

## VCCS Online Application for Admission Step-by-Step Guidelines for Students Wishing to Dual Enroll

Go to: <http://www.nvcc.edu/> and click on the “Apply Now” folder tab at the top of the screen.

You will need to create a temporary login for the online Application for Admission, by clicking on the <https://apply.vccs.edu> link, clicking “New User” and filling out the information requested.

The temporary Password must be at least 7 characters (and no more than 10 characters) containing 1 upper case letter (such as B), 1 lower case letter (such as t) and one or more numbers.

After you submit your application, you will be given your permanent NOVA username and password. This NOVA username and password will allow you access to your student records, blackboard and ability to request your transcripts, make a copy of this information.

- Complete each section.
- Use the left side-bar menu to view the status of each step. A green highlighted number indicates you completed that section.
- Clicking a **SAVE & Continue** button will save the information in the section. You will not be able to save a section that contains errors. Correct all errors before attempting to move to a new section.

### Step 1: Personal Information

**Name:** Enter your current, **complete** legal name. No nicknames, please. Remember to **capitalize the first letter of each name.**

**Social Security Number:** Providing your social security number is highly recommended. Make sure your SS# is correct. If you choose not to enter your ss# or do not have one, this will affect your ability to apply for financial aid in the future. Dual enrolled students are not eligible for financial aid.

**Former Name:** Most dual enrolled students don't have another name.

Please pay special attention to the following:

**College you plan to attend:** Select **Northern Virginia Community College.**

**Type of classes you are enrolling:** Select **CREDIT** classes.

**Campus you will be attending:** Put the campus closest to you even though you are taking your class at your high school.

**Term:** Select **First term listed or current term; do not select a future term.**

### Step 2: Address Information

**Mailing Address:** Enter the street number and name on the first line. If you have an apartment number enter it on the second line. Use dropdown menus for state and country.

**Current Residence:** Select the city or county of residence from the dropdown menu.

### Step 3: Additional Personal Information

**U.S. Citizenship Status:** **Your status is not considered for dual enrolled classes in the high school.**

Alien Permanent, Alien Temporary or Not Indicated – choose one of these types based on your visa. You will need to fill in you're A# and your country of citizenship. If you do not have you're A#, please enter nine 9s. This will need to be updated at a future time.

Native - you have been a U.S. citizen since birth.

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

**U.S. Military Status:** Select **Not Indicated.**

## Step 4: Educational History

### High School Information

- Click on **Add** and select **High School**. Enter the high school you are attending using the search function.
- Enter your **anticipated** graduation date (month and year) ex. 06 15 2012
- Select your diploma type from the dropdown menu. In most cases, this will be **standard or advanced.**

**College / University Information:** **Do not enter anything in this area.**

**Family Educational Background:** Use the dropdown menus to enter your parent's highest education. This information is collected for statistical purposes only.

## Step 5: Educational Goals

### What is your current goal?

You must select one of these options for Dual Enrollment:

**041 - Dual Credit**

042 - College Credit Only

043 - More than one course; one dual enrolled and another for college credit only

04A - Adult Dual Enrollment

## Step 6: In-State Tuition

**Apply** - This takes you to the domicile questionnaire which will determine if you qualify for in-state or out-of-state tuition. **You must complete this questionnaire.**

*\*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 contract dual enrollment.**

## Step 7: Submit Application

**Select Submit Application:** Be patient. The application may take a few minutes to process.

**Print out the application** once a NOVA EMPLID ID is assigned. One copy will be given to your teacher and one copy for student.

### KEEP THIS INFORMATION

**Name:**

**NOVA Student EMPLID ID number:**

**Assigned Student NOVA username:**

**Assigned NOVA Password:**

**You will use this information for placement testing, for the use of NOVA's blackboard information posted by your teacher, and getting your transcripts. Your NOVA ID is used for all your NOVA college business. It's a good idea to memorize it.**