

## WHAT IS DUAL ENROLLMENT?

Dual Enrollment is a program that allows qualified high school and home schooled students to earn college credits for courses taken through a post-secondary institution while still enrolled in high school. With approval from the high school, these college credits may be used to meet high school graduation requirements. For some students, dual enrollment may be a better option than taking AP or IB courses.

## WHO CAN PARTICIPATE?

To be eligible to participate as a NOVA Dual Enrolled student,

- ✓ You must be a high school junior or senior, or have achieved the equivalent status as a home schooled student,
- ✓ You must have the support of your parents, and principal and high school counselor if enrolled in a high school. Their recommendation affirms that you are ready for college-level work.
- ✓ You must also earn a qualifying score on the NOVA English placement test, or have a score of 550 or higher in the Critical Reading section of the SAT. For some courses, a qualifying score on a Math Placement test is necessary.

## WHY TAKE DUAL ENROLLED COURSES?

You can begin working on an associate degree or certificate, allowing you to complete college course work while finishing high school. You will gain confidence in your ability to do college work and you may have an easier transition when you move into post-secondary education. You may be approved to take a class which fulfills high school credit requirements and college credit, or you may take a course for college credit only that may not be available through your high school.

## HOW DO I GET STARTED?

Follow the checklist below. Click on each item to find out what is involved in each step of the process. Once you've completed the checklist and submitted the requested documents, an ELI Counselor will review your request and follow-up with you. If you have any questions along the way, feel free to contact Mr. Manny Bartolotta, ELI Counselor, for assistance at [ebartolotta@nvcc.edu](mailto:ebartolotta@nvcc.edu) or call 703-323-3324.

## CHECKLIST

- ✓ [COMPLETE THE ELI ORIENTATION MODULE](#)
- ✓ [APPLY FOR ADMISSION TO NOVA](#)
- ✓ [TAKE PLACEMENT TESTS](#)
- ✓ [REVIEW COLLEGE INFORMATION](#)
- ✓ [DOWNLOAD THE DUAL ENROLLMENT APPLICATION FORM](#)
- ✓ [CONTACT AN ELI COUNSELOR AND SUBMIT INFORMATION FOR REVIEW](#)



***Important note: The dual enrollment forms must be submitted at least 10 work days before classes begin.***

 **COMPLETE THE ELI ORIENTATION MODULE**

Students and parents should become familiar with the distance learning process through ELI to ensure that the course delivery format will work for you and optimize your learning experience. The ELI Orientation module is available at <http://eli.nvcc.edu/orientation/index.htm>. After completing the module, you should complete the quiz “Is Distance Learning for Me?” which will be submitted with the application form to ELI.

 **APPLY FOR ADMISSION TO NOVA AT [www.nvcc.edu](http://www.nvcc.edu)**

Before applying, meet with your high school counselor to assess your readiness for college level work and to determine how dual enrollment credits will apply to your high school requirements.

 **TAKE PLACEMENT TESTS**

Students new to NOVA must take the English placement test and place into ENG111/9 or higher (or provide documentation showing a score of 550 or higher on the Critical Reading section of the SAT) and meet all course prerequisites. Some students may be required to take the math placement test.

- [Placement tests](#) are given at each NOVA campus [testing center](#), and your results, will be available for ELI counselors to view.
- Photo ID and NOVA student ID number are required. You will have a student ID after you apply for admissions.
- Allow approximately two hours for each test, and anticipate testing center closing time.
- Sample questions are available for [review](#).

 **REVIEW COLLEGE AND COURSE INFORMATION**

- The [College Catalog](#) describes the courses, college policies and degree and certificate programs offered at NOVA.
- The [Schedule of Classes](#) lists the classes, times and locations for credit courses.
- The ELI [Course Descriptions](#) provide the following information for all ELI courses: overview, objectives, materials, grading, exams, policies and procedures, and instructor contact information.

 **DOWNLOAD THE DUAL ENROLLMENT APPLICATION AND RECOMMENDATION FORM**

- **High school students** must submit a completed Dual Enrollment Recommendation: Individual High School Student [Form](#) giving written permission from their high school counselor, principal and parent/guardian.
- **Home schooled students** must submit a completed Dual Enrollment Recommendation: Home Schooled Student [Form](#) giving written permission from their parent/guardian and approved request for exemption from compulsory school attendance (if applicable).

 **CONTACT AN ELI COUNSELOR AND SUBMIT THE FOLLOWING INFORMATION FOR REVIEW:**

- A completed dual enrollment form
- A copy of your high school transcript or home school equivalent
- The results from the “Is Distance Learning for Me?” quiz
- SAT scores in Critical Reading if the NOVA Placement test in English is not taken.

This information can be sent via fax to 703-323-3392, or scanned and sent as an e-mail attachment to [elicounselors@nvcc.edu](mailto:elicounselors@nvcc.edu). A cover letter should also be included with this information that clearly identifies the reason for requesting to take the course through NOVA at this time and how the course fits into your overall academic plan. The student should contact Mr. Manny Bartolotta, ELI Counselor, to further discuss the application, at [ebartolotta@nvcc.edu](mailto:ebartolotta@nvcc.edu) or call 703-323-3324. The NOVA website also has general information about [Dual Enrollment for High School Students](#).

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