



Welcome to the Northern Virginia Community College- Alexandria Campus

How to Get Started at NOVA!

Step 1. Apply For Admission

- All new students must complete the Application for Admissions and the Application for In-State tuition. Submit your application electronically from any computer with internet access at <http://www.nvcc.edu/>.
 - During the application, read each question carefully. It is highly recommended that you include a Social Security number on the application. Be sure to choose “credit classes,” and pick an associate degree program if you plan to transfer. You can always change your major later. Please read carefully when completing the “In-State Tuition” section.
- Upon completing the application, you will be assigned a student identification number, known as an EMPL ID number. Please print this page for your records and have your EMPL number, username and password available at all times when on campus. Log on to your MyNOVA account and change your password. Check this email every week.
- If you have already applied to NOVA as a Dual Enrollment student, you will not need to reapply to NOVA. You will use the same EMPL number and login as before.

Recommended Step. Apply for Financial Aid

- Complete your FAFSA and submit it at www.fafsa.ed.gov. Verify Student Aid Report 2-4 weeks later and make sure NOVA’s school code (003727) is listed. Check MyNOVA’s To-Do-List for financial aid requests periodically. Complete your To-Do List in order to be awarded financial aid.

Step 2. Take Placement Tests

- All new students must take the English and Math placement test. The tests are given in the Testing Center (AA 332). No appointment is necessary. A photo ID is required, such as your driver’s license, school ID or green card. Allow at least two to three hours for each test. It is advised to not take both tests during the same day. Placement testing may also be offered at your high school. Please check with your high school’s College and Career Specialist.
- Exemptions from placement testing are made for students who have completed a college-level English or Mathematics course or for those students who have completed and passed AP, IB or CLEP exams or have scored at certain levels on the ACT or SAT. Talk to an advisor or NOVA representative if you think this applies to you. Transcripts or exam results are required in order to waive the placement test requirements.
- When taking the placement test, give your best effort as our centers have policies for when you may retest.
- Go to the following link for the Testing Center hours and locations at each campus: <http://www.nvcc.edu/future-students/placement-tests/index.html>

Step 3: Remove any holds on your account

- Log on to MyNOVA to see if you have any “holds” on your account. A hold will prevent you from enrolling in classes.
- You may need to bring in a copy of your high school diploma after you graduate and other documentation depending on your situation. You can bring this documentation to AA194. Please contact a First Year Advisor, call 703.933.5073 or come to AA194 for questions regarding holds.

Step 4: Speak with a First Year Advisor

- Speak with a First Year Advisor to determine your major and goals.
- Student with disabilities who wish to receive accommodations must register with a Disability Services Counselor and provide disability documentation.
- Call 703.933.5073 or come to AA194 to speak with a First Year Advisor and a Disability Services Counselor.

Step 5. Attend a Student Orientation, Advising and Registration (SOAR) session

- During registration periods, all first-time college students will be required to attend a Student Orientation, Advising, and Registration (SOAR) session. After taking the placement exams, you may sign up for your session online using the link below. For assistance with signing up, you may go to the Student Services Center (AA 194). Please bring your placement test results to these sessions.
- At the SOAR session, you will learn how to understand the Academic Catalog, college policies, how to access your financial aid status and also tuition payment information. You will also choose and enroll in classes at the SOAR session.
- You may sign up online at <http://www.nvcc.edu/orientation>.

Step 6. Pay for Courses

- Your registration for classes is not complete until full payment is made. Payments may be made by credit card using NOVAConnect or by check, cash, or money order in the Business Office (AA 187). Financial aid awards and payment plans can also be used to pay for classes. See the following link for more information about payment: <http://www.nvcc.edu/current-students/paying-for-college/payment-methods/index.html>

Step 7. Purchase your Textbooks, Parking pass & Get your NOVA ID Card

- Textbooks for classes at the Alexandria Campus may be purchased in the Campus Bookstore (AT 104). You can find out how to order textbooks online through <http://www.nvcc.edu/current-students/bookstore/index.html>. Please bring a copy of your class schedule to the bookstore to help you to identify the appropriate textbooks for your classes.
- Student Parking Passes may be purchased for each semester at the Parking Office (AA 189) or online at <http://www.nvcc.edu/current-students/parking-services/>. Students requiring a handicapped parking spot must display a valid, state-issued placard, sticker or license plate for individuals with disabilities.
- Get your NOVA Card at the Parking Office (AA 189). The NOVA Photo Id is required to use many campus resources including the Library, Computer Labs, and Parking Garage, as well as receive discounts at local businesses

Step 8. Attend your Classes

Important Contact Information

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| • High School Outreach Specialist- Tom Grane | tgrane@nvcc.edu | 703.845.6352 |
| • Financial Aid Office Support Center | www.nvcc.edu/finaidssupport | 855.323.3199 |
| • Alexandria Student Services Center | | 703.933.5073 |

GPS for Success First-Year Advisors

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| • Last Names Starting with A-F | | |
| ○ Jay Easwarachandran | jaeaswarachandra@nvcc.edu | 703-933-5099 |
| • Last Names Starting with G-L | | |
| ○ Le'Cha Tyson | ltyson@nvcc.edu | 703-933-5021 |
| • Last Names Starting with M-R | | |
| ○ Donnell Smith | ddsmith@nvcc.edu | 703-845-6208 |
| • Last Names Starting with S-Z | | |
| ○ Zina Jemison | zjemison@nvcc.edu | 703-933-8336 |

<http://blogs.nvcc.edu/alhsoutreach/>