MY WVNCC STUDENT PORTAL

E-MAIL

N.O.W. REGISTRATION

MAKE YOUR OWN SCHEDULE

TUITION AND FEES

FINANCIAL AID STUDENTS

PAYMENT AND HIGHER ONE INFORMATION

SERVING STUDENTS

BLACKBOARD ADDITIONAL INFORMATION

WVNCC TEXT ALERT SYSTEM

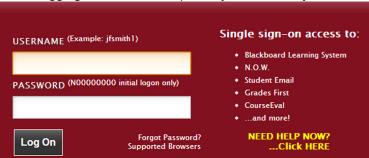# YOUR ACCESS TO NORTHERN:
LET'S GET STARTED

7/24/13

QUICK START GUIDE

The My WVNCC Student Portal provides students with single sign-on access to the student web services such as Northern on the Web (N.O.W.), Blackboard Learning System, Student Email and more!

LOGGING INTO THE PORTAL:

When logging into the student portal, you will enter your username and password. Your username will always be your email address without the '@mail.wvncc.edu'. For example, if your full WVNCC email address is 'jmsmith@mail.wvncc.edu', your username would be 'jmsmith'. Your password is your student ID with a capital N. Upon first logon, you must change your password. Passwords are case sensitive and must be at least 8 numbers or letters only (no special characters). You will also have to set up security questions that will allow you to access your account, should you happen to forget your password or lock your account.

LOCKED ACCOUNTS/PASSWORD RESET:

If you have never logged into the portal and become locked out while trying to log on for the first time, you must contact your campus service center to have your account unlocked. To avoid this, please be sure that you follow the above instructions for logging into the portal.

If this is not your first time logging in, and you have already completed your password reset registration, you can use the "Forgot Password" link located on the login page. After clicking the link, a new window will launch, and you will be required to enter your student ID (N number). Once you do, you will be presented with the security questions you set up during your portal registration. Provide the correct answers to your security questions, and your account will be automatically unlocked and your password reset back to your student ID. You are then required to change your password when you log in to complete the reset process.

ACCESSING SERVICES:

Once logged into the student portal, click the button corresponding to the service you want. Once clicked, the link will open a new browser window/tab and automatically log you into your account. After clicking one of the service buttons, closing the new window/tab will log you out and return you to the main menu.

As a registered student at WV Northern Community College, you are issued an email account. Official correspondence from the college is sent to your @mail.wvncc.edu email account. Therefore, it is critical that you set up and monitor your email account. Follow these steps for your initial account set up.
- Log into your My WVNCC Student Portal
- Click the Student Email button and you will automatically be signed into your email. Your email will open in a new tab for your convenience.

Having issues?
Click the Email FAQ link under Quick Links or go to this address: http://www.wvncc.edu/offices-and-services/my-wvncc-student-portal/2229
- You will then need to answer a few security questions to set up your email account. These are separate from the My WVNCC security questions you set up for your portal.
- You will then be directed to your student email inbox.
- From here you can access your email along with other services such as the SkyDrive online storage, calendar, and more.

If you need assistance with your My WVNCC Student Portal or Email, please check the FAQ's by clicking the Need Help Now link located at the bottom right of the My WVNCC log-on page or once in your portal, simply click the Portal FAQ or Email FAQ links. If you still need assistance, please contact your local service center and present your student ID to have a problem ticket entered to the IR department.

N.O.W. REGISTRATION

Students are required to register using the Northern on the Web (N.O.W.) registration system. Students may register using any computer with internet access. Using off-campus facilities may help to avoid long queues and unnecessary delays. Students must obtain their alternate pin from their academic advisor prior to registering for classes. See Step 3.

ONLINE REGISTRATION INSTRUCTIONS
To register online, go to www.wvncc.edu. Click on MY WVNCC to complete the Portal login process.
 1. **CHECK FOR HOLDS:**
    a. Click NOW ACCESS; click on STUDENT SERVICES; click on REGISTRATION; select REGISTRATION STATUS;
    b. Select the term for which you wish to register (this works once registration is open);
    c. If any holds are on your account, resolve any holds that prevent registration. Otherwise, go to step 2.

 2. **SELECT COURSES:**
    a. Select courses through NOW
        i.   Select STUDENT SERVICES tab; select REGISTRATION; select LOOK UP CLASSES;
        ii. Select the term for which you are registering; click SUBMIT; then click ADVANCED SEARCH;
        iii. Select the SUBJECT AREA, COURSE NUMBER and CAMPUS; click on CLASS or SECTION SEARCH;
        iv. A list of courses meeting your criteria is shown.
    b. Be sure you meet the course prerequisites/corequisite and that there is space available.
        i.   From the list of courses, click on the CRN for which you want to register;
        ii. Dates, days, and times of the course options will be shown;
        iii. Click on the COURSE TITLE to determine if seats are available and view required prerequisites/corequisites.
    c. Using the space below, record the CRN and other information for each course you choose.

CRN	DEPT	COURSE #	COURSE TITLE	CR HRS	DATES	DAYS	TIME
3XXXX	ENG	101-002	College Composition I	4	Aug. 21 – Dec. 15	MW	830-945

3. MEET WITH YOUR ADVISOR TO RECEIVE ASSISTANCE IN SELECTING YOUR COURSES AND RECEIVE YOUR ALTERNATE PIN:

    a. Schedule an appointment with your academic advisor.

        i. To access your advisor's name, click STUDENT SERVICES, then click STUDENT RECORDS, and then click VIEW STUDENT INFORMATION;

    b. Be prepared when seeing your advisor. In doing so, your time will be more effective.

        What will you need to get registered?

          1. Degree evaluation

          2. List of questions to ask your advisor, including "How am I progressing towards attaining my degree?"

    c. Degree evaluations are an excellent tool when scheduling or determining graduation eligibility. To run evaluations:

        1. Select N.O.W. Access from your My WVNCC Student Portal.

        2. Go to STUDENT SERVICES.

        3. Then, click STUDENT RECORDS.

        4. Next, click DEGREE EVALUATION.

        5. Select the TERM, if prompted.

        6. Click GENERATE NEW EVALUATION.

        7. Click the Radio Button next to the program and click GENERATE REQUEST.

The evaluation will show the courses completed (with semester and grades) as well as classes currently scheduled. The word "No" in the left column indicates a requirement has not been met. Use the outline for your program in the Catalog to determine the order in which you should take the remaining courses. Keep in mind that these evaluations will not show transitional (developmental) course credits that may need to be taken.

If you are considering a changing your major, do the following in the Degree Evaluation Page:

        a. Click WHAT IF ANALYSIS.

        b. Select the registration TERM if prompted.

        c. Select a PROGRAM; then click CONTINUE.

        d. Select FIRST MAJOR; click SUBMIT.

        e. Select GENERATE REQUEST.

4. REGISTER FOR CLASSES ONLINE:

        a. Select STUDENT SERVICES; select REGISTRATION; select REGISTER OR ADD/DROP CLASSES;

        b. Enter all CRN numbers from this worksheet into the boxes under ADD CLASSES WORKSHEET;

        c. When finished, click Submit Changes;

        d. Registration is successful for classes indicating "Web Registered";

        e. If registration errors are encountered due to prerequisite, major restriction, or other problems, contact the faculty member scheduled to teach the course to request an override. (Faculty are not available during summer or school breaks). You can also select an alternate course by choosing LOOK UP CLASSES option from the NOW registration menu;

        f. Be sure to keep your alternate PIN as it is required to make schedule changes.

5. ONLINE WAITLIST

WVNCC offers the opportunity to be put on a waitlist for courses that are already full when you attempt to register. Here are some tips about how to use this function:

• Students waitlisted for a class are notified by WVNCC email when/if space becomes available.

• Students receiving notification of a space becoming available must register online through N.O.W. AFTER THE FRIDAY PRIOR TO THE START OF A COURSE, NO NOTIFICATIONS WILL BE SENT REGARDING COURSE OPENINGS.

• Be sure to set up your WVNCC email account. There are no exceptions to this policy as you are responsible for checking your email daily during the semester and during breaks. See the previous page for email information.

• If you miss the deadline sent in the email notification, your name is removed from the waitlist. Depending on the length of time prior to the start of the course, you may be able to put yourself on the waitlist again. Students may be waitlisted up to two weeks prior to the week the course begins.

1) THINGS YOU NEED TO BE PLACED ON A WAITLIST:

    a. You must be sure you meet the prerequisite for the course. If you place yourself on a waitlist and you do not meet the course prerequisite(s), you will not be permitted to register when space becomes available;

    b. You must not have any holds on your account (no past due balance; no outstanding documents; etc.)

2) STEPS TO PLACING YOURSELF ON A WAITLIST:

    a. Attempt to register for the course. A Registration Add Error stating that the status is CLOSED will appear;

    b. Click on the drop-down arrow under ACTION and select WAITLIST; then click SUBMIT CHANGES;

    c. The status for this course will now state "Waitlist".

CHECKING YOUR WAITLIST STATUS:

1) CHECK YOUR EMAIL DAILY. When a space becomes available for a class with a waitlist, the first/next person on the waitlist is notified VIA WVNCC EMAIL. Once an email is sent with a Waitlist Notification, you have one of two timeframes in which to register.

    a. Prior to the week before the start of the semester, students have 48 hours after the notification is sent to register for the course;

    b. Starting with the week before the start of the semester, students have 24 hours after the notification is sent to register for the course.

2) REGISTERING FOR A WAITLISTED CLASS ONCE PERMISSION IS GRANTED: Once email notification is received that space has become available, complete the following steps:

    a. Return to the Register or Add/Drop Courses link under the STUDENT SERVICES—REGISTRATION link;

    b. Locate and click the action drop-down arrow and Select ***Web Registered**** and Submit Your Changes;

    c. The next page now shows your status as registered for that course;

    d. If you are registering after the LAST DAY TO PAY, you MUST pay for your course immediately to avoid being dropped from your classes. You can pay at the Campus Service Center, by contacting the Business Office at 304-214-8811, or online through your N.O.W. account.

6. TO PRINT A COPY OF YOUR SCHEDULE AND BILL FROM N.O.W.:

    a. Click Student Services

    b. Return to REGISTRATION menu and click STUDENT DETAIL SCHEDULE;

    c. Click VIEW FEE ASSESSMENT on schedule screen to view your bill.

7. ADDING/DROPPING COURSES:

    a. Add classes to your schedule until midnight on the Sunday prior to the start of the course.

    b. Students must drop courses online by the established deadlines.

    c. Late registration begins with the start of the semester. For part of term courses, late registration starts the first day of the week of the class. Students who are registering late are required to complete an Application for Late Registration. These forms are available at the Campus Service Centers or online from the Registrar's Office website.

8. LATE REGISTRATION STUDENTS ARE REQUIRED TO:

    a. Complete the Application for late Registration.

    b. Obtain your Advisor's signature.

    c. Obtain the initials of *each* faculty member to indicate permission to register late in e*ach* course. Depending on individual circumstances, other overrides may be required.

    d. Pay the $50 late fee and all tuition and fees associated with their registration (or appropriate arrangements with the Financial Aid or Business Offices) at the time the form is submitted. Students will only be charged the late fee one time per semester.

1. First, block out prior obligations such as work and personal responsibilities that cannot be changed. This helps determine which times you are available for class.
2. Second, log into N.O.W. and go to LOOK UP CLASSES through the REGISTRATION menu under the STUDENT SERVICES tab. Using your degree evaluation and Catalog, look up courses to take, choose a subject and campus and enter a course number for options.
3. Third, as you choose classes, mark the meeting time on your Schedule Planning Sheet.
4. Finally, meet with your advisor to discuss your plan and to get a registration PIN.

Schedule Planning Sheet

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00 a.m.						
7:00 a.m.						
8:00 a.m.						
9:00 a.m.						
10:00 a.m.						
11:00 a.m.						
Noon						
1:00 p.m.						
2:00 p.m.						
3:00 p.m.						
4:00 p.m.						
5:00 p.m.						
6:00 p.m.						
7:00 p.m.						
8:00 p.m.						
9:00 p.m.						
10:00 p.m.						

Students registering for classes at West Virginia Northern Community College will be subject to the tuition and fee schedule that can be found on the College's web page at www.wvncc.edu/potential-students/schedule-of-tuition/539

The College policy requires tuition be paid prior to the beginning of each term. Any unpaid balances will be pursued for payment to the fullest extent in accordance with state and federal law and according to College procedures.

Residents of Belmont, Columbiana Harrison, Jefferson, Mahoning, Monroe and Trumbull counties in Ohio may attend at the West Virginia "In-State" tuition rates. Residents of Allegheny, Beaver, Butler, Greene and Washington counties in Pennsylvania and residents of Columbiana and Washington counties in Ohio pay a Metro rate.

Students who attend West Virginia high schools are eligible for a reduced tuition rate. Students attending high schools in reciprocity counties and home-schooled students will pay the in-state rate.

West Virginia senior citizens (age 65 or older) pay half of the tuition per credit hour for classes on a space-available basis. Payment of full tuition costs assures a spot in class.

OTHER FEES
Students applying to limited enrollment programs will be charged a non-refundable Application Fee. (See Health Sciences Selection and Admission section in College Catalog.)

Other fees include but are not limited to a facility fee, information technology fee, transcript fee, fees for course materials for labs, Culinary Arts capstone testing, Microsoft testing, Nursing admission test, Nursing licensure test, Nursing resources, and late registration.

Current fees can be found on the College's web page at www.wvncc.edu/potential-students/schedule-of-tuition/539.

MAKING PAYMENT
WVNCC accepts cash, checks, money orders or credit cards (American Express, VISA, Master Card, and Discover). Payment can be made in person at any Campus Service Center during regular business hours, by mailing a check or money order, by phone with an approved credit card, or via online credit card payments through Northern on the Web. The College also offers an interest-free monthly payment options.These plans are designed for students who prefer to pay their tuition monthly rather than all at one time. For additional information contact the College's Business Office. Details are available at each Campus Service Center.

Payment Due Date—early registration payment or financial arrangements must be completed by the identified "last day to pay." Please refer to the first page of the Schedule of Classes for the "last day to pay" date. After this date, payment arrangements must be made at the time of registration.

PRINT A COPY OF YOUR SCHEDULE AND BILL
Return to the REGISTRATION menu in N.O.W. (under STUDENT SERVICES) and click on STUDENT DETAIL SCHEDULE. At the bottom of the schedule, click VIEW FEE ASSESSMENT for a copy of your bill.

TUITION REFUND POLICY
Only in cases where the College cancels class, a student withdraws prior to the first day of the semester, or prior to the first day of class for those classes with a delayed start will full tuition and course fee(s) be refunded. Students who totally withdraw from all of their classes will have their tuition adjusted according to the schedule listed in the current schedule of classes.

*** FEES ARE NON-REFUNDABLE AFTER THE 100% REFUND PERIOD. NO EXCEPTIONS.**

Contact the Business Office for additional details on the Tuition Refund Policy or see the College Catalog. Financial aid students will have their aid adjusted according to the policy concerning return of Title IV funds. Consult with the Financial Aid Office for details.

ONLINE PAYMENT INSTRUCTIONS

1. TO PAY YOUR TUITION ONLINE BY CREDIT CARD:
   a. Select STUDENT SERVICES; select REGISTRATION; select PAY TUITION AND FEES ONLINE BY CREDIT CARD;
   b. Enter your Student ID, telephone number, term, amount paid and select FINISH.

2. OTHER PAYMENT OPTIONS MUST BE ARRANGED BY THE LAST DAY TO PAY:
   a. Financial Aid
   b. 60/40 Plan
   c. 4 Installment Plan
   d. Third Party payments (i.e., Vocation Rehabilitation, employer sponsored payments, etc.)

FINANCIAL AID STUDENTS

In order to be held in classes, financial aid students must verify that all financial aid documentation is complete and that awarded financial aid funds will cover tuition. Students who are registered early but whose financial aid files are incomplete will be PURGED FROM CLASSES unless they remit payment by the published "last day to pay" (see the semester's SCHEDULE OF CLASSES for this deadline). Students registering late must complete financial aid documentation prior to registration or be prepared to pay at the time of registration.

CHECK YOUR FINANCIAL AID DOCUMENT STATUS

1. Select N.O.W. Access from your My WVNCC Student Portal, and click on FINANCIAL AID.
2. Click REVIEW YOUR FINANCIAL AID FILE FOR MISSING DOCUMENTS OR HOLDS.
3. Click MISSING DOCUMENTS, HOLDS, AND STUDENT REQUIREMENTS.
4. Select the appropriate AID YEAR and click SUBMIT.
5. The next page shows:
   • DOCUMENTS ON FILE. If none, complete a FAFSA at www.fafsa.gov. Allow 5-10 business days for processing. Pick up necessary forms.
   • UNSATISFIED REQUIREMENTS. There is no need to worry about requirement of FINAL REVIEW. Other outstanding documents must be completed as soon as possible.
   • ALL SATISFIED DOCUMENTS.

If you are missing documents within a week of the last day to pay, a payment should be submitted to hold your class registration while your file is in progress. Even a partial payment with the TuitionPay Plan holds class registration as long as your TuitionPay account information is submitted to WVNCC.

CHECK YOUR AID AWARD

1. Select N.O.W. Access from your My WVNCC Student Portal, and click on FINANCIAL AID.
2. Click AWARD.
3. Click AWARD FOR AID YEAR.
4. Select the appropriate AID YEAR, if prompted.
5. Click AWARD OVERVIEW to see:
   • COST OF ATTENDANCE, including estimated costs for tuition, fees, and books as well as expenses outside of school, such as gas, room and board, etc.
   • AWARD OVERVIEW. Listed are awards for Pell and WV State Grant, in addition to other forms of aid posted to your account. Loan amounts may not be posted yet. If you completed the loan request form as well as the online Master Promissory Note and Entrance Interview, eligible amounts appear after manual processes are complete.

If no award funding is listed, you should contact the Financial Aid Office for more information. A payment to hold class registration may be required if the last day to pay is approaching or has passed.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP)

In N.O.W., click FINANCIAL AID. Through the MISSING DOCUMENTS, HOLDS, AND STUDENT REQUIREMENTS link also check FINANCIAL AID ACADEMIC PROGRESS to see if hours limitations exist for the term. You cannot register for more than the hours listed. http://www.wvncc.edu/offices-and-services/satisfactory-academic-progress/656

PAYMENT AND HIGHER ONE INFORMATION

PAYMENT OPTIONS

1. 60/40 plan - agreement includes a small fee and is set up directly through the Business Office or Service Center.
2. 4 Installment Plan - allows students to divide payments into 4 installments. This plan is set up directly through the Business Office or Service Center.
3. Pay in full. Payments can be made via cash, credit, debit, check, money order, or cashier's check.
4. Third-Party payments (i.e., Vocational Rehabilitation, employer-sponsored payments, etc.) must be documented in the Business Office prior to the last day to pay or, if registering after the last day to pay, upon registration.

BASIC INSTRUCTIONS FOR HELPING STUDENTS WITH HIGHER ONE DEBIT CARD ACTIVATION

STEPS TO ACTIVATING HIGHER ONE REFUND CARD

1. Students must wait to get their card in the mail at the mailing address provided to WVNCC before they can go to STEP 2. It is the student's responsibility to provide an accurate mailing address to the College. Refunds will be delayed if an accurate mailing address is not provided to WVNCC.
2. With the card in hand, students need to go to any computer and access the Higher One website at www.easyrefundcard.com.
3. Students then choose West Virginia Northern Community College from the drop-down box and login with their 16-digit Higher One card number (on the front of the card, which will have arrived in the mail) and PIN/Shared Secret, which is the last 4 digits of the Social Security Number.
4. Students then must choose how they want to receive their refund. Choices are:
    1. HIGHER ONE ACCOUNT (Money stays on the Higher One card).
    2. ACH/DIRECT DEPOSIT (Students must put in their bank account info, follow the remaining instructions, print, and drop the documents needed in the Higher One drop box by the Service Center).
5. WVNCC recommends students provide a cell phone number or email address when validating their cards or selecting direct deposit to their bank accounts so they are notified when the money is sent.

NOTE: For students who have not received their Higher One cards: Please access the Higher One webpage at www.easyrefundcard.com, select West Virginia Northern Community College from the drop-down box, and then access "Where is my card?" in the box located in the top left of the page. Students should then enter their last name, WVNCC student ID number (starts with N…), and their shared secret (last four digits of their SSN). Students will then be informed whether their card was mailed and when and where it was mailed.

Please note that it is the responsibility of each student to select a refund preference (shown in #4 above). WVNCC employees are prohibited from making a selection for a student.

IN THE EVENT STUDENTS REQUIRE ASSISTANCE, THESE RESOURCES ARE AVAILABLE:

1. **1-877-327-9515** Higher One Student Customer Service line
   Monday through Friday, 8am – 8pm

2. **304-214-8811** WVNCC Business Office
   Monday through Friday, 8:30am – 5pm

LIBRARY SERVICES

Each campus of West Virginia Northern Community College has a separate Library/Learning Resource Center (LRC). A wide variety of resources, both print (28,000) volumes) and non-print, are available for use by students, faculty, and staff. Access to the collection of resources in the LRCs is provided through the online WVNCC Library Catalog. To access the catalog, or many of the other electronic resources and databases, please go to the LRC web page - found on the College web page at http://www.wvncc.edu Look for the Library link under Quick Links. You can also find a link to the library resources through the WVNCC Student Portal. Log into the portal and click on the Library link. Here can be found direct links to the library online databases and a link to the Library web page. Each campus LRC has a number of computers available to students for research, class assignments, word processing, and Internet searching. Individual and group instruction for research or any of the LRC resources is available at each campus from the LRC staff. They have the expertise to help you with your research and information needs.

ACADEMIC SUCCESS CENTERS

The Academic Success Centers (Tutoring Center) provide support to ALL students attending West Virginia Northern. Services available through the Center include tutoring services, as well as assistance with time management, basic computer skills, and study skills.

Tutoring services are available on all three campuses in many subjects. Tutoring is available free of charge (up to two hours a week per course) to all Northern students to assist in mathematics, English and speech, anatomy and physiology, computer skills and several other subjects in our Catalog based on need and tutor availability. Students in any subject can visit the Tutoring Center for assistance in writing a research paper. Visit the Tutoring Center on your campus to sign up for tutoring or skill enhancement!

STUDENT ACTIVITIES

Students at West Virginia Northern Community College have opportunities to participate in a number of organized athletic programs, including intramural, recreational, and club sports. Development of cooperation, competition, self-sacrifice, sportsmanship, physical conditioning, and self discipline is a goal of the sports programs coordinated by the Office of Student Activities. In addition to athletics, Northern students have a number of ways available to make a difference in their communities. Student Government Association and C.O.O.P. (Community Outreach Opportunity Program) allow students to participate in a wide range of community service activities. Activities range from coordination of blood drives and an annual health and wellness fair to raising funds. Projects include sharing Christmas with military personnel through the Military Mail Call program and participating in the United Way Day of Caring. Support is extended by student volunteers to numerous programs that target disadvantaged children. The Office of Student Activities also coordinates the Campus Activities Board (C.A.B.), which assists with planning and implementing activities on campus, as well as student clubs and organizations.

Wheeling campus students now have access to the amenities of CentreTown Fitness located at 20th and Chapline Street. Once students obtain a CentreTown validation sticker from the business office students may begin utilizing the facilities. Students have unlimited access to friendly professional staff as well as a variety of fitness equipment. CentreTown is also equipped with locker rooms with a whirlpool and steam/sauna room. If you have questions, please contact Shannon Payton at spayton@wvncc.edu.

Students on the New Martinsville campus have access to the facilities of Prodigy Wellness Center, located at 313 Main St., a short walk from campus. Students can obtain a validation sticker from the service center and begin utilizing the facilities immediately. Students have unlimited access to all exercise equipment and can pay a reduced fee for exercise classes. For more information contact Sara Shepherd at 304-398-4937.

The Office of Student Activities can be reached by dialing your campus telephone number and extension 8917 or 8918.

GIVE YOURSELF CREDIT

It is possible that some of your experience can be applied toward receiving credit for your college degree. West Virginia Northern will award credit for Portfolio Evaluation, College Board College-Level Examination Program (CLEP), Defense Activity for Non-traditional Education Support (DANTES), Military Credit, Program on Noncollegiate Sponsored Instruction (PONSI), and the American Council on Education (ACE) Proficiency Examination Program (PEP). Students may also take a challenge exam/test out of some classes (not financial aid eligible.) See the campus counselor for more information.

CAREER PLANNING AND PLACEMENT SERVICES

The Career Services Office provides the following services to students:

- online job board and referral services through College Central
- individual career advising including resume writing and interview preparation
- career assessments (contact Career Services or your Campus Counselor for more information)
- access to occupation information including job growth, salary and education requirements
- workshops on career related topics such as job searching, social media and resume writing
- career/job fairs and on-campus recruiting
- Career Corner located in the LRC

Students seeking job referral services must register with the Career Services Office online at www.collegecentral.com/wvncc. The Career Services Office can be reached by dialing your campus telephone number and extension 8817 or by emailing careerplaninfo@wvncc.edu.

ASSISTANCE FOR STUDENTS WITH DISABILITIES

West Virginia Northern Community College provides support services for otherwise qualified students with disabilities. The College is committed to providing reasonable accommodations within the scope of the College's programs and resources to ensure that otherwise qualified students with disabilities are able to enjoy the same rights and assume the same responsibilities as other students.

The campus counselors and coordinator of support services work with faculty and staff, as well as a number of community agencies, to arrange for appropriate accommodation for students both in and out of the classroom.

Students with disabilities must self identify in order to arrange for appropriate accommodations. Contact the Support Services Office at ext. 8938.

BLACKBOARD ADDITIONAL INFORMATION

INSTRUCTIONS:

1. Go to www.wvncc.edu.
2. Log into your student portal at My WVNCC.
3. Click on the Blackboard Learning Systems button.You should be automatically logged into the system.
4. Under My Courses, click on the course that you want to access. Everything you need for class, including assignments, syllabus and assessments should be accessible at this site.

If you have difficulties accessing your BlackBoard account, contact Kim Patterson at kpatterson@wvncc.edu or 304-214-8907

TECHNICAL REQUIREMENTS

Your computer system should have the following hardware and software specifications. If your computer system does not have the following specifications, you can use the computers in the library or other labs available at WVNCC.

Blackboard™ Learn Release 9.1 Requirements

Personal Computer Minimum Requirements:

- Processor: 1.5 Ghz or faster; Memory: 1 Gb of RAM or more
- Internet Connection:
  You are required to have a dependable connection to the Internet. If you do not have a connection at this time, there are a variety of connection options available. You should research the various providers and choose the service that meets your needs and financial situation. Please keep in mind that the speed and reliability of your connection will directly influence your online learning experience.

- Microsoft Office or software specified by your instructor, CD-ROM: 24X may also be required.
- Instructor-specific Requirements: Your instructor may alter or add to these technical requirements. Please read your course syllabus carefully!

Windows Compatibility:
  OS Supported: Windows XP, Vista, and 7
  Browser Supported: IE7, IE8, and Firefox 3.0 and higher (to 3.6)

Mac Compatibility:
  OS Supported: Leopard 10.5 and Snow Leopard 10.6
  Browser Supported: Safari (3.2 and 4.0) and Firefox 3.0 and higher (to 3.6)

- Blackboard Learn requires the latest version of Sun JRE 6. The JRE can be downloaded from http://java.sun.com/javase/downloads/index.jsp
- Internet Explorer 8 is tested in Standards Mode. Some known issues can be resolved by using Compatibility Mode

The following software is free and may or may not be necessary depending on the course. Consult your instructor to see if any additional software is necessary.
- Shockwave player - http://sdc.shockwave.com/shockwave/download/frameset.fhtml
- Real Media (in the lower right hand corner) - http://www.real.com/realoneplayer.html?pp=choice&src=121202r1choice_c3
- Quicktime Player - http://www.apple.com/quicktime/download/
- Acrobat Reader (under the Support menu) - http://www.adobe.com/

WVNCC TEXT ALERT SYSTEM

The College has contracted with a text messaging service, Timecruiser, to use its Cruiser Alert system to allow WVNCC faculty, staff, and students to sign up to receive text message alerts that the College will send under emergency notification. Emergency notification could mean a weather alert which affects large numbers of the WVNCC college community, campus emergency, or other urgent need to get information out.

TO SIGN UP:

1) Log into your My WVNCC student portal and click the WVNCC Watch (Cruiser Alert) link under the Quick Links section.

2) Use the beginning of your WVNCC email address (before the @ sign) as your login and your N number (Northern ID number) as your password. You will need to "ACCEPT" the terms of their standard usage agreement.

3) You will be prompted to change your password and put in a password hint (in case you forget your password.)

4) You will then go to the My Cruiser tab, click ADD PHONE NUMBER, add your cell phone number, and choose your cell phone carrier from the list. Make sure to have your cell phone close by to receive your activation code (code is case sensitive). You are automatically signed up for emergency alerts.

5) When you receive your confirmation text, get the 4-digit code in the text and put the CODE in the box on your screen. Click activate.

6) You are finished. If you change cell phone numbers, remember to update the number here.

The text messaging system is for MOBILE/CELL PHONES ONLY (not prepaid phones) and not home phone.

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