NOVA Northern Virginia Community College
Alexandria Campus

Student Services Center
(Academic Advising; Counseling; Registrar; Domicile)
Bisdorf Bldg., Room AA194
703.845.6301

Testing Center
(Placement Tests)
Bisdorf Bldg., Room AA156
703.845.6336

Financial Aid Office
Bisdorf Bldg., Room AA148
703.845.6350

Business Office
(NOVACard, Parking, Tuition Payment)
Bisdorf Bldg., Room, AA187
703.845.6211

Bookstore
Fine Arts BLDG, Rm 148
703.671.0043

Academic Success Center
(Tutoring, Academic Coaching, Writing Assistance, Math Lab)
Bisdorf Bldg., Room AA229
703.845.6363

Academic Divisions

- **Liberal Arts**
  Bisdorf Bldg., Room AA252
  703.845.6242
- **Mathematics, Science and Engineering**
  Bisdorf Bldg., Room AA352
  703.845.6311
- **Social and Professional Sciences**
  Bisdorf Bldg., Room AA427
  703.575.4722

NOTES:_____
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Getting Started Checklist

Apply to NOVA

Complete your Application for Admission online, http://www.nvcc.edu/admissions/apply/. There is no application fee, and you may apply at any time. However, it is recommended that you submit your Application for Admission to the College at least 30 days prior to the first day of classes for the semester in which you plan to enroll. This will give you an opportunity to meet with a counselor for academic assistance prior to enrollment and to take required placement tests. Once you have submitted your application, you will receive a student identification number called an EMPLID number.

If you are a first-time-to-college student, between the ages of 17-24 (including high school/homeschool/GED graduates), you are required to follow the *Start Strong* policies at NOVA, http://www.nvcc.edu/gps/index.html.

Apply for Financial Aid

All students are encouraged to apply for financial aid to see if they qualify. Fill out a Free Application for Financial Student Aid (FAFSA) online at www.fafsa.ed.gov Use the NVCC code 003727. Grants, scholarships, work-study opportunities, and student loans can facilitate your enrollment plans.

Take Placement Tests

NOVA does not require SAT scores or similar entrance examinations for admission. However, you are expected to demonstrate the required levels of reading, writing, or math for the courses you wish to take. If you have completed a college English composition course at an accredited U.S. college, you may not be required to take this placement test. English and Math placement tests are offered at all campus Testing Centers at no charge. You will need to show a photo ID card and your NOVA Student ID number. Allow approximately two hours for each test.

Meet with a Counselor, Student Services Specialist, or Your Faculty Advisor

Counselors are available to assist you with choosing your first semester courses and helping you to choose a program of study from the College Catalog, http://www.nvcc.edu/catalog/index.html. Bring any previous college transcripts, your English and math placement test results, and/or SAT scores with you so the advisor can best assist you.

Select Your Classes

Register online using *myNOVA* at http://www.nvcc.edu/academic-tools/index.html. You may need to look up your user-name and password the first time that you use it. The sooner you register, the better the selection of classes will be. In addition, all students enrolling at NOVA will are required to register by 11:59 p.m. the day before the session begins to meet the On-Time Registration requirement.

Pay Your Tuition

You will NOT be billed for tuition. Tuition is payable by credit card (Visa, MasterCard or American Express) through VCCS SIS: Student Information System in *myNOVA*. Tuition is also payable by cash, check, money order, NOVA's Tuition Payment Plan, contract or approved financial aid (except Work-Study). For more information, go to http://www.nvcc.edu/payment/.