

# DE Student Checklist & Registration Packet

- Meet with counselor to confirm you meet qualifications
- If you do not meet the GPA requirement/have a qualifying test score, you will need to register to take the VPT in the Spring. More information will be available at a later time from your school counselor.
- Apply to NOVA
  - You will receive a NOVA ID number and username when you complete the application.
  - Please take a picture and write down your:
    - NOVA EMPLID ID: \_\_\_\_\_
    - NOVA Username: \_\_\_\_\_
- Register for dual enrollment class through Dual Enroll registration portal
- Ensure that your parent/guardian approves your request to participate in a DE class. They will receive an email/text when you complete the dual enrollment registration.
- Did you apply by your high school deadline of \_\_\_\_\_? This is a **firm** deadline!
- Do you have a 504 or IEP? Please review NOVA's Accommodations letter (refer to page 9 in DE Packet)

# NOVA | Dual Enrollment

## LCPS Dual Enrollment Registration Packet

### Dual Enrollment Eligibility

- To be eligible for Dual Enrollment Courses, students must demonstrate college readiness.
- There are two ways students can meet the admissions criteria for a Dual Enrollment class:
  - Option 1 - GPA, PSAT, SAT, or ACT scores (PRIMARY WAY TO QUALIFY!)
  - Option 2 - VPT Scores (If student does not qualify with GPA or available test scores)

### Part 1: Apply to NOVA

The application process is free and must be completed online. After you submit the application online, you will receive a seven-digit EMPLID number, username and temporary password to set up your myNOVA account.

- **Go to:** <https://tinyurl.com/applytonova>
- Select APPLY NOW (OR CONTINUE APPLICATION) (highlighted in green box)
- In the bottom gray box, select CREATE AN ACCOUNT
- Enter your name, date of birth, cell phone (if you have one).
- Enter your PERSONAL email address - Use a valid and active email account **(DO NOT use your LCPS email account)**
- You will receive an account validation sent your personal email. Check email for code
- Create a username & password; these credentials are used only for this application. Write down your temporary login and password.
- Select a security question and answer
- Select “High School/Guidance Counselor” in Additional Information question.
- Check the box for “I have read and agree to the privacy policy and terms of use of this site.”

### Complete all 6 sections below:

#### Step 1. THE BASICS

- Name: Enter your current, complete legal name. No nicknames, please.
- Former Name: This applies only if you have legally changed your name.
- Social Security Number: If you have one, fill it in here. Otherwise, you don't have to provide it at this time.
- Have you ever applied, attended, or worked at any community college in Virginia? **Select NO**

## **Step 2. COMMUNICATING WITH YOU**

- Have you lived in Virginia for the last twelve months – **Select YES or NO.**
  - If NO, select the state or county of your previous residence. Tip: Selecting NO may mean that you are not eligible for In-State Tuition
- If you plan to apply for financial assistance, Federal Financial Aid guidelines requires NOVA to obtain your voluntary consent to use electronic means, to provide you with information. Financial aid is not required for dual enrollment but if you plan to attend NOVA after graduation you will need to **select: I AGREE AND HAVE REVIEWED THE GUIDELINES**

## **Step 3. YOUR EDUCATION**

- Which of the below describes your current high school education? **Select: I am currently attending a public/private high school in a U.S state, territory, or military installation**
- High School Information: Click on **FIND SCHOOL** and Enter the high school you are attending using the search function. **Select school and choose ADD School**
- Enter your expected high school graduation date (month and year):
  - If you are currently a junior, **select 06/2025**
  - If you are currently a sophomore, **select 06/2026**
  - If you are currently a freshman, **select 06/2027**
- You do not need to upload your transcript
- Have you attended any other colleges? **Select NO**
- Program of Study:
  - I plan to earn a degree, certificate or diploma: **Select Yes (if you plan to attend NOVA after graduation) or Select NO (if you have plans other than NOVA after graduation)**
  - **I plan to start classes in: Fall 2024**
- Which of the following best describes what situation you will be? **Select: I am taking classes through my high school to receive high school credit AND college credit.**
- Pick a primary campus location: **Choose the NOVA campus nearest to your home**

## **Step 4. YOUR MILITARY SERVICE**

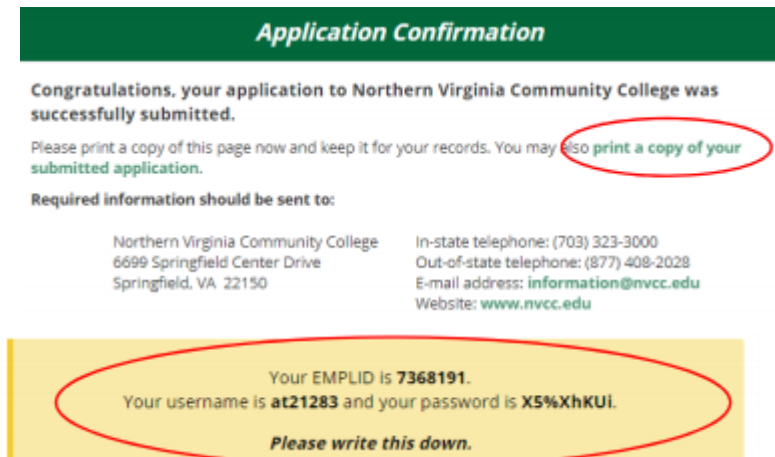
- Have you served or are you currently serving in the U.S. military? Select: **No**
- Are you a dependent or spouse of someone who is currently serving or has served in the U.S. military? (Do you have a parent or guardian currently serving in the U.S Military?) **Yes or No**

## **Step 5. YOUR BACKGROUND**

- Parent(s) Education Level: Use the dropdown menus to enter your parent’s highest education. This information is collected for statistical purposes only.
- **Residency: Your status is not considered for dual enrolled classes in the high school.**
  - Native – you have been a U.S. citizen since birth.
  - Naturalized– you became a U.S. citizen after birth
  - Permanent resident – you will need to fill in your resident#, status and your country of citizenship.
  - Currently in the U.S as a Non-Immigrant – you will need to choose a visa type and country of citizenship
  - You may apply for in-state tuition based on your own domicile or your spouse's domicile:  
Select: **I want to claim using my parent’s domicile (address)**
- Your Domicile Information: **\*All Dual Enrollment students taking classes for that semester at their high school will receive in-state tuition regardless of their domicile information.**
  - Students whose domicile application information results in out-of-state status will be given an exception for in-state tuition for that current semester only.
  - Every student is in-state for purposes of dual enrollment.

### Step 6. SUBMIT

- Select **SUBMIT YOUR COMPLETED APPLICATION**
- The application may take **a few minutes** to process.
- After you submit your application, you will receive confirmation that your application has been submitted successfully with the college and term information (example below).



**Make sure to write down, take a picture, or save a screenshot of your EMPLID ID, you will need it for Part 2 of the process.**

All students under the age of 18 must have their parent or guardian sign their application for admission. Please print your application confirmation and have your parent/guardian sign below. Then return your signed form to the college admissions office.

{ Parent signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**DE students are NOT required to print, sign, and submit a copy of the application.**

## Part 2: Dual Enroll Portal Class Registration

Create your dualenroll.com account and register for your DE class(es).

Go to: <https://tinyurl.com/deportal>

1. Select "Create My Account" under New Students.

\* **DO NOT** use the myNOVA username and temporary password you received at the completion of the NOVA application\*

**NOVA** | Northern Virginia  
Community College

HELP DESK

DualEnroll

Log in to your existing DualEnroll account

USERNAME:

PASSWORD:

LOGIN

[Forgot your username or password?](#)

[Need to enter your text confirmation code?](#)

New students

CREATE MY ACCOUNT

2. Select your high school. Create a **NEW** login and password. Enter your legal name, date of birth, email, and cell phone number. You **must** use your **personal email address** to receive a verification code and activate your account. **Do not** use your parent's email or cell phone number for this part. You may also enter your phone number to receive a verification code to activate your account.
3. Verify your account first from your email or text message before logging in. A verification code will be sent.
4. Complete setting up your account and enter your **7-digit NOVA EMPLID**. You received your EMPLID after you completed the NOVA application successfully. **(Do not use your LCPS Student ID number!)**.
5. Check the box to agree to terms and conditions.
6. Enter your parent/legal guardian name and contact information. Select a preferred communication method (text or email). **Text is preferred!** You parent/legal guardian will receive a notification to provide consent. Please make sure they provide consent.
7. Select your high school counselor. Then, enter your LCPS student ID number. Finally, click on 'Finish' to complete your account set up.
8. Click on a course name and select 'Register' to request the course. Select each course that you wish to take for dual enrollment and where you will take the course – **Select: High School**.  
**(Note: College courses are listed on the next 2 pages, please refer to the list to determine which College course is aligned to your High School DE course).**

## 2024-25 Dual Enrollment Course Listing

### Loudoun County Public Schools

<b>DE College Course (Listed in portal)</b>	<b>NOVA Course Name</b>	<b>Credits</b>	<b>High School Course Name</b>
ASL 202	American Sign Language II	3	American Sign Language IV DE
BIO 101/102	Biology I/II	8	AP/DE Biology
BIO 147	Basic Laboratory Calculations for Biotechnology	1	Biomedical Technology I
BUS 116	Entrepreneurship	3	AET Entrepreneurship II DE
BUS 165	Small Business Management	3	AET Entrepreneurship II DE
CSC 222/223	Object Oriented Programming/Data Structures & Analysis of Algorithms	8	Data Structures DE
CHD 120	Introduction to Early Childhood Education	3	Early Childhood Education Seminar I DE
CHD 145	Teaching Art, Music & Movement to Children	3	Early Childhood Education Seminar I DE
CHD 165	Observation & Participation in Early Childhood Education	3	Early Childhood Education Seminar II DE
CHM 111/112	College Chemistry I/II	8	Chemistry AP/DE
ENG 111/112	College Composition I/II	6	English 11 or 12 DE
ENG 246	American Literature	3	American Literature DE
FRE 201/202	Intermediate French I/II	6	French V DE
GER 201/202	Intermediate German I/II	6	German V DE
HIM 111	Medical Terminology I	3	MATA Nurse Aide
HIS 121/122	United States History I/II	6	US History DE
HLT 141	Introduction to Medical Terminology	1	MATA Introduction to Health and Medical Sciences
HLT 141	Introduction to Medical Terminology	1	MATA Pharmacy Technology I DE
HLT 141	Introduction to Medical Terminology	1	MATA Radiology Technology I DE
HRT 100	Introduction to Horticulture	3	MATA Environmental Plant Science DE
HRT 115	Plant Propagation	3	MATA Environmental Plant Science DE
HRT 121	Greenhouse Crop Production I	3	MATA Environmental Plant Science DE
HRT 245	Woody Plants	3	MATA Environmental Plant Science DE
ITD 110	Web Page Design I	3	Advanced Computer Information Systems DE

ITE 152	Introduction to Digital and Information Literacy and Computer Applications	3	MATA Cybersecurity I DE
ITN 101	Introduction to Network Concepts	3	MATA Cybersecurity II DE
ITN 106	Microcomputer Operating Systems	3	MATA Cybersecurity I DE
ITN 107	Personal Computer Hardware and Troubleshooting	3	MATA Cybersecurity I DE
ITN 154	Network Fundamentals: CISCO	4	Cisco I
ITN 155	Introductory Routing-CISCO	4	Cisco II
ITN 156	Basic Switching and Routing-CISCO	4	Cisco III
ITN 157	WAN Technologies- CISCO	4	Cisco IV
ITN 260	Network Security Basics	3	MATA Cybersecurity II DE
LAT 201/202	Intermediate Latin I/II	6	Latin V DE
MDL 100	Introduction to Medical Laboratory Technology	2	MATA Medical Laboratory Technology I DE
MDL 130	Basic Clinical Microbiology	3	MATA Medical Laboratory Technology II DE
MKT 201	Introduction to Marketing	3	Advanced Marketing DE
MTH 161/162	Pre-Calculus I/II	6	Pre-Calculus DE
MTH 265	Calculus III	4	Multivariable Calculus DE
MUS 121	Music Appreciation I	3	Music Appreciation DE
PHY 201/202	Physics I/II	8	Physics DE
PLS 135	American National Politics	3	US & VA Government DE
PLS 241/140	International Relations I/Introduction to Comparative Politics	6	International Relations DE
SPA 201/202	Intermediate Spanish I/II	6	Spanish V DE
WEL 120	Introduction to Welding	2	MATA Welding I DE Seminar
WEL 121	Arc Welding	2	MATA Welding II DE Seminar
WEL 122	Welding II (Electric Arc)	3	MATA Welding II DE Seminar
WEL 130	Inert Gas Welding	3	MATA Welding III DE Seminar
WEL 160	Semi-Automatic Welding Processes	3	MATA Welding III DE Seminar





Dear Prospective NOVA Student,

Thank you for requesting to take a dual enrollment (DE) course through Northern Virginia Community College (NOVA). All dual enrolled students wishing to use accommodations for the Virginia Placement Test (VPT) or in a NOVA DE course must complete an application through the **Accommodations and Accessibility Services** office at NOVA. To learn more about this process and to submit the online application, you can visit <https://www.nvcc.edu/accommodations/index.html>.

It's important to note that students using accommodations in dual enrollment classes must provide their DE instructors with a **Memorandum of Accommodations** (MOA), which they obtain from NOVA's Accommodations and Accessibility Services office. No accommodations can be made for a student until the MOA has been provided to the instructor. All email correspondence from this office will be sent to the student's NOVA student email, which can be accessed by logging into [myNOVA](#). Please note, NOVA recognizes the student as the primary point of contact, and approved accommodations are valid for one semester.

Students should be aware that NOVA is in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 and not all accommodations on IEP and 504 Plans will be approved within the college classroom. Students choosing to use accommodations provided by the high school without seeking an MOA from NOVA's Accommodations and Accessibility Services will be unable to have them applied to the college grade.

If you have any questions, please reach out to the counseling staff at your high school, the Office of Dual Enrollment, or NOVA's Accommodations and Accessibility Services directly at [accommodations@nvcc.edu](mailto:accommodations@nvcc.edu). We are always here to help answer any questions.

Kind regards,

Kristen Carter, Associate Director of Dual Enrollment

Northern Virginia Community College