nova connect
www.nvcc.edu

Student Information System
Easy Steps to Web Registration

Find Your Username/Password and Log In
1. To log in to NovaConnect, go to **www.nvcc.edu**.
2. Click **NovaConnect**.
3. Click **Log Into NovaConnect** and then **Log Into NovaConnect** again.
4. Enter your Username and Password and click **Log In**.
5. If you need to find your Username, click **Look up your username**. Enter your **name, birthdate** and **social security number** into the Web form and click the **Search** button. If the search is successful, you will see a box with your Username, EMPLID and email address.
6. For Password help, click the **Log into NovaConnect** button and click **Password Help**.
7. Navigate: **SA Self Service > Learner Services > Home > Learner Services**.

Set Your User Preferences
Setting your user preferences will improve the speed with which NovaConnect is able to retrieve your information.
1. Click **SA Self Service**.
2. Click **Personal Portfolio > Tasks**.
3. Click **User Preferences**.
4. Choose **Northern Virginia Community College**.
5. Choose **Career** (Credit, CEU, Non-Credit).
6. Enter the **4-digit Term Code**. If you don't know the term code, click on the magnifying glass.
7. Enter the **Aid Year**. If you don't know which aid year to use, click on the magnifying glass.

View Financial Aid Award
1. **Log In**.
2. Click **SA Self Service**.
3. Click **Personal Portfolio > Tasks**.
4. Click **User Preferences** under Security Settings to set your institution, credit career, term and aid year.
5. Click **Personal Preferences > Tasks > To Do List** one week after submitting FAFSA.
6. Click **SA Self Service > Learner Services > Finances**.
7. Click **View My Financial Aid**.
8. Click **SA Self Services > Learner Services > Finances**.
9. Click **View Account Summary**.
10. Click **Term > View Account Detail** to view refunds and date aid disbursed.

Select Classes
1. **Log In**.
2. Click **SA Self Service**.
3. Click **Learner Services > Home > Learner Services**.
4. Click **Course Catalog and Schedule > View Schedule of Classes**.
5. Choose **Name of Your Institution** from drop-down list.
6. Enter the **Term Code** into the term box.
7. Click either **Basic** or **Advanced Search**.
8. Enter the **Subject Area Code**. Choose a **Campus** or **Location**. (For ELI courses, select Extended Learning Institute under Location.)
9. Click **Search**.
10. Click icon at far right to read important **Class Notes**.

Enroll in a Class
1. **Log In**.
2. Click **SA Self Service**.
3. Click **Learner Services > Home > Learner Services**.
4. Click **Academics > Enroll/Drop/Swap a Class**.
5. Click **Add Classes** at the bottom of the window.
6. **Enter the Class Numbers** into the Web form. (Click on the magnifying glass if you do not know the 5-digit code.)
7. When you finish adding classes, click **Submit**.
8. The next window displays a list of courses you added; you should see "success" in the **Add Status** column.
9. If errors are found, click **Errors Found** to read the details.

View Schedule
1. **Log In**.
2. Click **SA Self Service**.
3. Click **Learner Services > Home > Learner Services**.
4. Click **Academics > View My Class Schedule**. If you have not set **User Preferences**, choose a **Term**.

Make A Payment
1. **Log In**.
2. Click **SA Self Service**.
3. Click **Learner Services > Home > Learner Services**.
6. Click **Finances > Make A Payment**. Use the Web form to enter your payment information.

Sign Out
1. Click **Sign Out** in the upper right corner of the window to end your session to ensure the security and privacy of your account information.