

Dual Enrollment Application tips:

*Create a Dual Enrollment folder and put all important documents in the folder, including today's handout.

*When completing your online NOVA application, Read every question and answer every question. Do not speed through it, take your time and click on the correct response. Do not skip questions, hit the drop down and answer.

*Use the email address that you most read! NOVA will send messages related to your DE class and you should be reading your email.

Section: Let's begin/VCCS application history...Have you ever applied to a community college, applied for dual enrollment, etc.....answer NO and YOU ARE NOT APPLYING FOR FINANCIAL AID

*** You do not have to submit your SS# or Tax Info, etc...

Section: Virginia Domicile – confirming your home address and state- Virginia AND Your Domicile is that you live with your parents

Section: Education – You do not have to upload an unofficial copy of your transcript

Section: Current term and year – Fall 2022

Section: Current enrollment status – Taking high school courses and NOVA courses for graduation

Section: NOVA campus – LOUDOUN

Section: In-State tuition – pick one parent and answer the questions for that parent. This section verifies that you live in Virginia and you would not be charged out-of-state tuition.

Confirm and Submit---it takes time to process. Do not hit submit more than once. You do not have to print a copy of your online application, but you can if you wish.

Set up your MYNOVA password and answer your security questions within 24 hours of completing your online application.

Complete your NOVA DE Contract using your NEW assigned NOVA ID number and username. The NOVA DE Contract is found at nvcc.dualenroll.com.

If this is your **FIRST DE COURSE** – You will **CREATE** your nvcc.dualenroll.com student account first, then you will register for your course/courses. OTHERWISE use the login on the left side if you have already **TAKEN A DE COURSE**.