Zip _____

Please send _____ copies to Nova College, Undergraduate Admissions, Parker Building Room 102, 3301 College Avenue, Fort Lauderdale, Florida, 33314, (305) 475-7360.

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CD

***Undergraduate Professional Studies
and
Liberal Studies Programs (Day)***

***Application Form
Three Transcript Request Forms***

NOVA UNIVERSITY

Nova College Admissions Office
 3301 College Avenue
 Fort Lauderdale, Fl 33314
 (305) 475-7360

Undergraduate Application Form

This is a Nova College application for students interested in either the Liberal Studies or Professional Studies programs. Classes for both of these programs meet during the day.

(This form will also serve as our Nova scholarship and grant application)

FOR OFFICE USE ONLY

Program Cluster Code: _____	
Degree: _____	
Admit Status: _____	Initial
Major Code: _____	Initial
Copy made: _____ (Date)	

APPLICATION FEE \$30.00

(Type or print - use black pen)

DATE OF DESIRED ADMISSION: _____
 Month Year

SOCIAL SECURITY NUMBER (U.S.A.)

_____/_____/_____

SEX

___ Male ___ Female

DATE OF BIRTH:

_____/_____/_____

Full Name (Last, First, Middle Initial)

Legal/Permanent Address: Street & Number

City State Zip Home Phone Work Phone

Mailing Address While Attending Nova (Local)

EDUCATIONAL INFORMATION:

High School from which you graduated or will graduate: _____
 Name City State Month Year

Or General Education Diploma (G.E.D.) completed: _____
 Month Year

Please list all Colleges and Universities attended. Official transcripts from all are required.

Name of College	State	Date Started	Date Ended	Degree

ACADEMIC GOALS:

Please Check One

- Bachelor of Science
- Special Student (non-degree seeking)
- Certificate only

Major (Check one only)

- Computer Engineering
- Computer Information Systems
- Computer Science
- Computer Systems

PARENT'S NAME AND ADDRESS: (or emergency contact)

Name _____

Address _____ Home Telephone _____ Work Telephone _____

CITIZENSHIP STATUS:

- _____ U.S. Citizen
- _____ Resident Alien
- _____ Non-resident Alien

Additional procedures are required for admission of non-resident Alien status

Do you require an I-20? Yes _____ No _____
 If you have a Visa, indicate Status Code: _____
 Country of Citizenship: _____

What language do you speak at home? _____

ETHNIC ORIGIN DATA: (This information is required for reporting purposes only)

Check one of the following:

- _____ White not of Hispanic Origin
- _____ Black not of Hispanic Origin
- _____ Hispanic Origin
- _____ Asian or Pacif Islander
- _____ American Indian or Native Alaskan

APPLICANT STATUS AT TIME OF APPLICATION:

First time attending college? Yes No First time attending Nova University? Yes No

TEST INFORMATION: At least one is required - ACT and/or SAT preferred

A. PSAT scores: Verbal _____ Math _____ Total _____ Date taken _____

B. SAT scores: Verbal _____ Math _____ Total _____ Date taken _____

C. ACT composite score _____

D. TOEFL score _____ (Required of all non-English speaking applicants)

E. Is your first Language English? Yes No

IN-SCHOOL ACTIVITIES:

A. School Organizations (e.g., Student Government, Band, Publications, Dramatics, etc.):

B. Scholastic Honors:

C. Athletics (indicate specific sports including event or position, varsity or intramural):

OTHER ACTIVITIES

A. Employment experiences:

B. Hobbies or recreational interests:

HOW DID YOU FIRST HEAR ABOUT THIS PROGRAM?

- Family/Friend
- Newspaper
- Fkyer or announcement
- Yellow Pages
- Employer
- College fair
- High school or college counselor
- Guidance Magazine (e.g., Talbot's College Outlook, Key Magazine)
- Nova student or graduate
- Educational Directory (e.g., Barron's, Peterson's College Handbook, Lovejoy's)
- General knowledge in the community

Other: _____
Please specify

_____ Please specify

_____ Please specify

Do you have any friends or relatives attending Nova? Yes No

Who? _____

Are they attending now? _____ Graduated? _____

Have you visited the Nova campus? Yes No If yes, with whom did you speak? _____

Will you need on-campus housing? Yes No

What clubs, athletic teams or activities do you plan to participate in at Nova? Check as many as you like

- | | |
|---|---|
| <input type="checkbox"/> Baseball (men) | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Basketball (men) | <input type="checkbox"/> Student Government Association |
| <input type="checkbox"/> Tennis (women) | <input type="checkbox"/> Literary Magazine |
| <input type="checkbox"/> Soccer (men) | <input type="checkbox"/> International Student Club |
| <input type="checkbox"/> Golf (men) | <input type="checkbox"/> Yearbook |
| <input type="checkbox"/> Cross country (coed) | <input type="checkbox"/> Resident Student Association |
| <input type="checkbox"/> Volleyball (women) | <input type="checkbox"/> Women's Forum |
| <input type="checkbox"/> Cheerleading (coed) | <input type="checkbox"/> Black Student Association |

To what other schools have you applied? _____

Have you applied for Financial Aid? Yes No

Have you filed a College Scholarship Service Financial Aid Form (F.A.F.)? Yes No

If yes, when was the F.A.F. sent to Princeton, New Jersey? _____

ESSAY (This section is required and is used as an evaluation tool by the Admissions Committee):

In an original organized essay, please summarize your career goals, and describe how you feel Nova University can help you meet those goals.

I DECLARE THAT THE ABOVE INFORMATION, TO THE BEST OF MY KNOWLEDGE, IS COMPLETE AND ACCURATE. I AGREE TO ABIDE BY ALL RULES AND REGULATIONS OF NOVA UNIVERSITY.

Applicant Signature

Date

Send Application To:

Nova College
Office of Undergraduate Admissions
3301 College Avenue
Fort Lauderdale, Florida 33314
(305) 475-7360

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NOVA UNIVERSITY
Nova College Day Program
Undergraduate Admissions Office P-100
3301 College Avenue
Fort Lauderdale, Florida 33314
305-475-7360

TRANSCRIPT REQUEST FORM

To request a transcript from your past school to Nova University, fill in the blanks on BOTH parts.

Dear High School or Previous College:

Please send to an official transcript of my academic work while attending your institution to Nova College. Return the form below to Nova University.

A. I attended your school from _____ to _____.

B. While in attendance my name on your records was:

FULL NAME

C. My student identification number was: _____

Thank you for your assistance.

Sincerely:

Signature

Date

**DEAR PREVIOUS SCHOOL: PLEASE RETURN THIS BOTTOM FORM
WITH TRANSCRIPT, THANK YOU.**

TRANSCRIPT TRANSMITTAL FORM

Social Security Number _____ Date _____

Name _____
Full Name (*Last, First, Middle Initial*)

City _____ State _____ Zip _____

Please send _____ copies to Nova College Admissions Office (P-100), 3301 College Avenue, Fort Lauderdale, Florida, 33314, (305) 475-7360.

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Signature

Date

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FULL NAME

C. My student identification number was: _____

Thank you for your assistance.

Sincerely:

Signature

Date

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WITH TRANSCRIPT, THANK YOU.**

TRANSCRIPT TRANSMITTAL FORM

Social Security Number _____ Date _____

Name _____
Full Name (*Last, First, Middle Initial*)

City _____ State _____ Zip _____

Please send _____ copies to Nova College Admissions Office (P-100), 3301 College Avenue, Fort Lauderdale, Florida, 33314, (305) 475-7360.

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Graduate Programs

(All)

Application Form

Admissions Portfolio Form

Computer-related Skills Assessment Form

Three Recommendation Forms

Three Transcript Request Forms

NOVA UNIVERSITY

Center for Computer & Information Sciences
 3301 College Avenue
 Fort Lauderdale, FL 33314
 305-475-7047 or 800-541-6682 ext. 7047

FOR OFFICE USE ONLY

Cluster Code: _____ Academic Unit: _____
 Admit Status: _____ Major Code: _____
 Fee Received: _____ Date: _____

GRADUATE ADMISSIONS APPLICATION

APPLICATION FEE \$30.00

Nonrefundable

If applying for the Computer Science or the Information Systems (campus-based) programs, **DO NOT** complete the box below. ALL other programs complete.

Choose program FORMAT

Seminar _____ (Weekend Meetings) Meets in Ft. Lauderdale	Institute _____ (Seminars) Meets in Ft. Lauderdale
--	--

Type or Print - Use Black Pen Only

Date of Desired Admission: _____

Soc. Sec. No: _____/_____/_____

Date of Birth _____/_____/_____

Sex: () Male () Female

Full Name (Last, First, Middle Initial)

Legal/Permanent Address: Street & Number

City, State, Zip

Home Phone

Work Phone

Mailing Address While Attending Nova (Local)

EMERGENCY CONTACT:

Name

Address

Home Phone

Work Phone

ACADEMIC GOALS: Please Check One

MASTER'S PROGRAMS

- Computer Science Computer Education
 Information Systems (Campus-based) Information Systems (Computer-based)
 Training & Learning Information Tech. & Resource Mgt.

4 year Combined Master's/Doctoral Option

_____ **Indicate Which Program**

DOCTORAL PROGRAMS

- Computer Science Information Systems
 Computer Education Information Science
 Training & Learning

EDUCATIONAL INFORMATION

Please list all educational institutions. Official transcripts from all are required.

Name of Institution	State	Started	Ended	Major Field	Degree	GPA

CITIZENSHIP STATUS:

- U.S. Citizen
 - Resident Alien
 - Non-resident Alien
- Additional procedures are required for admission of non-resident Alien status*

Do you require an I-20? Yes No
 If you have a Visa, indicate Status Code: _____
 Country of Citizenship: _____

Language spoken at home: _____

ETHNIC ORIGIN DATA: *(This information is requested for reporting purposes only)*
 Check one of the following:

- White not of Hispanic Origin
- Black not of Hispanic Origin
- American Indian or Native Alaskan
- Hispanic Origin
- Asian or Pacific Islander

APPLICANT STATUS AT TIME OF APPLICATION:

First time attending Nova University? Yes No Returning to Nova after absence? Yes No

FINANCIAL AID:

Have you applied for Financial Aid? Yes No
 Have you filed a College Scholarship Service Financial Aid Form (F.A.F.)? Yes No
 If yes, when was the F.A.F. sent to Princeton, New Jersey? _____
Date

Are you Eligible for Veteran Assistance (V.A.) benefits? Yes No

CENTER SPECIFIC DATA:

Employer: _____

Job Title: _____

GO TO NEXT PAGE

HOW DID YOU FIRST HEAR ABOUT THIS PROGRAM?

- | | | |
|--|--|---|
| <input type="checkbox"/> Colleague/Friend | <input type="checkbox"/> Advertisement | <input type="checkbox"/> Flyer/Announcement |
| <input type="checkbox"/> Conference | <input type="checkbox"/> Employer | <input type="checkbox"/> Nova Staff |
| <input type="checkbox"/> Direct Mail | <input type="checkbox"/> Educational Directory | <input type="checkbox"/> Professional Publication |
| <input type="checkbox"/> Nova Student/Graduate | <input type="checkbox"/> College Professor/Counselor | |

Other:

Specify: _____

ESSAY:

Please describe your reasons for pursuing this degree. Why did you decide to apply to Nova University? Include the nature of work that you are involved in, and your long-term goals. Please continue on another page if necessary.

GO TO NEXT PAGE

Family Educational Rights and Privacy Act (FERPA) Buckley Amendment

Pursuant to the Buckley Amendment enacted on December 31, 1974, I DO I DO NOT give permission for my name, address and/or phone number to be used for promotional purposes. Please circle the appropriate phrase and sign your name.

Applicant's signature

Date

I DECLARE THAT THE INFORMATION CONTAINED WITHIN THIS APPLICATION, TO THE BEST OF MY KNOWLEDGE, IS COMPLETE AND ACCURATE. I AGREE TO ABIDE BY ALL RULES AND REGULATIONS OF NOVA UNIVERSITY.

Applicant Signature

Date

Nova University is accredited by the commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova University practices a policy of nondiscrimination in employment and admission. Nova University does not discriminate on basis of race, color, age, sex, religion or creed, national or ethnic origin, or handicap.

GRADUATE ADMISSIONS PORTFOLIO FORM

_____	_____
Applicant Signature	Date

Please complete the following Admissions Portfolio to the best of your ability. Provide documentation or examples of any of these items that you feel necessary to support your portfolio. When you have completed these items, sign the portfolio form and return it with your portfolio.

Please type or use black pen.

1. Employment History (specific job descriptions and dates)
2. Experience with automated systems or computers (Micros, mini or mainframe -- describe the nature and length of the experience)
3. What computer equipment do you have available for use in this program? (Terminals, mainframes, micro computers, etc). Also indicate the types of operating systems you have used on these machines.
4. Graduate courses for credit
5. Workshops, seminars, conferences, and special meetings (list topics)
6. Publications, proposals, and reports you have authored
7. Major improvement projects or innovations you have instituted in your organization or institution
8. Awards, achievements, or special recognition you have received
9. Offices held in professional organizations
10. Community involvement (clubs, churches, committees, etc.)

2. Spreadsheet analysis Yes No
Software Used: _____
3. Database Management Yes No
Software Used: _____

What type of computer do you have at home?

1. IBM or IBM-compatible Yes No
2. Apple II series Yes No
3. Apple MAC series Yes No
4. Other(s): _____

What type of computer are you able to use at work?

1. IBM or IBM-compatible Yes No
2. Apple II series Yes No
3. Apple MAC series Yes No
4. Mainframe, Midi, or Mini Computer Yes No
5. Dedicated Workstation Yes No
6. Other(s): _____

How many years have you been using a computer? _____ years

Are you able to use a modem and a computer to upload and download files? Yes No

Are you able to use a modem and a computer to gain access to an electronic bulletin-board? Yes No

NOVA UNIVERSITY
Center for Computer and Information Sciences
Admissions Office
3301 College Avenue
Ft. Lauderdale, FL 33314

**GRADUATE TRANSCRIPT
REQUEST FORM**

To request a transcript from your previous school to Nova University, fill in the blanks on BOTH parts.

Dear Alma Mater:

Please send to Nova University an official transcript of my academic work while attending your institution. Return the form below to Nova University with my transcript.

A. I attended your school from _____ to _____.

B. While in attendance my name on your records was:

FULL NAME

C. My student identification number was: _____

Thank you for your assistance.

Sincerely:

Signature _____ Date _____

TRANSCRIPT TRANSMITTAL FORM

To: Alma Mater
From: Nova University CCIS Admissions Office

Please return this form with transcript. Thank you.

Social Security Number _____ Date _____

Name _____
Full Name (Last, First, Middle Initial)

City _____ State _____ Zip _____

Please send _____ copies to Nova University, CCIS Admissions Office, 3301 College Avenue, Fort Lauderdale, Florida 33314.

(Please enter academic goal)

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Applicant's Section

Full Name (Please Print)

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Under the provisions of this act you have the right, if you enroll at Nova University, to review your educational records. The act further provides that you may waive your right to see recommendations for admission. Please indicate below by circling the appropriate phrase and signing your name whether or not you wish to waive that right. I WAIVE DO NOT WAIVE any right of access that I have to this recommendation.

Applicant's signature

Date

Recommender's Section

Name of Recommender

Title or Position

University or Company

Telephone

Address (City, State, Zip)

The programs offered by the Center for Computer and Information Sciences are designed to prepare outstanding students each year. The Admissions Committee would appreciate your assessment of this applicant's potential. Your evaluation will be regarded as confidential information, exclusively for the use of the Admissions Committee. Please complete both sides of this form. If more space is needed, please continue on additional sheets (label each with a page number and the applicant's name). Please return the completed form to:

NOVA UNIVERSITY
Graduate Admissions Committee
Center for Computer & Information Sciences
3301 College Avenue
Fort Lauderdale, Florida 33314

Thank you for taking the time to respond. The Admissions Committee feels that recommendations are among the most valuable data in the selection process. We sincerely appreciate your help.

Recommender's signature

Date

(OVER)

EVALUATION CRITERIA:

The Admission Committee's assessment of this student is based strongly on your recommendation. How long have you known this applicant, and in what capacity? Does this applicant have the maturity and stability to be able to work independently and with others? Please describe the particular strengths/weaknesses of this applicant. Also describe any special talents or experience that the applicant can bring to the program of study. If you have worked with the applicant on any special projects, please describe his/her role on the project and give an evaluation of his/her performance.

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