Dear Dual Enrollment Students and Parents,

Welcome to NOVA’s Contract Dual Enrollment program. You are now officially a college student. This course meets the same high standards as one that is taught on a NOVA campus. You will be earning both college and high school credit for the course that you are taking, allowing you to complete your high school requirements and earn college credit. This opportunity is possible because of a contract that was created between your school district and NOVA.

Now that you are taking a ‘DE’ class in your high school, we would like to explain some of the policies and exciting new changes that will impact you.

1. We are excited to announce that starting this year NOVA is offering Contract Dual Enrollment courses within the high school **free of charge**. This free tuition applies to any course that is taken within the high school that is included under the contract between the school district and NOVA.

2. As a Dual Enrollment student, you are entitled to the **same benefits and privileges as any other NOVA student**. This includes access to NOVA’s library system, on-campus activities, student services and many more. Once enrolled, students can receive a complimentary NOVA student identification card which gives you access to these benefits.

3. By enrolling in your Dual Enrollment class, you are **creating an official college record**. Your placement test results, enrollment history and semester grades are all a part of this permanent academic record. You can access your college record using your myNOVA account that you received when you first applied to the college. We encourage students to check their myNOVA account periodically to view their record and receive updates from the college.

4. Dual Enrollment **classes are based on a semester schedule which is different from your high school schedule**. The fall Dual Enrollment semester will officially run from October 1, 2015 until January 29, 2016. The spring semester will run from February 1, 2016 until June 24, 2016. Each of these semesters will have drop and withdrawal dates that will be listed on your instructor’s syllabus. Drops or withdrawals can impact your official college records so please pay attention to these dates and discuss dropping or withdrawing from the class with your instructor first. Your DE instructor is responsible for executing all DE drops and withdrawals through the Office of Dual Enrollment at the college.

Once again, we welcome you to NOVA and are excited to start a great year. More details regarding Dual Enrollment policies are found on the attached document and in the Dual Enrollment Manual on the NOVA website.

Sincerely,

The Office of Dual Enrollment
Northern Virginia Community College
These policies apply to students taking transferable, consecutive NOVA contract courses during the fall and spring semesters.

2015-2016

- **Enrollment**
  - All students must meet the enrollment criteria submit a completed intent form in order to be enrolled in the class. No student will be enrolled without completing an application, meeting the placement testing requirements/exemptions and submitting a completed intent form.
  - Students should verify their enrollment by logging on to their myNOVA account. If a student believes that he/she should be enrolled but is not, that student should notify the teacher or high school counselor immediately.

- **Class Schedule**
  - Although the high school class meets continuously throughout the year, students taking year-long Dual Enrollment (DE) courses will be enrolled in two consecutive NOVA courses during the fall and spring semester. Grades for those NOVA courses will be the same as the high school semester grades. The fall course will officially run from October 1st until January 29th and the spring course will run from February 1st until June 24th. Please remember if a student fails the first semester, that student will not be allowed to take the second semester of the college course.

- **Drops and Withdrawal**
  - **Dropping a Class**
    - Students not proving successful in this college course due to its rigor or personal issues can be dropped from the NOVA course by October 19th for the fall semester and February 22nd for the spring semester. Students dropping the class at this point will not have an impact on their NOVA transcript. With the student’s agreement, the teacher will send an e-mail with this request to the DE Registrar. Students should log in to their myNOVA account to verify that the class has been dropped.
    - The student and parent (if the student is under 18) will be notified by the school if this occurs.
  - **Withdrawing from a Class**
    - Students who missed the drop deadline may also be withdrawn from the NOVA course by December 11th for fall classes and April 28th for spring classes. A withdrawal places a “W” on the student’s college transcript but does not impact the college GPA. To be withdrawn, with the student’s permission, the DE instructor will complete the DE withdraw form and send it to the DE Registrar. Please note, too many “W”s on a college transcript can impact a student’s ability to secure financial aid in the future.
    - The student and parent (if the student is under 18) will be notified by the school if a withdrawal occurs.
    - After the semester withdrawal date, no withdrawals can be made without approval of the instructor and NOVA division dean. In these situations, mitigating circumstances must be explained and documented but reasons for withdrawal cannot include an unfavorable grade.
**Student Account and Academic Record**
- Each student who applies to NOVA is given an EMPLID number, myNOVA username and password. These give the student access to their myNOVA account which includes their academic record and their NOVA email. Students will need to know this information in order to access their academic record and request transcripts. Students attending NOVA after graduation will continue to use this ID number and username.
  - Students can find their forgotten NOVA ID number (EMPLID) or myNOVA username and password by going to the following link: [https://www.nvcc.edu/novaconnect/students/tuts/index.html](https://www.nvcc.edu/novaconnect/students/tuts/index.html)
  - Students can also ask their DE teacher for their NOVA ID number and myNOVA username.
- When students apply, holds are placed on a student’s account to ensure that the student follows NOVA procedures before enrolling. As high school students, they will not be able to enroll in classes by themselves. All enrollments must be submitted through an intent form. When students graduate, they can work with either their NOVA Pathway Counselor or a NOVA GPS First-Year Advisor to become a curricular student at NOVA.
- Students who take Dual Enrollment classes are establishing an official college transcript. All Dual Enrollment classes will already be on their student academic account. After graduation, students should work with their NOVA advisor to determine what classes should be taken. Please note that students can choose to retake a class taken during Dual Enrollment but only the last letter grade earned, not the higher of the two grades, is counted in computing the cumulative and curriculum GPA and for satisfying curricular requirements.
- If attending another college besides NOVA, students will need to have their official transcripts sent to that school to be evaluated. This can also be done through their myNOVA account. Students can find more information about this at [www.nvcc.edu/transcripts/](http://www.nvcc.edu/transcripts/).

**Student resources**
- Dual enrollment students taking classes within their high schools have access to NOVA’s support services and student life opportunities.
- **Advising and Counseling**
  - Dual enrollment students have access to academic advising and counseling. Students can receive advising relating to career planning, transfer, disability or retention. Please visit the Advising and Counseling website: [https://www.nvcc.edu/support/advising/](https://www.nvcc.edu/support/advising/)
- **Library resources**
  - As a NOVA dual enrollment student, he/she will be able to use the NOVA library system. This includes each of the campus libraries but also the online resources associated with the library system. For more information, see the library website: [http://libguides.nvcc.edu/dual-enrollment](http://libguides.nvcc.edu/dual-enrollment)
- **Tutoring**
  - Dual enrollment students also have access to free tutoring services for their NOVA classes on each campus. Please see the tutoring website for hours and policies for each campus: [http://www.nvcc.edu/tutoring/](http://www.nvcc.edu/tutoring/)
- **Student Life**
  - Dual enrollment students can also take part in many of the programs, clubs and activities that Student Life provides. Please see the Student Life website for more information: [http://www.nvcc.edu/students/](http://www.nvcc.edu/students/)

*For more information, please view the Dual Enrollment Manual at [https://www.nvcc.edu/dual-enrollment/manual.html](https://www.nvcc.edu/dual-enrollment/manual.html)*