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 tutorial 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.

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). Click Review Selections button.
6. Click Save New Values to keep your preferences OR repeat entire process to change any preference.
7. Click Return to go back to Welcome screen.
Verify/update MAILING address and telephone listings.

Select Classes
1. Click “Class Search” button on left side of screen.
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.