Instruction: How to Submit the New NOVA Online Application For New Users

Produced by:

Office of Dual Enrollment

May 2018
# Instruction: How to Submit the New NOVA Application

*For New Users*

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**Troubleshooting the Application Wizard**

*Common System & Technical Errors, Application Errors, & Browser Troubleshooting*

**Who to Contact & How to Report Errors**

*Office of Dual Enrollment Contacts*
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1) Go to https://apply.vccs.edu or go to nvcc.edu and click on the “Apply Now” tab

2) If you are a “New User” (first time submitting the application), then either select the button “Sign Up with Email” or use the applicant’s Facebook or Gmail account. It is recommended that applicants use their high school or personal email account to protect student data, personal, and confidential information and to prevent linking the student’s college application to social media accounts.

3) Using the “Sign Up with Email” Option

Select “New Users” for first time applicants

Use a valid and active email account

Required Fields

Optional
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4) **Using Facebook to Complete the Application**

Completing the application using any social media account is **not recommended**. Use private browsing when continuing. Provide only the information necessary to complete the application. Log off when finished.
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5) You Have Successfully Created Your Account

6) NOVA’s Welcome Page
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7) **“The Basics”**

If this is the **first time** the applicant is submitting the application to NOVA or any other community college in VA, select “**No**”

If the applicant had **already submitted** an application to NOVA or any other community college in VA, select “**Yes**.” Provide the 7-digit ID number from that college (referred to as **SIS** or **EMPLID**)

**Required Fields**

**SSN is optional for current DE HS students**
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8) “Communicating with You”

**Required Fields**

Provide the applicant’s permanent home or mailing address. Select “Yes” or “No” for both.

**TIP:** The application will match the address to online databases. Select “I am sure the address entered is correct” if an error screen pops-up.

Provide the applicant’s email account. It is recommended that the applicant provides a working telephone number.

If the applicant is currently a DE HS senior who will soon graduate and attend NOVA, select “I agree”.

If the applicant is currently a DE student who will not attend NOVA after graduation, select “I do not plan”.

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9) “Your Education”

- Required Fields
- TIP: Use the “Find School” button to locate the applicant’s current HS
- Provide the applicant’s expected graduation date from HS
- Required Fields
- Select the current semester and year e.g. Summer 2018
- Select the appropriate enrollment status for the applicant
- Select the NOVA campus closest to the student’s address
- TIP: Applicants may now choose to upload their HS transcripts & test scores
10) “Your Military Service”

**Required Fields**

11) “Your Background”

**Optional**

**Required Fields**

**TIP:** Most dual enrolled students claim eligibility using their parent or legal guardian’s domicile.

Domicile definition: “the present, fixed home of an individual who returns following temporary absence and at which he/she intends to stay indefinitely.”

For more information about VA domicile and in-state tuition eligibility: [http://www.nvcc.edu/tuition/in-state.html](http://www.nvcc.edu/tuition/in-state.html)
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13) Signing and Submitting the Application

**Application Submittal**

You are about to submit your application electronically to Northern Virginia Community College. Please check that all information is correct before submitting. There is no application fee.

**Release of Information:**
In accordance with §22.1-407 of the Code of Virginia, your name, date of birth, gender, and student identification number will be submitted to the Virginia State Police. By proceeding with the application process, you consent to this submission.

**Firearm Notice:**
Possessing, brandishing, or using a weapon while on any college or VCCS office property, within any college or VCCS office facilities, or while attending any college or VCCS educational or athletic activities by students is prohibited, except where possession is a result of participation in an organized and scheduled instructional exercise for a course, or where the student is a law enforcement professional. By proceeding with the application process, you acknowledge and agree to abide by this policy if accepted to a VCCS college.

I certify under penalty of disciplinary action that all of the information is complete and accurate. I agree to supply the college with supporting documentation related to my application, if I am requested to do so.

**Signature:**

**Submit Now**

(Processing may take a few minutes - do not click more than once)

**Required Fields**
- Print a copy (if instructed by counselor)

**TIP:**
1) Contract DE students are **not required** to submit a signed application by parents or legal guardians.
2) All DE students must have **eligible test scores**.
3) Students may take the VPT in their HS or any NOVA testing center. **Consult with HS counselor.**

**Application Confirmation**

Congratulations, your application to Northern Virginia Community College was successfully submitted.

Please print a copy of this page now and keep it for your records. You may also print a copy of your submitted application.

**Required Information should be sent to:**

Northern Virginia Community College  
6609 Springfield Center Drive  
Springfield, VA 22150  
In-state telephone: (703) 323-3000  
Out-of-state telephone: (877) 468-2028  
E-mail address: information@nvcc.edu  
Website: www.nvcc.edu

Remember to complete the admission requirements as specified in the introduction.

**You qualify for the in-state tuition rate.**

**Additional information**

1. Because you are under 18 years of age you will need to provide your parent or legal guardian's signature on your application.
2. You may need to submit proof of English proficiency, such as a TOEFL or other qualifying English test. If you have previously completed a college-level English course with a "C" or better, send your transcript to the college.
3. You have been identified as a student who is still enrolled in high school but wishes to take college courses. You will need to make an appointment for placement testing at your college.

Your EMPLID is  

Your username is  

Please write this down.

You will need your EMPLID and username to access your MyNOVA account for verifying course enrollment, grades, and requesting a transcript.

**TIP:** Save this information in a secure location.

**Required Fields**

**Submit Now**

(Processing may take a few minutes - do not click more than once)
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15) Application Confirmation (continued)

TIP: The last 8-digits of the confirmation # are the most important

TIP: Parent or legal guardian signature is not required on the application. The signature is needed on the student’s intent form

TIP: This link will take students to the VCCS log-in page. Use the username and temporary password, as shown on pg. 9, to log in. It is necessary that students set up their MyNOVA account to gain access to their SIS, Blackboard, and NOVA Gmail account.

A welcome email from NOVA will be sent to the student. The confirmation will be sent to the email the student used to create the account
Troubleshooting the Application Wizard

Common System & Technical Errors:

1) **Using Facebook & Gmail to Complete the Application**

   Students should carefully consider which avenue they use to apply while using high school computers. It may be best to use personal emails versus social media/Facebook. Therefore, we did not create instructions on how to complete the application using external accounts.

2) **Forgot Username & Password**

   If the applicant has already begun the application process to NOVA or any other Virginia Community College schools (VCCS) and did not finish submitting the application, follow step 1, and select “Returning User.” Provide the temporary username and password to access the application wizard.

   If the username and or password is not available, use the “Forgot Your Username or Password” tool to reset the password. A temporary password will be sent to the email address the applicant used to set up the account.

3) **Already Submitted an Application or Already Existing Account (Account Duplication)**

   If the applicant has already submitted an application to NOVA or any other Virginia Community College schools (VCCS) and has received 1) a NOVA/VCCS seven-digit student ID number (SIS/EMPLID) and 2) a permanent username (nova1234), the applicant has already created an active account. The applicant does not need to re-submit the application. If the applicant is submitting an application to NOVA for the purposes of editing or correcting information in the application, advise the applicant to proceed to step 8 (pg. 5). Have the applicant select “Yes” and then provide the ID number. The system will recognize the ID number and pull up the application.

   In addition, the application account is valid indefinitely. Students, parents, and high school administrators cannot delete or alter accounts.

   Students may need to re-apply if the student 1) applied as “non-credit” instead of credit prior to April 28, 2018, or 2) did not submit an application to Northern Virginia Community College.

4) **System Browser**

   If the application continues to not load or the application cannot be viewed using the browser, close the application. Go to the browser’s settings and clear all caches and cookies. Close the browser and open up a fresh browser. Restart the application process from step 1 (pg. 2). If this method does not work, use a different browser.

5) **Any System & Technical Errors Not Covered Above**

   Contact the Office of Dual Enrollment and provide a detailed summary of the inquiry. Provided the applicant’s full and legal name, DOB, district and high school name. If the student has an ID number and an application confirmation number (last 8 digits), provide those as well.
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Who to Contact for Inquiries or Technical Assistance

Office of Dual Enrollment
3928 Pender Dr
Suite 211
Fairfax, VA 22153

Telephone: 703.764.5067
Email: dualenrollment@nvcc.edu

Visit the NOVA Dual Enrollment webpage at www.nvcc.edu/dual-enrollment/ for more information about the program.

How to Report Application Errors

Contact the Office of Dual Enrollment and provide a detailed summary of the inquiry. Provided the applicant’s full and legal name, DOB, district and high school name. If the student has an ID number and an application confirmation number (last 8-digits), provide those as well.