

## Dual Enrollment Recommendation: Home Schooled Students

Student Name: \_\_\_\_\_ NOVA ID: \_\_\_\_\_  
Last First M.I.

Semester & Year: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Home Email: \_\_\_\_\_

Home schooled students who have not yet earned a high school diploma or its equivalent **and** who are the equivalent of a high school junior or senior may be eligible for admission to Northern Virginia Community College (NOVA). Home schooled students may take the college courses as enrichment to the home school program, but dual enrollment is not intended to substitute for the home school experience. 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](http://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.**

- All home schooled students are enrolled at NOVA as HOME SCHOOLED (code 042).

**STEP 2:** 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](http://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 <b>AND</b> Writing  | 500 or higher     | Before Mar. 2016     | R: _____ W: _____       |                 |
|  | Evidence-Based Reading & Writing   | 480 or higher     | Mar. 2016 & After    | EBRW: _____             |                 |
| ACT  | English <b>AND</b> Reading   | 18 or higher      | Taken within 5 years | E: _____ R: _____       |                 |
| AP   | English Literature <b>OR</b> 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 ( <b>circle one</b> )   | 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.<br>*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 3:** 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 4:** Discuss your plan to dual enroll with your parent or legal guardian. They must sign SECTION C of this form to validate their approval.

**STEP 5:** 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 typed high school transcripts
- Copy of home school agreement approved by school district
- Copy of letter from local school board **or** letter filed by parent / legal guardian declaring home school for religious exemption

*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 6:** 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 Home 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](http://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 schedule. Courses that overlap are not accepted and will prevent you from being registered in that course.

**SECTION C: Student & Parent / Legal Guardian Signatures**

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

|                                |                            |             |
|--------------------------------|----------------------------|-------------|
| <i>Student Print Name</i>      | <i>X 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> | <i>X Parent / Legal Guardian Signature</i> | <i>Date</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> | <i>X NOVA Counselor Signature</i> | <i>Campus</i> | <i>Date</i> |
|----------------------------------|-----------------------------------|---------------|-------------|

- 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> | <i>X Dean / Designee Signature</i> | <i>Campus</i> | <i>Date</i> |
|-----------------------------------|------------------------------------|---------------|-------------|

**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: \_\_\_\_\_