Enrolling in Distance Learning Courses Offered Through
NOVA’s Extended Learning Institute (ELI)

Helpful Tips:

- Check the course description section of NOVA’s catalog to make certain you have completed any required testing and/or pre-requisite(s) for course of interest. Course descriptions are available at http://www.nvcc.edu/curcatalog/descript/index.asp.

- If you have successfully completed a required course pre-requisite at another institution, receiving a grade of “C” or higher, you may need to submit a copy of your transcript (unofficial is fine) for review. The transcript must be from a regionally accredited institution located in the U.S. or from an approved agency for evaluation of a foreign transcript. Send transcript as an e-mail attachment from your NOVA student e-mail account to elicounselors@nvcc.edu, fax to the attention of ELI Counselors to 703.323.3392, or mail to the address listed at the bottom of this handout. Be sure to include your NOVA seven digit student identification number, specific course information (course, section number, and class number), and your contact information. You will be contacted by an ELI Counselor about the status of your registration request after your transcript has been reviewed.

Step One: Set Your User Preferences

1. Go to NOVA’s web site (http://www.nvcc.edu)
2. Click on the “My NOVA” tab located in the upper-right hand corner
3. Enter your username and password and click “Log in”
4. Click “VCCS SIS 89: Student Information System” (Also known as NOVAConnect)
5. Click Self Service
6. Click Student Center
7. Click User Preferences (located under Personal Information)
   a. Institution: Northern Virginia Community College
   b. Academic Career: Credit
   c. Term: 2122 (2012 Spring)
   d. Aid Year: 2012 (Federal Aid Year 2011 - 2012)
8. Click Save

Step Two: Check Student Record for Holds

1. Access NOVAConnect
2. Click Self Service
3. Click Student Center
4. Holds section is visible on the right side of the window. Any holds on your student record MUST be addressed before you will be able to enroll in courses.
Step Three: Enrolling in a Course

1. Access NOVAConnect
2. Click Self Service
3. Click Student Center
4. Click Add a Class in the Academics section
5. If necessary, choose a term from the Select Term menu
6. Click Search for Classes and click Search
7. Enter Course Prefix in Course Subject box (Ex: ACC)
8. Enter Course Number (Ex: 211)
9. Click Additional Search Criteria
10. Select Virtual and ELI from the location pull-down menu. All sections of courses being offered through ELI begin with the letter “E” (Ex: E05W)
11. Click Search
12. If you do not find the course you are looking for click Virtual and ELI – Real Time from the location pull-down menu. All sections of courses being offered through ELI begin with the letter “E” (Ex: E05W)
13. Click Search
14. Click Select Class button by section of interest
15. Click on the five digit class number to review any notes posted about the section of interest.
16. Click Submit

Step Four: Pay for Your Course

Current tuition/fees and payment information is available at [http://www.nvcc.edu/current-students/paying-for-college/index.html](http://www.nvcc.edu/current-students/paying-for-college/index.html). NOVA does not send out tuition bills. It is very important to be aware of payment amounts and deadlines at the time of registering for courses to avoid the possibility of being dropped from courses due to nonpayment.

If you decide not to take a class, you must drop it through NOVAConnect or visit a campus Student Services Center to drop the course officially. If you fail to do so, you will be charged for that class and may receive a failing grade.

If you applied for financial aid and have received an anticipated financial aid award to cover your entire tuition, your classes will be held until aid is disbursed. You can view your anticipated aid on NOVAConnect under Self Service>Campus Finances>Account Inquiry or Make Payment. If your award is not enough to cover your entire balance by the deadline, you risk losing classes unless you make other arrangements to pay your tuition by the payment deadline.