Welcome to your Distance Learning course through NOVA Online

Critical Course Deadlines

These critical course deadlines are common to all NOVA Online courses. Consult your instructor's syllabus for required assignment deadlines to avoid penalties.

- **Start Date:** Begin your course (some courses have weekly assignment deadlines; check your syllabus).
- **Last Refund Date:** This is the last date on which you may drop this course and receive a tuition refund. Use your NovaConnect Online to complete the process.
- **First Assignment Due Date:** You must submit at least one assignment by this date to avoid being administratively deleted without refund. (See Getting Started below.)
- **Last Withdrawal Date without F:** This is the last date on which you can withdraw yourself without grade penalty. Use NovaConnect online to complete the process. You will receive a grade of W. Withdrawal after this date will result in a grade of F, except under documented mitigating circumstances.
- **End Date:** You should complete all assignments and examinations by this date.

Getting Started

- **Is this your first online course?** Go to the NOVA Online website, https://online.nvcc.edu to complete the NOVA Online Orientation modules and to register for an online orientation webinar.
- **How to Log in to Blackboard**
  1. Use your web browser to connect to https://my.vccs.edu/bbstart. Follow the directions to determine your email and Blackboard user names and passwords.
  2. Access your email account and make sure you know how to use it; you will be required to use this account for all course-related email.
  3. Log on to Blackboard at https://nvcc.my.vccs.edu/. You will be able to access the class on the start date.
- **Textbooks:** Textbooks may be ordered online at https://online.nvcc.edu/books, by fax, mail, or in-person at the Alexandria Bookstore ONLY. Textbook information is in your syllabus or at https://online.nvcc.edu/books.
- **Please Note:** This document confirms your registration in the NOVA Online course listed above but is not an acknowledgement of tuition payment nor does it guarantee you a space in the course if you are dropped for nonpayment. If you have any questions about your payment status, please check https://www.nvcc.edu/novaconnect.
- **If You Need Help:** Call the NOVA Online Hotline at (703) 323-3347 or (888) 4DL-NVCC (888-435-6822). NOVA Online representatives can provide technical assistance 24/7, and full student support services are provided Monday through Thursday 8:00 AM to 9:00 PM and Friday 8 AM to 5 PM.

If you have not enrolled at NOVA and are receiving this letter in error, please contact us at (703) 323-3347.