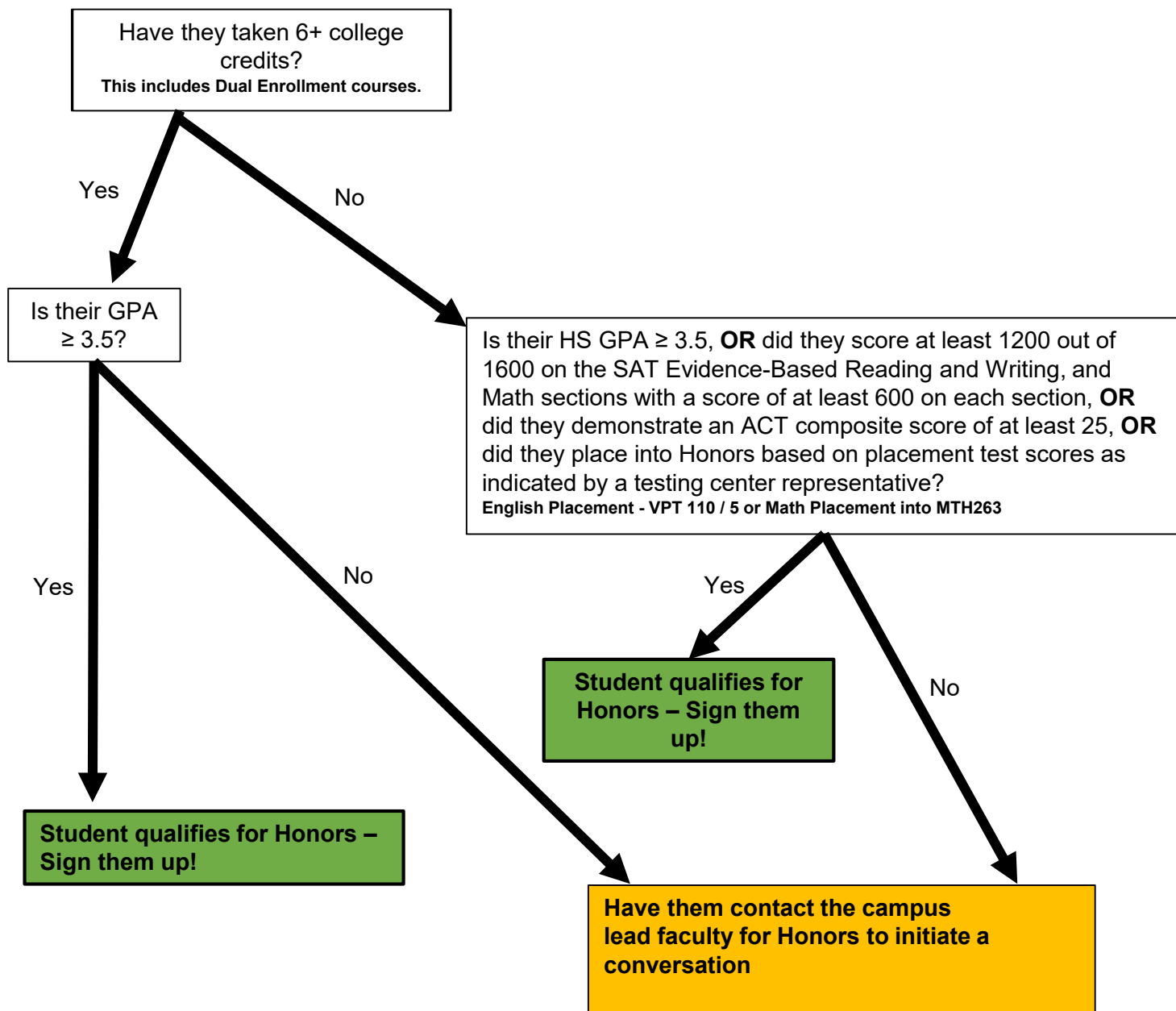




Guide to NOVA Honors

1. Who Qualifies for Honors Classes (p. 2)
2. Honors Course Permission Form (p. 3)
 - Collect this form for all non-Honors Program students who qualify for Honors and want to take Honors classes and either scan and send to Honors Lead Faculty or hold on to for the HLF to collect from you.
 - Honors Program students (HNRP designation in Student Groups) automatically qualify for Honors classes
3. How to Enroll Students into Honors Classes (p. 4)
 - Use this for students who are ready to sign up for an Honors class
4. How to Add Honors Course Permission for Honors Classes (pp. 5-7)
 - Use this when a student qualifies for Honors but isn't ready to sign up – it allows the student to sign up on their own should they choose to do so
5. Why Take Honors/Why Join the Honors Program/FAQ (p. 8)
6. How to Join the Honors Program (pp. 9-10)
 - Honors Program Requirements
7. Honors Program Early Admission Form (pp. 11-13)
8. Honors Program Application (pp. 14-15)

Who Qualifies for Honors Classes?



<u>Campus</u>	<u>Honors Lead Faculty</u>	<u>Email Address</u>
Alexandria	Dr. Tatiana Stantcheva	tstantcheva@nvcc.edu
Annandale	Dr. Kristen Simmons	ksimmons@nvcc.edu
Loudoun	Dr. Deborah Naquin	dnaquin@nvcc.edu
Manassas	Dr. Dahlia Henry-Tett	dhtett@nvcc.edu
Woodbridge	Prof. Stephanie Dupal	sdupal@nvcc.edu

Honors Course Permission

Semester and Year: _____

Complete this form if you wish to enroll in an Honors course and are not currently admitted into the Honors Program. Note: There are other permission forms for Honors Option courses (Form 125-148) and for applying for acceptance into the Honors Program (Form 125-149).

Student Name: _____ Student ID#: _____
First Last

NOVA email: _____@email.vccs.edu

Please check one: ☐ Future NOVA student, **OR** ☐ Current / Returning NOVA student

List all Honors Courses (including section number) you are seeking permission to take (Example: BIO 101-01L General Biology I):

_____	_____
_____	_____
_____	_____

To be eligible to take an Honors Course, you must have completed all prerequisites for that course and meet ONE of the criteria listed below. Put a check (✓) next to ALL that apply to you:

- ☐ achieve a NOVA GPA of at least 3.5 if at least 6 NOVA college credit hours completed; **OR**
- ☐ document a cumulative GPA of at least 3.5 at the last pre-collegiate academic institution attended*; **OR**
- ☐ score at least 1200 out of 1600 on the SAT Evidence-Based Reading and Writing, and Math sections with a score of at least 600 on each section; **OR**
- ☐ demonstrate an ACT Composite Score of at least 25; **OR**
- ☐ place into Honors English and/or Honors math based on placement test scores as indicated by a Testing Center representative; **OR**
- ☐ provide a recommendation from the Honors Lead Faculty, Honors counselor, or Honors instructor teaching the requested Honors course(s). This recommendation should indicate the student's life experience, special aptitude, or interest that indicates potential for success in an Honors course.

***Once a student completes 6 credits of any college-level coursework, the GPA requirement (3.5+) takes precedence over all other criteria.**

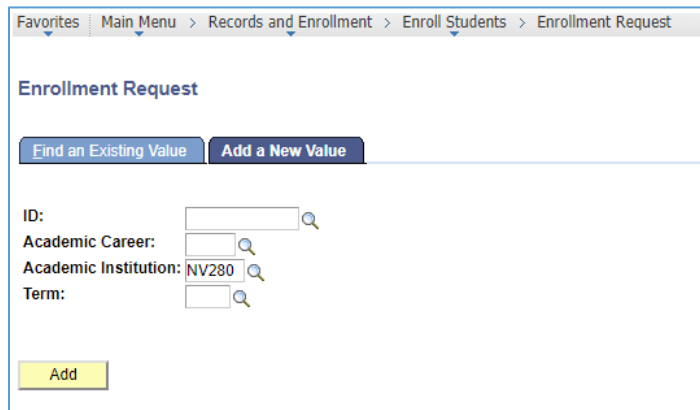
Attach supporting documents (e.g., copy of transcript(s), SAT scores, placement test scores, or letters of recommendation).

Applicant Signature: _____ Date: _____

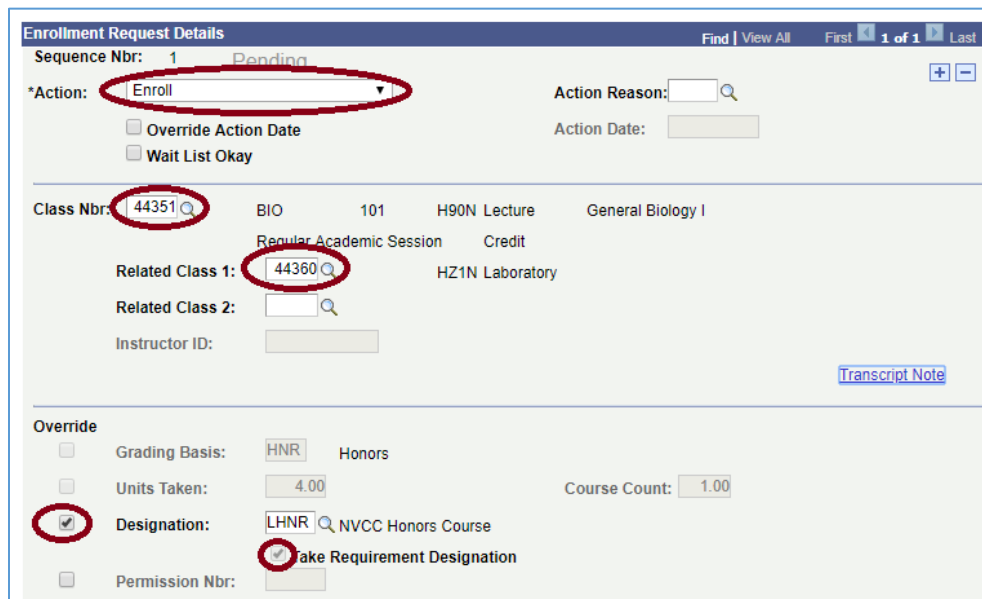
Please submit this form to your campus Honors Lead Faculty or any campus counselor.

How to Enroll a Student in an Honors Class:

- ❖ Launch SIS
- ❖ From the Main Menu > Records and Enrollment > Enroll Students > Enrollment Request



- ❖ Fill out student's ID, academic career, and term
- ❖ Click Add



- ❖ Action: Enroll
- ❖ Class Nbr: fill in the course's class number
 - Can use the search function to find the section if unsure
- ❖ If course has a lab section, also add lab section's course number under "related class 1"
- ❖ Check the box for "designation" (should have populated as "LHNR") and check the related box for "take requirement designation"
- ❖ Click "save"
 - Make sure no error messages popped up
- ❖ Student is now enrolled in the Honors class!
- ❖ **Collect an Honors Course Permission Form with their qualifier indicated + supporting document attached**
 - **Email a copy of the completed Honors Course Permission form + supporting documentation to your campus lead faculty for Honors OR Intercampus Mail it to Honors Lead Faculty.**

How to Add Honors Course Permission*

***Useful when the student isn't sure they want to take the class but definitely qualifies**

- ❖ Launch SIS
- ❖ From the Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

Class Permissions
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution:	=	▼	NV280	
Term:	=	▼		
Subject Area:	=	▼		
Catalog Nbr:	begins with	▼		
Academic Career:	=	▼		
Campus:	begins with	▼		
Description:	begins with	▼		
Course ID:	begins with	▼		
Course Offering Nbr:	=	▼		
Academic Organization:	begins with	▼		

☐ Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

- ❖ Fill out Term, Subject Area, Catalog Nbr, Academic Career, and Campus to limit search results, then press Search.
- ❖ The class section data screen will appear, listing the first course that meets your search criteria – click on “view all”

ORACLE **SIS PRODUCTION**

Favorites | Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

Permission to Add | **Permission to Drop**

Course ID: 246123 Course Offering Nbr: 5
 Academic Institution: Northern Virginia Comm College
 Term: 2019 Fall Credit
 Subject Area: BIO Biology
 Catalog Nbr: 101 General Biology I

Class Section Data Find | **View All** | First 1 of 72 Last

Session: 1 Regular Academic Session Class Nbr: 39971 Class Status: Active
 Class Section: E06N Class Type: Enrollment Section
 Component: Lecture Instructor: Wright, Rebecca B

☒ **Student Specific Permissions**

Defaults

Expiration Date: 09/05/2019 31

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Assign More Permissions: Generate

❖ Scroll down (or use ctrl-F) to find the correct section

Session: 1 Regular Academic Session Class Nbr: 38492 Class Status: Active
 Class Section: H01N Class Type: Enrollment Section
 Component: Lecture Instructor: Salhi, Ruma N

☒ **Student Specific Permissions**

Defaults

Expiration Date: 09/05/2019 31

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Class Permission Data Personalize | Find | 1 | First 1-4 of 4 Last

General Info | **Permission** | **Comments** | ...

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1		██████████	██████████	Not Used		09/05/2019 31	+	-
2		██████████	██████████	Used	04/09/2019	09/05/2019	+	-
3		██████████	██████████	Used	04/10/2019	09/05/2019	+	-
4		██████████	██████████	Used	04/15/2019	09/05/2019	+	-

❖ Press the "+" button to add a new row

Session: 1 Regular Academic Session Class Nbr: 38492 Class Status: Active
 Class Section: H01N Class Type: Enrollment Section
 Component: Lecture Instructor: Salhi,Ruma N

☒ Student Specific Permissions

▼ Defaults

Expiration Date: 09/05/2019

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Class Permission Data Personalize | Find | First 1-5 of 5 Last

General Info | **Permission** | Comments |

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1			REDACTED	Not Used		09/05/2019		
2		REDACTED	REDACTED	Used	04/09/2019	09/05/2019		
3		REDACTED	REDACTED	Used	04/10/2019	09/05/2019		
4		REDACTED	REDACTED	Used	04/15/2019	09/05/2019		
5				Not Used		09/05/2019		

- ❖ Add the student's ID to the ID field and press tab. Confirm that the correct name pops up.

Class Permission Data Personalize | Find | First 1-5 of 5 Last

General Info | **Permission** | Comments |

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period		
1			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
2		REDACTED	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
3		REDACTED	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
4		REDACTED	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
5			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

- ❖ Click on the Permission tab and uncheck the "closed class" and "requisites not met" check boxes
- ❖ Scroll down to the bottom of the page and click on "save"
- ❖ The student can now add the course to their shopping cart and check out!
 - Please make it clear to the student that this does not guarantee them a seat in the class – it only allows them to add it at their convenience, and this permission is ONLY applicable for the course and semester for which it is given.
 - For all non-Honors Program students, still collect an Honors Course Permission Form with their qualifier indicated + supporting document attached
 - Email a copy of the completed Honors Course Permission form + supporting documentation to your campus Honors Lead Faculty or intercampus mail.

Why Take Honors / Join the NOVA Honors Program?

NOVA Honors "Pitch" from Paul Fitzgerald:

For over 30 years, the NOVA Honors Program has been offering unique opportunities to our brightest students both in the classroom and in the community. However, even after all that time, many folks think that our Honors courses are about "more work," or are just like the regular version, but "harder." Our Honors courses are challenging, as most college classes are! What makes NOVA Honors courses uniquely challenging, however, is that we take the information that is presented in the class, no matter the subject, and turn it into active classroom discussion, practical learning experiences, and real-world analyses of how that material relates to real world situations. In other words, whichever Honors class you take, the class is ultimately about you! Moreover, we keep the class size nice and small, no more than 18 students, just so we can foster that sense of community and encourage that conversational environment. As always with NOVA Honors, you also get the Honors Course designation on your transcript, and it unlocks many networking, workshop, and speaking opportunities that come with being a part of the Honors community.

FAQ:

Why take an Honors class?

- smaller class sizes with stimulating professors and peers
- student-led discussions in seminar-style classrooms
- multi-disciplinary approaches with a focus on varied information sources and perspectives
- college-wide events and enrichment opportunities
- potential letters of recommendation from Honors faculty
- Being a part of the NOVA Honors Community

How is the Honors class different than the regular section?

- Same course content requirements, different ways of learning the information
- REAL components – research, enrichment, academic rigor, and leadership, which forms the core of every Honors course

I took an Honors class, does that mean I am part of the Honors Program?

No. A student can take as many Honors classes as they want without committing to joining the Honors Program. The Honors Program is joined through an application process and commits the student to completion of the Honors Core Curriculum (6 Honors courses spread across disciplines).

Why join the Honors Program?

- local, state, regional and national participation in Honors conferences
- competitive edge applying to four-year institutions
- Potential to transfer directly into Honors Programs at select 4-year schools
- Honors course and Core Completion designation on your transcript
- Honors Certificate of Completion for Successful Core Completion
- recognition at commencement

How to Join the Honors Program

Path 1: Honors Early Entry (NOVA-bound HS Seniors/Homeschooled students)

Qualifications: HS GPA ≥ 3.5 , **OR** score at least 1200 out of 1600 with a minimum score of 600 on the SAT Evidence-Based Reading and Writing, and Math sections, **OR** demonstrate an ACT composite score of at least 25



Apply for Honors Program Early Admission **by Aug 1** using form 125-149EE
Digitally scanned applications can be emailed to Dr. Paul Fitzgerald, pfitzgerald@nvcc.edu, (be sure to include supporting documentation)



Interview

Path 2: Regular Entry

Complete at least 1, 3+ credit Honors course at NOVA with a grade of B or higher + qualifying criteria



Apply for Honors Program using form 125-149
Digitally scanned applications can be emailed to the appropriate Honors Lead Faculty person (be sure to include supporting documentation). The student can submit directly to Honors Lead Faculty



Interview

NOVA Honors Program Core Requirements

The Honors Program is distinguished by its Honors Core Curriculum, comprised of specific courses within the categories listed in the following chart. To complete the NOVA Honors Core Curriculum, a student must meet the credit requirements of all categories listed below including the completion of an Honors Interdisciplinary Experience.

Honors Discipline Requirement	Credits
English	3
Humanities/Fine Arts	3
Social/Behavioral Sciences	3
Physical and Life Sciences/Mathematics	3 to 4
Elective	3
Elective	3
Honors Interdisciplinary Experience	0

The Honors Interdisciplinary Experience

- The student will complete a supervised, reflective interdisciplinary research paper produced separately from an Honors course; **OR**
- a presentation at Honors symposium or approved Honors conference of which NOVA is a member; or
- at least twenty hours of supervised, verifiable community service; **OR**
- completion of a credit-bearing internship (3 credits) to be taken to satisfy both 3 credits of Honors Elective AND the Interdisciplinary Experience requirement; **OR**
- non-credit internship of at least 20+ working hours; **OR**
- credit-bearing study abroad to be taken in place of an Honors elective; **OR**
- completion of an Honors Portfolio, which reflects upon or summarizes their Honors experience at NOVA.

Additional specific guidelines may apply for all credit-bearing and non-credit Interdisciplinary Experience opportunities. Please speak with the Honors Lead Faculty member on your campus for more information.

Additional Honors Core Completion Requirements

- Only courses for which a grade of C or higher was earned may be applied to the Honors Core requirements.
- No more than 9 credits of Honors Option coursework may be applied to the Honors Core requirements.
- The student must maintain a cumulative GPA of 3.0 or higher to remain in the NOVA Honors Program.
- The student must earn a GPA of 3.275 or higher for Honors Core classes to complete the NOVA Honors Program.

The NOVA Honors Program Early Admission for NOVA-Bound High School Seniors and Home Schooled Students

The NOVA Honors Program is pleased to announce an early admission process for students who are planning to attend NOVA and wish to be admitted into the NOVA Honors Program as an entering college freshman. Specifically, this opportunity is intended for students who are committed to attending NOVA and completing the credit equivalent of an Associate degree. Any student who meets the criteria listed below may apply.

*To be eligible for early admission, you **MUST** satisfy at least one criterion from each eligibility category.*

Current Academic Status

- ☐ You are currently a senior in good standing at an accredited high school on track to graduate with a high school diploma at the end of the Spring term; **OR**
- ☐ You are home schooled, and eligible to enter NOVA in the upcoming Fall semester.

Eligibility

You possess and are able to verify one of the following qualifying academic criteria:

- ☐ Cumulative GPA (weighted or unweighted) of 3.5 or higher; **OR**
- ☐ Combined SAT totaling 1200 or higher; **OR**
- ☐ Combined ACT totaling 25 or higher.

Application

- ☐ You have completed the NOVA Honors Program Application for Early Admission IN FULL, and you have attached documentation which confirms your eligibility criterion identified above.

The NOVA Honors Program serves as a way for academically talented students to compliment their college experience, by providing a comprehensive, educational opportunities that allow them to interact as a community of learners. The Honors Program is designed to provide motivated students with an enriched program of study that includes, but is not limited, to the following:

- opportunities to present at Honors symposia and conferences
- campus and community service projects
- internships
- leadership opportunities
- campus- and College-wide honors events
- exemplary guest speakers
- letters of recommendation
- campus Honors Club membership

Honors Program Application for Early Entry

Semester and Year: _____

The **Honors Program** is designed to complement the requirements for any degree program offered by the College. Completion of the Honors Core Curriculum will be indicated on your official transcript. If you complete the NOVA Honors Core Curriculum, you will receive an Honors Certificate of Completion.

Complete this form only if you wish to apply for early admission into the Honors Program.

Student Name: _____ Student ID#: _____
First Last

Personal email: _____

Do you intend to seek a degree from NOVA? Yes: ____ No: ____ Intended Major: _____

Do you plan to transfer to a 4-year institution after NOVA? Yes: ____ No: ____

Honors Program Admission Requirements

To be considered for admission to the Honors Program, you must meet at least one of the criteria listed below. Acceptance into the Honors Program requires a personal interview with the campus Honors Lead Faculty or College Coordinator.

Put a check (✓) next to ALL that apply to you:

- | | |
|--|---|
| <input type="checkbox"/> Document a score at least 1200 out of 1600 on the SAT Evidence-Based Reading and Writing, and Math sections with a score of at least 600 on each section; OR | <input type="checkbox"/> demonstrate an ACT Composite Score of at least 25; OR |
| | <input type="checkbox"/> Document a cumulative GPA of at least 3.5 at the last academic institution attended. |

Section to be completed by all applicants attending High School (complete all fields that apply to you):

1. High school name/city/state (if attended) _____
2. Weighted or unweighted GPA: _____ Year graduated or intending to graduate: _____
3. SAT scores: Evidence-Based Reading and Writing: _____ Math: _____
4. ACT Composite Score _____
5. Are you applying to the Pathway Program at NOVA (circle one)? Yes / No
6. Which NOVA campus do you intend to attend for most of your courses? _____
7. Attach supporting documents (e.g., copy of transcript(s), SAT scores, ACT scores)

Section to be completed by all home-schooled applicants (complete all fields that apply to you):

1. SAT scores: Evidence-Based Reading and Writing: _____ Math: _____
2. ACT Composite Score _____
3. List any additional previous academic institutions attended: _____

4. Which NOVA campus do you intend to attend for most of your courses? _____
5. Attach supporting documents (e.g., copy of transcript(s), SAT scores, ACT scores)

Honors Program Completion Requirements:

Continuation in the Honors Program is contingent upon a student maintaining good academic standing and following guidelines for student conduct at NOVA as stated in the current Student Handbook. To complete the NOVA Honors Core Curriculum, a student must have a cumulative GPA of 3.275 or higher in 18-21 Honors credits applied to fulfill the Honors Core Curriculum requirements with no grade below a C in any of these Honors courses.

Applicant Signature: _____ **Date:** _____

Signature of Parent / Legal Guardian (if under 18 at time of application): _____

Next Steps:

Submit this completed application to the NOVA College Honors Coordinator or NOVA counselor who will contact applicants to schedule an interview. Digitally scanned applications can be emailed to Dr. Paul Fitzgerald at pfitzgerald@nvcc.edu, or they can be mailed to the following address:

Dr. Paul Fitzgerald
NOVA Annandale Campus - CS204
8333 Little River Turnpike
Annandale, VA 22003

NOVA College Honors Coordinator use only: _____**Recommendation (check one):**

_____ Accepted to the Honors Program

_____ Not accepted to the Honors Program

If applicant is not accepted at this time, list actions he/she can take to gain admission for a subsequent term:

NOVA College Honors Coordinator: _____ **Interview date:** _____

Honors Program Application

Semester and Year: _____

The **Honors Program** is designed to complement the requirements for any degree program offered by the College. Completion of the Honors Core Curriculum will be indicated on your official transcript. If you receive a degree from NOVA and have completed the Honors Program, you will receive an Honors Certificate of Completion.

Complete this form only if you wish to enroll in the Honors Program. Note: There are other forms for permission to enroll in an Honors course (Form 125-147) or an Honors Option course (Form 125-148).

Student Name: _____ Student ID#: _____
First Last

Home Address: _____

Home Phone #: (____) _____ Cell Phone #: (____) _____

NOVA email: _____@email.vccs.edu Personal email: _____

Do you intend to seek a degree from NOVA? Yes: ____ No: ____ Intended Major: _____

Do you plan to transfer to a 4-year institution after NOVA? Yes: ____ No: ____

Honors Program Admission Requirements

To be considered for admission to the Honors Program, you must meet at least one of the criteria listed below. Acceptance into the Honors Program requires a personal interview with the campus Honors Chair. Submit this completed application to the campus Honors Chair who will contact applicants to schedule an interview. All students who wish to apply must first show commitment to the Program, having taken at least one Honors course, and pledge dedication to completing the Honors Core Curriculum at NOVA. Students may apply at any time, but before being accepted into the Honors Program, students are expected to successfully complete at least 6 credits of Honors courses.

Put a check (✓) next to ALL that apply to you:

- | | |
|--|--|
| <input type="checkbox"/> Document a combined score of at least 1200 out of 1600 on the SAT Critical Reading and Math sections or at least 1800 out of 2400 with a score of at least 600 on each section; OR | <input type="checkbox"/> Provide recommendations from two instructors, counselors, or advisors based on any course taken at any academic institution attended; OR |
| <input type="checkbox"/> Place into Honors English and/or Honors math based on placement test scores as indicated by a NOVA Testing Center representative; OR | <input type="checkbox"/> Provide a recommendation from an Honors Chair, Honors Counselor, or Honors instructor teaching the requested Honors course(s). This recommendation should indicate the student's life experience, special aptitude, or interest that indicates potential for success in an Honors course. |
| <input type="checkbox"/> Document a cumulative GPA of at least 3.5 at the last academic institution attended; OR | |

Section I: To be completed by current NOVA students:

- Number of credit hours taken at NOVA: _____ Cumulative GPA: _____
- NOVA placement scores: Math: _____ Reading: _____ Writing: _____
- NOVA **Honors** courses taken, instructor, grade, semester, and year:

Course (e.g. ENG 112)	Instructor	Grade	Semester and Year
_____	_____	_____	_____
Course (e.g. ENG 112)	Instructor	Grade	Semester and Year
_____	_____	_____	_____
Course (e.g. ENG 112)	Instructor	Grade	Semester and Year
_____	_____	_____	_____

- List two NOVA instructors who recommend you for Honors:

_____	_____	_____
Name	Signature	email
_____	_____	_____
Name	Signature	email

Section II: To be completed by applicants NOT currently enrolled at NOVA:

1. High school name/city/state: _____
2. High school class standing: _____ GPA: _____ Year graduated: _____
3. SAT scores: Reading: _____ Writing: _____ Math: _____
4. List any previous academic institution attended: _____

5. Attach supporting documents (e.g., copy of transcript(s), SAT scores, placement test scores, or letters of recommendation).

Honors Program Completion Requirements:

Continuation in the Honors Program is contingent upon a student maintaining good academic standing and following guidelines for student conduct at NOVA as stated in the current Student Handbook. To graduate with Honors, a student must have a cumulative GPA of 3.275 or higher in 18-21 Honors credits used to fulfill the Honors Core Curriculum requirements with no grade below a C in any of these Honors courses.

Applicant Signature: _____

Date: _____

Next Steps:

Submit this completed application to the campus Honors Chair who will contact applicants to schedule an interview.

Honors Chair use only:**Recommendation (check one):**

_____ Accepted to the Honors Program

_____ Not accepted to the Honors Program

If applicant is not accepted at this time, list actions he/she can take to gain admission for a subsequent term:

Honors Chair Signature: _____

Interview date: _____