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

A list of academic tools is displayed, including NOVAConnect for Students, NOVAConnect for Faculty/Staff, Blackboard for Students, Blackboard for Faculty/Staff, and Student Email.
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

Click Self-Service

Click Student Center

In the Academics section

Click > Enroll.

**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.
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

**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.

**STEP 9:**
Confirm all classes and finish enrolling.
Click> Finish Enrolling to complete process.
View results and be sure you receive message of success enrolled.

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