

## Independent Dual Enrollment Registration: High School Students

Student Name: \_\_\_\_\_ NOVA Student ID: \_\_\_\_\_  
Last First Middle Initial

Semester & Year: \_\_\_\_\_ Grade Level: \_\_\_\_\_ High School: \_\_\_\_\_  
(Fall, Spring, Summer)

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: Form 125-207 must be completed each NOVA semester.

### SECTION A: General & Testing Information

**STEP 1:** Apply to NOVA at [www.nvcc.edu](http://www.nvcc.edu). You will be assigned a NOVA student ID number (EMPLID) once you submit the application online. If you have already applied to NOVA, use the ID number 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 are 21+ years old and are currently enrolled in an alternative high school program.*

**STEP 3:** Provide a copy of your high school transcript and eligible test scores, if applicable. Certain classes like English, math and science require prerequisites or specific placement testing. For more information about eligible test scores, go to Dual Enrollment Admission & Placement Criteria. Qualifying tests must have been taken within the last five school years.

Current Cumulative High School GPA: \_\_\_\_\_

ENGLISH *Qualifying tests must have been taken within the last five school years   NOTE: PSAT 8 and 9 are not accepted				
Test	Test Component(s)	Score Requirement	Your Test Score(s)	Date Test Taken
PSAT 10/NMSQT	Evidence-Based Reading & Writing	390 or higher		
SAT	Evidence-Based Reading & Writing	480 or higher		
ACT	English <b>AND</b> Reading	18 or higher	E: _____ R: _____	
VPT	Virginia Placement Test qualifying English score in SIS			

MATH *Qualifying tests must have been taken within the last five school years   NOTE: PSAT 8 and 9 are not accepted				
Test	Test Component(s)	Score Requirement	Your Test Score(s)	Date Test Taken
PSAT 10/ NMSQT	Math	500 or higher		
SAT	Math	530 or higher		
ACT	Math	22 or higher		
SOL	Algebra I, II, or Geometry ( <b>circle one</b> )	400 or higher		
VPT	Virginia Placement Test qualifying English score in SIS			

**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, visit the NOVA Catalog. 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](mailto: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. As a dual enrolled student, you are not eligible for financial aid.

### Section B: NOVA Course Information

NOVA Course	Section	Class Number	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>
<b>Total Number of Credits</b>				

**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	Student Signature	Date
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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	Parent/Legal Guardian Signature	Date
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High School Counselor Print Name	High School Counselor Signature	Date
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High School Principal/Designee Print Name	High School Principal/Designee Signature	Date
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High School Name	City	State	Zip
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**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	Director/Designee Signature	Date
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