

College Compositn I
 Instructor: *Instructor's Name*
 Email: *Instructoremail@nvcc.edu*

NOVA Online
Northern Virginia Community College
8333 Little River Turnpike
Annandale, VA 22003-3796

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:	01/28/2019
Last Refund Date:	02/09/2019
First Assignment Due Date:	02/09/2019
Last Withdrawal Date without F:	03/19/2019
End Date:	04/21/2019

- **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.



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ADDRESS SERVICE REQUESTED

ENG 111 COURSE MATERIAL-OPEN IMMEDIATELY

Student Name
 123 Address Drive
 City, State Zip