
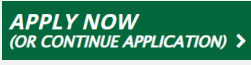

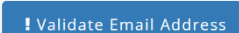








## NOVA Application Steps – Dual Enrollment Students

### Accessing the Application and Creating an Account (*Returning Dual Enrollment students do not reapply*)

1. Go to [www.nvcc.edu](http://www.nvcc.edu)
2. Click on the  button at the top of page then click 
3. Click  at bottom of page (use personal not school email) and create a login ID and password
  - **NOTE:** this ID and password will only be used for the application – once you submit the application, you will not need to use these again
  -  and/or phone number (phone # is optional but email is not)

 <p><b>1. The Basics</b></p>	<ul style="list-style-type: none"> <li>• Enter your <u>full legal name</u> as it appears on your government issued ID with proper capitalization – <b>“Ace Nighthawk”</b> not <b>“ace nighthawk”</b></li> <li>• <b>Social Security Number and Tax ID #</b> <ul style="list-style-type: none"> <li>→ You may include one of the above <u>or</u> elect not to include either.</li> <li>→ Can check <i>“I would rather not enter my SSN at this time”</i> to move on and complete other sections. Save application.</li> </ul> </li> </ul>
 <p><b>2. Communicating With You</b></p>	<ul style="list-style-type: none"> <li>• Be sure to enter your address correctly           <ul style="list-style-type: none"> <li>→ Apartment numbers go on the first address line <i>Example: 123 Nighthawk Lane, Apt 7</i></li> </ul> </li> <li>• Select <b>“Yes”</b> to <i>“Is this also your permanent/home address?”</i></li> </ul>
 <p><b>3. Your Education</b></p>	<p><b>High School Information</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> I am currently attending a public/private high school in a U.S. state, territory, or military installation</li> <li>• Find and select your high school from the dropdown list.</li> <li>• <b>Expected completion date:</b> 06/2027 (rising seniors) or 06/2028 (rising juniors)</li> </ul> <hr/> <p><b>Program of Study</b></p> <ul style="list-style-type: none"> <li>• I plan to start classes in: <b>2026 Fall</b></li> <li>• Campus Location: Choose any of the listed campuses.</li> <li>• Please select: “I am taking classes through my high school to receive high school credit AND college credit”.</li> </ul> <p>I plan to earn a degree, certificate, or diploma at Northern Virginia Community College: <span style="border: 1px solid #ccc; border-radius: 15px; padding: 2px 10px;">No ▾</span></p>

 <p><b>4. Your Military Service</b></p>	<ul style="list-style-type: none"> <li>• If your parent is serving or has served in the US military, select <b>YES</b></li> <li>• You are a <b>dependent</b></li> <li>• If parent is no longer in military, you need their <b>date of discharge/retirement</b></li> </ul>
 <p><b>5. Your Background</b></p>	<p><b>Residency</b></p> <ul style="list-style-type: none"> <li>• Permanent Residents must enter their <b>PR Card Number</b></li> <li>• If undocumented/DACA/Asylee/TPS/Pending Permanent Adjustment Application – select <b>“currently in the US as a Non-Immigrant”</b> → Select correct visa type for your status</li> </ul> <p><b><u>THIS IS THE MOST IMPROTANT PART</u></b> – you <b>MUST</b> claim eligibility using your parent’s domicile</p> <p>You may apply for in-state tuition based on your own domicile or your parent’s domicile:</p> <p><input type="radio"/> I want to claim eligibility based on my own domicile</p> <p><input type="radio"/> I am married and want to claim eligibility based on my spouse's domicile</p> <p><input checked="" type="radio"/> I want to claim eligibility using my parent's domicile</p> <p><input type="radio"/> I want to claim eligibility using my court appointed legal guardian's domicile</p> <ul style="list-style-type: none"> <li>• If your parent is a permanent resident, you must enter <b>their PR number</b></li> <li>• Answer the subsequent questions about your PARENT (only one)</li> </ul>
 <p><b>6. Supplemental Information</b></p>	<ul style="list-style-type: none"> <li>• Answer questions on your interest in different programs</li> <li>• Sign your name and wait for the application to process (<b>may take a few minutes</b>)</li> </ul>

**Application Confirmation**

**IMPORTANT – You will not be able to return to this page!**

- ✓ View and note your tuition rate (in-state or out-of-state)
- ✓ Scroll to the bottom and save your:
  1. **NOVA Student ID #:** 1234567 **AND**
  2. **myNOVA login username:** ace123 (take a photo! 📷)
- ✓ Connect to and set up your student account (temporary password will expire)

**That’s it! Welcome to NOVA!**

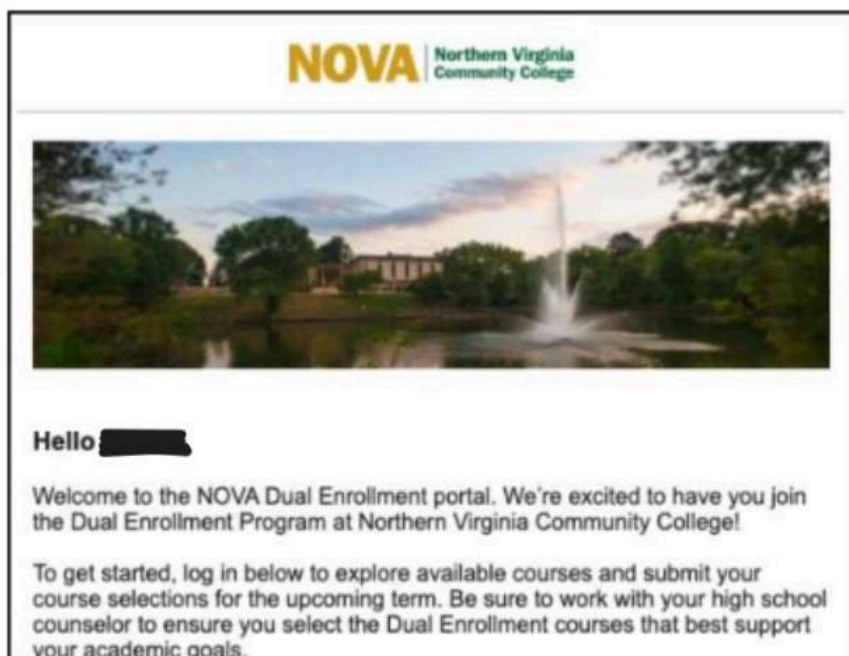


# Dual Enrollment Portal Student Quick Guide

{For accessing and submitting NOVA Dual Enrollment (DE) course requests.}

## 1. The Welcome Email

- **Check Your Email:** After submitting your NOVA application, look for the Dual Enrollment Welcome Email.



- **Log In:** Click "Log In Now."
- Sign in using your myNOVA (SSO) credentials
- Having login issues? Call the NOVA IT helpdesk at 703-426-4141

## 2. Completing Your Profile

- On your first login, you must verify your information before selecting courses. Follow the prompts in order:
  - Verify Information → Terms & Conditions → Parent/Guardian Information → High School details → ID → School Counselor information

✓ When complete, you'll be directed to your Dual Enrollment Portal Home Page

**Flip to page 2 for next steps →**

### 3. Requesting Courses

- From the Dual Enrollment Portal home Page, you can review current requests and enrollments. To begin requesting courses:

- Click "Request New Registration."
- **Select Program Type:**
  - **Contract Dual Enrollment:** Courses taught at your high school
  - **College and Career Ready Virginia (CCRV):** For public school juniors/seniors currently in DE courses
- **Select Period:** CCRV Spring 2026 or Contract Dual Enrollment (In High School)- 26-27 SY
- **Parent Verification:** Submitting this page sends the e-Consent email to the parent/guardian listed.

**⚠️ Your course request is NOT complete until your parent/guardian has submitted the e-Consent form.**

- **Transcript (If Required):** Upload your latest transcript when prompted
- On the confirmation screen, click "Choose Classes" to proceed to the course selection screen.

- Available courses for your high school will appear. → Check the box next to the course(s) you want to request. → Click "Next" to proceed.

**💡 Tip: Review prerequisites and requirements before selecting courses.**

### 4. Tracking Your Enrollment

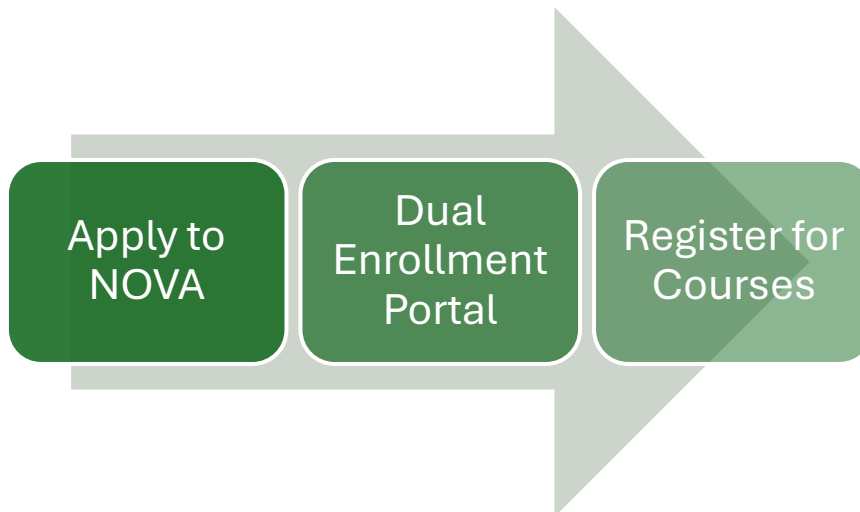
The DE Portal home page allows you to track the status of your requests and enrollments in real-time:

**For help or questions:**

✉️ Contact your NOVA Dual Enrollment Coordinator 🌐 Visit [www.nvcc.edu/dual-enrollment/](http://www.nvcc.edu/dual-enrollment/) 📞 NOVA DE Support: 703-503-6291

# 26/27 Dual Enrollment Registration Steps

## New DE Students



### STEP 1: Apply to NOVA

- Go to [www.nvcc.edu](http://www.nvcc.edu) → Apply → Apply Now → Create an Account
- After submitting, you'll receive an EMPLID, myNOVA username, and temporary password
- Save or screenshot the yellow confirmation box containing important details

### STEP 2: Create your Dual Enrollment Portal account

- Visit [www.nvcc.edu](http://www.nvcc.edu) and locate select “myNOVA” in the top left corner.
- Use your myNOVA username and password to log in and access your dashboard\*.
- Locate the “Dual Enrollment Portal” tile on your dashboard and select it.
- Verify your information, then complete: Terms & Conditions → Parent/Guardian Information → High School details → School Counselor Information
- Once verified, you'll be taken to your DE Portal Home Page

### STEP 3: Register for your dual enrollment courses

- From the DE Portal Home Page, select “Request New Registration”
- Choose your program type → registration period → verify parent/guardian info
- Click “Choose Classes” and select your dual enrollment courses
- Submit your requests — the Dual Enrollment Office will work to verify the requests.
- Log in anytime to check status or update your account

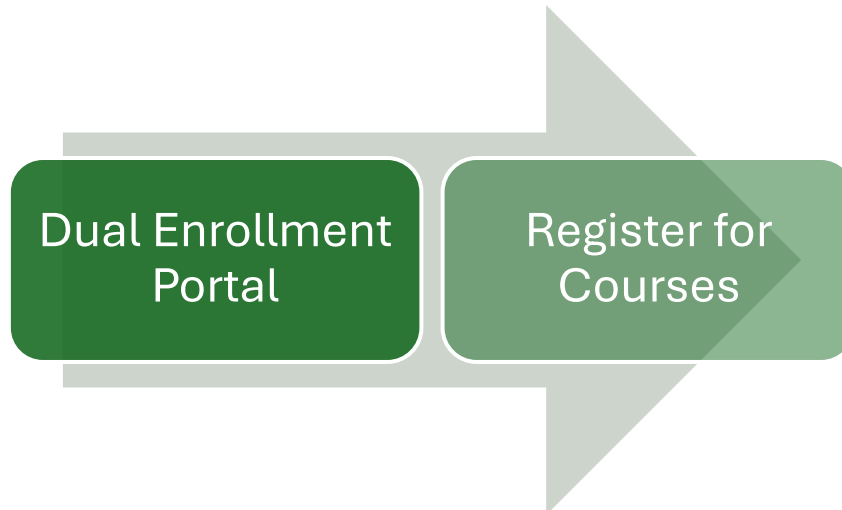
\*Forgot your myNOVA username and password? Use the “Forgot” prompts to look them up.

Need further support? Call our IT Help Desk at (703) 426-4141.

Last Updated: 2/16/2026

# 26/27 Dual Enrollment Registration Steps

## Continuing DE Students



### STEP 1: Create your Dual Enrollment Portal account

- Visit [www.nvcc.edu](http://www.nvcc.edu) and locate select “myNOVA” in the top left corner.
- Use your myNOVA username and password to log in and access your dashboard\*.
- Locate the “Dual Enrollment Portal” tile on your dashboard and select it.
- Verify your information, then complete: Terms & Conditions → Parent/Guardian Information → High School details → School Counselor Information
- Once verified, you’ll be taken to your DE Portal Home Page

### STEP 2: Register for your dual enrollment courses

- From the DE Portal Home Page, select “Request New Registration”
- Choose your program type → registration period → verify parent/guardian info
- Click “Choose Classes” and select your dual enrollment courses
- Submit your requests — the Dual Enrollment Office will work to verify the requests.
- Log in anytime to check status or update your account

\*Forgot your myNOVA username and password? Use the “Forgot” prompts to look them up.

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