



Dual Enrollment Registration Steps

STEP 1: Apply to NOVA

From www.nvcc.edu, click "Apply." Click on "Apply Now" then "Create an Account". You will be assigned an EMPLID, a myNOVA username, and a temporary password.

STEP 2: Create your dualenroll.com student account

- Go to nvcc.dualenroll.com.
- Select "Create My Account" under new students.
- Select your high school. Create a login and password. Enter your name, date of birth, and contact information. You must use your personal email address to receive a verification code and activate your account. You may also opt in to enter your phone number to receive a verification code to activate your account.
- Verify your account first from your email or text message before logging in.
- Complete setting up your account and enter your 7-digit NOVA EMPLID (*please do **not** use your high school ID number*).
- Check the box to agree to terms and conditions.
- Enter your parent/legal guardian name and contact information. Select a preferred communication method (email or text).
- Select your high school counselor. Then, enter your high school student ID number. Finally, click on 'Finish' to complete your account set up.

STEP 3: Register for your dual enrollment courses through your account

- Click on a course name and select 'Register' to request the course. Select each course that you wish to take for dual enrollment.
- Check your email and/or text for important information to track your registration status.
- Log into your nvcc.dualenroll.com account to check your status or update your account at any time.