

FALL 2018

SCHEDULE OF CLASSES

WOODBIDGE EXTENDED LEARNING INSTITUTE
LOUDOUN MEDICAL EDUCATION
ALEXANDRIA
SASSANAH
ANNANDALE

**Registration begins May 1.
Classes begin August 22.**

SEE PAGE 4 FOR ADDITIONAL SESSIONS AND START DATES.



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.

Dr. Scott Ralls
President

NOVA'S MISSION

With commitment to the values 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 to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Northern Virginia Community College. For more information about accreditation and reporting substantive changes, visit Northern Virginia Community College's Accreditation website at www.nvcc.edu/accreditation. For other information about the College, please contact NOVA's Administrative Offices, 4001 Wakefield Chapel Road, Annandale, Virginia 22003 (703-323-3000). Curricula of the College are approved by the College Board and by the State Board. The two-year associate degree programs are also approved by the State Council of Higher Education for Virginia (SCHEV).

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

Northern Virginia Community College does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, disability, or veteran status in its programs and activities. Inquiries regarding the non-discrimination policy may be addressed to: Equal Opportunity Officer, 3926 Pender Drive, Suite 150, Fairfax, VA 22030-0974 at 703-323-3266 or eo@nvcc.edu.

Partners In Your Success

THIS PDF LISTS THOUSANDS OF COURSES offered in hundreds of subjects, each with many options designed to meet your needs and schedule.

Northern Virginia Community College (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 the Extended Learning Institute.

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. If you require assistance, the College Call Center can help—703-323-3000.

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APPLY FOR ADMISSION TO NOVA

Apply online—there is no application fee!

Go to 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.

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

Academic Calendar—Fall 2018

On-Time Registration

NOVA has an On-Time Registration Policy: All students must register prior to the start of their course. **Registration in SIS ends at 11:59 p.m. the day before a session begins.** Students who register after that day and time must go to a campus in person to sign up for a course that has open seats and has not started yet. **Once students register, they have until 5:00 p.m. the next business day to pay for the course.** Students cannot register for a class that already started and cannot add/swap a class once it has begun. Any schedule adjustment needed after a course has begun requires permission from the academic dean.

IMPORTANT DATES

April 2: Priority registration for continuing students.

May 1: Open registration begins for all students.

July 30: Tuition payment deadline if you register by April 22.

If you register April 23 or after, you must pay your tuition before 5:00 p.m. the next business day to prevent being dropped from your classes.

September 4: Labor Day holiday. College closed.

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

October 8-9: Professional development days for faculty.

No classes for students. College offices open.

November 21: No classes. College offices close at noon.

November 22-25: Thanksgiving holiday. College closed.

16-WEEK SESSION

Last day to join class wait lists..... August 9

Classes begin..... August 22

Last day to drop with a tuition refund

or change to audit (census date)** September 11

Last day to withdraw without grade penalty*** October 31

Examinations end..... December 18

FIRST 8-WEEK SESSION

Last day to join class wait lists..... August 9

Classes begin..... August 22

Last day to drop with a tuition refund

or change to audit (census date)** August 30

Last day to withdraw without grade penalty*** September 24

Examinations end..... October 16

14-WEEK SESSION

Last day to join class wait lists..... August 24

Classes begin..... September 5

Last day to drop with a tuition refund

or change to audit (census date)** September 20

Last day to withdraw without grade penalty*** November 6

Examinations end..... December 18

12-WEEK SESSION

Last day to join class wait lists..... September 6

Classes begin..... September 19

Last day to drop with a tuition refund

or change to audit (census date)** October 2

Last day to withdraw without grade penalty*** November 12

Examinations end..... December 18

10-WEEK SESSION

Last day to join class wait lists..... September 19

Classes begin..... October 3

Last day to drop with a tuition refund

or change to audit (census date)** October 15

Last day to withdraw without grade penalty*** November 18

Examinations end..... December 18

SECOND 8-WEEK SESSION

Last day to join class wait lists..... October 9

Classes begin..... October 17

Last day to drop with a tuition refund

or change to audit (census date)** October 26

Last day to withdraw without grade penalty*** November 26

Examinations end..... December 18

ELI/DISTANCE LEARNING START AND CENSUS DATES

ELI Session	Start Date	Last Day to Drop with a Tuition Refund or Change to Audit (Census Date)
16 weeks	August 22	September 8
First 8-weeks	August 22	August 30
First 12-weeks	August 22	September 3
2nd 8-weeks	September 12	September 20
2nd 12-weeks	September 12	September 24
3rd 8-weeks	September 26	October 4
3rd 12-weeks	September 26	October 8
Ten-week	October 10	October 20
4th 8-weeks	October 24	November 1

PLAN AHEAD

Spring 2018 open registration begins TBD

Spring 2018 classes begin TBD

* 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, search for the course, then click on the class number. The census date is listed beneath the course information.

*** 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.

Directory of Services | College Call Center: 703-323-3000

Call Center Hours:

Monday through Thursday, 8:30 a.m.–7:00 p.m. | Friday, 8:30 a.m.–5:00 p.m.

Enrollment: 24 hours a day, 7 days a week | 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.)

Financial Aid Support Center:

24-hour phone, web or chat support. www.nvcc.edu/finaidssupport | 855-323-3199

Deaf or Hard of Hearing: 703-323-3744 | interpreters@nvcc.edu

Virtual Advising:

Available by chat or email. Monday through Friday, 11:30 a.m.–2:30 p.m. Monday through Thursday, 6:00 p.m.–8:00 p.m. AcademicAdvising@nvcc.edu, www.nvcc.edu/virtualadvising

Student Services—Go to 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.	Placement Testing Centers You may not start a test less than two hours before closing.
Alexandria	703-933-5073 room AA194 Fax: 703-845-6046	703-933-5073 room AA194	703-845-6035 room AA156
Annandale	703-323-3400 room CA114 Fax: 703-323-3367	703-323-3200 room CA112	703-323-3833 room CA115
Loudoun	703-450-2501 room LR246 Fax: 703-404-7304	703-450-2571 room LR253	703-450-2508 room LR251
Manassas	703-257-6620 room MH111 Fax: 703-257-6565	703-257-6610 room MH110	703-257-6645 room MH308
Medical Education	703-822-2714 room HE202 Fax: 703-822-6624	703-822-2714 room HE202	703-822-6654 room HE344
Woodbridge	703-878-5760 room WC202 Fax: 703-878-5692	703-878-5760 room WC202	703-878-5787 room WC436
ELI (Online Learning Courses)	703-323-3347 Toll-free: 888-435-6822 Fax: 703-323-3392 http://eli.nvcc.edu	703-323-2425 elicounselors@nvcc.edu http://eli.nvcc.edu/counselor.htm	Use any campus Testing Center.
Reston Center	703-948-7733 room RES351 Fax: 703-326-2207	703-948-7731 room RES330	703-948-7732 room RES329

Bookstores and Business Offices

Campus	Bookstore: (See individual websites for hours.) Purchase books from campus bookstore where course is taught.	Business Office: Contact the Loudoun Campus for Tuition Payment Plan concerns.
Alexandria	703-845-6221, 703-671-0043 room AT104 nvcc.bnccollege.com	703-845-6211 room AA187
Annandale	703-323-3185, 703-425-2558 room CA202 nvcc.bnccollege.com	703-323-3132 room CA104
Loudoun/ Reston Center	703-450-2589, 703-430-9639 room LR135 nvcc.bnccollege.com	703-948-7744 room LR241 Tuition Payment Plan Information Line: 703-450-2562
Manassas	703-368-8554, 703-257-6667 room MP117 nvcc.bnccollege.com	703-257-6625 room MH312
Medical Education	703-822-6605 room HE117 nvcc.bnccollege.com	703-822-2000 room HE204
Woodbridge	703-878-5774, 703-670-0050 building WB nvcc.bnccollege.com	703-878-5605 room WC231
ELI (Online Learning Courses)	Use Alexandria Campus Bookstore or purchase online: nvcc.bnccollege.com	Use any campus Business Office.

A New Student's Guide to Getting Started at NOVA



All first-time-to-college students (ages 17–24) and Pathway to the Baccalaureate students **must take the following steps:**

STEP 1: APPLY FOR ADMISSION ONLINE

If you are attending NOVA for the first time and are 17–24, you are considered a new student and must submit an Application for Admission. Apply online at www.nvcc.edu—click on the tab that says “Apply Now.” You can also print an application 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.

STEP 2: TAKE PLACEMENT TESTS

NOVA does not require SAT scores or similar entrance examinations for admission. However, as a first-time-to-college student (ages 17–24), you are expected to demonstrate the required levels of reading, writing or math for the courses you wish to take. Test results will show whether you need developmental courses to prepare you academically for college-level work. Students who have taken the SAT, ACT or TOEFL iBT within the past two years may be eligible for a placement test exemption. Discover resources to help you prepare for placement tests at www.nvcc.edu/testing/placement.html.

English and math placement tests are offered at all campus Testing Centers at no charge. See page 5 for phone numbers. You will need to bring a photo ID card and your NOVA Student ID number. Allow approximately two hours for each test.

STEP 3: 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 on setting up your account, go to www.nvcc.edu/ithd/students/email.

STEP 4: ATTEND REQUIRED STUDENT ORIENTATION

Your next step is to attend a Student Orientation session. For details, visit www.nvcc.edu/orientation. During Student Orientation, you will **meet with your academic advisor, register for classes** and learn about available student resources. You will also learn where to buy books and get a NOVA Card, and how to purchase a parking permit. Students with disabilities can meet with the counselor for disability services; financial aid and veterans advisors are also available.

STEP 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.

STEP 6: ENROLL IN DEVELOPMENTAL COURSES DURING YOUR FIRST SEMESTER, IF REQUIRED

Developmental courses prepare students to succeed in college transfer and career/technical programs. These English (ENF) and mathematics (MTT) courses are designed to develop the basic skills and understanding needed for success in other courses. ENF courses are offered in various formats. MTT courses use individualized technology-based instruction. If you have any questions, check with a counselor or academic advisor.

STEP 7: PAY YOUR TUITION

You will NOT be billed for tuition. Turn to page 10 for information about paying your tuition and fees. If you enroll in classes by July 29, payment for all classes is due July 30 by 5:00 p.m. **Beginning July 30, 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. After the deadline, you will be financially responsible for any classes you have not dropped. 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 or visit a campus Student Services Center to drop it officially 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 due date, or by 5:00 p.m. the day after you register. Learn more at www.nvcc.edu/payment/methods.

STEP 8: 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 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 Students

Thank you for choosing to continue your academic studies with NOVA. **You are considered a current student if you have taken NOVA classes during the last three years.** Please follow the steps below.

STEP 1: APPLY FOR FINANCIAL AID (optional)

If you plan to apply for student financial aid, see the financial aid section on page 10 for instructions.

STEP 2: ACTIVATE YOUR EMAIL ACCOUNT

If your free NOVA email account is not active, activate it before the start of classes. For instructions, go to www.nvcc.edu/ithd/students/email.

STEP 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 in May, you must apply online by March 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.

STEP 4: MAKE SURE YOUR STUDENT ID (NOVACard) IS VALID

NOVACards are valid for two years. For more information, go to www.nvcc.edu/NOVACard.

STEP 5: REGISTER FOR CLASSES

May 1: Registration for Fall begins for all students.

To register for classes, click on the myNOVA tab on the top of the NOVA home page. Visit www.nvcc.edu/NOVAConnect for tutorials.

STEP 6: PRINT YOUR SCHEDULE

You can print a copy of your enrollment schedule at 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.

STEP 7: PAY YOUR TUITION

You will NOT be billed for tuition. Turn to page 10 for information about paying your tuition and fees. If you enroll in classes by July 29, payment for all classes is due July 30 by 5:00 p.m. **Beginning April 22, 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. After the deadline, you will be financially responsible for any classes

you have not dropped. 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 NOVACConnect or visit a campus Student Services Center to drop it officially 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.

STEP 8: BUY YOUR BOOKS

Take your class schedule to the bookstore on the campus where the course is taught (ELI 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. 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 11, 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 Blackboard. Please contact Campus Auxiliary Services at NOVACAS@nvcc.edu or 703-503-6387 for more information.

STEP 9: 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 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.**

APPLY FOR GRADUATION ONLINE

Application deadline for Fall graduation... October 1, 2018

www.nvcc.edu/graduation

Registration for Returning Students

Thank you for choosing to continue your academic studies with NOVA. **If it has been more than three years since your last class at NOVA, you are a returning student.** Please follow the steps below.

STEP 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—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.

STEP 2: APPLY FOR FINANCIAL AID (optional)

If you plan to apply for student financial aid, see the financial aid section on page 10 for instructions.

STEP 3: 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 on setting up your account, go to www.nvcc.edu/ithd/students/email.

STEP 4: TAKE PLACEMENT TESTS

NOVA does not require SAT scores or similar entrance examinations for admission. However, you may need to demonstrate the required levels of reading, writing or math for the courses you wish to take. Test results will show whether you need developmental courses to prepare you academically for college-level work. Find out if you need to take placement tests and discover resources to help you prepare at www.nvcc.edu/testing/placement.html. Placement tests are offered at all campus Testing Centers at no charge.

STEP 5: SEE A COUNSELOR

You are encouraged to speak with a counselor before enrolling in classes. A counselor can help you select a major, identify the classes you need to take, get financial aid, evaluate potential careers and more. Walk-in advising is available at any Student Services Center. Students with disabilities can meet with a counselor for disability services.

STEP 6: REGISTER FOR CLASSES

April 2: Registration for Spring begins for current students. To register for classes, click on the myNOVA tab on the top of the NOVA home page. If you have not completed a Student Development (SDV) course, you are encouraged to do so before enrolling in your 16th semester hour.

STEP 7: PAY YOUR TUITION

You will not be billed for tuition. Turn to page 10 for information about paying your tuition and fees. If you enroll in classes by July 29, payment for all classes is due July 30 by 5:00 p.m. **Beginning July 30, 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. After the deadline, you will be financially responsible for any classes you have not dropped. 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 or visit a campus Student Services Center to drop it officially by the stated deadline; otherwise, you will be charged for that class and may receive a failing grade.

To pay tuition in installments, enroll in NOVA's Tuition Payment Plan before your due date, or by 5:00 p.m. the day after you register. Learn more at www.nvcc.edu/payment/methods.

STEP 8: PRINT YOUR SCHEDULE

You can print a copy of your enrollment schedule at 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.

STEP 9: BUY YOUR BOOKS

Take a printout of your class schedule to the bookstore on the campus where the course is taught (books for ELI courses 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. 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 11, Using Approved Financial Aid to Buy or Rent Textbooks.

STEP 10: 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 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.**

STEP 11: GET YOUR STUDENT ID (NOVACARD)

Your first NOVACard is free and is valid for two years. For more information, go to www.nvcc.edu/NOVACard.

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 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 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 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 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 or contact the Office of International Student Services at 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 ELI courses if there is available space. To audit an ELI online learning 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.

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 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 and 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/disability-services 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.

The College does not send bills for tuition—you are responsible for paying your tuition on time. Check your enrollment information online often.

QUICK LINKS FOR...

- **Tuition and Fees:** www.nvcc.edu/tuition
- **Payment Methods:** www.nvcc.edu/payment/methods.
- **NOVA's Tuition Payment Plan:** www.nvcc.edu/payment/methods (click the "Payment Plan" tab). The NOVA Tuition Payment Plan is offered through TMS Business Solutions. For more information, please contact the NOVA Tuition Payment Plan Information Line at 703-450-2562 or email NOVApaymentplan@nvcc.edu.

NOVA'S TUITION PAYMENT DEADLINES

Your registration is not considered complete until payment is received.

If you enroll:	You must pay:
Through July 30	By 5:00 p.m. July 31, or your classes may be dropped.
July 31 or later	By 5:00 p.m. the next business day after you enroll, or your classes may be dropped. Payments by cash, check or money order must be received at a campus Business Office before 5:00 p.m. the next business day. Payments by credit card using NOVACONnect are due before 5:00 p.m. on the next business day after you enroll. Saturday is considered a business day.

If you register for a class and decide to drop it, you must officially cancel your registration by the last day for tuition refunds, also called the census date (check www.nvcc.edu/calendars). Otherwise, you will be charged in full for that course, even if you have never attended it, and will not receive a refund.

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 due date or you may be dropped from unpaid classes.

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 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. You will **not** receive a refund for courses dropped **after** the census date (last day to drop with a refund or change to audit—see Important Dates) except for courses canceled by the College.

Complete information about tuition refunds and forgiveness of debt can be found at www.nvcc.edu/payment/refunds.html.

FINANCIAL AID

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

Visit the financial aid website at www.nvcc.edu/financialaid for complete information on aid opportunities, deadlines, forms and links.

In order to receive a financial aid offer as an incoming student for Fall 2018 in time to cover your tuition and fees by the payment deadline for summer term, you must have completed the 2017-2018 Free Application for Federal Student Aid (FAFSA) and submitted all required documents by no later than April 1, 2018. After April 1, awards will continue to be made on a first-come/first-served basis. Students with continuing eligibility who were awarded for Fall/Spring should check their MyNOVA accounts to determine Anticipated Aid for Fall. For Fall 2018, additional Pell Grants will once again be possible for students who used full-time Pell Grants for Fall and Spring and are enrolled at least half time in Fall.

Pay close attention to tuition payment deadlines to ensure that your classes are protected from being dropped!

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, see the *Student Services Financial Aid Handbook* or visit the online financial aid support center at www.nvcc.edu/finaidsupport. Link to “Purchasing Books” and “How do I buy my books?”

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), your class registration will be administratively deleted. 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.

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 or visit 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 to download the In-State Tuition Form for Active Duty and Military Dependents (125–115). Take it, along with the documents specified on the form, to a campus Student Services Center to claim this benefit. Go to 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. See a campus veterans advisor for assistance. Also visit www.nvcc.edu/military and link to information for veterans 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 your campus Financial Aid Office or online at www.nvcc.edu.

You must include NOVA's School Code, 003727, on the FAFSA 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.

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's Extended Learning Institute. Or, if you want to combine in-person and online learning, think about taking a hybrid class.

ONLINE LEARNING

NOVA's Extended Learning Institute (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 Blackboard; meeting times will be noted in the online *Schedule of Classes* under Course Notes. NOVA faculty and ELI staff are available to provide assistance by telephone, email, office visits or through the mail. For more information, visit <http://eli.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 Blackboard—you can log on to get your Blackboard account at www.nvcc.edu/stutechnology/blackboard. 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 to learn how hybrids work, the challenges presented by the hybrid format and strategies for achieving success, along with advice from other students. Hybrid courses listed in this schedule are marked with the symbol ■.

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 Loudoun and Manassas Campus Sunrise Classes:

Working students have the opportunity to take classes in the early morning before they commute to their jobs. Sunrise classes typically begin at 6:30 a.m. and end by 7:45 a.m. Turn to the Loudoun, Manassas or Reston Center pages and look for the symbol * designating sunrise classes.

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.

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 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.**

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. Courses offering an Honors option are designated with the symbol  in the print course listings.

Honors Admission Information

For more information, please go to <https://www.nvcc.edu/honors/index.html> or contact NOVA's College-wide Honors Coordinator: Stacy Rice, 703-948-7716, srice@nvcc.edu or one of the following campus Honors chairs:

- **Alexandria Campus:** vacant
- **Annandale Campus:** Dr. Paul Fitzgerald, 703-323-2442, pfitzgerald@nvcc.edu
- **Loudoun Campus:** Saleha Bholat, 703-948-7716, sbholat@nvcc.edu
- **Manassas Campus:** Dr. Rebecca Hayes, 703-257-6695, rhayes@nvcc.edu
- **Woodbridge Campus:** Patrick Dawes, 703-878-5741, pdawes@nvcc.edu

DEVELOPMENTAL STUDIES

NOVA has redesigned English and mathematics coursework to meet you where you are academically—from basic skills in English and math to developmental English and math. Placement testing will help determine if you need basic skills or developmental classes in these disciplines. To see courses that are exempt from the English placement test requirement, visit <http://www.nvcc.edu/catalog/cat2018/testing/placement.html>. In the online *Schedule of Classes*, look for Basic Skills English and Math designated with the prefix BSK. Developmental English classes, also known as English Fundamentals, carry the prefix ENF. Developmental Math, with the course prefix MTT, allows you to concentrate on strengthening areas of weakness in the subject. You will complete MTT courses through online learning under the close guidance and support of an instructor and tutors.

CHANGES TO NOVA MATH COURSES

Every math course at NOVA is getting a new number, and some are getting new content as well. A few are going away. For further information, visit <https://blogs.nvcc.edu/advising/2018/01/25/changes-to-nova-math-courses-effective-fall-2018/>

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, ELI and off-campus locations. You may select your courses from any campus for any day or time, unless otherwise noted.

BEFORE YOU START...

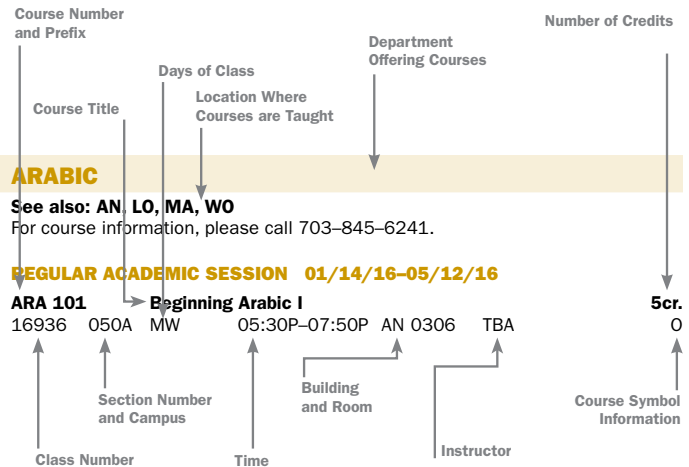
Take a few minutes to scroll through the schedule. Courses are laid out by campus, alphabetically by discipline and then by session. The diagram to the right shows you what to look for when reading NOVA's Schedule of Classes.

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. 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.

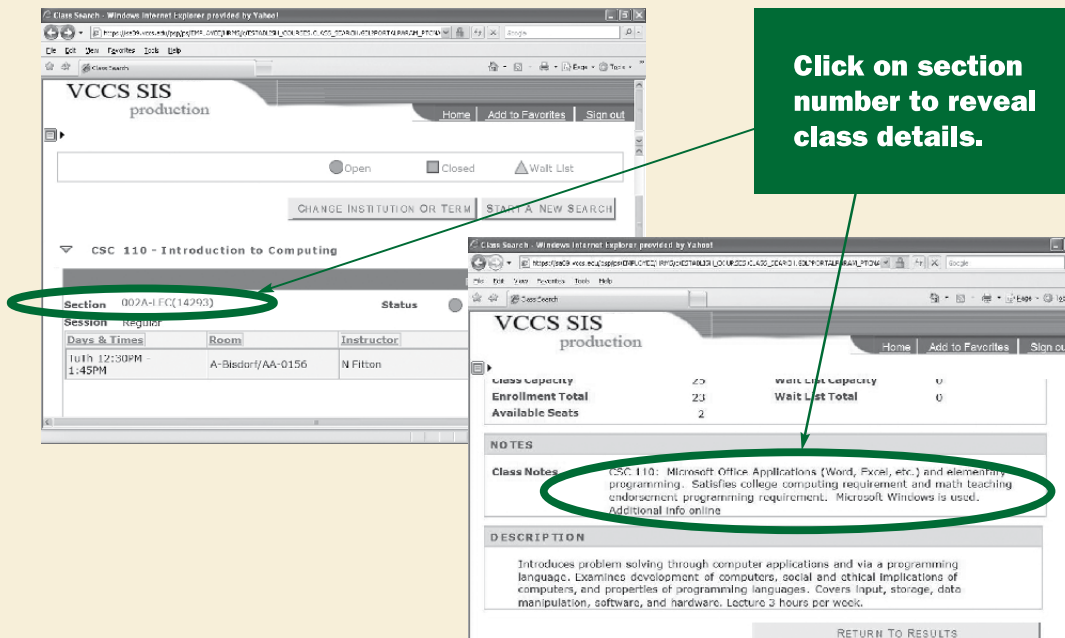
HERE'S HOW TO READ THE SCHEDULE OF CLASSES:



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=Extended Learning Institute (ELI)	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:

Did You Meet the Requirements for On-Time Registration?

All students must register prior to the start of their course. Registration in SIS ends at 11:59 p.m. the day before a session begins. Students who register after that day and time must come to campus in person to sign up for a course that has open seats and has not started yet. Once a student has registered, they have until 5:00 p.m. the next business day to pay for the course. Students cannot register for a class that already started and cannot add/swap a class once it has begun. Any schedule adjustment needed after a course has begun requires permission from the academic dean. NOVA offers several different sessions each semester to provide you with a variety of course and scheduling options. Consult the online *Schedule of Classes* and your academic advisor for more information about scheduling options.

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 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 2018 census dates (in person classes only) are as follows:

- 16-Week Session: September 11
- First 8-Week Session: August 30
- 14-Week Session: September 20
- 12-Week Session: October 2
- 10-Week Session: October 15
- Second 8-Week Session: October 26

See the Academic Calendar on page 4 for Extended Learning Institute 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 registration deadline 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 Registration with Permission Form (125-077) 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) available at www.nvcc.edu/forms/pdf/125-012.pdf 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 for the date.)

Download this form from NOVA's website at www.nvcc.edu/forms/pdf/125-047.pdf. After the 60 percent date, most withdrawals will result in a grade of "U" or "F." In order to receive a withdrawal grade of "W," you must use the withdrawal form to document mitigating circumstances and receive approval from your instructor and division dean, and you must have a passing grade in the course up to that point. If you stop attending or withdraw using NOVAConnect after the 60 percent date, you will receive a "U" or "F" in the course.

Earn a bachelor's degree from
the University of Virginia without
leaving Northern Virginia.

Only at NOVA.

434-982-5274

www.scps.virginia.edu/bisdegree

NOVA's GUARANTEED ADMISSION AGREEMENTS

NOVA students are offered guaranteed admission to the following four-year colleges and universities when they meet the requirements of a written agreement between NOVA and that school.

Abertay University	Nyack College
American Public University	Old Dominion University
American University	Open University, Information Technology Post Graduate Diploma
Argosy University	Park University
Bluefield College	Potomac College
Bluefield College–Nursing	Radford University (RU)
Capitol Technology University	RU–Nursing
Catholic University– Metropolitan School of Professional Studies	Randolph College
Christopher Newport University	Regent University
College of William and Mary	Regis University
Colorado Technical University	Shenandoah University
ECPI University	Shepherd University
ECPI University–Computer and Information Science, Cyber and Network Security	St. Leo University
ECPI University–Nursing	Strayer University
Emory & Henry College	Sweet Briar College
Excelsior College	Trinity Washington University
Ferrum College	Troy University
George Mason University	University of the District of Columbia–School of Engineering
George Washington University–Nursing	University of East London
ECPI University–Computer and Information Science, Cyber and Network Security	University of Mary Washington
George Washington University–AAS Allied Health to BS in Health Sciences	University of New Mexico
George Washington University–School of Medicine and Health Sciences	University of Phoenix
Hollins University	University of Virginia (UVA)
James Madison University (JMU)	UVA–Bachelor of Interdisciplinary Studies
JMU Integrated Science and Technology	UVA–Wise
Liberty University	UVA–Arts and Sciences
Longwood University	UVA College of Engineering
Longwood University–College of Business and Economics	UVA College of Nursing
Lynchburg College	UVA Health Science Management
Lynchburg College–Nursing	Virginia Commonwealth University (VCU)
Mary Baldwin College	VCU School of Education
Marymount University	VCU School of Engineering
National–Louis University	VCU College of Humanities and Life Sciences
Norfolk State University	Virginia State University
Norfolk State University– Passport Program	Virginia Tech (VT)
	VT College of Agriculture and Life Sciences
	VT College of Engineering
	Virginia Union University
	Virginia Wesleyan College
	West Virginia University
	Western Governors University Nursing

Be sure to read the agreements carefully. These agreements guarantee admission to a college or university but most do not guarantee admission to a specific program. To learn more and see a full listing of participating institutions, go to www.nvcc.edu/gaa.

myNOVA—Easy Steps to Web Registration

STUDENT INFORMATION SYSTEM

Easy Steps to Web Registration

Find Your Username

1. Go to 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
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 <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.
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.
2. Click Self Service.
3. Click Student Center. Scroll down to the Finances section.
4. To pay your balance via the web, click Go to QuikPAY.
5. On the QuikPAY website, click Make a Payment.
6. Enter credit card payment information.
7. Click Next and follow the on-screen instructions.

Note: DO NOT double click as payment could be submitted twice.

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 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.

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.

n-Time Registration

All students enrolling at NOVA will be required to register by 11:59 p.m. the day before the session begins to meet the On-Time Registration requirement.

Q: What is the difference between a semester and a session at NOVA?

A: At NOVA, a semester refers to an academic term. We have three terms in an academic year: Fall, Spring and Summer. A session refers to the number of weeks within a semester/term during which a course is scheduled to meet. NOVA offers several different sessions each semester to provide you with a variety of course and scheduling options. For example, in addition to the standard 16- and 8-week sessions, you might find sessions taught in 6, 10, 12 or 14 weeks. Consult the online Schedule of Classes and your academic advisor for more information about scheduling options.

Q: Does the On-Time Registration Policy impact when payment is due after I register for classes?

A: No. The payment deadline policy remains the same as in previous semesters. Payment deadlines for the current and upcoming semester can be found on the NOVA website or by contacting your campus business office.

Q: I have been dropped from a course for nonpayment, but didn't realize it. My professor told me I'm not on the class roster. Can I get back into the class?

A: You will only be able to re-enroll if you were dropped as the result of a NOVA error. You will need to complete a Registration With Permission Form (125-077) and obtain supporting documentation from the financial aid or business office to submit to the appropriate academic division dean for approval. Your form and supporting documentation must be submitted during the limited schedule adjustment period during the first week of classes. Consult the *College Catalog* for more information on schedule adjustments.

Q: Can I add, drop or swap classes after On-Time Registration closes?

A: After the deadline has passed, your ability to add a class is restricted. **If you register after the deadline, you must come to campus in person to sign up for a course that has not started yet and has open seats.**

There is a limited schedule adjustment period during the first week of classes if you have documented mitigating circumstances that impacted your ability to register on time. You will need to 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.

Q: Does the On-Time Registration policy apply to all students?

A: Yes, the policy applies to all NOVA students.

Curriculum Codes

Select your major field of study from the following list. Place the curriculum code of your choice on the Application for Admission form. Please make sure that your selected program is offered at a campus you can attend.

<p>Codes Associate of Arts: 5290 Fine Arts 6480 Liberal Arts 6489 Liberal Arts/Art History 6482 Liberal Arts/Communication Studies 6484 Liberal Arts/English Specialization 6486 Liberal Arts/International Studies 648B Liberal Arts/Psychology 5550 Music</p> <p>Associate of Science: 2130 Business Administration 2460 Computer Science 4071 Criminology and Criminal Justice 8310 Engineering 8311 Engineering/Electrical Engineering 6990 General Studies 6993 General Studies/ Recreation, Parks and Leisure Studies</p> <p>3400 Information Technology 8800 Science 8802 Science/Mathematics 8820 Social Sciences 8823 Social Sciences/Deaf Studies 8825 Social Sciences/Geospatial 8824 Social Sciences/Political Science 8821 Social Sciences/Psychology 8822 Social Sciences/Teacher Education</p> <p>Associate of Applied Arts: 5300 Fine Arts 5301 Fine Arts/Photography 5590 Music 5591 Music/Jazz/Popular Music</p> <p>Associate of Applied Science: 2030 Accounting 4000 Administration of Justice 4001 Administration of Justice/Homeland Security 9040 Air Conditioning and Refrigeration 6400 American Sign Language to English Interpretation 9010 Architecture Technology 9090 Automotive Technology 9091 Automotive Technology/Emissions 1490 Biotechnology 2120 Business Management 5110 Communication Design</p>	<p>5113 Communication Design/Interactive Design 9170 Construction Management Technology 2480 Contract Management 3450 Cyber Security 6360 Early Childhood Development 9680 Engineering Technology 9681 Engineering Technology/ Civil Engineering Technology 9682 Engineering Technology/Drafting 9683 Engineering Technology/ Mechanical Engineering Technology 4270 Fire Science Technology 3350 Horticulture Technology 3353 Horticulture Technology/Landscape Design 7750 Hospitality Management 7751 Hospitality Management/ Food Service Management 7752 Hospitality Management/Hotel Management 7753 Hospitality Management/ Nutrition Management 2990 Information Systems Technology 5200 Interior Design 2510 Marketing 2600 Paralegal Studies 5020 Photography and Media</p> <p>Codes Certificate: 4060 Administration of Justice 9030 Air Conditioning and Refrigeration 9300 Architectural Drafting 2040 Bookkeeping 2500 Contract Management 2450 Culinary Arts 6320 Early Childhood Development 6950 General Education* 2670 Meeting, Event and Exhibition Management 2970 Multimedia Design 5570 Music Recording Technology 2650 Professional Writing 4030 Substance Abuse Rehabilitation Counselor</p>	<p>Codes Career Studies Certificate: 221-203-02 Accounting 221-648-01 African-American Studies 221-299-06 Application Programming* 221-909-01 Automotive Maintenance and Light Repair 221-149-01 Biotechnology Lab Technician 221-212-15 Business Information Technology* 221-909-10 Collision Repair Technology 221-729-01 Computer Aided Drafting and Design* 221-917-01 Construction Supervision 221-732-09 Cyber Security 221-299-11 Database Specialist* 221-920-02 Diesel Mechanics Technology* 221-882-01 Driver Education Instructor* 221-636-04 Early Childhood Development 221-212-10 Entrepreneurship 221-405-45 Forensic Investigation (Advanced) 221-405-43 Forensic Investigation (General) 221-719-71 Geographic Information Systems (GIS)* 221-190-01 Health Science* 221-903-10 HVAC-R and Facilities Services Technology 221-636-06 Infant and Toddler Care 221-299-09 IT Technical Support* 221-915-01 Site Development 221-212-13 Leadership Development 221-251-02 Marketing 221-251-04 Marketing Management 221-179-01 Massage Therapy 221-407-95 National Security 221-732-01 Network Administration* 221-732-04 Network Engineering (Specialist)* 221-460-20 Outdoor Recreation and Resource Management* 221-460-01 Personal Training* 221-251-03 Promotion and Public Relations 221-648-03 Public History and Historic Preservation 221-460-30 Recreation Programming and Administration 221-400-02 Security Management 221-251-01 Social Media 221-529-02 Theatre* 221-352-03 Web Design and Development 221-352-02 Web Design Specialist 221-995-01 Welding/Basic Techniques</p>
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Allied Health, Nursing and Vet Tech Majors: These are "restricted plans" and require a separate admission process. For initial admission to the College, select General Studies (6990) as the Plan/Major. From the list below, select the code for the health-related plan you are interested in and enter it as a sub-plan on the Application for Admission.

<p>Codes Associate of Applied Science: 1180 Dental Hygiene 1090 Diagnostic Medical Sonography 1460 Emergency Medical Services* 1520 Health Information Management 1510 Medical Laboratory Technology 1560 Nursing 1260 Occupational Therapy Assistant 1800 Physical Therapist Assistant</p> <p>Codes Certificate: 1720 Radiography 1810 Respiratory Therapy 1880 Veterinary Technology 1200 Dental Assisting*</p>	<p>Codes Career Studies Certificate: 221-152-01 Clinical Data Coding 221-146-01 Emergency Medical Technician (Basic)* 221-146-03 Emergency Medical Technician (Intermediate) 221-152-02 Health Information Technology* 221-146-05 Paramedic 221-151-02 Phlebotomy*</p>
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*Program is not eligible for financial aid.

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, 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. Free shuttle service provides connections between several NOVA campuses and Metro stations. Learn more at www.nvcc.edu/shuttle. You may also wish to arrange a carpool using Zimride. Visit www.zimride.com/NVCC to register. You just need your NOVACard to make your arrangements!

Call Center: 703-323-3000 | www.nvcc.edu

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.

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.

EXTENDED LEARNING INSTITUTE (ELI)

Location: 3922 Pender Drive, Fairfax, VA 22030

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

FALL 2018 – OFF-CAMPUS LOCATIONS

ACC – Arlington Career Center

816 S. Walter Reed Drive, Arlington, VA 22204

ADT – Alexandria Detention Center

2003 Mill Road, Alexandria, VA 22314

CSM – The Catoctin School of Music

25 E. First Street SE #1, Leesburg, VA 20175

FBA – Fort Belvoir, Barden Education Center

9625 Belvoir Road, Building #1017, Fort Belvoir, VA 22060

For more information, visit the Fort Belvoir Barden Education Center website or call NOVA's Fort Belvoir Office at 703-360-8524.

FGC – Fairfax County Government Center

12000 Government Center Parkway, Fairfax, VA 22035

GDG – Gold's Gym Manassas

9705 Liberia Avenue, Manassas, VA 20110

GDS – Goddard School

5001 Westone Plaza, Chantilly, VA 20151

GOH – Goodwin House

3440 S. Jefferson Street, Bailey's Crossroads, VA 22041

HHB – Hopkins House Preschool Academy

5904 Richmond Highway, Suite 525, Alexandria, VA 22303

ITF – Infant Toddler Family Day Care

11166 Fairfax Boulevard, Suite 206, Fairfax, VA 22030

MBV – Manassas Battleview Technology Center

12500 Battleview Parkway, Manassas, VA 20109

MKF – Minnieland-Kirkpatrick Farms

25375 Supreme Drive, Aldie, VA 20105

MLW – Minnieland-Woodbridge

4300 Prince William Parkway, Woodbridge, VA 22192

MTH – C.S. Monroe Technology Center

715 Childrens Center Road SW, Leesburg, VA 20175

NFC – Navy Federal Credit Union

820 Follin Lane SE, Vienna, VA 22180

Earn college credit this Fall in any of these areas of study:

OLF – Onelife Fitness

7500 Limestone Drive, Gainesville, VA 20155

OUM – Old Bridge United Methodist Church

3966 Old Bridge Road, Woodbridge, VA 22192

QME – Quantico Lifelong Learning Education Center

3088 Roan Street, Quantico, VA 22134

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

SH – Signal Hill

21335 Signal Hill Plaza (3rd Floor), Sterling, VA 20164

SJE – St. John's Episcopal Church

6715 Georgetown Pike, McLean, VA 22103

- Accounting
- Administration of Justice
- Air Conditioning and Refrigeration
- American Sign Language
- Anthropology (Sociology)
- Arabic
- Archaeology (History)
- Architecture
- Art/Communication Design
- Auto Body
- Automotive
- Biology
- Business Management and Administration
- Chemistry
- Childhood Development (Education)
- Chinese
- Civil Engineering Technology
- Collision Repair (AUB)
- Communication Studies
- Computer Science
- Construction Management (BLD)
- Contract Management
- Cybersecurity
- Dental Hygiene
- Diagnostic Medical Sonography
- Dietetics
- Drafting (CAD)
- Driver Education (EDU)
- Economics
- Education
- Emergency Medical Services
- Engineering
- English
- English as a Second Language
- Environmental Science
- Film Studies
- Financial Services
- Fire Science Technology
- French
- Geographic Information Systems
- Geography
- Geology
- German
- Health
- Health Information Management
- History
- Homeland Security (ADJ)
- Horticulture
- Hospitality Management
- Humanities
- Human Services
- HVAC-R
- Information Technology Database and Web Development
- Information Technology Essentials
- Information Technology Networking
- Information Technology Programming/Application Development
- Interior Design
- Interpreter Education
- Italian
- Japanese
- Korean
- Latin
- Legal/Paralegal Studies
- Marketing
- Massage Therapy (Health)
- Mathematics
- Medical Laboratory Technology
- Music
- Natural Science
- Nursing
- Occupational Therapy Assistant
- Paralegal Studies
- Philosophy
- Phlebotomy
- Photography
- Physical Education and Recreation
- Physical Therapist Assistant
- Physics
- Political Science
- Portuguese
- Psychology
- Radiation Oncology
- Radiography
- Real Estate
- Recreation and Parks
- Religion
- Respiratory Therapy
- Russian
- Social Science
- Sociology
- Spanish
- Student Development
- Theatre
- Travel/Tourism
- Veterinary Technology
- Video (Photography)
- Web Design
- Welding

For a full listing of NOVA's degree and certificate programs, go to www.nvcc.edu/programs.

Come to NOVA first. Finish at the university of your choice.



NOVA students are offered guaranteed admission to the following four-year colleges and universities when they meet the requirements of a written agreement between NOVA and that institution.

- Abertay University
- American Public University
- American University
- Argosy University
- Bluefield College
- Bluefield College–Nursing
- Capitol Technology University
- Catholic University–Metropolitan School of Professional Studies
- Christopher Newport University
- College of William and Mary
- Colorado Technical University
- ECPI University
- ECPI University–Computer and Information Science, Cyber and Network Security
- ECPI University–Nursing
- Emory & Henry College
- Excelsior College
- Ferrum College
- George Mason University
- George Washington University–Nursing
- George Washington University–AAS Allied Health to BS in Health Sciences
- George Washington University–School of Medicine and Health Sciences
- Hollins University
- James Madison University (JMU)
- JMU Integrated Science and Technology
- Liberty University
- Longwood University
- Longwood University–College of Business and Economics
- Lynchburg College
- Lynchburg College–Nursing
- Mary Baldwin College
- Marymount University
- National–Louis University
- Norfolk State University
- Norfolk State University–Passport Program
- Nyack College
- Old Dominion University
- Open University, Information Technology Post Graduate Diploma
- Park University
- Potomac College
- Radford University (RU)
- RU–Nursing
- Randolph College
- Regent University
- Regis University
- Shenandoah University
- Shepherd University
- St. Leo University
- Strayer University
- Sweet Briar College
- Trinity Washington University
- Troy University
- University of the District of Columbia–School of Engineering
- University of East London
- University of Mary Washington
- University of New Mexico
- University of Phoenix
- University of Virginia (UVA)
- UVA–Bachelor of Interdisciplinary Studies
- UVA–Wise
- UVA–Arts and Sciences
- UVA College of Engineering
- UVA College of Nursing
- UVA Health Science Management
- Virginia Commonwealth University (VCU)
- VCU School of Education
- VCU School of Engineering
- VCU College of Humanities and Life Sciences
- Virginia State University
- Virginia Tech (VT)
- VT College of Agriculture and Life Sciences
- VT College of Engineering
- Virginia Union University
- Virginia Wesleyan College
- West Virginia University
- Western Governors University Nursing

Be sure to read the agreements carefully. These agreements guarantee admission to a college or university but most do not guarantee admission to a specific program. For a full listing of participating institutions, visit www.nvcc.edu/gaa.

www.nvcc.edu