

## ENROLLMENT INSTRUCTIONS FOR SENIOR CITIZEN STUDENTS

NOVA has implemented six policy changes that will take effect starting this Fall 2014 semester. The sixth policy change, On-Time Registration, impacts **all** NOVA students. To keep in line with these new policy changes, senior registration will be offered in an online format.

Beginning at 12:01am to 11:59pm on August 19th, seniors can register for 16-week & 1<sup>st</sup>-session classes and submit their tuition waiver form electronically. This is a 2-step process.

1. Enroll for classes:
  - From the main website, [www.nvcc.edu](http://www.nvcc.edu), click on the My NOVA tab on the upper right-hand side of the page.
  - Click the My NOVA icon on the page that appears.
  - Enter your MyNOVA username and password. [For assistance, contact the College Help Desk: 703-426-4141.
  - Click on VCCS SIS: Student Information System
  - Click Self Service
  - Click Student Center. In the Academics section, click Enroll.
  - Enter the 5-digit code for class numbers (If you do not know the 5-digit code then use search to look up it up). If you have not set your user preferences then select a Different Term by clicking Change Term button.
  - When you finish adding classes, click Enter.
  - The next screen displays a list of courses you added; click Enter again.
  - Click Proceed to Step 2 of 3 to confirm your classes.
  - Click Finish Enrolling to complete process.
  - If there is a problem with adding a class, you see an error message indicating what is wrong. If you are unable to register after you fix the problem, please contact any Student Services Center for assistance.
2. Complete and submit the Senior Citizen Enrollment Tuition Waiver Form **after** registering online: <http://www.nvcc.edu/future-students/admissions/senior-citizens/index.html>. **[The waiver form will be available starting August 19th.]** You may also access this form from our forms library (see attachment for instructions). While all browsers are compatible (Internet Explorer, Chrome, Firefox, Safari, etc.) for submitting the tuition waiver form, you may need to use another browser beside Internet Explorer.

Once the form has been successfully submitted it is final for that session.

**NOTE:** The online waiver form **must** be completed and submitted on time or your courses will be dropped for non-payment. You will need to wait for the next open session to register.

If you are a degree seeking student that has completed 75% of degree requirements, you may enroll at the same time as tuition-paying students, but need to contact Student Services and complete the tuition waiver form.

**We will be assisting seniors with their registration and submittal of the tuition waiver form on August 19th from 8:30 - 4:30 in room 415 of the Bisdorf building. After that time, seniors can be assisted in the Student Services Center until closing on August 19th.**