



Dual Enrollment Recommendation: Individual High School Students

Student Name _____ NOVA Student ID _____
Last First M.I.

Semester and Year _____ Home Phone _____ Home Email _____

If you are a high school junior or senior, you may be able to attend Northern Virginia Community College (NOVA) under certain conditions. Factors in a student's academic or personal record may be considered when approving or denying this dual enrollment request. Dual enrollment students will be expected to engage in college-level course content and discussions appropriate for adult learners. *NOTE: A new form must be completed each semester*

SECTION A

Step 1: Apply to the College at www.nvcc.edu. You will be assigned a NOVA student ID once you complete the application.

Step 2: Check the enrollment option that you are requesting:

- Dual Credit: You expect to receive *both* college credit and high school credit (code 041).
- Combination: You expect to receive both college and high school credit for one or more courses, AND/OR you expect to receive only college credit for one or more courses (code 043).
- Adult Students: Adult students who are 21+ years old and enrolled in an alternative high school program. You expect to receive *both* college credit and high school credit (code 04A).

Step 3: Take the College placement tests. Dual enrollment students who want to take any NOVA classes must show college readiness in both English and Math. For information about testing, contact a campus Testing Center. No appointment is required. Certain classes requiring prerequisites or specific placement scores may require higher standards than the ones listed below.

Exam	Test Component(s)	Score Requirement	Test Date Cutoffs	Student Test Scores	Date Test Taken
PSAT	Evidence-Based Reading & Writing	390 or higher	Taken within 5 years	EBRW:	
SAT	Critical Reading AND Writing	500 or higher	Before Mar. 2016	R: Wr:	
	Evidence-Based Reading & Writing	480 or higher	Mar. 2016 and After	EBRW:	
ACT	Reading AND Combined English & Writing	18 or higher	Before Sept. 2015	R: CEW:	
	Reading	18 or higher	After Sept. 2015	R:	
AP	English Literature OR Language & Composition	3 or higher	Taken within 5 years	EL: Or L&C:	
VPT	English Virginia Placement Test qualifying score in NOVA's student information system				
Exam	Test Component(s)	Score Requirement	Test Date Cutoffs	Student Test Scores	Date Test Taken
SOL	Algebra I, II or Geometry	400 or higher	Taken within 5 years		
PSAT	Math	500 or higher	Taken within 5 years		
SAT	Math	520 or higher	Before Mar. 2016		
	Math	530 or higher	Mar. 2016 and After		
ACT	Math	22 or higher	Taken within 5 years		
AP	AP Calculus AB or BC	4 or higher (AP AB) 3 or higher (AP BC)	Taken within 5 years	AB: BC:	
IB	Math	5 or higher	Taken within 5 years		
VPT	Math Virginia Placement Test qualifying score in NOVA's student information system *Student must pass at least any single MTE unit above 0 and in addition meet the mathematics prerequisites of any direct NOVA course(s)				
PLEASE CHECK VPT NEEDED IF STUDENT WILL BE TAKING THE VPT EXAM: <input type="checkbox"/> English <input type="checkbox"/> Math					

Step 4: Decide the NOVA course(s) you want to take and, if appropriate, the equivalent high school course(s). Write this information in SECTION B.

Step 5: Discuss your plan to dual enroll with your parent or guardian, your high school counselor, and your high school principal. They all must sign SECTION C of this form to show their approval.

Step 6: Meet with a NOVA counselor. Bring this form with SECTIONS B and C completed, along with your placement test scores and a copy of your high school transcript when you meet with the NOVA counselor. If s/he approves, the counselor will sign the form and request approval from the Dean of Students or designee. Before final admission to NOVA is granted, you and your parent or guardian must meet with the dean or designee to talk about your goals and other factors affecting your ability to benefit from dual enrollment. Final approval of your dual enrollment request lies with the dean.

Step 7: Register for NOVA classes in person at the Student Services Center/Counseling Center. As a dual enrollment student, you will not be eligible for student financial aid administered by the college

SECTION B

Review current Schedule of Classes and list the NOVA courses you wish to take and, if appropriate, the equivalent high school courses:

Example: ENG 111-01N (12345)

NOVA Course Prefix, Number, Class Number	College Credits	High School Course Equivalent Name & Number

SECTION C

By signing below, I acknowledge that I understand NOVA policies and expectations of dual enrollment students, and I am voluntarily giving my parent/guardian and high school counselor access to my educational records.

Student Print Name

Signature

Date

By signing below, I acknowledge that I understand NOVA policies and expectations of dual enrollment students.

Parent/Guardian Print Name

Signature

Date

High School Counselor Print Name

Signature

Date

High School Principal / Designee Print Name

Signature

Date

High School Name

City

State

Zip

SECTION D

I recommend that this student be permitted to enroll in the course(s) listed on this form.

NOVA Counselor Print Name

Signature

Campus

Date

☒ I approve this student's enrollment in the course(s) listed on this form.

☒ I do not approve this student's enrollment in _____ because
(Course prefix and number)

<i>Dean of Students/Designee Print Name</i>	<i>Signature</i>	<i>Campus</i>	<i>Date</i>
---	------------------	---------------	-------------

Staff in the office of the Dean of Students will:

- take the original completed and signed form to the SSC;
- give two photocopies of the completed, signed form to the student. The student will keep one copy and give the other to the high school counselor.

Staff in Student Services Center will image this completed form and link it to the student's record.

Date Form Scanned: _____ Date Linked: _____ Initials: _____