



Student Information System Easy Steps to Web Registration

Find NovaConnect Student ID (Customer ID/EMPLID)

- 1 On your Internet browser, in the **Address** field, type <http://www.nvcc.edu/novaconnect>
- 2 Click on Step 2, **Find Your NovaConnect ID**. Click on EMPLID/Customer ID and Password Help link. Click on Find EMPLID #.
- 3 Enter your first and last names as they appear on official college documents, your birthdate and your nine-digit identifier used in the **Old SIS #** field.
- 4 Click **Submit** button to obtain your EMPLID. *If you can't find your EMPLID, contact Admissions and Records. For further and technical help: <http://www.nvcc.edu/novaconnect/step3.html>*

Login

- 1 On your Internet browser, in the **Address** field type <http://www.nvcc.edu/novaconnect>
- 2 Click on Step 4 – **Go online**.
- 3 Click **Login** button at top of screen.
- 4 At Customer ID, enter your NovaConnect ID and PIN (default is birth date MMDDYY). Click **login**.

Navigation Menu

Shown expanded for illustration. Click on buttons without arrows to expand menu. Registration options are circled.

PeopleSoft
For Students
Enrollment
Enrollment Appointment
Enrollment
Your Class Schedule
Class Schedule-Grid
Academic Summary
Degree Progress
Transfer Credit
Unofficial Transcript
Request Official Transcript
View Report Requests
Course/Grade History
Advisor
Exam Schedule
Financial Services
View Your Account
Make A Payment
Financial Aid Eligibility
Financial Aid Award
Financial Aid History
Apply for Financial Aid
Your Portfolio
Address
Telephone
E-mail
Name
User Preferences
Course Catalog
Class Search
Logout

Set User Preferences

- 1 Click **Your Portfolio**.
- 2 Click **User Preferences**.
- 3 Click prompt button ▶ to the right of **Select Your Institution** field and select "**Northern Virginia Community College**."
- 4 Click **Select Career** button and select "**Credit**" or "**CEU**" (Continuing Education). Click **Select Term** and select the term for enrollment.
- 5 Click **Select Aid Year** button and select the appropriate financial aid year (i.e. 2003–2004 AY).
- 6 Click **Review Selections** button.
- 7 Click **Save New Values** to keep your preferences OR repeat entire process to change any preference.
- 8 Click **Return** to go back to **Welcome** screen.
- 9 Verify/update MAILING address and telephone listings.

Select Classes

- 1 Click "**Class Search**" button on left side of screen.
- 2 Using prompt button, select **Institution**: Northern Virginia Community College and **Term**: 2004 Spring, 2004 Summer.
- 3 Click "**Basic**" button to begin search.
- 4 From **Selection Criteria** screen, select a Subject Area and Course Career: **CRED–Credit** or **CEU–Cont ED**.
- 5 Click "**Search**" button to view open classes. *Note: other advanced search options are also available.*
- 6 After selecting classes, check for corresponding classnotes in the NVCC *Schedule of Classes*: <http://www.nvcc.edu/schedule>

Enroll in Classes

- 1 Click **For Students > Enrollment > Enrollment ▶**.
- 2 Click **Search** at the bottom of the screen. Select the term for which you wish to enroll by clicking on a row in the search results. If you have not yet registered, the page will say "No enrollment information for this term." If you have already enrolled, you will see your current schedule; click the link that says "Add classes to this schedule" located at the bottom of the screen.
- 3 From the **Enrollment - Select a Class** screen, enter the class number in the **Class NBR** field. Choose **Insert Class** to add more classes.
- 4 Click **Continue**. Click **Submit Request**.
- 5 View **Enrollment-Successful!** panel.
- 6 If there was a problem with your request, you will see an **Enrollment Error** screen. Click on **View Transaction Log** link to view error message.
- 7 Click **View Updated Schedule** link, then **Add Classes to This Schedule** link to add additional classes. To drop a class for a refund, click on **Drop This Class**. To change one class to another, click **Swap This Class**.

View Schedule

- 1 Click **For Students > Enrollment**.
- 2 Click **Your Class Schedule** (linear format) or **Class Schedule – Grid** (table format by day and time).
- 3 If you have not set user preferences, enter **term** and **institution**.
- 4 From the top menu bar, click **File**. Click **Print**.

View Financial Aid Award

- 1 Click **For Students > Financial Services**.
- 2 Click **Financial Aid Award**.
- 3 Review **Financial Aid Offered**. Work-Study is earned and paid semi-monthly. Student loans require a signed promissory note to be used for tuition/fees. You may take into account your financial aid awards when determining any tuition payments due to the College. *Residual balance checks after tuition/fees are paid are mailed to the address of record within three weeks of the add/drop date each semester.*

Make a Payment

- 1 Click **For Students > Financial Services**.
- 2 Click **Make A Payment**.
- 3 Complete **Credit Card** and **Billing Information** sections and click **Continue**.
- 4 Verify information and click **Submit Payment** button on **Payment Submittal** screen.
- 5 Follow instructions on **Payment Result** screen.

Click Logout to end your session