

How do I identify my academic advisor and when should we meet?

You are assigned an academic advisor during the Admissions process. Your academic advisor is on your NOW account (Click on the Student Services Tab, then select Student Records, then select View Student Information). Meet with your academic advisor anytime you have questions about program requirements, course selection, and for scheduling. You must obtain your advisor's signature or your alternate registration pin to register each semester.

What should I do if I'm failing a course?

If you are failing a course, you are encouraged to first speak with the instructor for recommendations for improvement. You are also encouraged to contact the Tutoring Center to enlist the free services of a tutor. If that option does not improve your grade, you may withdraw from the course. Courses are dropped through your NOW account. You must do so by the published last day to drop a course for you to receive a grade of withdrawal – "W". Otherwise, the instructor is required to submit a grade for you. If you receive financial aid, talk to a financial aid staff member before withdrawing.

How will I know how many credits will transfer to WVNCC and how many more I will need to complete?

Submit official transcripts from all the colleges and universities you attended to have transfer credit evaluated and applied toward your degree. Transfer credits are evaluated by the Registrar's Office. Access your NOW account and view your academic transcript to determine which courses transferred as equivalent courses (Select Student Services tab, then click on Student Records, then select Academic Transcript). You should speak with your academic advisor regarding any questions you have regarding your transfer credits.

As a transfer student, how many credits must I take at WVNCC?

All students are required to complete at least 15 hours of coursework through WVNCC.

Do developmental courses count as credits toward graduation?

Developmental courses do not count as credits toward graduation and are not calculated in your GPA.

How many classes do I have to take to be "full-time"?

A full-time student is one enrolled in 12 or more hours for the semester (or 6 hours for the summer term).

How do I contact an instructor?

The best way for students to contact instructors is by using the contact information provided on the instructor's syllabus.

What should I do if I miss a class?

If you miss a class, contact the instructor prior to the next class to inquire about missed assignments. If you are unable to contact the instructor prior to the next class, you may want to contact a classmate. If neither of these options is possible, then be sure to speak to the instructor at the next class meeting.

How do I add a class if it's full?

You can be placed on the wait list for a class until the last day to pay or two weeks prior to the start of the course. If another student drops the class, you will receive an email notification that space is available. You must register yourself for the course prior to the deadline noted in the email. You must monitor your WVNCC email at all times so you do not miss your opportunity to register for the required deadline.

How do I drop and add classes?

You can drop/add courses through NOW without an instructor's signature until the day before the semester begins (select Student Services, click on Registration, then Register or Add/Drop Classes). To add a course after the start of the semester, obtain an [Application for Late Registration](#) Form online or at the Service Center. You are required to obtain each faculty member's signature in order to register for classes. The last day to drop courses is posted in the schedule of classes. You must drop prior to the deadline through your NOW account. Contact Student Services for the last day to drop a part of term course.

What are academic standards of progress?

Academic Standards of Progress result when your semester or cumulative GPA falls below 2.0. Your status is determined at the end of each semester. You are notified through your WVNCC email if you are placed on

Academic Standards of Progress. Academic Standards of Progress are different than Financial Aid Standards of Progress. Full details are printed in the college catalog.

What is an "Incomplete"?

An incomplete indicates that you were passing the class, but were not able to complete end of term requirements (generally the last 1-2 weeks of the semester) by the required deadline. It converts to a letter grade when the work is completed or to "F" if the work is not completed by the established deadlines. For an Incomplete received in the Fall semester, the work must be completed by May 1. For an Incomplete received in the Spring semester, the work must be completed by December 1. The instructor has the authority to establish an earlier deadline. Students must contact the instructor for assignments.

What is a Degree Evaluation?

A Degree Evaluation is a listing of the requirements for each degree. As you complete courses, the degree evaluation can be updated to reflect the completed courses and your grade in each course. You may obtain a Degree Evaluation from NOW (Select Student Services, Student Records, and the Degree Evaluation). Your advisor can help you interpret the report.

Where do I go to get a student ID?

ID card pictures are taken at Student Services. All new students are required to obtain an identification card, and returning students must validate their ID each semester at the Service Center.

Where do I go to get my textbooks?

Textbooks can be obtained from the WVNCC Barnes and Noble Bookstore. A Bookstore is located on each campus. Bookstore services are also available online through your NOW account.

How do I change my major?

Students must complete the [Change of Major](#) form, obtain their advisor's signature, and submit the completed form to the Service Center. Students wanting to apply to the Health Science Programs must complete a Health Science Application.

Am I required to take the ACT or SAT?

WVNCC does not require ACT or SAT scores for general admission. ACT and SAT scores are used for placement purposes for English and math courses. Students who do not have ACT or SAT scores will be required to complete the Compass test to determine placement.