

Class Schedule Worksheet (For planning purposes only. Do not mail this form.)

Name: _____ ID Number: _____ Semester/Year: _____

Please fill this form out completely before enrolling. For online enrollment, please use NOVACconnect.

Transaction Codes: A=Add or Enroll, D=Drop.

Trans Codes* (circle)	Class Number	Course Prefix	Course Number	Section Number and Campus	Course Title	Credits	Days	Start Time	End Time	Building and Room Number
Sample A D	30160	ACC	211	001N	Principles of Accounting	3	MW	09:30A	10:45A	CC 0203
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Be sure to have your credit card or payment information available when you enroll. Please check online at www.nvcc.edu/tuitionandfees for tuition information and methods of payment.

Using the Wait List: NOVA offers you the option of putting yourself on a wait list if a class section is full. You can use the wait list when you register through NOVACconnect.

How it works:

Under “Add Classes” click the checkbox “Wait list if class is full.”

The classes marked with

- a green circle (●) are open,
- a blue square (■) are closed, and
- a yellow triangle (▲) have a wait list.

Not all classes offer the wait list option. If the class offers the option, then once you have selected courses, your position on the wait list will be displayed. On your schedule,

- a yellow triangle (▲) means you are on a wait list,
- a green check (✓) means you are enrolled.

The following will prevent your being moved from the wait list to a class:

- Scheduling another class that conflicts with that time frame or enrolling in another section of the class for which you are waiting.
- Having more than 18 credits including the wait list class.
- Not meeting all prerequisites or being otherwise not eligible to take the class (holds, repeats).

Once you are on a wait list:

- You must check your schedule every morning to see if the class has been automatically added to your schedule.
- After you are enrolled, you must pay for the class by 5 p.m. on the next business day.
- If you change your mind, click the trashcan under “Delete” to remove the class.
- Keep in mind that you will be enrolled from the wait list in the order you were added, but only if you are eligible.
- Check the Academic Calendar for the date the wait list closes. If you did not get into the class you still have time to select another section.

Questions?

View a tutorial online at: www.nvcc.edu/novaconnect/students/tuts/waitlist.html.

If you use the wait list, you are responsible for checking your schedule every morning to see if you have been enrolled in the class.