

# SCHEDULE OF CLASSES

*FALL 2023*

Painting by NOVA student  
**Young-Eun Na**

**NOVA** | Northern Virginia  
Community College



# Welcome to **NOVA!**

## **Thank you for choosing NOVA!**

More than 70,000 students this year are discovering that NOVA has exactly what they're looking for to meet their educational needs.

## **The high quality of NOVA's offerings is well known:**

- Our classes feature up-to-date technology and course content to prepare you for today's competitive job market;
- We also offer courses that will transfer to colleges all over Virginia and the nation. In fact, NOVA has guaranteed admission agreements with more than 40 colleges and universities for students who meet specific requirements.

NOVA's excellence is delivered by a devoted faculty who loves teaching and really cares about the success of every student, and a staff who works hard to make sure you have what you need to accomplish your goals.

## **At NOVA, you'll find students with diverse backgrounds and views who will enrich your educational experience.**

As if that weren't enough, NOVA offers the most affordable education in the area, so that with planning, you can still transfer to the university of your choice when you graduate with an A.A. or A.S. degree. Other programs prepare graduates for great jobs.

## **We are delighted to welcome you—and look forward to serving you.**

Anne M. Kress, President  
Northern Virginia Community College

## **NOVA'S MISSION**

With commitment to the principles of access, opportunity, student success and excellence, the mission of Northern Virginia Community College is to deliver world-class, in-person and online, post-secondary teaching, learning and workforce development to ensure our region and the Commonwealth of Virginia have an educated population and globally competitive workforce.

## **ACCREDITATION**

Northern Virginia Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the associate degree. Questions about the accreditation of Northern Virginia Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on [SACSCOC's website](#).

## **EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION**

Northern Virginia Community College does not discriminate on the basis of race, sex (including pregnancy), color, national origin, religion, sexual orientation, gender identity, age, political affiliation, family medical history or genetic information, disability, or veteran status in its programs and activities. Inquiries regarding the non-discrimination policy may be addressed to: Office of Fair Practices, 7630 Little River Turnpike, Ste. 301, Annandale, VA 22003, 703-323-3284, [eo@nvcc.edu](mailto:eo@nvcc.edu).

# PARTNERS IN YOUR SUCCESS

NOVA has six campuses, one center and dozens of off-campus locations for your convenience. You can choose class times from early morning to late in the evening; seven days a week; full semester or a shorter, more condensed time frame. For maximum flexibility, choose online classes through NOVA Online.

Courses are offered in a variety of ways to suit your schedule and learning style—in the classroom, online or through a combination of methods. Whatever your preference, we hope you find what you need.

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## APPLY FOR ADMISSION TO NOVA

### Apply online—there is no application fee!

Go to [www.nvcc.edu](http://www.nvcc.edu) and click on the “APPLY NOW” tab at the top of the page. There you will find step-by-step instructions that will help you complete the application process. You may want to print out these instructions and follow along as you complete the online application.

If you are unable to apply online, you can follow the link below to print out an application, complete it and drop off or mail to any Student Services Center. See page 5 for locations. Call ahead for the address or check online.

If you plan to pursue a degree or certificate, you should consult the College *Catalog* to choose a program of study: [www.nvcc.edu/curcatalog](http://www.nvcc.edu/curcatalog).

**If you encounter problems with your application, contact the Call Center at 703-323-3000 for assistance.**

# ACADEMIC CALENDAR—FALL 2023

## IMPORTANT DATES

**April 10:** Open registration begins.

**April 10-14:** Advising Week

**August 1:** Tuition payment deadline if you register by July 31. If you register August 1 or after, your tuition payment is due the next day.

**August 7-October 26:** Buy books and supplies at the bookstore with excess financial aid.

**September 5:** Labor Day Holiday observed for students, faculty, and staff. College offices closed.

**September 8:** Financial aid adjustments begin. Classes added on or after this date for the current term will not increase student eligibility for financial aid grants. Aid may be reduced for students enrolled in less than 12 eligible credits. Information on financial aid awards, disbursements and refunds is available here: [www.nvcc.edu/financialaid/policies/awards-refunds.html](http://www.nvcc.edu/financialaid/policies/awards-refunds.html)

**September 8:** Parking enforcement on Student B Lots begins at 6:00 a.m. Students are not required to display a permit while parked in a B lot after 3:45 p.m. on weekdays or anytime on weekends.

**October 1:** Last day to apply for graduation. \*

**October 9-10:** Fall Break for students, faculty, and staff. College offices closed.

**November 7:** Election Day Holiday observed for students, faculty, and staff. College offices closed.

**November 22-26:** Thanksgiving Break for students, faculty, and staff. College offices closed.

## 15-WEEK SESSION

Last day to join class wait lists.....August 8  
Classes begin.....August 21  
Students may add or drop courses  
through NOVAConnect. .... August 21-27  
Last day to drop with a tuition refund  
or change to audit (census date)\*\* ..... September 7  
Last day to withdraw without grade penalty\*\*\* .....October 28  
Class, exams end..... December 12

## FIRST 7-WEEK SESSION

Last day to join class wait lists.....August 8  
Classes begin.....August 21  
Students may add or drop courses  
through NOVAConnect. .... August 21-23  
Last day to drop with a tuition refund  
or change to audit (census date)\*\* .....August 28  
Last day to withdraw without grade penalty\*\*\* .... September 19  
Class, exams end.....October 8

## 13-WEEK SESSION

Last day to join class wait lists.....August 23  
Classes begin..... September 5  
Students may add or drop courses  
through NOVAConnect. .... September 5-10  
Last day to drop with a tuition refund  
or change to audit (census date)\*\* ..... September 19  
Last day to withdraw without grade penalty\*\*\* ..... November 3  
Class, exams end..... December 12

## SECOND 7-WEEK SESSION

Last day to join class wait lists.....October 5  
Classes begin.....October 18  
Students may add or drop courses  
through NOVAConnect. .... October 18-20  
Last day to drop with a tuition refund  
or change to audit (census date)\*\* .....October 26  
Last day to withdraw without grade penalty\*\*\* ..... November 20  
Class, exams end..... December 12

## PLAN AHEAD:

Spring 2024 open registration begins .....October 23  
Spring 2024 classes begin .....January 16

\* Earlier application is highly recommended.

\*\* To find the last day to drop with tuition refund (census date) for a variable duration (dynamic) course, go to [www.nvcc.edu/schedule](http://www.nvcc.edu/schedule), search for the course, then click on the class number.

\*\*\* Withdrawals after this date require documentation of mitigating circumstances and permission of the instructor and the academic dean. Please check NOVAConnect for start dates and census dates for variable duration (dynamic) sessions.

**Please check NOVAConnect for start dates and census dates for variable duration (dynamic) sessions.**

# NOVA ONLINE/NOL DATES FALL 2023 SEMESTER

NOVA Online/NOL Dates	Start Date	Students may add or drop courses through NOVAConnect	Last Day to Drop With a Tuition Refund or Change to Audit (Census Date)	Last Withdrawal Dates	End Date
15-week	August 21	August 21-27	September 7	October 28	December 12
1st 7-week	August 21	August 21-23	August 28	September 19	October 8
2nd 7-week	September 5	September 5-7	September 12	October 4	October 23
3rd 7-week	September 18	September 18-20	September 25	October 17	November 5
4th 7-week	October 18	October 18-20	October 26	November 20	December 12
10-week	October 3	October 3-7	October 13	November 14	December 12
1st 12-week	August 21	August 21-25	September 2	October 10	November 12
2nd 12-week	September 5	September 5-9	September 17	October 25	November 27
3rd 12-week	September 18	September 18-22	September 30	November 8	December 12

Census Date: Last day to drop with tuition refund or change to audit (Census Date). Students must submit any one assignment by this date or be dropped by NVRK with no refund.

Last Withdraw Date: Last day for students to withdraw from a class without grade penalty.

# DIRECTORY OF SERVICES | COLLEGE CALL CENTER: 703-323-3000

**Call Center Hours:** Monday through Friday, 8:30 a.m.–5:00 p.m. | Online Chat Monday, Tuesday & Wednesday 10:00 a.m. - 5:00 p.m. Tuesday & Wednesday 10:00 a.m.–7:00 p.m. <https://www.nvcc.edu/call-center/> for online chat.

**Enrollment:** 24 hours a day, 7 days a week | [www.nvcc.edu/NOVAConnect](http://www.nvcc.edu/NOVAConnect)

**Normal College Office Hours:** Monday through Friday, 8:30 a.m.–5:00 p.m. (Some office hours vary. Call ahead or check online.)

**24-hour Student Support Center:** 24-hour phone, web or chat support. [www.nvcc.edu/finaidssupport](http://www.nvcc.edu/finaidssupport) | 855-323-3199

**Deaf or Hard of Hearing:** 703-323-3744 | [interpreters@nvcc.edu](mailto:interpreters@nvcc.edu)

**Virtual Advising:** Monday & Thursday, change to: 8:30 a.m.–7:00 p.m. Tuesday & Wednesday, 8:30 a.m.–5:00 p.m. Friday 9:30 a.m.–12:30 p.m. [VirtualAdvising@nvcc.edu](mailto:VirtualAdvising@nvcc.edu), [www.nvcc.edu/virtualadvising](http://www.nvcc.edu/virtualadvising)

## Student Services—Go to [www.nvcc.edu](http://www.nvcc.edu) and check individual websites under Student Services for hours

Campus	Student Services Center Enrollment Information	Counseling Services For general information, go to a Student Services Center.	Campus Testing Centers Provide a wide range of testing and proctoring services.
Alexandria	703-933-5073 Room AA194	703-933-5073 Room AA194	703-845-6035 Room AA156
Annandale	703-323-3400 Room CA114	703-323-3505 Room CA112	703-323-3833 Room CA115
Loudoun	Toll-free: 888-435-6822 Room LR2563	703-450-2571 Room LR2563	703-450-2508
Manassas	703-257-6620 Room MH111	703-257-6610 Room MH110	703-257-6645 Room MH308
Medical Education	703-822-2714 Room HE202	703-822-6531 Room HE202	703-822-6654 Room HE344
Woodbridge	703-878-5760 Room WC202	703-878-5760 Room WS202	703-878-5787 Room WC436
NOVA Online (NOL)	703-323-3347 Toll-free: 888-435-6822 <a href="https://online.nvcc.edu/">https://online.nvcc.edu/</a>	703-323-3347 <a href="https://online.nvcc.edu/counselor.html">https://online.nvcc.edu/counselor.html</a>	Use any campus Testing Center.

## Bookstores and Business Offices

<b>Campus</b>	<b>Bookstore:</b> (See individual websites for hours.) Purchase books from campus bookstore where course is taught.	<b>Business Office:</b> Contact the Loudoun Campus for Tuition Payment Plan concerns.
<b>Alexandria</b>	703-671-0043 Room AT104   <a href="http://nvcc.bncollege.com">nvcc.bncollege.com</a>	703-845-6211 Room AA187
<b>Annandale</b>	703-425-2558 Fine Arts Building   <a href="http://nvcc.bncollege.com">nvcc.bncollege.com</a>	703-323-3132 Room CA104
<b>Loudoun/ Reston Center</b>	571-401-2520 Room LR135   <a href="http://nvcc.bncollege.com">nvcc.bncollege.com</a>	703-948-7744 Room LR222
<b>Manassas</b>	703-368-8554 Room MP117   <a href="http://nvcc.bncollege.com">nvcc.bncollege.com</a>	703-257-6625 Room MH312
<b>Medical Education</b>	703-922-2841 Room HE117   <a href="http://nvcc.bncollege.com">nvcc.bncollege.com</a>	703-822-2000 Room HE204
<b>Woodbridge</b>	703-670-0050 Building WB   <a href="http://nvcc.bncollege.com">nvcc.bncollege.com</a>	703-878-5605 Room WC231A
<b>NOVA Online (NOL)</b>	Use Alexandria Campus Bookstore or purchase online: <a href="http://nvcc.bncollege.com">nvcc.bncollege.com</a>	Use any campus Business Office.

# A NEW STUDENT'S GUIDE TO GETTING STARTED AT NOVA

## 1: APPLY FOR ADMISSION ONLINE

Submit an Application for Admission. Apply online at [www.nvcc.edu](http://www.nvcc.edu) —click on the tab that says “Apply Now.” You can also print an application form online and drop it off at a Student Services Center. Online applications can be processed within 24 to 48 hours. If you apply in person or by mail it may take longer. Once your application is processed, you can register for classes.

## 2: FOR ENGLISH AND MATHEMATICS COURSES

NOVA uses direct enrollment and self-informed placement process to help students decide which college-level Math and English courses to start with. For more information please visit [www.nvcc.edu/academics/placement](http://www.nvcc.edu/academics/placement).

\*VPT – VIRGINIA PLACEMENT TEST will still be required for: High school/home school taking dual enrollment courses; Military students using TA benefits; Students using VA benefits.

## 3: APPLY FOR FINANCIAL AID (OPTIONAL)

If you plan to apply for student financial aid, see the financial aid section on pages 12 and 14 for instructions.

## 4: COMPLETE NEW2NOVA

New2NOVA is our online, interactive orientation program available to all incoming students. The program provides new students with an introduction to NOVA including information about academic programs, policies, procedures, student services and other valuable resources available to you as a NOVA student. Go to: [www.nvcc.edu/orientation/](http://www.nvcc.edu/orientation/).

## 5: ENROLL IN REQUIRED SDV 100 OR 101

All first-time-to-college students (ages 17–24) must enroll in a one-credit Student Development course (SDV 100 or SDV 101). College Success Skills (SDV 100) helps students make a successful transition to college. The course provides students with academic tools for success and teaches self-management and self-responsibility skills that relate to being a successful student. Students will also learn about NOVA policies, procedures and resources, giving them the tools they need to navigate the College successfully. Students in healthcare, teacher education, information technology, business and horticulture programs may substitute SDV 101 Orientation (which is targeted to a specific discipline) for the SDV course.

## 6: ENROLL IN DEVELOPMENTAL OR SUPPORT COURSES DURING YOUR FIRST SEMESTER, IF REQUIRED

Support courses prepare students to succeed in college transfer and career/technical programs. These English (EDE or ESL) and mathematics (MDE) courses are designed to develop your skills and understanding needed for success in other courses. The courses are offered in various formats. If you have any questions, check with a counselor or academic advisor.

## 7: PAY YOUR TUITION

**You will NOT be billed for tuition.** Turn to pages 12 and 14 for

information about paying your tuition and fees. If you enroll in classes by July 31, payment for all classes is due August 1 by 5:00 p.m. **Beginning August 1, the payment deadline for any classes in which you enroll is 5:00 p.m. the next business day.** Business days are Monday through Friday. Your enrollment in unpaid classes is not guaranteed. Check your enrollment information online.

Regardless of your attendance, you are financially responsible for all classes for which you register unless you drop the class by the deadline. If you decide not to take a class, you must drop it through NOVAConnect by the stated deadline; otherwise, you will be charged for that class and may receive a failing grade. To pay your tuition in installments, enroll in NOVA's Tuition Payment Plan before your tuition due date or by 5:00 p.m. the day after you register. Learn more at [www.nvcc.edu/payment/methods](http://www.nvcc.edu/payment/methods).

## 8: PRINT YOUR SCHEDULE

You can print a copy of your enrollment schedule at [www.nvcc.edu/NOVAConnect](http://www.nvcc.edu/NOVAConnect) to check your schedule for errors, verify that you have enrolled in the courses that you want, anytime you make changes, and to confirm that all tuition and fees have been paid.

## 9: BUY YOUR BOOKS

Take your class schedule to the bookstore on the campus where the course is taught (NOVA Online books are available at Alexandria) or use the link on your SIS course schedule page to access textbooks. You can also buy your books online at [www.nvcc.bncollege.com](http://www.nvcc.bncollege.com). You can also rent textbooks for less than half the cost of purchasing a new textbook, either in the bookstore or from the store's website.

If you have received a financial aid award large enough to cover tuition, fees and books, see page 13, Using Approved Financial Aid to Buy or Rent Textbooks.

## 10: ACTIVATE YOUR EMAIL ACCOUNT

You must establish a NOVA email account and check it frequently. Our faculty and staff will only contact you via your NOVA email account about class assignments, course announcements and updates on your financial aid status. For instructions, go to [www.nvcc.edu/ithd/students/email](http://www.nvcc.edu/ithd/students/email).

## 11: GET YOUR STUDENT ID (NOVACARD)

NOVACards are valid for two years. For more information, go to [www.nvcc.edu/NOVACard](http://www.nvcc.edu/NOVACard).

## 12: BUY YOUR PARKING PERMIT

NOVA has discounted flex parking options! Learn about hangtags, discounted hourly and daily choices and our mobile payment application by visiting [www.nvcc.edu/parking](http://www.nvcc.edu/parking) or calling 703-323-3123. Students are not required to display a permit while parked in a “B” lot after 3:45 p.m. on weekdays or any time on weekends.



# REGISTRATION FOR CURRENT AND RETURNING STUDENTS

You are considered a CURRENT STUDENT if you have taken NOVA classes during the last three years. If it has been MORE THAN THREE YEARS since your last class at NOVA, you are a RETURNING student.

## RETURNING STUDENTS ONLY:

### 1: APPLY FOR ADMISSION ONLINE

If it has been more than three years since your last class at NOVA, you must submit an Application for Admission. Apply online at [www.nvcc.edu](http://www.nvcc.edu)—click on the tab that says “Apply Now.” You can also print an application form online and drop it off at a Student Services Center. Online applications can be processed within 24 to 48 hours. If you apply in person or by mail it may take longer. Once your application is processed, you can register for classes.

### 2: FOR ENGLISH AND MATHEMATICS COURSES

NOVA uses direct enrollment and self-informed placement process to help students decide which college-level Math and English courses to start with. For more information please visit [www.nvcc.edu/academics/placement](http://www.nvcc.edu/academics/placement).

## CURRENT STUDENTS ONLY:

### 3: MEET WITH YOUR ADVISOR

Contact your academic division to set up a meeting with your advisor or counselor before you register to make sure you're taking the right courses. This is especially important if you plan to transfer to another college or university. If you will be graduating at the end of Summer, you must apply online by October 1, but earlier is better. The last day of the semester is the last day to rescind an application for graduation. For details, visit [www.nvcc.edu/graduation](http://www.nvcc.edu/graduation).

## CURRENT AND RETURNING STUDENTS:

### 4: APPLY FOR FINANCIAL AID (OPTIONAL)

If you plan to apply for student financial aid, see the financial aid section on pages 12 and 14 for instructions.

### 5: REGISTER FOR CLASSES

To register for classes, click on the myNOVA tab on the top of the NOVA home page. Visit [www.nvcc.edu/NOVAConnect](http://www.nvcc.edu/NOVAConnect) for tutorials.

### 6: PAY YOUR TUITION

**You will NOT be billed for tuition.** Turn to pages 12 and 14 for information about paying your tuition and fees. If you enroll in classes by May 1, payment for all classes is due by July 31, payment for all classes is due August 1 by 5:00 p.m. **Beginning August 1, the payment deadline for any classes in which you enroll is 5:00 p.m. the next business day.** Business days are Monday through Friday. Your enrollment in unpaid classes is not guaranteed. Check your enrollment information online. Regardless of your attendance, you are financially responsible for all classes for which you register unless you drop the class

by the deadline. If you decide not to take a class, you must drop it through NOVAConnect by the stated deadline; otherwise, you will be charged for that class and may receive a failing grade. To pay your tuition in installments, enroll in NOVA's Tuition Payment Plan before your tuition due date or by 5:00 p.m. the day after you register. Learn more at [www.nvcc.edu/payment/methods](http://www.nvcc.edu/payment/methods).

### 7: PRINT YOUR SCHEDULE

You can print a copy of your enrollment schedule at [www.nvcc.edu/NOVAConnect](http://www.nvcc.edu/NOVAConnect) to check your schedule for errors, verify that you have enrolled in the courses that you want and confirm that all tuition and fees have been paid. Print a copy of your enrollment schedule every time you make changes.

### 8: BUY YOUR BOOKS

Take your class schedule to the bookstore on the campus where the course is taught (NOVA Online books are available at Alexandria) or use the link on your SIS course schedule page to access textbooks. You can also buy your books online at [www.nvcc.bncollege.com](http://www.nvcc.bncollege.com). You can also rent textbooks for less than half the cost of purchasing a new textbook, either in the bookstore or from the store's website. If you have received a financial aid award large enough to cover tuition, fees and books, see page 13, Using Approved Financial Aid to Buy or Rent Textbooks. Note: Select courses are enrolled in the First Day program—purchase of a physical textbook is not required. The cost of digital content and eText is included with the tuition for the course and students will obtain access to the digital content through Canvas. Please contact Campus Auxiliary Services at [NOVACAS@nvcc.edu](mailto:NOVACAS@nvcc.edu) or 703-503-6387 for more information.

### 9: ACTIVATE YOUR EMAIL ACCOUNT

If your free NOVA email account is not active, activate it before the start of classes. Our faculty and staff will only contact you via your NOVA email account about class assignments, course announcements and updates on your financial aid status. For instructions, go to [www.nvcc.edu/ithd/students/email](http://www.nvcc.edu/ithd/students/email).

### 10. MAKE SURE YOUR STUDENT ID (NOVACARD) IS VALID

NOVACards are valid for two years. For more information, go to [www.nvcc.edu/NOVACard](http://www.nvcc.edu/NOVACard).

### 11: BUY YOUR PARKING PERMIT

NOVA has discounted flex parking options! Learn about hangtags, discounted hourly and daily choices and our mobile payment application by visiting [www.nvcc.edu/parking](http://www.nvcc.edu/parking) or calling 703-323-3123. Students are not required to display a permit while parked in a “B” lot after 3:45 p.m. on weekdays or any time on weekends.

# INFORMATION FOR SPECIAL POPULATIONS

## HIGH SCHOOL AND HOME SCHOOLED STUDENTS

High school juniors and seniors (or the home school equivalent) may be eligible to take NOVA credit classes through dual enrollment. Visit [www.nvcc.edu/dual-enrollment](http://www.nvcc.edu/dual-enrollment) for detailed information.

In addition to courses offered on campus, NOVA classes are held at several local high schools. Ask your high school counselor or go to [www.nvcc.edu/dual-enrollment](http://www.nvcc.edu/dual-enrollment) for available course options.

All dual enrollment students must meet admission, placement and course prerequisite requirements. Details are provided on the dual enrollment website.

## MILITARY MEMBERS AND THEIR DEPENDENTS

NOVA offers on-site credit classes for active duty, National Guard and reservist service members and their dependents at Fort Myer Army, Fort Belvoir, the Pentagon and the Lifelong Learning Centers at Henderson Hall and Quantico Marine Installation. Many classes are compressed to meet demanding schedules. See [www.nvcc.edu/military](http://www.nvcc.edu/military) for admission information.

**Attention: Veterans and Dependents. NEW!** NOVA has a new process for all military and veteran students using federal education benefits to pay for tuition and receiving a housing allowance. Student veterans and dependents will now register and submit the Veterans Registration Enrollment Form online. See [www.nvcc.edu/military](http://www.nvcc.edu/military) for new information.

## INTERNATIONAL STUDENTS

NOVA is one of the most internationally diverse colleges in the US, with enrolled students representing more than 180 countries. International students must enroll in a specified number of credit hours each term to maintain F-1/M-1 status. International student advisors on each campus can help you learn what you need to know. For details on how to apply and request an I-20, go to [www.nvcc.edu/international](http://www.nvcc.edu/international) or contact the Office of International Student Services at [oiss@nvcc.edu](mailto:oiss@nvcc.edu) or 703-323-3423. Upon completion of your studies at NOVA you may be required to provide an Apostille or an International Authentication to future employers or universities. Course descriptions are required, so it is important that you keep a printout from NOVA's online *Catalog*.

## SENIOR CITIZENS

The *Virginia Senior Citizens Higher Education Act of 1974* allows senior citizens to take classes at no charge on a space-available basis. If you are 60 or older and have been legally domiciled in Virginia for one year prior to enrollment, you may qualify to attend classes at NOVA without paying tuition.

You may take a credit course for free on a space-available basis if your taxable income did not exceed \$23,850 in the previous year. Regardless of income, you may take a credit course for free if you audit (do not receive a grade). You may also take a

non-credit Workforce Development course for free regardless of income. To enroll in non-credit courses, contact the Workforce Development Office at the campus where the course is being offered. For all courses, you must complete both an application for admission and the Senior Citizen Certification of Eligibility for Free Tuition (Form 105-088). Senior citizens may enroll in NOVA Online courses if there is available space. To audit a NOVA Online course, you must have the instructor's permission.

Please note that seniors may register by 11:59 p.m. on the day before the session begins. Tuition-paying students are accommodated in courses before participating senior citizens are enrolled. However, if you have completed 75 percent of your degree requirements, you may enroll at the same time as tuition-paying students.

- If you apply for free tuition AFTER you register and pay for a class, you are not eligible for a refund for that class.
- Senior citizens shall still be expected to pay course expenses other than tuition, such as laboratory fees. (Exceptions: fees for applied music courses will be waived.)
- Audit and non-credit enrollment is limited to three courses in one term.
- The College reserves the right to cancel any class.
- For more information, go to [www.nvcc.edu/admissions/apply/seniors.html](http://www.nvcc.edu/admissions/apply/seniors.html).

## VISITING COLLEGE STUDENTS

Each year, thousands of students from four-year colleges and universities attend NOVA to take a class that isn't offered at their own institution, accelerate their studies or make up a difficult class. Visit [www.nvcc.edu/admissions/apply/visiting-students.html](http://www.nvcc.edu/admissions/apply/visiting-students.html) for details about how to apply and enroll.

## INCOMING TRANSFER STUDENTS

NOVA offers associate degrees to students who plan to transfer to a four-year college or university to complete a bachelor's degree. For more information on transferring, visit [www.nvcc.edu/transfer](http://www.nvcc.edu/transfer) and [www.nvcc.edu/gaa](http://www.nvcc.edu/gaa).

## STUDENTS WITH DISABILITIES

If you require any special services or accommodations, contact the NOVA counselor for students with disabilities at the campus of your choice at least two weeks prior to the beginning of classes. Visit [www.nvcc.edu/accommodations](http://www.nvcc.edu/accommodations) for additional details.

## WASHINGTON, DC RESIDENTS

The District of Columbia provides resources to NOVA students, including the DC Tuition Assistance Grant (DCTAG) and the DC College Access Program (DC-CAP) Last Dollar Awards. For more information, call the District's Higher Education Financial Services Office at 877-485-6751.

# TUITION, PAYMENT AND REFUND INFORMATION

Because NOVA is a public community college with financial support from the Commonwealth of Virginia, the College offers its students an exceptional educational value. In fact, NOVA's tuition is among the lowest of any college or university in the Washington, DC area.

Enrollment costs at NOVA are based on a tuition-and-fee charge per credit hour, and are the same for credit or audit courses.

**You are responsible for paying your tuition by the payment deadline.**

## QUICK LINKS FOR...

- **Tuition and Fees:** [www.nvcc.edu/tuition](http://www.nvcc.edu/tuition)
- **Payment Methods:** [www.nvcc.edu/payment/methods](http://www.nvcc.edu/payment/methods).
- **NOVA's Tuition Payment Plan:** [www.nvcc.edu/payment/methods](http://www.nvcc.edu/payment/methods) (click the "Payment Plan" tab). For more information, please contact the NOVA Tuition Payment Plan Information Line at 703-450-2562 or email [NOVApaymentplan@nvcc.edu](mailto:NOVApaymentplan@nvcc.edu).

## NOVA'S TUITION PAYMENT DEADLINES

Your registration is not considered complete until payment is received. For more information visit <https://www.nvcc.edu/payment/deadlines.html>

If you enroll:	You must pay:
Through July 31	By 5:00 p.m. August 1
August 1 or later	By 5:00 p.m. the next business day after you enroll.

If you register for a class and decide not to attend it, you must officially drop the class through your NOVAConnect account by the last day to drop with a tuition refund also called the session census date ([www.nvcc.edu/calendars](http://www.nvcc.edu/calendars)). Otherwise, you will be charged in full for that course and will not receive a refund, even if you never attended it.

**Exceptions:** If you have sufficient approved financial aid (identified as anticipated financial aid on your NOVAConnect Account Summary), a current tuition assistance agreement (third-party contract), a senior citizen waiver or are enrolled in NOVA's Tuition Payment Plan, your classes will be protected. If your anticipated financial aid or third-party contract is not sufficient to pay all tuition and fee charges, you must pay the difference by the payment deadline.

**Federal Financial Aid Recipients:** If you receive federal student aid (Title IV) and withdraw from any class within 60 percent of the enrollment period and are not simultaneously attending other classes, in most cases, you will owe money back to the College. For additional information, please visit [www.nvcc.edu/financialaid](http://www.nvcc.edu/financialaid) or read the Return to Title IV Policy in its entirety in the *Student Services Financial Aid Handbook*.

## TUITION REFUNDS

NOVA understands —occasionally life circumstances cause you to change your plans and you may need to drop a class. To receive a full refund, drop the course you no longer wish to take through your **myNOVA Student Center** on or before the session census date (the last day to drop with a tuition refund or change to audit as indicated on the **Academic Calendar**). Refunds are not provided for courses dropped after the session census date except for courses canceled by the College.

More information about tuition refunds can be found at [www.nvcc.edu/payment/refunds.html](http://www.nvcc.edu/payment/refunds.html).

## FINANCIAL AID

NOVA's financial aid programs can make your college education more affordable than you thought. Our programs include scholarships, grants, loans and work-study opportunities, some of which are sponsored by the federal and state governments. NOVA international students are not eligible for federal or state financial aid, but may qualify for some scholarships.

Visit the financial aid website at [www.nvcc.edu/financialaid](http://www.nvcc.edu/financialaid) for more information about aid opportunities, deadlines, forms and links.

**The Free Application for Federal Student Aid (FAFSA) becomes available at <https://studentaid.gov/> on October 1 almost a year before the following academic year begins. Please take note of the following important financial aid filing dates and apply early! Students who submit their FAFSA and any additional requested items by these dates should be awarded any funds they qualify for prior to the start of classes.**

**Summer Session: April 1 (prior to the beginning of Summer term)**

**Fall Semester: March 1 (prior to the beginning of Fall term)**

**Spring Semester: October 1 (prior to the beginning of Spring term)**

**Aid offered prior to the 15-week term census date is based on anticipated full-time enrollment. If you enroll in less than 12 eligible credits, review your anticipated aid based on your current enrollment and pay any remaining balance by the payment deadline.**

## Using Approved Financial Aid to Buy or Rent Textbooks

If you have received a financial aid award large enough to cover tuition, fees and books, you may use it to purchase or rent books from campus bookstores during specified periods. For more information and specific dates, visit <https://www.nvcc.edu/financialaid/policies/charge-books.html>. You will need to complete the Bookstore Charge Authorization e-Form through your NOVAConnect To Do List once per academic year in order to potentially use financial aid at the NOVA Bookstore.

## Using Financial Aid? Make Sure You Attend Class!

If you do not attend at least one class meeting or participate in an online learning class by the last day to drop with a tuition refund (census date), you will be reported as a “Never Attending Student” and your class registration will be administratively deleted. You will still be charged tuition for the course and the course will not count toward your financial aid eligibility. For financial aid purposes, you are expected to attend beyond the census date or your financial aid must be recalculated based on your revised enrollment status. More information about the impact of dropping, withdrawing, auditing or not attending a course is available on NOVA’s financial aid [blog](#).

If you have already received more funds than can be justified based on a revised status, you will be required to repay the overpayment. You will not be eligible to reenroll until the debt has been repaid.

## MILITARY AND VETERANS BENEFITS

### Active Duty Military

The College participates in the Armed Forces Tuition Assistance (TA) program. Tuition Assistance is a benefit paid to eligible

members of the Army, Navy, Marines, Air Force and Coast Guard. Congress has given each service the ability to pay up to 100 percent of the tuition expenses of its members. In the event that TA does not cover fees required by the College, the service member is responsible for paying the out-of-pocket fees. Each service has its own criteria for eligibility, obligated service, application processes and restrictions. For more information, contact your branch of service education office, NOVA’s Military Services Office at [militaryservices@nvcc.edu](mailto:militaryservices@nvcc.edu) or visit [www.nvcc.edu/military](http://www.nvcc.edu/military) and link to information for active duty military.

### Military Dependents

The dependents of an active duty military person stationed in Virginia, the District of Columbia or a state contiguous to Virginia, and who reside in Virginia, are eligible for in-state tuition. Such individuals should visit [www.nvcc.edu/forms](http://www.nvcc.edu/forms) to download the In-State Tuition Form for Active Duty and Military Dependents (125–115). This may be submitted to the **24-hour Student Support Center**. Go to [www.nvcc.edu/military](http://www.nvcc.edu/military) and link to information for family members for more information.

### Veterans

Veterans and their dependents may be eligible for educational benefits from the Department of Veterans Affairs. To determine eligibility for veterans benefits, contact the Department of Veterans Affairs. Once eligibility is determined, you should contact your campus veterans advisor each semester to complete the necessary forms to establish and maintain your eligibility for benefits. Contact a campus veterans advisor for assistance. Also visit [www.nvcc.edu/military](http://www.nvcc.edu/military) for additional information.

## LET FINANCIAL AID ACCELERATE YOUR ACADEMIC PROGRESS

NOVA’s financial aid specialists will help you determine your eligibility and assist you in filing the Free Application for Federal Student Aid (FAFSA). More information is available from the [Financial Aid Office](#) or online at [www.nvcc.edu/financialaid](http://www.nvcc.edu/financialaid).

**You must include NOVA’s School Code, 003727, on the FAFSA and provide your Social Security Number on your admission application or have Student Services update your record with your SSN or the College will not receive your information.**

## SUBSTANCE ABUSE

In accordance with the *Drug-Free Schools and Communities Act of 1989*, NOVA supports efforts to eliminate drug and alcohol abuse through a series of programs and services designed to prevent use of substances that are illegal and harmful, and to assist individuals who suffer from substance abuse. The use of drugs and the abuse of alcohol can endanger your health and your future. If you or someone you know needs help, contact Counseling Services at any campus for information about referral to community agencies.

No one may possess, sell, use, manufacture, give away or otherwise distribute illegal substances while on campus or at College-sponsored events or meetings off-campus. Students who violate this policy will be subject to College discipline imposed through established due process procedures. The College will notify its police and any other appropriate law enforcement agencies when its rules regarding illegal substances are broken, and cooperate fully in any investigation and prosecution.

# NAVIGATING FINANCIAL AID AT NOVA

## 1. APPLY FOR ADMISSION AND DECLARE A MAJOR

You should be accepted for admission and enrolled or accepted for enrollment in an eligible program of study to receive financial aid. Most one- and two-year programs at NOVA are eligible. Provide your Social Security number on the admission application, or we will not be able to link your FAFSA to your file. Transfer students must request official transcripts from all schools previously attended and request a transfer credit evaluation by the College Records Office ([www.nvcc.edu/cro](http://www.nvcc.edu/cro)).

## 2. REQUEST A FEDERAL STUDENT AID ID (FSA ID)

Create an account (FSA ID) at <https://studentaid.gov>. If you are required to provide parental information on the Free Application for Federal Student Aid (FAFSA), one parent must also request his or her own FSA ID.

## 3. COMPLETE THE FAFSA ON THE WEB

Complete the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov>. Click: Apply for Aid > Complete the FAFSA form. Enter NOVA's federal school code (003727) on the FAFSA. Be sure that your name on the FAFSA exactly matches the name on your Social Security card. Contact the Financial Aid Office or call 1-855-323-3199 if you need assistance.

## 4. VERIFY STUDENT AID REPORT (SAR) INFORMATION

Within two weeks after you submit the FAFSA, you will receive an email from the U.S. Department of Education with instructions on how to access your Student Aid Report (SAR) online. Carefully review it to ensure it is correct and complete. Read the comments on your SAR and verify that your FAFSA was not rejected. Also make sure that NOVA's school code (003727) was listed. You may correct any mistakes at <https://studentaid.gov>.

## 5. CHECK APPLICATION STATUS ON MYNOVA

Verify if additional information has been requested by logging into myNOVA and frequently checking your To Do List by clicking: VCCS SIS: Student Information System > Self Service > Student Center. Click on each To Do List item for instructions.

## 6. RESPOND TO REQUESTS FOR MORE INFORMATION

Files are incomplete until all requested information has been received. Awards are offered on a first-completed, first-awarded basis. Approximately one in three students is selected for verification by the U.S. Department of Education; additional files are selected by NOVA. Verify if additional information has been requested by logging into myNOVA and frequently checking your To Do List by clicking: VCCS SIS: Student Information System > Self Service > Student Center. Click on each To Do List item for instructions. Promptly submit all items as directed.

## 7. REVIEW YOUR FINANCIAL AID AWARD LETTER

You will be notified via email and your myNOVA Message Center when you are awarded. You may then review the type(s) and amount(s) of assistance you were offered by logging into myNOVA and going to: Student Center > Financial Aid > View Financial Aid. Accept, decline or reduce student loans and work-study in your myNOVA account. If you decide to borrow a student loan, complete a Master Promissory Note and Entrance Counseling at <https://studentaid.gov>. Review [www.nvcc.edu/workstudy](http://www.nvcc.edu/workstudy) if you are interested in work-study and follow up with your Campus Work-Study Coordinator to submit employment documents. **Note that aid offered prior to the term census is based on anticipated full-time enrollment in courses required for your major. If you register for fewer than 12 eligible credits, your aid may be reduced after the census.**

## 8. ENROLL IN CLASSES

Select and enroll in your classes before the term census date (which is the last day to drop with a tuition refund for the longest session of the fall, spring or summer term). Pell Grant status is determined by the credits in which you are enrolled and are attending as of that date. Neither Pell Grant nor state aid will increase if you add classes later. Classes not started or dropped before the course census date cannot count for financial aid. You are responsible for dropping any courses you do not wish to attend.

## 9. BUY YOUR BOOKS

If you have enough financial aid to pay for tuition, fees and books, your financial aid may be used during a limited time period to buy required textbooks and supplies through the bookstore. This option is available two weeks before the start of the longest session of the term and the second 8-week sessions, and goes through the term census date.

## 10. PAY YOUR BILL BY THE DEADLINE

If your "anticipated aid" based on your enrollment does not cover your entire bill, you must pay the difference by the payment deadline. One option to consider is the NOVA Payment Plan. Additional information about payment deadlines and payment options is available at [www.nvcc.edu/payment/methods/index.html](http://www.nvcc.edu/payment/methods/index.html). **Note that you are responsible for dropping any courses you do not plan to attend by the deadline to drop with a tuition refund as indicated on the academic calendar.**

For more information, call the 24-Hour Student Support Center at **1.855.323.3199** or visit us at [www.nvcc.edu](http://www.nvcc.edu).

## 11. VERIFY YOUR MAILING ADDRESS

If your address has changed, contact Student Services or update your mailing address in myNOVA at [www.nvcc.edu/novaconnect](http://www.nvcc.edu/novaconnect). Approximately six weeks into the term (if enrollment and attendance have been established at that time), excess financial aid above what you owe the College will be processed for disbursement via your selected refund preference. If you do not set up any refund preference then a check will be mailed to your address listed in myNOVA for any refund that you are due.

## 12. SELECT YOUR REFUND PREFERENCE

NOVA has contracted with Nelnet Campus Commerce/Tuition Management Services (TMS) to process electronic financial aid disbursements and tuition refunds to students. For more information and to set up your refund preference, go to [www.afford.com/TMS/school-refunds/](http://www.afford.com/TMS/school-refunds/). Note that you might receive multiple refunds due to the timing of aid types hitting your account and excess aid being requested. Once aid is disbursed to your student account, allow 6-8 business days to receive the excess aid via direct deposit.

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*Official communications regarding financial aid are sent through your NOVA-issued email address and your myNOVA Message Center. Please monitor your account regularly. **NOVA School Code 003727***



# LEARNING THAT'S CONVENIENT

NOVA offers flexibility and convenience to accommodate diverse needs. Classes are held from early morning to late evening, seven days a week. Have difficulty getting to a classroom for face-to-face meetings? Consider online learning through NOVA Online. Or, if you want to combine in-person and online learning, think about taking a hybrid class.

## ONLINE LEARNING

NOVA Online (formerly ELI) has been a nationally recognized leader in distance learning since 1975. Many students choose online courses due to busy work schedules or family caregiving responsibilities, to take a class that requires little or no travel for in-person meetings or simply because they enjoy learning online. Online courses require the self-discipline to study on your own, good reading skills, a commitment of time and good Internet access. They involve interacting with your professor and classmates using a variety of technologies. Some courses require scheduled online sessions at pre-designated times using a microphone and headset, meeting online through Canvas; meeting times will be noted in the online *Schedule of Classes* under Course Notes. NOVA faculty and NOVA Online staff are available to provide assistance by telephone, email, office visits or through the mail. For more information, visit [online.nvcc.edu/](http://online.nvcc.edu/).

## HYBRID CLASSES

More and more courses are being offered in a hybrid format, which blends face-to-face teaching and online learning. Depending on the subject, the amount of Web-based instruction can vary in proportion to the class meetings. Hybrid courses are NOT condensed courses. They require the same number of hours as traditional courses, except that half of the course is taught online. Most hybrid courses use Canvas—you can log on to get your Canvas account at [vccs.instructure.com/](http://vccs.instructure.com/). A reliable Internet connection is essential. If you do not have your own computer, you can use one of NOVA's computer labs.

Visit [www.nvcc.edu/hybrid/student/definition.html](http://www.nvcc.edu/hybrid/student/definition.html) to learn how hybrids work, the challenges presented by the hybrid format and strategies for achieving success, along with advice from other students.

## WEEKEND AND EARLY MORNING CLASSES

### The Alexandria, Loudoun and Manassas Campuses:

Many classes are offered on weekends, in both standard and accelerated time frames.

### The Annandale Campus Weekend Express Classes:

Complete a semester course in four weekends by attending either Friday nights and Saturdays, or Saturdays and Sundays. Immediately after enrolling in one or more of these sections, you must get the assignment for the first class meeting from the division office and bring your textbooks to the first class.

### The Woodbridge Campus Weekend College:

Take high-demand courses that meet the requirements of many degree programs. Weekend College courses meet on Fridays and Saturdays. Some Saturday-only hybrid classes are also available.

**The Woodbridge Campus Weekend Programs:** Earn a degree in Business Administration or Information Technology by attending classes on Saturdays.

**NOTE:** The last day to drop with a tuition refund (census date) is different for some weekend offerings than for traditional weekday courses.

## WORKFORCE AND CONTINUING EDUCATION COURSES

For those interested in short-term professional and continuing education courses outside of our credit programs, registration is continuous throughout the semester and remains open until the course maximum is reached. Please contact the **NOVA Workforce office** for more information.

## NOVA Permits Are Now Virtual!

Learn about permits, discounted hourly parking and our mobile payment app by visiting [www.nvcc.edu/parking](http://www.nvcc.edu/parking) or calling 703-323-3123. Students are not required to have a permit while parked in student "B" lots or garages after 3:45 p.m. on weekdays or any time on weekends.

# LEARNING AT YOUR LEVEL

NOVA wants to assure you have a successful college experience and reach your goals. Whether you need to prepare for college-level coursework through developmental studies or you're a high achiever looking for added enrichment through Honors classes, NOVA has opportunities for you.

## HONORS PROGRAM AND HONORS CLASSES

NOVA offers an entire Honors Program as well as individual Honors classes and Honors options in regular classes for highly motivated students who seek a challenging academic experience.

### Honors Program

NOVA's Honors Program is distinguished by its Honors Core Curriculum, comprised of 18 credits of general education courses applicable to most degree programs. When you successfully complete the Honors Core Curriculum and your degree requirements, you will receive a designation on your diploma and official transcript.

### Honors Classes and Honors Options

Unable to complete the entire Honors Program, but still looking for some academic challenge? You can take one or more Honors classes, if eligible, based on one of the following: GPA, SAT scores, NOVA placement scores or recommendations. Honors classes are identified by an "H" after the course listings and in the course section number (e.g., ENGL 111.H02L).

When you take an Honors class, you will enjoy these benefits:

- Smaller class sizes, no more than 18 students;
- Student-led discussions;
- Seminar-style classrooms, when possible;
- Collaboration with a community of learners with similar academic goals; and
- Access to multi-disciplinary approaches to learning.

You can also pursue an Honors option. These are regular course sections in which you complete the Honors component of the course. You will receive an Honors designation for that course upon successful completion of the component.

### Honors Admission Information

For more information, please go to [www.nvcc.edu/honors/](http://www.nvcc.edu/honors/) or contact NOVA's College-wide Honors Coordinator:

[Honors@nvcc.edu](mailto:Honors@nvcc.edu).

## DEVELOPMENTAL STUDIES

NOVA has designed English and mathematics coursework to meet you where you are academically and allow you to concentrate on strengthening areas of weakness in a subject. Developmental English classes carry the prefix EDE, and Developmental Math classes carry the prefix MDE. For more information, visit [www.nvcc.edu/academics/placement/index.html](http://www.nvcc.edu/academics/placement/index.html).

## ONLINE LEARNING

NOVA is committed to preparing students for today's workforce and recognizes computers to be an extension of the learning tools needed to be globally competitive. To attend NOVA, students are expected to have a laptop (or a desktop with webcam and microphone) that meets the minimum requirements for their major and internet access at home or through a mobile device hot spot.

Students can find the required specifications for their computers at: [www.nvcc.edu/admissions/\\_files/Student-Computer-Specifications.pdf](http://www.nvcc.edu/admissions/_files/Student-Computer-Specifications.pdf).

**NOTE:** Chromebooks and iPads are useful but insufficient to replace a laptop. They will not run the software typically needed at NOVA.



# GET READY TO REGISTER FOR CLASSES

The NOVA *Schedule of Classes* PDF is subject to change. Always check the online listing for the most up-to-date information. The schedule lists courses for all campuses, the Reston Center, NOVA Online and off-campus locations. You may select your courses from any campus for any day or time, unless otherwise noted.

## BEFORE YOU START...

Take a few minutes to scroll through the schedule. Courses are laid out by campus, alphabetically by discipline and then by session. The diagram to the right shows you what to look for when reading NOVA's *Schedule of Classes*.

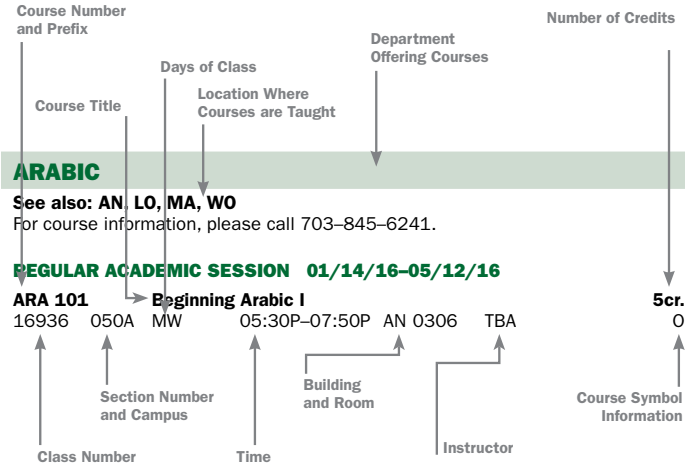
Before trying to enroll, complete the Class Schedule Worksheet on page 19 so you will have all the information you need available. Keep your worksheet for future reference, or print out your class schedule using NOVAConnect each time you change your schedule.

## SEARCHING FOR CLASSES ONLINE

You can search for courses online by going to the Schedule Search at [www.nvcc.edu/schedule](http://www.nvcc.edu/schedule). Select the search options for the classes you want, click "search" and scroll until you find the right course. You can search by academic discipline, campus location and/or session. The online course listing displays the specific details of each section.

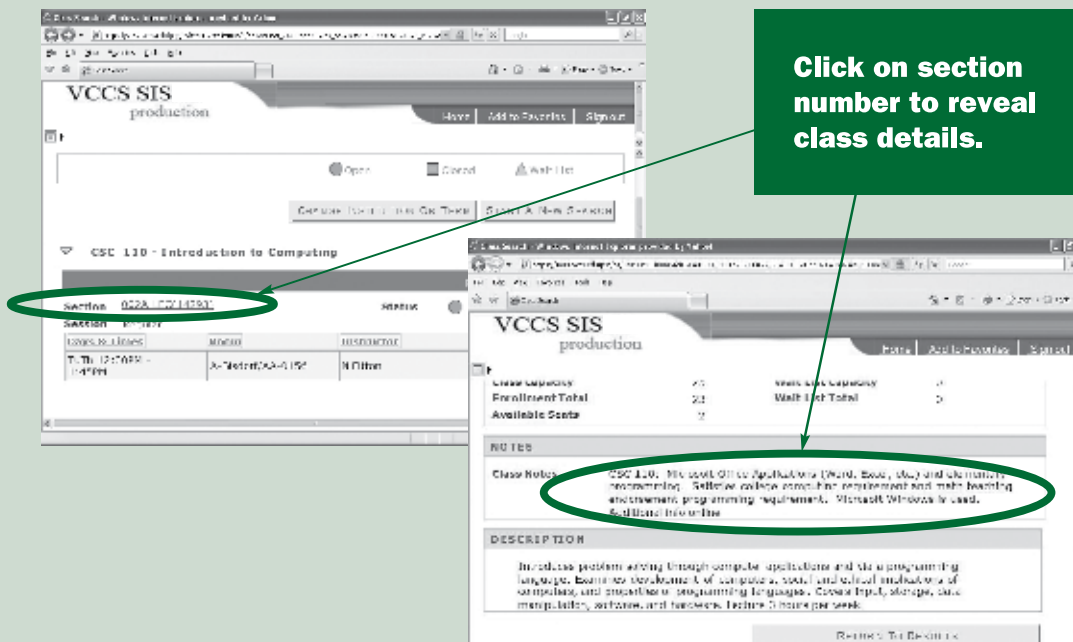
## HERE'S HOW TO READ THE SCHEDULE OF CLASSES:

You can also log on to NOVAConnect and search by course prefix and number or by class number. To reveal the detailed course information, click on the class section number link—see the diagram below.



## LOCATING COURSE DETAILS OR COURSE NOTES

The symbols beside a class listing (like or ) are clues to important details you should know before you register for the class (see the key at the bottom of each page). For a detailed explanation, go to NOVAConnect and click on the course section number (see diagram). The course details will appear on a new screen.



## ABBREVIATIONS

### Class Times

TBA=To Be Announced (time, room and/or instructor)—see the division office for details.

Make sure your class times do not overlap, even by a few minutes—you will not be able to enroll for classes that conflict. A=AM, P=PM

### Campuses and Centers

A=Alexandria Campus	M=Manassas Campus
E=NOVA Online	N=Annandale Campus
H=Medical Education Campus (MEC)	RES=Reston Center
L=Loudoun Campus	W=Woodbridge Campus

### Days of the Week

M=Monday	F=Friday	TR=Tues/Thurs
T=Tuesday	S=Saturday	SN=Sat/Sun
W=Wednesday	N=Sunday	
R=Thursday	MW=Mon/Wed	

### Miscellaneous

Pay attention to the notes under class listings. Some indicate restrictions on enrollment or course corequisites. Information about labs, which require separate enrollment, may also be listed here.

### Key to Campus/Building Abbreviations

Make note of classroom locations. Off-campus locations are listed in this schedule under "Locations and Transportation Information."

#### Alexandria Campus

AA=Bisdorf Building	AS=Rachel M. Schlesinger Concert Hall and Arts Center
AAFA=Fine Arts Building	AT=Tyler Building
AE=Engineering Building	

#### Annandale Campus

CA=Administration Building	CM=McDiarmid Building
CC=Classroom Building	CN Building
CE=Richard J. Ernst Community Cultural Center	CS=Shuler Building
CF=Food Services Building	CT=TV-Tech Building
CG=Godwin Building	

#### Loudoun Campus

LA=Veterinary Technology Building	LR=Reynolds Building
LC=Learning Commons	LS=Science Laboratory
LD=Design Building	SH=Signal Hill
LHEC=Higher Education Center	LW=Waddell Building

#### Manassas Campus

MA=Mary Louise Jackson Amphitheater	MH=Howsmon Hall
MBV=Battleview Technology Center	MP=Harry J. Parrish Hall
MC=Colgan Hall	MT=Power-Technical Building

#### Medical Education Campus

HE=Medical Education Building, Springfield, VA

#### Woodbridge Campus

WAS=Arts and Science Building	WC=Seefeldt Building
WAC=Classroom and HVAC Lab Building	WH=HVAC Lab Building
WB=Bookstore	

# FREQUENTLY ASKED QUESTIONS ABOUT REGISTRATION

## 1. WHAT IF I DON'T HAVE WEB ACCESS?

You are welcome to use the computers at any NOVA campus or other location, such as a public library. The Student Services Center also has staff members who can assist you with your registration.

## 2. WHY WON'T NOVACONNECT LET ME REGISTER?

There may be several reasons why you are unable to register for classes:

### Do You Have a Hold (Service Indicator)?

If you have a hold (financial debt, missing placement test, etc.) on your record, it could prevent you from enrolling. On the welcome page of NOVAConnect, a message will indicate the office that placed the hold. Contact that office or the College Call Center at 703-323-3000.

### Are You Repeating a Class?

Most classes may be retaken once; after that you will need division permission. Go to [www.nvcc.edu/curcatalog](http://www.nvcc.edu/curcatalog) for information on repeating a class.

### Are There Course Prerequisites?

Some classes indicate that a prerequisite or corequisite is needed. Others may require a placement test. These requirements may be listed under the course, but also can be found in NOVA's *Catalog* under "Course Descriptions." You must have met the prerequisites by the time the course begins.

### Is a Student Development (SDV) Course Required?

An SDV course is designed to build your confidence and skills, develop your college and career plans and help you navigate administrative requirements. An SDV course is a degree/certificate requirement for graduation. First-time-to-college students (ages 17–24) are required to complete an SDV course before enrolling for their 16th semester credit at the College. All other NOVA students are encouraged to take an SDV course within the first year. To get the most out of your education, you should take the SDV/College Success Skills course during your first semester at NOVA.

## 3. WHAT ARE CENSUS DATES AND WHY ARE THEY IMPORTANT?

When you register for a class at NOVA, you are making a commitment to attend the class regularly, either in person or online. Since the Commonwealth of Virginia contributes a significant portion of your educational costs, you must establish your attendance or participation early in the semester, rather than taking a seat that might have gone to another student. The census date is the last date to commit to taking a class or to drop it and receive a refund.

If you do not attend at least one class meeting or participate in an online class by the census date (last day to drop with a tuition refund), your class registration may be administratively deleted.

### Administrative deletion means:

- there will be no record of the class or any letter grade on your transcript;
- the course credits will be deducted from your course load;
- the reduction of credits may affect your student status (full-time or part-time); and
- you will not receive a tuition refund.

### Fall 2023 census dates (in person classes only) are as follows:

- 15-Week Session: September 7
- First 7-Week Session: August 28
- 13-Week Session: September 19
- Second 7-Week Session: October 26

See the NOVA Online/NOL Dates on page 5 for NOVA Online start and census dates (last day to drop with a tuition refund). For variable duration (dynamic) classes, the census date is individually set. For these variable duration classes, in the Student Information System, click on the class. The date for Drop Without Penalty is the last date to drop with a refund.

## 4. WHAT IF I WANT TO CHANGE MY SCHEDULE?

You may make schedule changes by using NOVAConnect. However, after the schedule adjustment period has passed, your ability to add a class is restricted. If you have documented mitigating circumstances that impacted your ability to register on time, you will need to complete a Change of Section Request After Schedule Adjustment Period Form (**125-014**) and submit supporting documentation to the appropriate academic division dean for approval. You are permitted to drop your courses at any time in accordance with NOVA's Academic Calendar. You should carefully consider your options before dropping a course. You may not be able to swap sections. Consult the *College Catalog* and your advisor for more information on schedule adjustments.

## 5. WHAT IF I DECIDE TO AUDIT A CLASS?

You may take a class without taking exams or receiving a grade by auditing the class. You will be charged the regular tuition. In order to audit a class, you must complete the Auditing a Class Form (**125-012**) and have it signed by your instructor and the division dean. The Student Services Center must receive the signed form by the last day to drop with a refund (census date). The form includes complete details on the audit process. The course will be listed on your transcript with a grade of "X."

## 6. WHAT IF I NEED TO WITHDRAW FROM A COURSE?

After the census date, you may WITHDRAW using NOVAConnect up until the 60 percent date for the class (last day to withdraw online and receive a grade of "W"). You can also submit a Withdrawal Initiated by Student Form (**125-047**) to your instructor by the deadline. (See [www.nvcc.edu/calendars](http://www.nvcc.edu/calendars) for the date.) If you stop attending or withdraw using NOVAConnect after the 60 percent date, you will receive a "U" or "F" in the course.

# MYNOVA—EASY STEPS TO WEB REGISTRATION

## STUDENT INFORMATION SYSTEM

### Easy Steps to Web Registration

#### Find Your Username

1. Go to [www.nvcc.edu](http://www.nvcc.edu)
2. Click myNOVA tab in the upper right corner.
3. Click the green myNOVA button in the center of the screen.
4. Click “Forgot Username” link.
5. Check the box stating “I’m not a robot” and press the Continue button. Follow any instructions.
6. Enter personal information: First Name, Last Name, Date of Birth and EMPLID or SSN. Press Next button.
7. You will be presented with your username.
8. For problems, call the IT Help Desk at 703–426–4141.

#### Find or Reset Your Password

1. Go to [www.nvcc.edu](http://www.nvcc.edu)
2. Click myNOVA tab in the upper right corner.
3. Click the green myNOVA button in the center of the screen.
4. Click “Forgot Password” link.
5. Enter your myNOVA username.
6. Answer 3 of your already established security questions.
7. Enter a new password 2 times and press the OK button.
8. For problems, call the IT Help Desk at 703–426–4141.

#### How to Set Your Security Questions

Go to [www.nvcc.edu/ithd](http://www.nvcc.edu/ithd) and select Setting myNOVA Security Questions for the step-by-step process.

#### Sign in to myNOVA

1. Go to [www.nvcc.edu](http://www.nvcc.edu).
2. Click myNOVA.
3. Enter your username and password.
4. Click Log In.
5. Click on VCCS SIS: Student Information System.

#### Set Your User Preferences

Setting your user preferences will improve the speed with which NOVAConnect is able to retrieve your information. This should be changed each semester term.

1. Log In.
2. Click Self Service.
3. Click Student Center. Scroll down to Personal Information.
4. Click User Preferences.
5. Choose Northern Virginia Community College.
6. Choose Career (Credit, CEU, Non-Credit).
7. Enter the 4-digit term code. If you don’t know the term code, click on the magnifying glass.
8. Enter the aid year. If you don’t know which aid year to use, click on the magnifying glass.
9. Click Save and OK.

#### View Financial Aid Award

1. Log in.
2. Click Self Service.
3. Click Student Center. Scroll down to the Finances section.
4. Click View Financial Aid.
5. Choose a financial aid year.

#### Search Classes

1. Log in.
2. Click Self Service.
3. Click Student Center.
4. Under the Academics section, click Search.
5. Choose Northern Virginia Community College.
6. Enter the term code into the term box.

7. Enter at least two search criteria (course subject and course number).
8. Click Search or click Additional Search Criteria.
9. If a box appears with a message, click OK.

#### Enroll in a Class

1. Log in.
2. Click Self Service.
3. Click Student Center. In the Academics section, click Enroll.
4. Enter the 5-digit code for class numbers (If you do not know the 5-digit code then use Search to look it up). If you have not set your user preferences then Select a Different Term by clicking the Change Term button.
5. If class is full, add yourself to the Wait List, if desired.
6. When you finish adding classes, click Enter.
7. The next screen displays a list of courses you added; click Enter again.
8. Click Proceed to Step 2 of 3 to confirm your classes.
9. Click Finish Enrolling to complete the process.
10. If there is a problem with adding a class, you will see an error message indicating what is wrong. If you are unable to register after you fix the problem, please contact any Student Services Center for assistance.

#### Drop a Class

1. Log in.
2. Click Self Service.
3. Click Student Center. In the Academics section, click the down arrow. Select Enrollment: Drop, and click the Go button.
4. Select course(s) to be dropped.
5. Click Drop Selected Classes.
6. Click Finish Dropping.
7. Verify your schedule.
8. View.

#### View Schedule

1. Log in.
2. Click Self Service.
3. Click Student Center.
4. Under Academics, click the down arrow. Select Class Schedule, and click the Go button. (If you have not set user preferences, choose a term.)

#### Make a Payment

1. Log in to NOVAConnect by clicking myNOVA on the NOVA home page.
2. Click on SIS: Student Information System.
3. On the Self Service page, click Student Center.
4. Click on Make a Payment.
5. If this is your first time paying, add in your details and submit the page.
6. Click on Make a Payment or Set up a Payment Plan and follow the prompts.

#### Add and Access Favorites

1. Log in.
2. Click Self Service.
3. Select the process you want to perform (i.e., Click Student Center).
4. Click Add to Favorites on tab at top right.
5. Click OK.
6. Click My Favorites to access your favorite pages.
7. Click choice from the list.

#### Sign Out

Click Sign Out in the upper corner of the window to end your session and to ensure the security and privacy of your account information.

**Class Schedule Worksheet** (For planning purposes only. Do not mail this form.)

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Please fill this form out completely before enrolling. For online enrollment, please use NOVACconnect.

**Transaction Codes: A=Add or Enroll, D=Drop.**

Trans Codes* (circle)	Class Number	Course Prefix	Course Number	Section Number and Campus	Course Title	Credits	Days	Start Time	End Time	Building and Room Number
Sample A D	30160	ACC	211	001N	Principles of Accounting	3	MW	09:30A	10:45A	CC 0203
A D										
A D										
A D										
A D										
A D										
A D										
A D										
A D										
A D										

Be sure to have your credit card or payment information available when you enroll. Please check online at [www.nvcc.edu/tuitionandfees](http://www.nvcc.edu/tuitionandfees) for tuition information and methods of payment.

**Using the Wait List:** NOVA offers you the option of putting yourself on a wait list if a class section is full. You can use the wait list when you register through NOVACconnect.

**How it works:**

Under “Add Classes” click the checkbox “Wait list if class is full.”

The classes marked with

- a green circle ( ● ) are open,
- a blue square ( ■ ) are closed, and
- a yellow triangle ( ▲ ) have a wait list.

Not all classes offer the wait list option. If the class offers the option, then once you have selected courses, your position on the wait list will be displayed. On your schedule,

- a yellow triangle ( ▲ ) means you are on a wait list,
- a green check ( ✓ ) means you are enrolled.

**The following will prevent your being moved from the wait list to a class:**

- Scheduling another class that conflicts with that time frame or enrolling in another section of the class for which you are waiting.
- Having more than 18 credits including the wait list class.
- Not meeting all prerequisites or being otherwise not eligible to take the class (holds, repeats).

**Once you are on a wait list:**

- You must check your schedule every morning to see if the class has been automatically added to your schedule.
- After you are enrolled, you must pay for the class by 5 p.m. on the next business day.
- If you change your mind, click the trashcan under “Delete” to remove the class.
- Keep in mind that you will be enrolled from the wait list in the order you were added, but only if you are eligible.
- Check the Academic Calendar for the date the wait list closes. If you did not get into the class you still have time to select another section.

**Questions?**

View a tutorial online at: [www.nvcc.edu/novaconnect/students/tuts/waitlist.html](http://www.nvcc.edu/novaconnect/students/tuts/waitlist.html).

**If you use the wait list, you are responsible for checking your schedule every morning to see if you have been enrolled in the class.**

# LOCATIONS AND TRANSPORTATION INFORMATION

NOVA offers convenient locations throughout Northern Virginia. For directions—and the transportation option that will work best for you—go to [www.nvcc.edu](http://www.nvcc.edu), click on “Campuses and Centers,” select your location of interest, then click on “Maps and Directions.” For bus and Metro information, go to [www.wmata.com](http://www.wmata.com). You may also wish to arrange a carpool using Zimride. Visit [www.zimride.com/NVCC](http://www.zimride.com/NVCC) to register. You just need your NOVACard to make your arrangements!

**Call Center: 703-323-3000 | [www.nvcc.edu](http://www.nvcc.edu)**

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## **ALEXANDRIA CAMPUS (AL)**

**5000 Dawes Avenue, Alexandria, VA 22311**

Located off of Route 7, West of Interstate 395.

## **ANNANDALE CAMPUS (AN)**

**8333 Little River Turnpike, Annandale, VA 22003**

Located one mile west of Interstate 495 on Route 236.

## **LOUDOUN CAMPUS (LO)**

**21200 Campus Drive, Sterling, VA 20164**

Located at the intersection of Routes 7 and 637.

## **MANASSAS CAMPUS (MA)**

**10950 Campus Drive, MH 313, Manassas, VA 20109**

Located north of Interstate 66 on Route 234.

## **MANASSAS BATTLEVIEW TECHNOLOGY CENTER (MBV)**

**12500 Battleview Parkway, Manassas, VA 20109**

## **MEDICAL EDUCATION CAMPUS (MEC)**

**6699 Springfield Center Drive, Springfield, VA 22150**

Located south of the Springfield Town Center and east of Interstate 95.

## **RESTON CENTER (RES)**

**1821 Michael Faraday Drive, Reston, VA 20190**

## **SIGNAL HILL (SH)**

**21335 Signal Hill Plaza #300, Sterling, VA 20164**

## **WOODBRIIDGE CAMPUS (WO)**

**2645 College Drive, Woodbridge, VA 22191**

Located in Prince William County, adjacent to Interstate 95.

## **NOVA ONLINE (NOL)**

**Location: 3922 Pender Drive, Fairfax, VA 22030**

Mailing Address: 8333 Little River Turnpike, Annandale, VA 22003

## **FALL 2023 – OFF-CAMPUS LOCATIONS**

### **ACC - Arlington Career Center**

816 S Walter Reed Dr, Arlington, VA 22204

### **ALH - Inova Alexandria Hospital**

4320 Seminary Rd, Alexandria, VA 22304

### **DMH - Dominion Hospital**

2960 Sleepy Hollow Rd, Falls Church, VA 22044

### **FCHD - Fairfax County Health Department**

10777 Main St, Fairfax, VA 22030

### **FHC - Inova Fairfax Hospital**

3300 Gallows Rd. Falls Church, VA 22042

### **GCC - Germanna Community College**

10000 Germanna Point Drive, Fredericksburg, VA 22408

### **LMH - Loudoun Memorial Hospital**

44045 Riverside Pkwy, Leesburg, VA 20176

### **MVH - Mount Vernon Hospital**

2501 Parkers Ln, Alexandria, VA 22306

### **PWH - Prince William Hospital**

8700 Sudley Rd, Manassas, VA 20110

### **QME - Quantico**

3088 Roan Street, Quantico, VA 22134

For base access, call NOVA's Quantico Office, 703-640-6303.

### **SNT - Sentara**

5055 Seminary Road #104, Alexandria, VA 22311

### **VHC - Virginia Hospital Center**

1701 N George Mason Dr, Arlington, VA 22205