

## **TRANSFER CREDIT EVALUATION PROCESS MEDICAL EDUCATION CAMPUS**

Transcript evaluation may take 6 to 10 weeks so complete your evaluation request as soon as possible. All applicable transfer credit must be posted to your NOVA record *before* submitting a MEC program application. Follow the procedures listed below for the type of evaluation you are requesting.

### **I took classes at a VCCS college (Virginia Community College System)**

- Go to <https://dashboard.nvcc.edu/Default.aspx>
- Log in with your MyNOVA username and password
- Click on Academic and Student Services
- Complete Form 125-049E **Transfer Credit Evaluation Request**
- You do not need to submit a copy of your VCCS college transcript

### **I took classes at an accredited college or university within the United States**

- Submit official sealed transcripts to a NOVA Student Services Center  
[www.nvcc.edu/student-services/index.html](http://www.nvcc.edu/student-services/index.html)
- Go to <https://dashboard.nvcc.edu/Default.aspx>
- Log in with your MyNOVA username and password
- Click on Academic and Student Services
- Complete Form 125-049E **Transfer Credit Evaluation Request**

### **I took classes at an accredited college or university outside the United States**

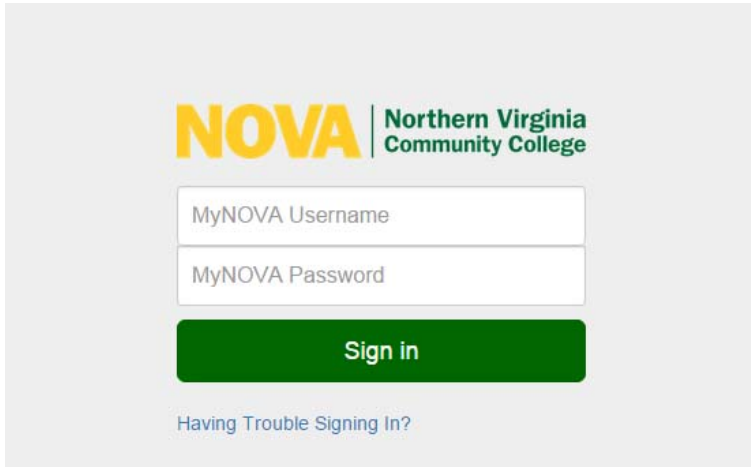
- Have your transcript evaluated course-by-course by an international evaluation agency
- NOVA accepts international evaluations from: World Education Services (WES) [www.wes.org](http://www.wes.org) or International Education Research Foundation (IERF) [www.ierf.org](http://www.ierf.org)
- Submit the official sealed evaluation report to a NOVA Student Services Center  
[www.nvcc.edu/student-services/index.html](http://www.nvcc.edu/student-services/index.html)
- Go to <https://dashboard.nvcc.edu/Default.aspx>
- Log in with your MyNOVA username and password
- Click on Academic and Student Services
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- ❖ Submit a separate request for each transcript
- ❖ Look for an email sent to your VCCS student account with your completed evaluation
- ❖ Email [askthecro@nvcc.edu](mailto:askthecro@nvcc.edu) with any questions about your evaluation
- ❖ Science courses must be within 10 years to be accepted for a MEC program
- ❖ If required by the MEC program, students must meet the specified grade for a course to apply
- ❖ Students with AP, CLEP or ABLE credits may check with the individual program office to see if these credits will be accepted and any 'B grade equivalent' score requirements

Credit for Prior Learning: <http://www.nvcc.edu/prior-learning/index.html>

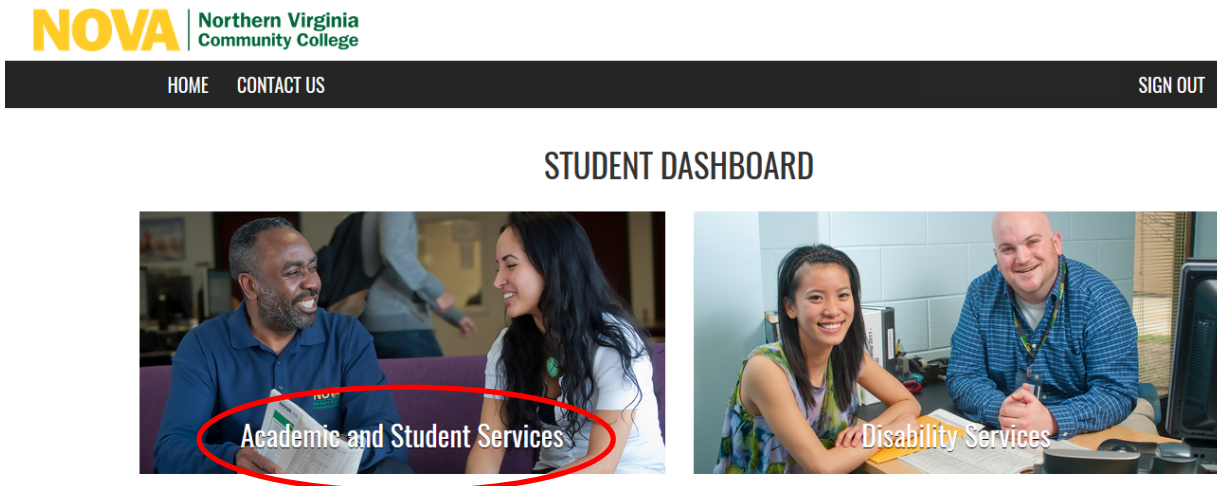
## Online Form 125-049E

Students will be prompted to sign into the NOVA Dashboard using their MyNOVA username/password



The image shows the NOVA login interface. At the top left is the NOVA logo (Northern Virginia Community College). Below it are two input fields: "MyNOVA Username" and "MyNOVA Password". A green "Sign in" button is positioned below the password field. At the bottom left, there is a link that says "Having Trouble Signing In?"

Click on the picture for Academic and Student Services



The image shows the NOVA Student Dashboard. At the top left is the NOVA logo. Below it is a navigation bar with "HOME" and "CONTACT US" on the left, and "SIGN OUT" on the right. The main heading is "STUDENT DASHBOARD". Below the heading are two images. The left image shows a man and a woman looking at a document, with the text "Academic and Student Services" overlaid and circled in red. The right image shows a woman and a man sitting at a desk, with the text "Disability Services" overlaid.

Click on Transfer Credit Evaluation Request

Form Number	Form Name	Guideline
105-088E	<a href="#">Senior Citizen Enrollment Tuition Waiver</a>	To be eligible for the Senior Citizen Enrollment Tuition Waiver for credit courses, including audits, or to enroll in credit or non-credit courses, you must meet all of the following guidelines.
125-049E	<a href="#">Transfer Credit Evaluation Request</a>	Students use this form to request evaluation of their transfer credits.
125-348E	<a href="#">Visiting/Transient Student Request</a>	Visiting/Transient students use this form if they wish to enroll in a NOVA course for the purpose of transferring credits to their home college or university.