

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

An Academic Advisor is assigned to students during the Admissions process. Academic Advisors are listed on each student's NOW account (Click on the Student Services Tab, then select Student Records, then select View Student Information). Students should meet with Academic Advisors anytime that they have questions about program requirements, course selection, and for scheduling. Students must obtain their advisor's signature or their 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. Students 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. To withdraw, complete a withdrawal form from the Student Services office or you may drop the course through your NOW account unless you are completely withdrawing. The request must be received by the withdrawal date published in the academic calendar for you to receive a grade of "W". Otherwise, the instructor is required to submit a grade for you which will probably be a grade of "F". 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?

To have transfer credit evaluated and applied toward your degree, you must submit official transcripts from all colleges and universities you have attended. Transfer credits are evaluated by the Registrar's Office. Once your transfer evaluation is completed, access your NOW account and view your academic transcript (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 (transitional) courses count as credits toward graduation?

Developmental (transitional) 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 who is 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, your first step should be to 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?

If a class is full, then there are no longer seats available in that class. You are permitted to be placed on the wait list for that 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.

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, go to Student Services to obtain a Late Registration Form. You are required to obtain each faculty members 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 by 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 the course has not been completed for some unavoidable reason that is acceptable to the instructor. 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 for the current term.

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 it to Student Services. 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.