



Admissions

Procedure Number: 601P

Responsible Office: Student Affairs

Forms: [VCCS Application for Admission](#); [Transfer Credit Evaluation Request Form 125-049E](#); [Advising Survey for Direct Enrollment](#); [Advising Survey for Informed Self-Enrollment](#); [VCCS Accepted Diploma Types for High School Equivalency](#)

Effective Date: 11/13/2024

Date Last Reviewed: 11/13/2024

1. Purpose

The purpose of Admissions is to determine eligibility for enrollment at NOVA.

2. Definitions

Direct Placement: Direct college placement is enrolling students in college-level courses instead of developmental classes.

Advising Survey for Direct Enrollment: VCCS questionnaire for students about previous educational experiences. Direct Enrollment students are students who graduated from high school in the past five years. Students who have graduated from a U.S. high school or equivalent homeschool are no longer required to take the Virginia Placement Test (VPT). If the student has graduated from high school five or fewer years ago and have not taken college classes yet, they will be placed into college-level math and English by using multiple placement measures such as high school GPA, GED scores, or SAT/Act scores, as well as the highest-level math they have taken. Students may be placed into a corequisite course to help them with the college-level Math or English course.

Advising Survey for Informed Self Enrollment: VCCS questionnaire for students about previous educational experiences and evaluates readiness for college-level reading and writing. Informed Self Enrollment students are those who graduated from high school/GED more than five years. Informed Self-Placement guides students who graduated from a U.S. high school or received a GED more than five (5) years ago by recommending English and mathematics courses based on the student's experiences and comfort with academic writing and math, as well as their support needs.

Virginia Placement Test: The Virginia Placement Test evaluates readiness for college-level English and math courses. It is not an admission test. This test ensures that students are placed into the right course(s) for their program of study.

3. Procedure

- a. Student completes [VCCS Application for Admission](#) to the College.

- b. Direct Placement Survey is completed to determine course eligibility and inform course enrollment decisions.
 - i. Students who have graduated from high school in the past five years complete the [Advising Survey for Direct Enrollment](#).
 - ii. Those who have graduated from high school or have completed a GED more than five years from admission to the College complete the [Advising Survey for Informed Self-Enrollment](#).
- c. Upon submission, the application will be reviewed to determine the applicant's eligibility for general admission. Applicants will receive notice from admissions personnel regarding their eligibility for general admission to the college.
- d. If additional documents are required, the appropriate office will contact the applicant for further follow-up.
- e. Applicants 18 years of age or older who have not earned a high school diploma, VCCS Accepted Diplomas, or GED, may be admitted as demonstrated by assessment scores in reading, writing, and mathematics using the Virginia Placement Test (VPT).
- f. High School transcripts are not required for admission to NVCC, however, students may be required to prove high school completion (e.g. for financial aid eligibility, international students, home-schooled students and dual enrollment students).
- g. Admissions to Virginia Community Colleges require that all new credit applicants verify their identity. Applicants will need access to a computer or mobile device that has a camera to provide a real-time photo of themselves (Liveness Check) and to upload a photo ID (Driver's License, Passport, ID Card, etc.).