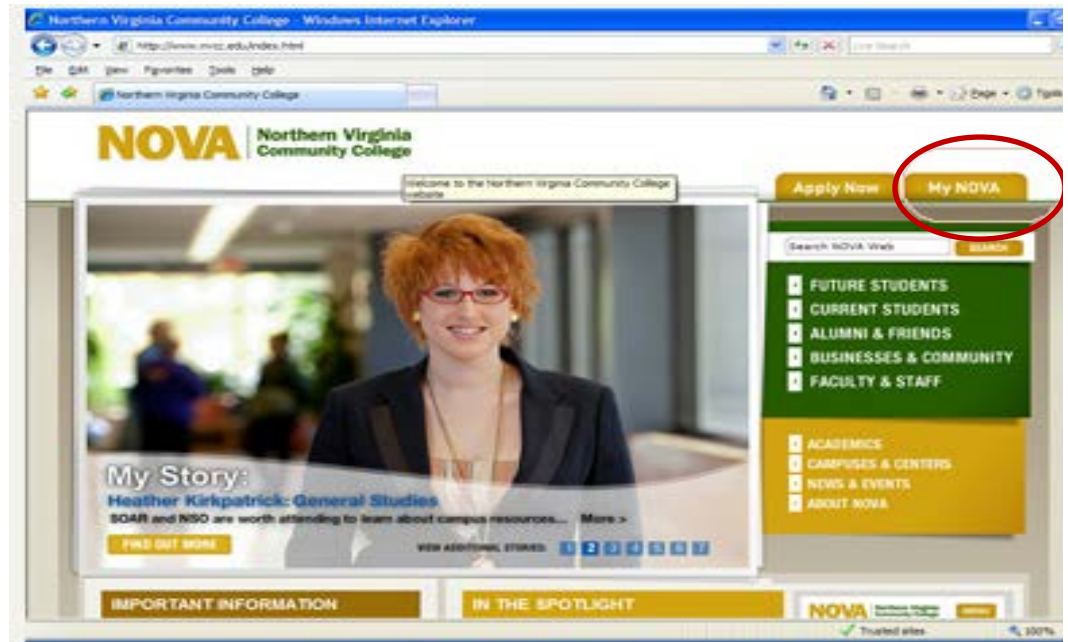


Enroll In Class Step by Step

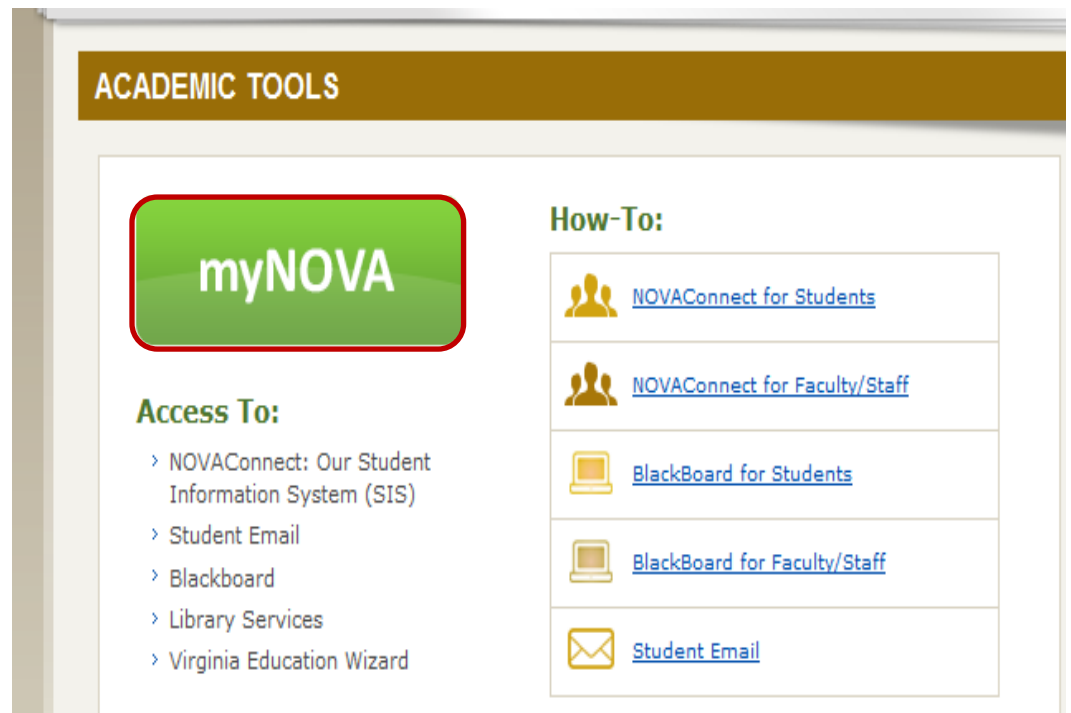
STEP 1: Enroll for classes:

From the main website, www.nvcc.edu, **Click >on the My NOVA tab** on the upper right-hand side of the page.

If you are attending NOVA for the first time or it has been more than three years since your last class at NOVA. An online application must be complete **at least 24 hours or earlier** before you can register for classes and complete the Senior Citizen Enrollment Tuition Waiver.



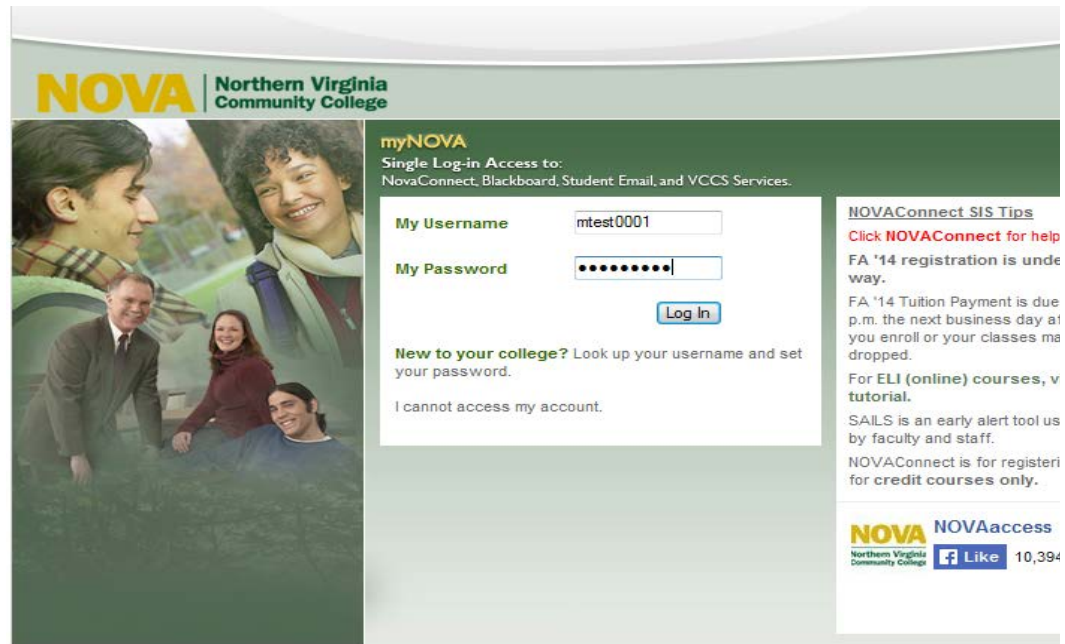
STEP 2: Click >the My NOVA icon on the page that appears



Enroll In Class Step by Step

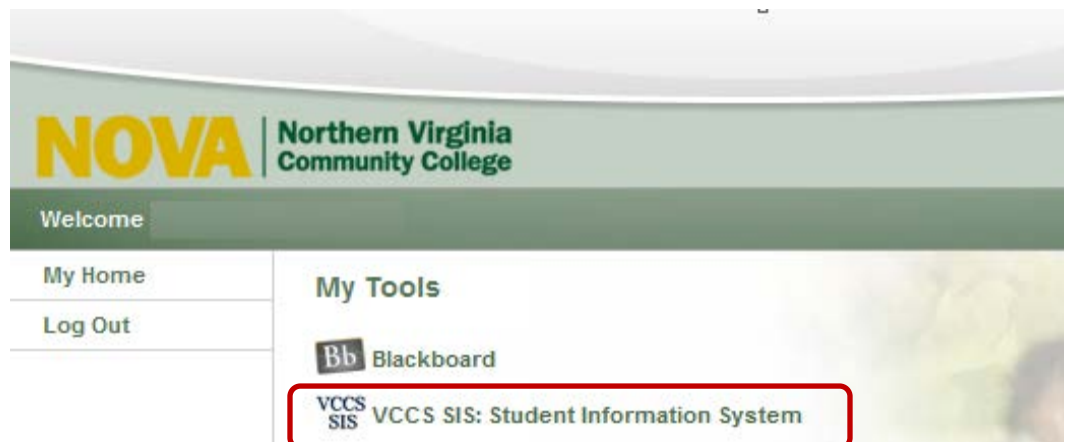
STEP 3:

Enter your MyNOVA username and password. [For assistance, contact the College Help Desk: 703-426-4141.



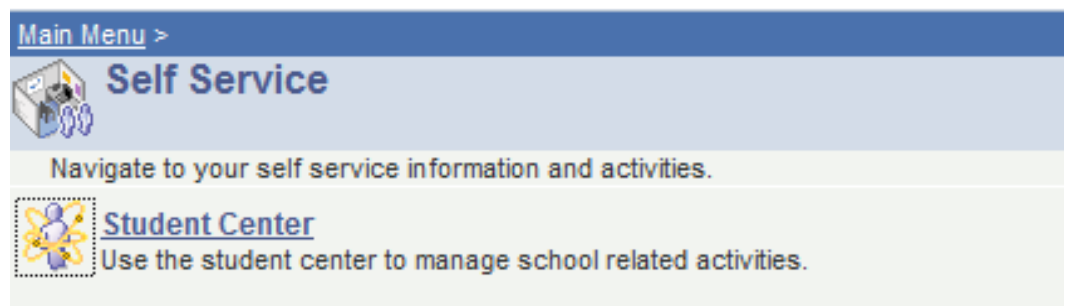
STEP 4:

Once your log In
Click >on VCCS SIS: Student Information System



STEP 5:

Click> Self Service
Click>Student Center



Enroll In Class Step by Step

Set Preference for Term – Self-Service/Student Center/User Preferences;

Set Institution to Northern Virginia Community College;

Set Academic Career to Credit;

Set Term to Term

Leave Aid Year Blank
Click >Save

Personal Information **Security** **Participation**

ferpa restrictions user preferences

User Preferences

To facilitate your navigation through the different pages, and to avoid having to select the generic values, you may default your most commonly used values for the following fields. Other values will remain available for selection as appropriate for each feature.

Institution Northern Virginia Comm Colleg
Academic Career Credit
Term 2144 2014 Fall
Aid Year

To better notify you, tell us in which method you prefer receiving notifications.
Set Notification Preferences

SAVE

Click Self-Service
Click Student Center

In the Academics section
Click> Enroll.

▼ Academics

[Search](#) enrollment shopping cart ▶
[Plan](#)
[Enroll](#)
[My Academics](#)
[Apply for Graduation](#)

other academic... ▶▶

STEP 6:

Enter the 5-digit code for class numbers (If you do not know the 5-digit code then use search to look it up). If you have not set your user preferences then select a different term by clicking the Change Term button.

Search **Plan** **Enroll** **My Academics**

my class schedule add drop swap edit term informatio

Add Classes

1

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2014 Fall | Credit | Northern Virginia Comm College

● Open ■ Closed ▲ Wait List

Add to Cart:
Enter Class Nbr
19767 **enter**

2014 Fall Shopping Cart
Your enrollment shopping cart is empty.

Find Classes
 Class Search
 My Requirements
 My Planner
search

Enroll In Class Step by Step

STEP 7:

Review class information –
Class Title, Class Notes,
Days/Times, Room, Start/End
Date

When you finish adding classes,
Click> Next

1 [] []

Add Classes

1. Select classes to add - Enrollment Preferences

2014 Fall | Credit | Northern Virginia Comm College

EDU 235 - Hlth, Saf & Nut Educ

Class Preferences

EDU 235-080L Lecture ● Open **Wait List** Wait list if class is full

Session Eight Week - Second **Grading** Graded

Career Credit **Units** 3.00

Enrollment Information

- Delivered by Northern Virginia

CANCEL
NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
080L	Lecture	We 7:00PM - 9:45PM	Inf Todlr Fam Day Care/LITF-20	Kristal Menchaca	10/15/2014 - 12/16/2014

NOTES

Class Notes Hybrid course which requires significant on-line work that takes the place of some classroom time. This class will be held at Infant and Family Day Care at 111166 Fairfax Blvd., Suit 206, Fairfax, VA 22030. Includes both classroom meetings and significant online work. Class meets face-to-face Wednesday. Computer with internet access required. For more information contact Susan Johnson at sjohnson@nvcc.edu. Additional info online Hybrid Course

STEP 8:

This places the class in your
Shopping Cart. Another class
can be added here by entering
a new Class Number.

**Click> Proceed to Step 2 of
3 to confirm your classes.**

1 [] []

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✔ EDU 235 has been added to your Shopping Cart.

2014 Fall | Credit | Northern Virginia Comm College

● Open Closed ▲ Wait List

Add to Cart:
Enter Class Nbr
 enter

Find Classes

Class Search

My Requirements

My Planner

search

2014 Fall Shopping Cart	Delete	Class	Days/Times	Room	Instructor	Units	Status
	EDU 235-080L (19767)	We 7:00PM - 9:45PM	Inf Todlr Fam Day Care/LITF-20	K. Menchaca	3.00	●	

PROCEED TO STEP 2 OF 3

STEP 9:

Confirm all classes and finish
enrolling.

Click> Finish Enrolling to
complete process.

1 [2] [3]

Add Classes

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2014 Fall | Credit | Northern Virginia Comm College

● Open Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
EDU 235-080L (19767)	Hlth, Saf & Nut Educ (Lecture)	We 7:00PM - 9:45PM	Inf Todlr Fam Day Care/LITF-20	K. Menchaca	3.00	●

FINISH ENROLLING

PREVIOUS

CANCEL

Enroll In Class Step by Step

View results and be sure you receive message of success enrolled.

Add Classes

1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

2014 Fall | Credit | Northern Virginia Comm College

✓ Success: enrolled ✗ Error: unable to add class

Class	Message	Status
EDU 235	Success: This class has been added to your schedule.	✓

[MY CLASS SCHEDULE](#) [ADD ANOTHER CLASS](#)

Submit the Senior Citizen Tuition Enrollment Waiver form after enrolling in classes.