

Dual Enrollment Recommendation: Individual High School Students

Student Name: _____ NOVA ID: _____
Last First M.I.
 Semester & Year: _____ Home Phone: _____ Home Email: _____

If you are a current high school junior or senior, you may be able to attend Northern Virginia Community College (NOVA) under certain conditions. Factors in a student’s academic or personal record may be considered when approving or denying this dual enrollment request. Dual enrollment students will be expected to engage in college-level course content and discussions appropriate for adult learners. **NOTE: A new recommendation form must be completed each semester.**

SECTION A: General & Testing Information

STEP 1: Apply to NOVA; go to www.nvcc.edu. You will be assigned a NOVA student ID number (EMPLID/SIS) once you submit the application online. **If you had already submitted an application to NOVA in the past, then use the ID number already assigned to you.**

STEP 2: Check the enrollment option that you are requesting:

- DUAL CREDIT (code 041): You expect to receive **both college credit and high school credit** for one or more courses
- COLLEGE CREDIT ONLY (code 043): You expect to receive **college credit only** for one or more courses
- ADULT STUDENTS (code 04A): You expect to receive **both college credit and high school credit** for one or more courses
**Adult students who are 21+ years old and are currently enrolled in an alternative high school program*

STEP 3: Provide a copy of eligible test scores. Accepted test scores are provided below on the table. Dual enrollment students who want to take any NOVA course must show college readiness in both English and mathematics. For more information about eligible test scores, contact the Office of Dual Enrollment or any NOVA counseling office. **Students who do not have eligible test scores must take the Virginia Placement Test (VPT) to satisfy college readiness.** The VPT is free and the student may take the English and / or math test at any NOVA campus testing center. No appointment is necessary. Be ready to provide a valid photo ID and your NOVA student ID number on the day of testing. Consult the NOVA website for testing hours: www.nvcc.edu/testing/index.html.

ENGLISH *Qualifying test scores must have been taken within the last five school years NOTE: PSAT 8 and 9 are not accepted					
Exam	Test Component(s)	Score Requirement	Test Date Cutoffs	Student Test Scores	Date Test Taken
PSAT 10 OR NMSQT	Evidence-Based Reading & Writing	390 or higher	Taken within 5 years	EBRW: _____	
SAT	Critical Reading AND Writing	500 or higher	Before Mar. 2016	R: _____ W: _____	
	Evidence-Based Reading & Writing	480 or higher	Mar. 2016 & After	EBRW: _____	
ACT	English AND Reading	18 or higher	Taken within 5 years	E: _____ R: _____	
AP	English Literature OR Language & Composition	3 or higher	Taken within 5 years	EL: _____ OR L&C: _____	
VPT	English Virginia Placement Test qualifying score in NOVA’s student information system				
MATH *Qualifying test scores must have been taken within the last five school years NOTE: PSAT 8 and 9 are not accepted					
Exam	Test Component(s)	Score Requirement	Test Date Cutoffs	Student Test Scores	Date Test Taken
PSAT 10 OR NMSQT	Math	500 or higher	Taken within 5 years		
SAT	Math	520 or higher	Before Mar. 2016		
	Math	530 or higher	Mar. 2016 & After		
ACT	Math	22 or higher	Taken within 5 years		
SOL	Algebra I, II, or Geometry (circle one)	400 or higher	Taken within 5 years		
AP	Math AP Calculus BC	3 or higher	Taken within 5 years		
IB	Math	5 or higher	Taken within 5 years		
VPT	Math Virginia Placement Test qualifying score in NOVA’s student information system. *Student must pass at least any single MTE unit above 0 and in addition meet the mathematics prerequisites of any direct NOVA course(s)				
Please check whether student will take VPT for: <input type="checkbox"/> English <input type="checkbox"/> Math					

STEP 4: Decide the NOVA course(s) you want to take. Provide the high school course equivalent if appropriate. Write this in SECTION B of this form.

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: Meet with a NOVA academic counselor. Bring this form with you signed and completed, along with the following documents:

- Copy of test scores
- Copy of high school transcripts

*NOTE: If the NOVA academic counselor approves your dual enrollment request, the counselor will sign this form and the request will be sent to the campus Dean of Students, or designee, for consideration. **Final approval of your dual enrollment request lies with the Dean.***

STEP 7: Register for NOVA courses in person at the campus Enrollment Services / Student Services Center. As a NOVA dual enrollment student, you are not eligible for student financial aid administered by the College.

SECTION B: NOVA Course Information

Log into [myNOVA](#) and search for classes using your SIS account. List below the NOVA course(s) you wish to take and provide the high school course equivalent, if appropriate:

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	-----	-----		-----

To view specific NOVA course descriptions, number of credits, and prerequisite requirements, go to www.nvcc.edu/catalog/index/html and select the appropriate course prefix and number.

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.

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:

<i>Student Print Name</i>	X <i>Student Signature</i>	<i>Date</i>
<i>NOVA Student ID Number:</i>		

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

<i>Parent / Legal Guardian Print Name</i>	X <i>Parent / Legal Guardian Signature</i>	<i>Date</i>	
<i>High School Counselor Print Name</i>	X <i>High School Counselor Signature</i>	<i>Date</i>	
<i>High School Principal / Designee Print Name</i>	X <i>High School Principal / Designee Signature</i>	<i>Date</i>	
<i>High School Name</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

SECTION D: NOVA Counselor & Dean / Designee Signatures

I recommend that this student be permitted to enroll in the course(s) listed on this form:

<i>NOVA Counselor Print Name</i>	X <i>NOVA Counselor Signature</i>	<i>Campus</i>	<i>Date</i>
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- I approve 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: _____

<i>Dean / Designee Print Name</i>	X <i>Dean / Designee Signature</i>	<i>Campus</i>	<i>Date</i>
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Instructions for staff: 1) Make a photocopy of this form, 2) provide the original copy to the student, **and** 3) keep a photocopy for the Counseling Office.
Instructions for the student: 1) take completed and signed form to the campus Student Services Center to complete enrollment. They will keep the original for scanning into your NOVA record.

To be Completed by the Student Services Center (SSC) staff and to be linked to the student's record on ImageNow:
 Date Form Scanned: _____ Date Form Linked: _____ Staff Initials: _____