

# **DIRECTORY OF SERVICES** **General Information – 703-323-3000**

| Services⇄<br>↓Campuses                 | Student Services Center                                                                                                                                   |                                                                                                                                                                                                     | Bookstore (see individual Web sites for hours) <sup>1</sup>                                                                                   | Business Office                                                    | Placement Testing Centers <sup>2</sup> | Continuing Education/Workforce Development                                                                                 |            |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------|------------|
|                                        | General Information                                                                                                                                       | Counseling Services, & Financial Aid                                                                                                                                                                |                                                                                                                                               |                                                                    |                                        |                                                                                                                            |            |
| <b>Alexandria &amp; Arlington Ctr.</b> | 703-845-6333; Rm. AA229<br>FAX: 703-845-6046                                                                                                              | 703-845-6301; Rm. AA232<br>Fin. Aid: 703-845-6350;<br>Rm. AA141                                                                                                                                     | 703-845-6221, 703-671-0043;<br>Room AT104.<br><a href="http://nvcc-alexandria.bkstore.com/">http://nvcc-alexandria.bkstore.com/</a>           | 703-845-6211<br>Rm. AA230                                          | 703-845-6035,<br>Room AA332.           | 703-845-6240,<br>Room AE213.<br><a href="http://www.nvcc.edu/alexandria/continuing">www.nvcc.edu/alexandria/continuing</a> | <b>AL</b>  |
| <b>Annandale</b>                       | 703-323-3400; Rm. CG206<br>FAX: 703-323-3367                                                                                                              | 703-323-3200; Rm. CG211<br>Fin. Aid: 703-323-3556                                                                                                                                                   | 703-323-3185, 703-425-2559;<br>Room CG113.<br><a href="http://nvcc-annandale.bkstore.com/">http://nvcc-annandale.bkstore.com/</a>             | 703-323-3132<br>Rm. CG220                                          | 703-323-3149,<br>Room CG404.           | 703-323-3168,<br>Room CE202.<br><a href="http://www.nvcc.edu/annandale/continuing">www.nvcc.edu/annandale/continuing</a>   | <b>AN</b>  |
| <b>ELI</b>                             | 703-323-3347 (Courses)<br>703-323-3368 (Enrollment)<br>Toll Free: 888-4DL-NVCC<br><a href="http://eli.nvcc.edu">http://eli.nvcc.edu</a> FAX: 703-323-3392 | 703-323-2425 (Counselors)<br>Email: <a href="mailto:elicounselors@nvcc.edu">elicounselors@nvcc.edu</a><br>Web:<br><a href="http://eli.nvcc.edu/counselor.htm">http://eli.nvcc.edu/counselor.htm</a> | Books for ELI classes may be<br>purchased online at:<br><a href="http://nvcc-alexandria.bkstore.com/">http://nvcc-alexandria.bkstore.com/</a> | Use any campus<br>Business Office                                  | Use any campus<br>testing center       | See any campus for Continuing<br>Education                                                                                 | <b>ELI</b> |
| <b>Loudoun &amp; Reston Ctr.</b>       | 703-450-2501, Rm. LR246<br>FAX: 703-404-7304<br><a href="http://www.nvcc.edu/loudoun/admission">www.nvcc.edu/loudoun/admission</a>                        | 703-450-2571; Rm. LR253<br>Fin. Aid: 703-450-2537;<br>Rm. 242                                                                                                                                       | 703-450-2589 or 703-430-9639, Room<br>LR135.<br><a href="http://nvcc-loudoun.bkstore.com/">http://nvcc-loudoun.bkstore.com/</a>               | 703-450-2500<br>Rm. LR 241<br><b>FACTS:</b> LR 241<br>703-450-2562 | 703-450-2508,<br>Room LR251.           | 703-450-2551,<br>Room LR268.<br><a href="http://www.nvcc.edu/loudoun/continuing">www.nvcc.edu/loudoun/continuing</a>       | <b>LO</b>  |
| <b>Manassas</b>                        | 703-257-6620; Rm. MH313<br>FAX: 703-257-6565                                                                                                              | 703-257-6610; Rm. MH110<br>Fin. Aid: 703-257-6613                                                                                                                                                   | 703-368-8554, 703-257-6667;<br>Room MH109.<br><a href="http://nvcc-manassas.bkstore.com/">http://nvcc-manassas.bkstore.com/</a>               | 703-257-6625<br>Rm. MH312                                          | 703-257-6645,<br>Room MH112.           | 703-257-6630,<br>Room MH411.<br><a href="http://www.nvcc.edu/manassas/continuing">www.nvcc.edu/manassas/continuing</a>     | <b>MA</b>  |
| <b>Medical Education</b>               | 703-822-6597; Rm. HE202<br>FAX: 703-822-6624                                                                                                              | 703-822-6531; Rm. HE202<br>Fin Aid: 703-822-6540                                                                                                                                                    | 703-822-6605; Rm. HE 117<br><a href="http://nvccmedical.bkstore.com">http://nvccmedical.bkstore.com</a>                                       | 703-822-2000<br>Rm. HE 204                                         | 703-822-6654,<br>Room HE344.           | 703-822-6523,<br>Room HE210.<br><a href="http://www.nvcc.edu/medical/continuing">www.nvcc.edu/medical/continuing</a>       | <b>MEC</b> |
| <b>Woodbridge</b>                      | 703-878-5734; Rm. WC229<br>FAX: 703-878-5692                                                                                                              | Counseling: 703-878-5760;<br>Rm. WC202<br>Fin. Aid: 703-878-5863, Rm.<br>WC 158                                                                                                                     | 703-878-5774, 703-670-0050;<br>Room WC126<br><a href="http://nvcc-woodbridge.bkstore.com/">http://nvcc-woodbridge.bkstore.com/</a>            | 703-878-5605<br>Rm. WC231                                          | 703-878-5787,<br>Room WC436.           | 703-878-5770,<br>Room WC226.<br><a href="http://www.nvcc.edu/woodbridge/continuing">www.nvcc.edu/woodbridge/continuing</a> | <b>WO</b>  |

<sup>1</sup>Books should be purchased from the campus bookstore where the course is taught.

<sup>2</sup>At the Placement Testing Centers, you may not begin a test less than 2 hrs. before closing.

| NovaConnect Enrollment                                                          |                                                  | Financial Aid                                                                                        |                                                                                                                                                                |
|---------------------------------------------------------------------------------|--------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>24 hours a day, 7 days a week, November 15, 2006 – January 14, 2007</b>      |                                                  | General Information                                                                                  | Fin. Aid Application, Award Status Inquiry, or Detailed Info                                                                                                   |
| <b>NovaConnect Web</b>                                                          | <b>NovaConnect Telephone</b>                     | For general financial aid information, see a counselor at any Student Services Center (listed above) | For specific financial aid information, call 703-323-3199, or visit the Web site:<br><a href="http://www.nvcc.edu/finance/">http://www.nvcc.edu/finance/</a> . |
| <a href="http://www.nvcc.edu/novaconnect/">http://www.nvcc.edu/novaconnect/</a> | 703-323-3770 or<br>703-330-3770 (Prince Wm. Co.) |                                                                                                      |                                                                                                                                                                |

| NORMAL HOURS OF OPERATION:                                                                       |                                                        |
|--------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| The normal hours of operation for College offices are 8:30 a.m.-5:00 p.m. Monday through Friday. |                                                        |
| EXTENDED HOURS OF OPERATION                                                                      |                                                        |
| <b>Mon.-Thurs.: Jan. 8-11 8:30 a.m. – 7:30 p.m.</b>                                              | <b>Mon. – Thurs.: Jan. 15-18 8:30 a.m. – 7:30 p.m.</b> |
| <b>Sat. : Jan. 13 10:00 a.m. – 2:00 p.m.</b>                                                     |                                                        |

| NOVACard ID CARDS:                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Stop by <b>any campus NOVACARD Office</b><br>24 hours after you enroll to get your NOVACard ID.<br>For hours and locations, go to:<br><a href="http://www.nvcc.edu/novacard/">http://www.nvcc.edu/novacard/</a> |

