

Find a Distance (ELI) Class

1. **Log into NOVAConnect** by clicking **My NOVA** on the NOVA home page.
2. Click **VCCS90:Student Information System**.
3. Click **Self Service**.
4. Click **Student Center**.
5. Click **Enroll** in the **Academics** section.
6. If necessary, **choose a term** from the Select Term menu.
7. Select **Search for Classes** and click **Search**. (If you know the 5-digit number from the Schedule of Classes, you can enter it and skip to #15.)
8. **Important:** Click the green **Additional Search Criteria** button to see more search fields.
9. Find the **Location** drop-down menu.
10. Choose **Virtual and ELI** from the **Location** drop-down menu.
11. **Enter the rest of your search criteria** and click **Search** again.
12. **Choose VIEW ALL SECTIONS in the blue bar when the list of classes appears.**
13. Find the class you want and **click the Select Class button**. (Note: If you access the Class Search without going through Add a Class, you will not see the Select Class button.)
14. Click **Next**.
15. The class will be added to your Shopping Cart, but the class HAS NOT BEEN ADDED YET. If you would like to add another class, perform another search and add the additional class to your Shopping Cart. If you are finished adding classes, click **Proceed to Step 2 of 3**.
16. Confirm that you are adding the correct class and click **Finish Enrolling**.
17. If you are successful, you will see a green check on the next page. If you encounter errors, click **Fix Errors** to find out what went wrong.
18. To make a payment, go to **Student Center: Finances**.
19. Choose, **My Acct and Account Inquiry**.
20. Then choose the green **Make Payment** button.

Note: If you are looking for **eNOVA** courses, choose **Virtual and ELI - Real Time** from the **Location** drop-down menu.