

STEP 4: Review the NOVA catalog and decide which course(s) you want to take. To view specific NOVA course descriptions, number of credits, and prerequisite requirements, go to www.nvcc.edu/catalog/index/html. When selecting a NOVA course, be mindful of the course schedule (time and days) and campus location to avoid conflicting schedules. Courses that overlap are not accepted and will prevent you from being registered in that course. On the chart below in SECTION B, list the NOVA Course, Section, Class Number, College Credits, and High School Class Equivalent (if seeking dual credit).

STEP 5: Discuss your plan to dual enroll with your parent or guardian, your high school counselor, and your high school principal. They must sign SECTION C of this form to validate their approval.

STEP 6: Email the following documents to the Office of Dual Enrollment (dualenrollment@nvcc.edu):

- Completed and signed copy of this form (125-207)
- Copy of current high school transcript (Word or PDF format)
- Copy of test score reports, if applicable (PSAT 10 or NMSQT, SAT, ACT)

STEP 7: The Office of Dual Enrollment will review your documents. **If approved by the Director, a Dual Enrollment Coordinator will enroll you and provide an email confirmation. State policy prohibits high school students from self-enrolling in college courses.**

STEP 8: Pay your tuition. NOVA tuition applies to classes taken directly at NOVA (either on campus or online). Payment is expected upon enrollment (<https://www.nvcc.edu/payment/index.html>). As a dual enrolled student, you are not eligible for financial aid.

SECTION B: NOVA Course Information

NOVA Course	Section	Class Number	College Credits	Your High School Course Equivalent Name
<i>Ex: BUS 116 - Entrepreneurship</i>	<i>001N</i>	<i>12345</i>	<i>3</i>	<i>Entrepreneurship 1</i>
TOTAL number of credits	-----	-----		-----

SECTION C: Student, Parent / Legal Guardian & High School Signatures

By signing below, I acknowledge that I understand NOVA policies and expectations of dual enrollment students:

Student Print Name

X Student Signature

Date

NOVA Student ID Number:

By signing below, I acknowledge that I understand NOVA policies and expectations of dual enrollment students:

Parent / Legal Guardian Print Name

X Parent / Legal Guardian Signature

Date

High School Counselor Print Name

X High School Counselor Signature

Date

High School Principal / Designee Print Name

X High School Principal / Designee Signature

Date

High School Name

City

State

Zip Code

SECTION D: NOVA Office of Dual Enrollment / Designee Signatures

- ☐ I approve of this student's enrollment in the course(s) listed on this form.
☐ I do not approve this student's enrollment in the following course(s) listed below:

EXPLAIN: _____

Director, Office of Dual Enrollment / Designee Name

X Director / Designee Signature

Date