



## Registration in Credit Classes Procedure

**Procedure Number:** 603P

**Responsible Office:** College Records Office

**Forms:** Registration with Permission Form 125-077; Late Withdrawal for Mitigating Circumstances Form 125-047; Withdrawal Initiated by Instructor (Following Attendance by Student) Form 125-031

**Effective Date:** 2/12/2024

**Date Last Reviewed:** 2/12/2024

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### 1. Purpose

Northern Virginia Community College observes the policies and procedures established by the Virginia Community College System to ensure timely registration and accurate maintenance of academic records.

### 2. Definitions

MyNOVA/NOVA Connect: student information system portal that provides access to course registration, secure student email, and record adjustment requests.

### 3. Procedure

#### I. Registration

- a. Students register for classes online. Detailed instructions may be found on the [Enrollment webpage](#).

#### II. Changes in Registration

- a. In all cases students should follow established procedures for making any change in their enrollment after registering for classes. Failure to do so could place their College records in jeopardy. Changes, refunds, etc., are effective as of the time requested and approved. Retroactive changes are usually not permitted.

#### b. Schedule Adjustment

- i. There is a limited schedule adjustment period during the first week of classes only with documented mitigating circumstances. Students must complete an [Enrollment with Permission Form \(125-070\)](#) and submit supporting documentation to the appropriate academic division dean for approval. Additional details may be found in the Catalog.

#### c. Dropping a Class

- i. Students may drop courses in MyNOVA/NOVA Connect until the “last day to drop with a tuition refund or change to audit” deadline (census date).

### III. Cancellation of a Section or Course by the College

- a. The College may cancel a course or section for any reason. Students enrolled in a canceled course or section will receive a tuition refund unless they transfer to another course. The number of credits for the replacement course will determine whether a student owes the College additional tuition or is entitled to an adjusted refund.

### IV. Administrative Deletion

- a. Students who enroll in a course are expected to attend every class. Students who 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)” will be administratively deleted from the class. This means that there will be no record of the class or any letter grade on the student’s transcript. Furthermore, the student’s class load will be reduced by the course credits, and this may affect his or her full-time or part-time student status. This, in turn, can impact financial aid, veterans’ benefits, and F-1/M-1 status. The student’s tuition will not be refunded.

### V. Withdrawal Initiated by Student

- a. A student may drop a course in MyNOVA without academic penalty within the first 60 percent of a session and the student will receive a grade of W indicating a Withdrawal. After that time, the student will receive a grade of F, except under mitigating circumstances that must be documented on the [Late Withdrawal for Mitigating Circumstances Form \(125-047\)](#) and approved by the Dean of Student Success and the Academic Dean. This process is governed by the Late Withdrawal for Mitigating Circumstances Policy.

### VI. Late Withdrawal for Mitigating Circumstances

- a. A student may request a late withdrawal due to mitigating circumstances. Mitigating circumstances must have been severe, not foreseeable and/or could not have been reasonably prevented during the time frame in question. Examples of situations that may fall into this category include:
  - b. A major medical emergency or severe, extended illness occurring during the semester the student is registered which requires hospitalization, is life threatening, prevents the student from attending classes or is contagious and a danger to the remainder of the College community. A written verification by the attending physician or licensed mental health therapist is required.
  - c. Death of the student or a member of the student’s immediate family (mother, father, sister, brother, husband, wife, grandparent, or child). An obituary or death certificate is required.

- d. Mobilization, deployment, change of duty station or call to active duty for military students. A copy of the military orders is required.
- e. For details see Late Withdrawal for Mitigating Circumstances Policy.

VII. Withdrawal Initiated by Instructor

- a. An instructor may withdraw a student using Withdrawal Initiated by Instructor (Following Attendance by Student) Form 125-031 in the following circumstances:
  - i. Withdraw a student who stops attending before 60% of the class is complete.
  - ii. Withdraw a student has been suspended, dismissed, or otherwise removed from class following due process. In such cases a grade of U or F will be assigned.