NOVA DE Student Checklist & Registration Packet

☐ Discuss with your school counselor to confirm you are eligible to take a DE class by GPA or PSAT score.

☐ If you do not meet the GPA requirement/have a qualifying test score, you will need to register to take the VPT in the Spring. More information will be available at a later time from your school counselor.

☐ Apply to NOVA

***If you are a returning DE student, go to pages 14-16. You do not need to reapply to NOVA. You only need to log into the Dualenroll.com portal to register for your DE class(es). You must register for your DE classes each year. It doesn't happen automatically!

- ▪ You will receive a NOVA EMPLID number and username when you complete the application.
- ▪ Please take a picture and write down your:
  - o NOVA EMPLID ID: _____
  - o NOVA Username: _____

☐ Register for Dual Enrollment class through Dual Enroll registration portal.

☐ Ensure that your parent/guardian approves your request to participate in a DE class. They will receive an email/text when you complete the dual enrollment registration.

☐ Did you apply and register for your DE class(es) by the <mark>**Monday, March 24**</mark> deadline?

ALL steps must be complete by the deadline. **The deadlines are FIRM, NO Exceptions!**

☐ Do you have a 504 or IEP? Please review NOVA's Accommodations letter (refer to pages 17-18)

☐ Attend 1 FCPS DE Virtual Orientation (6-7pm). Select a date and click on registration link to register ahead of time. Zoom link will be provided to your email you register with.

- o Tuesday, January 28, 2025 – https://bit.ly/49k1Fcb

- o Wednesday, February 19, 2025 – https://bit.ly/4gfShZb

- o Wednesday, March 12, 2025 – https://bit.ly/3Zhgh7x

- o Tuesday, March 25, 2025 – https://bit.ly/3CYpolZ

NOVA | **Dual Enrollment**

FCPS Dual Enrollment Registration Packet

Talk with your counselor about Dual Enrollment.

Ensure you meet NOVA's qualifications before continuing to Part 1

Details can be found on pages 3-4 of this document

Part 1

Apply to NOVA:

https://tinyurl.com/applytonova

USE YOUR **PERSONAL EMAIL** WHEN COMPLETING THE APPLICATION

After your NOVA application is submitted you will receive a

NOVA EMPLID ID and myNOVA username

Details can be found on pages 5-8 of this document

Part 2

Register for your Dual Enrollment course(s) through Dualenroll.com:

https://tinyurl.com/deportal

Dualenroll.com is a *DIFFERENT* application site than Part 1.

YOU WILL NEED CREATE A NEW LOGIN AND PASSWORD.

New DE students: Details can be found on pages 10-13 of this document

Returning DE students: use pages 14-16

Dual Enrollment Eligibility

- To be eligible for Dual Enrollment Courses, students must demonstrate college readiness.
- There are two ways students can meet the admissions criteria for a Dual Enrollment class:
- Option 1 - GPA, PSAT, SAT, or ACT scores (PRIMARY WAY TO QUALIFY!)
- Option 2 - VPT Scores (If student does not qualify with GPA or available test scores)

3.0 GPA or higher	2.0 GPA or higher
o Advanced Programming DE o African American History DE o American Sign Language (ASL) 4 DE o Biology 2 DE o Chemistry 2 DE o College Success Skills DE o CS Programming DE o English 11 DE Composition o English 12 DE Composition o English 12 DE Literature o Environmental Science DE o French 4 DE o Latin 4 DE o Physical Therapy/Occupational Therapy 1 DE o Spanish 4 DE o Studio Art 3 DE, 4 DE o Teachers for Tomorrow 1 DE, 2 DE o Theatre 3 DE o US/VA Government DE o US/VA History DE o World History 1 DE, 2 DE	o Automotive Technology 1 DE, 2 DE, 3 DE o Cloud Computing DE o Cyber: CISCO 1 DE, 2 DE o Cyber: Network Administration 1 DE o Cyber: Oracle 1 DE, 2 DE o Cyber: Systems Tech DE o Early Childhood Careers 1 DE, 2 DE o Emergency Medical Technician 1/2 DE o Entrepreneurship 1 DE, 2 DE o Exploring the Language of Medicine DE o Heating Ventilation & Air Conditioning 1 DE, 2 DE

Test Scores in English (Except Math Courses)

NOTE: PSAT 8 and 9 test scores are not accepted. SOL English scores cannot be used for placement.

- **PSAT 10 or NMSQT**: Score of 390 or higher on English Reading Writing (ERW)
- **SAT**: Score of 480 or higher on English Reading Writing (ERW)
- **ACT**: Score of 18 or higher on both English and Writing subject area tests
- **VPT**: Placement into ENG 111 (Last option to qualify)

Math Course Eligibility – BOTH Prerequisite AND Qualification Needed

Precalculus with Trigonometry DE	Calculus 1 DE or Calculus 1 & 2 DE	Discrete Structures & Computer Organization DE
1 PREREQUISITE: o C or higher in Algebra 2 or higher level math course o SAT: Math score of 530 or higher o ACT: Math score of 22 or higher o Math VPT Placement into MTH 161 or higher **AND 1 Qualification:** o 3.0 GPA or higher o SAT: ERW score of 480 or higher o ACT: 22 or higher on English & Reading ***PSAT is NOT permitted to qualify**	**1 PREREQUISITE:** o Precalculus DE (3160DE) – passed with C or higher on the NOVA transcript o NOVA Calculus VPT – Place into MTH 263 **AND 1 Qualification:** o 3.0 GPA or higher o SAT: ERW score of 480 or higher o ACT: 18 or higher on both English & Reading ***PSAT and IB Math courses NOT permitted to qualify**	**PREREQUISITE:** o Score of 3 or higher on AP Computer Science A exam **AND 1 Qualification:** o 3.0 GPA or higher o SAT: ERW score of 480 or higher o ACT: 18 or higher on both English & Reading

Higher Level Math Course Eligibility – BOTH Prerequisite AND Qualification Needed

Multivariable Calculus DE/Linear Algebra DE	Differential Equations DE
1 PREREQUISITE: o Calculus 1 & 2 DE (MTH 263/MTH 264) - passed with C or higher on the NOVA transcript o AP Calculus BC – Score of 3, 4, or 5 o IB Math: Analysis and Approaches HL 2 – passed with a B- or better (final grade on HS transcript) **AND 1 Qualification:** o 3.0 GPA or higher ***Cannot use Calculus 1 DE (MTH 263) to fulfill prerequisite** ***PSAT, SAT, ACT, or VPT are NOT permitted to qualify for Multivariable Calculus DE/Linear Algebra DE**	***Requires fulfillment of FCPS prerequisite and NOVA prerequisite** **FCPS Prerequisite:** Multivariable Calculus AV or DE **AND** **NOVA Prerequisite (1 of 2 ways):** Calculus 1 & 2 DE (MTH 263/MTH 264) - passed with C or higher on the NOVA transcript **OR** AP Calculus BC – Score of 3, 4, or 5 **AND 1 Qualification:** o 3.0 GPA or higher ***PSAT, SAT, ACT, or VPT are NOT permitted to qualify for Differential Equations DE** ***IB Math courses are NOT permitted to qualify for Differential Equations DE**

Science Course Eligibility – BOTH Prerequisite AND Qualification Needed

Bio 2: Anatomy & Physiology DE

1 PREREQUISITE:
   o Biology 2 DE (BIO 101) – passed with a C or higher on the NOVA transcript
   o 75% passing rate on the NAS2 placement exam
AND 1 Qualification:
   o Cumulative high school GPA of 3.0 or higher
   o PSAT - ERW score of 390 or higher
   o SAT - ERW score of 480 or higher
   o ACT - 18 or higher on English & Reading

Part 1: Apply to NOVA

The application process is free and must be completed online. After you submit the application online, you will receive a 7 digit EMPLID number, username and temporary password to set up your myNOVA account.

- **Go to: https://tinyurl.com/applytonova**
- Select APPLY NOW (OR CONTINUE APPLICATION) (highlighted in green box)
- In the bottom gray box, select CREATE AN ACCOUNT
- Enter your name, date of birth, cell phone (if you have one).
- Enter your PERSONAL email address - Use a valid and active email account **(DO NOT use your FCPS email account)**
- You will receive an account validation sent your personal email. Check email for code.
- Create a username & password; these credentials are used only for this application. Write down your temporary login and password.
- Select a security question and answer.
- Select "High School/Guidance Counselor" in Additional Information question.
- Check the box for "I have read and agree to the privacy policy and terms of use of this site."

Complete all 6 sections below:

Step 1. THE BASICS

- Name: Enter your current, complete legal name. No nicknames, please.
- Former Name: This applies only if you have legally changed your name.
- Social Security Number: If you have one, fill it in here. Otherwise, you don't have to provide it at this time.
- Have you ever applied, attended, or worked at any community college in Virginia? **Select NO**

Step 2. COMMUNICATING WITH YOU

- Have you lived in Virginia for the last twelve months – **Select YES or NO.**
  - If NO, select the state or county of your previous residence. Tip: Selecting NO may mean that you are not eligible for In-State Tuition
- If you plan to apply for financial assistance, Federal Financial Aid guidelines requires NOVA to obtain your voluntary consent to use electronic means, to provide you with information. Financial aid is not required for dual enrollment but if you plan to attend NOVA after graduation you will need to **select: I AGREE AND HAVE REVIEWED THE GUIDELINES**

Step 3. YOUR EDUCATION

o   Which of the below describes your current high school education? <mark>Select: I am currently attending a public/private high school in a U.S state, territory, or military installation</mark>

o   High School Information: Click on **FIND SCHOOL** and type in the high school you are attending using the search function. <mark>Select school and choose ADD School</mark>

o   Enter your expected high school graduation date (month and year):

   o   If you are currently a junior, <mark>select 06/2026</mark>

   o   If you are currently a sophomore, <mark>select 06/2027</mark>

   o   If you are currently a freshman, <mark>select 06/2028</mark>

o   You do not need to upload your transcript.

o   Have you attended any other colleges? <mark>Select NO</mark>

o   Program of Study:

   o   I plan to earn a degree, certificate or diploma: <mark>Select Yes (if you plan to attend NOVA after graduation) or Select NO (if you have plans other than NOVA after graduation)</mark>

   o   **I plan to start classes in:** <mark>Fall 2025</mark>

o   Which of the following best describes what situation you will be? <mark>Select: I am taking classes through my high school to receive high school credit AND college credit.</mark>

o   Pick a primary campus location: <mark>Choose the NOVA campus nearest to your home</mark>

   o   NOVA campuses: Alexandria, Annandale, Loudoun, Manassas, Woodbridge

Step 4. YOUR MILITARY SERVICE

o   Have you served or are you currently serving in the U.S. military? Select: <mark>No</mark>

o   Are you a dependent or spouse of someone who is currently serving or has served in the U.S. military? (Do you have a parent or guardian currently serving in the U.S Military?) <mark>Yes or No</mark>

Step 5. YOUR BACKGROUND

o   Parent(s) Education Level: Use the dropdown menus to enter your parent's highest education. This information is collected for statistical purposes only.

o   <mark>Residency: Your status is not considered for dual enrolled classes in the high school.</mark>

   o   Native – you have been a U.S. citizen since birth.

   o   Naturalized– you became a U.S. citizen after birth.

   o   Permanent resident – you will need to fill in your resident#, status and your country of citizenship.

   o   Currently in the U.S as a Non-Immigrant – you will need to choose a visa type and country of citizenship.

   o   You may apply for in-state tuition based on your own domicile or your spouse's domicile:

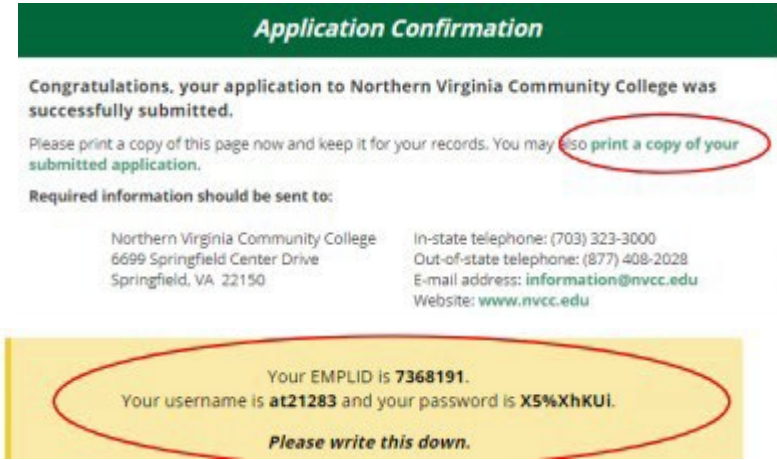   Select: **I want to claim using my parent's domicile (address)**

- Your Domicile Information: ***All Dual Enrollment students taking classes for that semester at their high school will receive in-state tuition regardless of their domicile information.**
    - Students whose domicile application information results in out-of-state status will be given an exception for in-state tuition for that current semester only.
    - Every student is in-state for purposes of dual enrollment.

Step 6. IDENTITY VERIFICATION

- NOVA requires all applicants to verify their identity through the ID Verification Process with a real time photo of yourself and submitted photo ID (Learner's Permit, Driver's License, Passport, etc.)

- If you complete the application **at your school using the school's Wi-Fi**, then you will be **exempt** from this process.

- If you complete the application **at home**, you will **need** to complete the ID Verification Process

- You will be prompted to start the verification process. Click "Verify Identity". A new tab will open. Click "Next".

- A Liveness Check and Photo ID are required for the process. Click "Start"

- The privacy statement from NOVA's partner, Mitek, is displayed. Click "Agree and Continue"

- Click "Liveness Check". Follow the on-screen instructions to take a selfie. This can also be completed on a mobile device using the "Use your mobile phone" link.

- Once your Liveness Check is complete, Click "Add Identity Document". Select your desired document type you wish to upload.

- Follow the on-screen instructions to upload the Front and Back of the photo ID. This can also be completed on a mobile device using the "Use your mobile phone" link.

- After the Liveness Check and Photo ID are completed, return to the college application to submit.

Step 7. SUBMIT

o Select **SUBMIT YOUR COMPLETED APPLICATION**

o The application may take **a few minutes** to process.

o After you submit your application, you will receive confirmation that your application has been submitted successfully with the college and term information (example below).

Application Confirmation

Congratulations, your application to Northern Virginia Community College was successfully submitted.

Please print a copy of this page now and keep it for your records. You may also print a copy of your submitted application.

Required information should be sent to:

Northern Virginia Community College
6699 Springfield Center Drive
Springfield, VA 22150

In-state telephone: (703) 323-3000
Out-of-state telephone: (877) 408-2028
E-mail address: information@nvcc.edu
Website: www.nvcc.edu

Your EMPLID is 7368191.
Your username is at21283 and your password is X5%XhKUi.

Please write this down.

Make sure to write down, take a picture, or save a screenshot of your EMPLID ID, you will need it for Part 2 of the process.

All students under the age of 18 must have their parent or guardian sign their application for admission. Please print your application confirmation and have your parent/guardian sign below. Then return your signed form to the college admissions office.

Parent signature: _____

Date: _____

DE students are NOT required to print, sign, and submit a copy of the application.

YOU HAVE **1** MORE STEP TO COMPLETE IN THE DE REGISTRATION PROCESS!
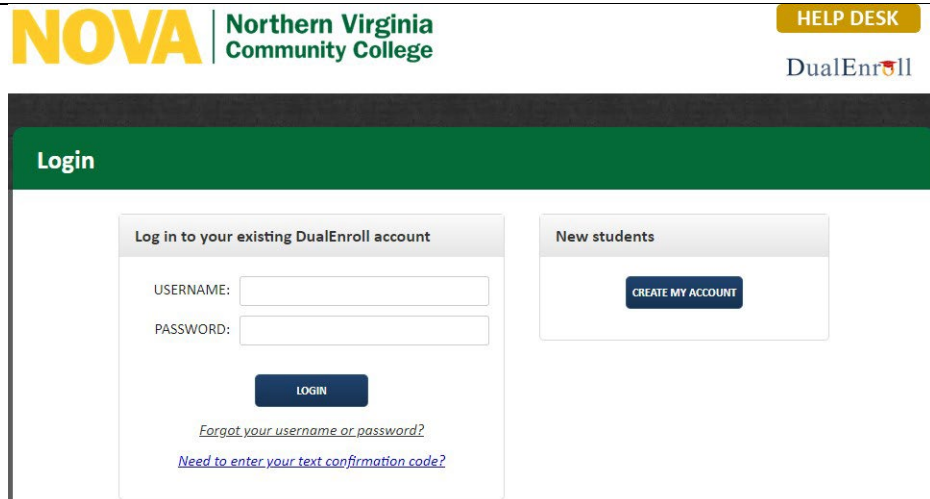
Move onto the next page!

NEW DE Students - Part 2: Dual Enroll Portal Class Registration

Create your dualenroll.com account and register for your DE class(es).

Go to: https://tinyurl.com/deportal

1. Select "Create My Account" under New Students. ***DO NOT** use the myNOVA username and temporary password you received at the completion of the NOVA application. These systems are not connected.	**NOVA** | **Northern Virginia Community College** HELP DESK DualEnroll **Login** Log in to your existing DualEnroll account USERNAME: [____] PASSWORD: [____] **LOGIN** *Forgot your username or password?* *Need to enter your text confirmation code?* New students **CREATE MY ACCOUNT**

2. Select your high school. Create a **NEW** login and password. Enter your legal name, date of birth, email, and cell phone number. You **must** use your **personal email address** to receive a verification code and activate your account.
***Do not** use your parent's email or cell phone number for this part. You may also enter your phone number to receive a verification code to activate your account.

3. Verify your account first from your email or text message before logging in. A verification code will be sent.

4. Complete setting up your account and enter your 7-digit NOVA EMPLID. You received your EMPLID after you completed the NOVA application successfully. **(Do not use your FCPS Student ID!)**

5. Check the box to agree to terms and conditions.

6. Enter your parent/legal guardian name and contact information. Select a preferred communication method (text or email). **Text is preferred!** You parent/legal guardian will receive a notification to provide consent. Please make sure they provide consent.

7. Select your high school counselor. Then, enter your FCPS student ID number. Finally, click on 'Finish' to complete your account set up.

8. Once your account is set up, you you will see the "Courses" page. This page will list the DE classes available to you for registration.

9. In the top lefthand corner, locate "By Term" that is written in red. Click the drop down and select "FY 2025-2026 – Northern Virginia Community College". This will allow you to see what is being offered for the 25-26 school year.

10. Using the next 2 pages of the packet **(pages 12-13)**, locate the DE class(es) you would like to take. The first column has the FCPS course title, and the second column has the matching NOVA course. You will be selecting the NOVA class here, not the FCPS course title.
11. Click on the course title of the NOVA class that matches the course code of the DE class you would like to take.
12. You will be taken to a new page where you will click "Register" on the row that indicates where you will be taking the class – at your school, at an Academy, or at the Online Campus, IF applicable. Make sure you register for the correct location!
13. After you click "Register" for your class, you will be asked if you would like to "Request Another Class, View Status, or Log Out".   -If you have to select another class, click on "Request another class" and register for the correct class and location.
14. Your parent/guardian will receive a text message or email to provide their consent for you to take a DE class. PLEASE ensure this gets completed! NOVA will NOT register you for your class unless you have parental consent!

FCPS DE Course	DE College Course (Listed in portal)
Advanced Programming DE	ITP 150
African American History DE	HIS 141/142
American Sign Language (ASL) 4 DE	ASL 202
Automotive Technology 1 DE (Annandale HS & Chantilly Academy)	AUT 100
Automotive Technology 2 DE (Annandale HS & Chantilly Academy)	AUT 265
Automotive Technology 3 DE (Annandale HS & Chantilly Academy)	AUT 266
Automotive Technology 2 DE (Edison Academy)	AUT 100
Automotive Technology 3 DE (Edison Academy)	AUT 265
Automotive Technology 2 DE (Marshall Academy)	AUT 100 & AUT 265
Automotive Technology 3 DE (Marshall Academy)	AUT 266
Biology 2 DE	BIO 101
Bio 2: Anatomy & Physiology DE	BIO 141
Calculus 1 DE (McLean HS Only)	MTH 263
Calculus 1 & 2 DE	MTH 263/264
Chemistry 2 DE	CHM 111
Cloud Computing DE	ITN 257
College Success Skills DE	SDV 100
CS Programming DE	ITP 100
Cyber: Cisco 1 DE	ITN 154
Cyber: Cisco 2 DE	ITN 155/156
Cyber: Network Administration 1 DE	ITN 101
Cyber: Oracle 1 DE	ITD 132
Cyber: Oracle 2 DE	ITD 134
Cyber: Systems Tech DE	ITN 106/107
Differential Equations DE	MTH 267
Discrete Structures & Computer Organization DE	CSC 205/CSC 208
Early Childhood Careers 1 DE	CHD 120/CHD 145
Early Childhood Careers 2 DE	CHD 165
Emergency Medical Technician 1/2 DE	EMS 111/120
Environmental Science DE	ENV 121/122
English 11 DE Composition (11th Grade)	ENG 111/112
English 12 DE Composition (12th Grade)	ENG 111/112
English 12 DE Literature (12th Grade) (Prerequisite: English 11 DE Composition - ENG 111/112)	ENG 255
Entrepreneurship 1 DE	BUS 116
Entrepreneurship 2 DE	BUS 165

FCPS DE Course	DE College Course (Listed in portal)
Exploring the Language of Medicine DE	HLT 141
French 4 DE	FRE 201/202
Heating Ventilation & Air Conditioning (HVAC) 1 DE	AIR 121
Heating Ventilation & Air Conditioning (HVAC) 2 DE	AIR 111
Latin 4 DE	LAT 201/202
Multivariable Calculus DE/Linear Algebra DE	MTH 265/266
Physical Therapy/Occupational Therapy 1 DE	HIM 111
Precalculus with Trigonometry DE	MTH 161/162
Spanish 4 DE	SPA 201/202
Studio Art & Design 3 DE (TJ Only)	ART 121
Studio Art & Design 4 DE (TJ Only)	ART 131
Teachers for Tomorrow 1 DE	EDU 200
Teachers for Tomorrow 2 DE	EDU 207
Theatre 3 DE	CST 130
US/VA Government DE	PLS 135
US/VA History DE	HIS 121/122
World History 1 DE	HIS 111/101
World History 2 DE	HIS 112/102

RETURNING DE Students - Dual Enroll Portal Class Registration

If you took Dual Enrollment courses last school year, you will login as a RETURNING DE student.

Go to: https://tinyurl.com/deportal

1. Login to your existing DualEnroll account with your username and password you created last year.

   If you do not remember your username and/or password, click on "Forgot your username or password" and follow the prompts.

2. Once you are logged in, you will see the "Courses" page. This page will list the DE classes available to you for registration.

3. In the top lefthand corner, locate "By Term" that is written in red. Click the drop down and select "FY 2025-2026 – Northern Virginia Community College". This will allow you to see what is being offered for the 25-26 school year.

4. Using the next 2 pages of the packet **(pages 15-16)**, locate the DE class(es) you would like to take. The first column has the FCPS course title, and the second column has the matching NOVA course. You will be selecting the NOVA class here, not the FCPS course title.

5. Click on the course title of the NOVA class that matches the course code of the DE class you would like to take.

6. You will be taken to a new page where you will click "Register" on the row that indicates where you will be taking the class – at your school, at an Academy, or at the Online Campus, **IF** applicable. Make sure you register for the correct location!

7. After you click "Register" for your class, you will be asked if you would like to "Request Another Class, View Status, or Log Out".
   - If you have to select another class, click on "Request another class" and register for the correct class and location.

8. Your parent/guardian will receive a text message or email to provide their consent for you to take a DE class. PLEASE ensure this gets completed! NOVA will not register you for your class unless you have parental consent!

FCPS DE Course	DE College Course (Listed in portal)
Advanced Programming DE	ITP 150
African American History DE	HIS 141/142
American Sign Language (ASL) 4 DE	ASL 202
Automotive Technology 1 DE (Annandale HS & Chantilly Academy)	AUT 100
Automotive Technology 2 DE (Annandale HS & Chantilly Academy)	AUT 265
Automotive Technology 3 DE (Annandale HS & Chantilly Academy)	AUT 266
Automotive Technology 2 DE (Edison Academy)	AUT 100
Automotive Technology 3 DE (Edison Academy)	AUT 265
Automotive Technology 2 DE (Marshall Academy)	AUT 100 & AUT 265
Automotive Technology 3 DE (Marshall Academy)	AUT 266
Biology 2 DE	BIO 101
Bio 2: Anatomy & Physiology DE	BIO 141
Calculus 1 DE (McLean HS Only)	MTH 263
Calculus 1 & 2 DE	MTH 263/264
Chemistry 2 DE	CHM 111
Cloud Computing DE	ITN 257
College Success Skills DE	SDV 100
CS Programming DE	ITP 100
Cyber: Cisco 1 DE	ITN 154
Cyber: Cisco 2 DE	ITN 155/156
Cyber: Network Administration 1 DE	ITN 101
Cyber: Oracle 1 DE	ITD 132
Cyber: Oracle 2 DE	ITD 134
Cyber: Systems Tech DE	ITN 106/107
Differential Equations DE	MTH 267
Discrete Structures & Computer Organization DE	CSC 205/CSC 208
Early Childhood Careers 1 DE	CHD 120/CHD 145
Early Childhood Careers 2 DE	CHD 165
Emergency Medical Technician 1/2 DE	EMS 111/120
Environmental Science DE	ENV 121/122
English 11 DE Composition (11th Grade)	ENG 111/112
English 12 DE Composition (12th Grade)	ENG 111/112
English 12 DE Literature (12th Grade) (Prerequisite: English 11 DE Composition - ENG 111/112)	ENG 255
Entrepreneurship 1 DE	BUS 116
Entrepreneurship 2 DE	BUS 165

FCPS DE Course	DE College Course (Listed in portal)
Exploring the Language of Medicine DE	HLT 141
French 4 DE	FRE 201/202
Heating Ventilation & Air Conditioning (HVAC) 1 DE	AIR 121
Heating Ventilation & Air Conditioning (HVAC) 2 DE	AIR 111
Latin 4 DE	LAT 201/202
Multivariable Calculus DE/Linear Algebra DE	MTH 265/266
Physical Therapy/Occupational Therapy 1 DE	HIM 111
Precalculus with Trigonometry DE	MTH 161/162
Spanish 4 DE	SPA 201/202
Studio Art & Design 3 DE (TJ Only)	ART 121
Studio Art & Design 4 DE (TJ Only)	ART 131
Teachers for Tomorrow 1 DE	EDU 200
Teachers for Tomorrow 2 DE	EDU 207
Theatre 3 DE	CST 130
US/VA Government DE	PLS 135
US/VA History DE	HIS 121/122
World History 1 DE	HIS 111/101
World History 2 DE	HIS 112/102

NOVA | Dual Enrollment

Dear NOVA Dual Enrollment Student,

Thank you for requesting to take a dual enrollment (DE) course through Northern Virginia Community College (NOVA). All dual enrolled students wishing to use accommodations for the Virginia Placement Test (VPT) or in a NOVA DE course must complete an application through the Accommodations and Accessibility Services at NOVA. To learn more about this process and to submit the online application, you can visit https://www.nvcc.edu/student-resources/accessibility/process.html. **The best window of time to apply is between April 15, 2025 and June 1, 2025 to be processed by the first day of DE classes in the fall**. However, students can apply anytime.

It's important to note that students using accommodations in dual enrollment classes must provide their DE instructors with a **Memorandum of Accommodations** (MOA), which they obtain from NOVA's Accommodations and Accessibility Services office. No accommodations can be made for a student until the MOA has been provided to the DE instructor. All email correspondence from this office will be sent to the student's NOVA student email, which can be accessed by logging into myNOVA. Please note, NOVA recognizes the student as the primary point of contact, and approved accommodations are valid for one semester.

Students should be aware that NOVA is in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 and not all accommodations on IEP and 504 Plans will be approved within the college classroom. Students choosing to use accommodations provided by the high school without seeking an MOA from NOVA's Accommodations and Accessibility Services will be unable to have them applied to the college grade.

If you have any questions, please reach out to the counseling staff at your high school, the Office of Dual Enrollment, or NOVA's Accommodations and Accessibility Services directly at accommodations@nvcc.edu. We are always here to help answer any questions.

Kind regards,

Kristen Carter, Associate Director of Dual Enrollment

Northern Virginia Community College

NEW STUDENTS:

HOW TO APPLY FOR ACCOMMODATIONS

Accommodations and Accessibility Services utilizes an online database to manage accommodations. By completing the application for services, student will gain access to their accommodations profile. Students will continue to utilize their accommodations profile while registered with our office.

INSTRUCTIONS:

- You must apply to NOVA prior to registering for accommodations at https://apply.vccs.edu/oa/launch.action
- To apply for accommodations, visit the Accommodations and Accessibility Services website: https://www.nvcc.edu/student-resources/accessibility/index.html
- Click on the "Apply for Accommodations" button, and log in using your myNOVA/SIS username and password (MFA – Multifactor Authenticator required).
    - Select "student" as user type
    - Complete all application fields.
    - Please use your NOVA student email address (_____@email.vccs.edu) if you have registered for at least one course. If not, please enter your personal email address, that will be used temporarily.
    - Submit Documentation. Guidelines are available at: https://www.nvcc.edu/accommodations/process.html

- Documentation can be submitted at the time of application or later.
    - To upload documentation from your accommodations profile, navigate to "Accommodations" on the left-hand panel and then select "Documents."
    - Click the "Add New Document" button and submit your documentation.
- Once an application has been reviewed, you will be contacted by a counselor within 14 business days.
- Please check your email for additional correspondence and instructions.
- For technical assistance or general questions, email: accommodations@nvcc.edu