Northern VA Community College

Transferring to Northern Virginia Community College? You may be able to receive credit for completed coursework.

Follow the step-by-step checklist below to apply and learn how to submit your transcripts for credit evaluation.

1: Apply for Admission

Submit an application for admission: Online | Download Application

- View Admissions Information
- If you believe you qualify for in-state tuition rates, complete the in-state tuition section of the application form prior to enrollment and payment of tuition

2: Apply for Financial Aid

Complete the Free Application for Federal Student Aid (FAFSA) at least four weeks prior to the tuition payment deadline. Use the online tutorial to help you complete the form.

- Learn more about financial assistance
- To pay in installments, you must enroll in the FACTS Tuition Payment Plan prior to your tuition due date

3: Get a Copy of the NOVA Catalog

The NOVA Catalog describes the courses, college policies and degree and certificate programs offered at NOVA.

- Get a free print copy at any Student Services Center or the Extended Learning Institute

4: See a Counselor

You are encouraged to speak with a counselor before enrolling for classes. A counselor can help you select a major, identify the classes you need to take, get financial aid, evaluate potential careers and more.

- Walk-in advising is available at any Student Services Center
- Students with disabilities can meet with a counselor for disability services
- Confirm your major
- Bring an unofficial transcript from every college you have attended
- Determine which classes transfer to NOVA
- Verify whether you need to take placement tests
- Choose your classes

5: Get Credit for Previous Classes

Officially transfer your prior coursework to NOVA. The college will determine which courses will count in your program of study. You should do this as soon as possible to avoid taking unnecessary courses.

- Request an official transcript from every college or university you have attended
- Official transcript(s) should be sent to the Student Services Center on your campus
- Complete and submit a Request for Evaluation of Transcript form for each transcript

6: Enroll for Classes

Enroll online with NOVAConnect or call 703.323.3770 or 703.330.3770 (Prince William County). First-time students are encouraged to enroll in SDV 100 or another student development course during their first semester.

- Learn more about enrollment

7: Pay Your Tuition

Pay online by credit card through NOVAConnect or call 703.323.3770 or 703.330.3770 (Prince William County). When you enroll for classes, you must pay by the payment deadline. Unpaid classes may be dropped from your schedule.

- Learn more about paying for college
- View additional payment methods

8: Check Your Enrollment Schedule

Print a copy of your enrollment schedule from NOVAConnect or call 703.323.3770 or 703.330.3770 (Prince William County) to check your classes and payment status.

- Verify that you are enrolled in the correct courses
- Print a copy of your enrollment schedule every time you make a change

9: Buy Your Books

Print your schedule of classes and take it to your campus bookstore, or buy your books online.

10: Buy a Parking Permit

You can buy your parking permit online through Parking Services using your credit card 24 hours after you enroll for classes. You can also pay for a permit by cash or check at any of the campus Parking Services offices.

- Parking permits are required for all semesters/sessions of enrollment
- Permits are required for all vehicles parked in all lots (except parking meters and hourly pay lots)
  - Student permits are valid only in "B" lots
- To use the parking garages at the Annandale and Medical Education campuses, you must have a NOVACard ID and a parking permit
  - Hourly pay parking is available in the garages for those without a current permit and ID card

11: Get Your NOVACard Student Identification

Get your free NOVACard 24 hours after you enroll for classes. It also serves as your library card and can be used for copying and on campus and a variety of discounts.

12: Activate Your Email Account

Activate your free email account.

- To protect your privacy, instructors may only use a student's official NOVA email address
- You will receive updates on course changes and other pertinent information through your NOVA email account