View My Class Schedule

1. Log into NOVAConnect by clicking MY NOVA on the NOVA homepage.
2. Click VCCS SIS: Student Information System.
3. Click Faculty Center.
4. Click My Schedule.

Note: Your schedule for the designated semester will be displayed. To change the semester that is displayed, click the drop-down menu and choose a different term. Do not click the CLASS ROSTER or GRADE ROSTER links. You can access those rosters through MY SCHEDULE.

Access My Class Roster

1. Log into NOVAConnect by clicking MY NOVA on the NOVA homepage.
2. Click VCCS SIS: Student Information System.
3. Click Faculty Center.
4. Click My Schedule.

Note: Your teaching schedule for the designated term will be displayed. To change the term that is displayed, click the Change Term drop-down menu and select the term you want. NOTE: do not use the Class Roster link under Faculty Center. Use My Schedule to access your rosters.

5. Click the Class Roster icon at the left of the class row:

6. You can click the Print Friendly Version link on the bottom for a print version of your class roster.

View Your Workload

Overview: Instructors can view their workload through self-service. Workload represents the courses taught and the associated teaching credits for a designated term. For adjuncts, workload represents the number of units for which they will be paid.

1. From the NOVA home page, click MyNOVA.
2. Click VCCS SIS: Student Information System.
3. Click Faculty Center.
4. Click My Schedule.
5. Click SIS Workload.

6. Use the Scroll Arrows to find the correct term.

Submitting Grades

1. Log into NOVAConnect by clicking MY NOVA on the NOVA homepage.
2. Click VCCS SIS: Student Information System.
3. Click Faculty Center.
4. Click My Schedule.

Note: Your teaching schedule for the designated term will be displayed. To change the term that is displayed, click the drop-down menu and select the term you want. Note: do not use the Grade Roster link under Faculty Center. Use My Schedule to access your grade rosters.

5. Click the Grade Roster icon at the right of the class row:

6. Be sure that the Grade Roster Type indicates FINAL GRADE.

7. Use the drop-down menu in the Roster Grade column to choose a grade for each student.
8. After the grades are entered, click the SAVE button.

IMPORTANT: Do not change the Approval Status. It must remain as Not Reviewed.

View Schedule of Classes

1. Log into NOVAConnect by clicking MY NOVA on the NOVA homepage.
2. Click VCCS SIS: Student Information System.
3. Click Class Search/Browse Catalog.
4. Click Class Search.

5. Enter the required information, and then click the SEARCH button.
View Advisee’s Information

There are two methods available to access the Advisor Center. One method is through the Faculty Center. The second method is from the Advisor Center.

Method Number One:
1. From the NOVA home page, click MyNOVA.
2. Click VCCS SIS: Student Information System.
3. Click Faculty Center.
4. Click My Schedule.
5. Click the Advisor Center tab at the top of the window.
6. Your advisees will be displayed.
7. Click the View Student Details link to view information that that student.

Method Number Two:
1. From the NOVA home page, click MyNOVA.
2. Click VCCS SIS: Student Information System.
3. Click Advisor Center.
4. Click My Advisees.

Drop-In Advisees
1. From the NOVA home page, click MyNOVA.
2. Click VCCS SIS: Student Information System.
3. Click Advisor Center.
4. Click My Advisees.
5. Click the View Data For Other Students button.
6. Enter student information.
7. Click the Search button.

View Student Planner in Advisor Center
1. From the NOVA home page, click MyNOVA.
2. Click VCCS SIS: Student Information System.
3. Click Advisor Center.
4. Click My Advisees.
5. If the student is not your advisee or you have no advisees assigned to you, click on View Data For Other Students button.
6. Click on Student Center tab.

7. Click on My Planner.

View Degree Progress Report - Faculty
1. From the NOVA home page, click MyNOVA.
2. Click VCCS SIS: Student Information System.
3. Click Academic Advisement.
4. Click Student Advisement Report.
5. Click Add a NewValue.
7. For Transcript Type – click on the arrow and select ADVSR.
8. For Output Destination – click on the arrow and select Page.
9. Click the Request Detail tab.
10. Enter Student ID or use the magnifying glass to look up the student ID.
11. Click Process Request.
12. Degree Progress Report results will be displayed.

Log Out
Do not forget to sign out when you are finished.