

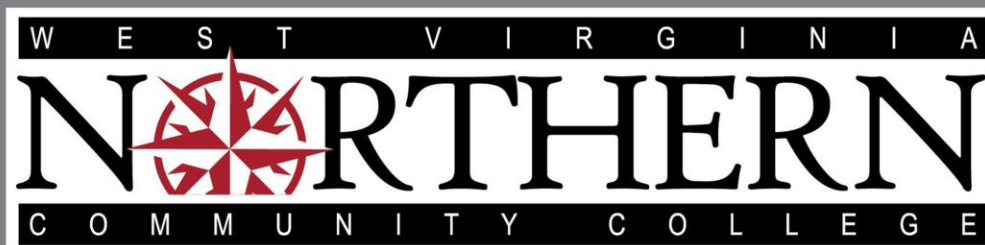
LET'S GET STARTED!



YOUR NORTHERN ACCESS GUIDE

TRANSIENT & PERSONAL
INTEREST STUDENTS

- STUDENT PORTAL
- EMAIL
- TUITION
- REGISTRATION & MORE!

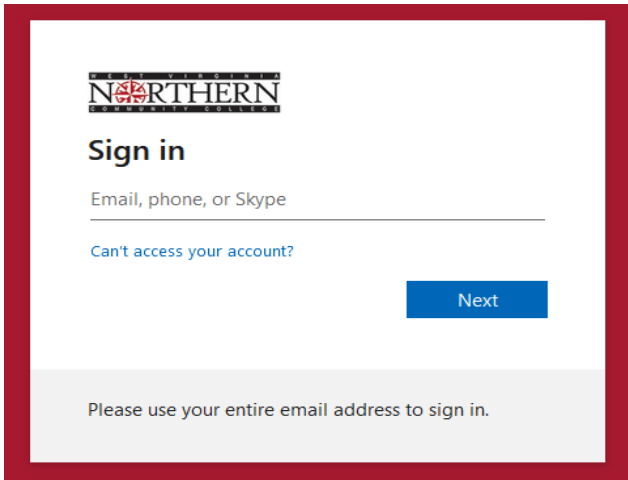


WWW.WVNCC.EDU

Wheeling • New Martinsville • Weirton

MY WVNCC STUDENT PORTAL

My WVNCC Student Portal provides students with single sign-on access to student web services, such as Northern on the Web (N.O.W.), Blackboard Learning System, Student Email, and more! **You will need your acceptance letter from the college in order to log in.**



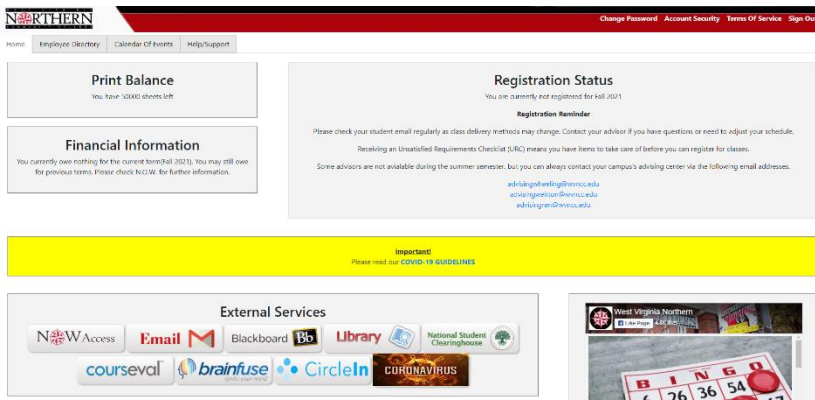
LOGGING INTO THE PORTAL

- Access the College homepage - www.wvncc.edu
- Click on [Current Students](#)
- Select [Student Portal](#)
- Sign in.
 - Enter your complete WVNCC email address.
 - Your password is your student ID number starting with a capital N.
- Complete the authentication process to access your account.
- If you forget your password, select **Forgot Password** and enter your email address or username and follow recovery instructions OR call 304-233-5900, Press 0.

WVNCC STUDENT EMAIL

Official correspondence from the college is sent to your @mail.wvncc.edu email account, **so it is critical that you set up and monitor this account.**

- From the [Student Portal](#)
- Click the [Email](#) button
- On your first visit you will need to accept the terms to be taken to your inbox.



Key Portal Information

- Your advisor
- Registration status
- Financial information
- Change of address and phone number
- Click one of the buttons to access:
 - N.O.W. (Northern On the Web)
 - Brightspace
 - And more
- Clicking on a button opens a new tab.
- Closing the new window/tab will log you out of that service and return you to the portal.

REGISTRATION

Transient Students: Degree-seeking through another school

Submit a transient form signed by your home school's Registrar's Office indicating which course(s) you're approved to take at WVNCC. Prerequisites for approved courses will be waived. **EMAIL: mdecola@wvncc.edu**

Personal Interest Students: Non-Degree

Submit placement test scores and/or transcripts necessary to meet course prerequisites (as listed in the college's Course Catalog).

Get Ready to Register

Schedule an appointment with the ACTion Center staff to plan your schedule by visiting the advising/registration webpage <https://www.wvncc.edu/offices-and-services/academic-advising/2183>.

Online Registration Instructions

1. Select **NOW Access** from your WVNCC Student Portal
2. Go to **Student Services** and then click **Registration**
3. Next, click **Schedule Planner**
4. **Add courses** you want, **add breaks** to block off times you cannot attend class, and then click **Generate** to see your possible schedules.
5. Click **View** to see each schedule. From the **View** screen, click the **Shopping Cart** button.
6. Enter the registration PIN from your advisor.
7. You will see a **Web Registered** message when your schedule has been confirmed.
8. During your meeting, your advisor will provide you with a registration PIN so that you can create your schedule. Keep your PIN in case you need to make changes and contact your advisor if you have any questions.

Online Waitlist

If a class is full, you can place yourself on the waitlist.

1. If a class is full, you will see a **registration error of closed**.
2. Click on the drop-down arrow under **action** and select **waitlist**; then click **submit changes**.
3. Check your WVNCC email **daily** to know if a space becomes available.
4. The notification email will provide directions on how to register for the waitlisted class.

To View a Copy of your Schedule from N.O.W:

1. Click **Student Services**.
2. Return to **Registration** and click **Student Detail Schedule** for the selected term.

ONLINE COURSE INFORMATION

Beginning spring 2022, online courses will be available through Brightspace Desire-to-Learn.

TO ACCESS BRIGHTSPACE D2L

1. Log into your [Student Portal](#) on the college website;
2. Click on the [Brightspace](#) button. You should be automatically logged into the system;
3. 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 trouble accessing your online course account, call 304-233-5900, press 0.

TECHNICAL REQUIREMENTS

Your computer system needs certain hardware and software specifications in order to run Blackboard. If your computer system does not have these specifications, you can use the computers in the library or other labs available at WVNCC. See the [ONLINE COURSES](#) page on the website under [CURRENT STUDENTS](#) for details.

TUITION, FEES, & PAYMENT

The tuition and fee schedule can be found by clicking **CURRENT STUDENTS** at <https://www.wvncc.edu>

REFUND POLICY

Only in cases where the College cancels class or 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 fees be refunded. After that time, students who totally withdraw from ALL of their classes will have their tuition adjusted according to the schedule listed on the Academic Calendar webpage. Refunds are not made for partial withdrawals or administrative withdrawals.

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

Contact the Student Accounts 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.

MAKING PAYMENT

- WVNCC accepts cash, debit cards, checks, money orders, cashier's checks, or credit cards (American Express, VISA, Master Card, and Discover).
- Payment can be made in person at the Student Accounts Office or all campus Service Centers during regular business hours, by mailing a check or money order, or via online credit card payments through *Northern on the Web*.
- Interest-free monthly payment options are available.
- Students are responsible for payment obligations. For additional information contact the Student Accounts Office.

Financial Aid requirements or payment arrangements must be completed by the "last day to pay" as identified on the **ACADEMIC CALENDAR**, accessible from the **CURRENT STUDENTS** section of the website **WVNCC.EDU**. After this date, payment arrangements must be made at the time of registration.

VIEW A COPY OF YOUR SCHEDULE AND BILL

- Log into the student portal
- Select **N.O.W ACCESS**
- Select **STUDENT SERVICES**
- Select **REGISTRATION**
- Select **STUDENT DETAIL SCHEDULE**.
- Scroll to the bottom of the schedule.
- Click **VIEW FEE ASSESSMENT** for a copy of your bill.

ONLINE PAYMENT INSTRUCTIONS

1. TO PAY YOUR TUITION ONLINE BY CREDIT CARD THROUGH THE N.O.W. ACCOUNT:

- Select **STUDENT SERVICES**
- Select **REGISTRATION**
- Select **STUDENT TUITION & FEE CHARGES**
- Choose the term if prompted to view the amount you owe.
- Return to the **REGISTRATION** menu
- Select **PAY TUITION AND FEES ONLINE BY CREDIT CARD**
- Enter your Student ID, telephone number, term, and payment amount.
- Select **FINISH**.

2. OTHER PAYMENT OPTIONS MUST BE ARRANGED BY THE LAST DAY TO PAY:

- a. Payment Plan – Allows students to divide payments into 4 installments. This plan is set up directly through the Student Accounts Office or Service Center and can also be submitted electronically. Agreement includes a small fee.
- b. Third-Party payments (i.e., Vocational Rehabilitation, employer-sponsored payments, etc.) must be documented in the Student Accounts Office prior to the last day to pay or, if registering after the last day to pay, upon registration.
- c. Consortium Agreement- **Transient** students may submit to WVNCC's Financial Aid Office a consortium agreement approved by their home school's Financial Aid Office. This agreement allows WVNCC to hold a student in classes

without payment until their financial aid funds are dispersed through their home school. The school or the student must then submit payment in full to WVNCC. Transcripts will not be released for transient coursework without payment in full.

REFUND/CREDIT BALANCE

BANKMOBILE DISBURSEMENT

Students who are eligible for more aid than they owe in tuition and fees may use the remaining aid to purchase books and supplies in the college bookstore. Any remaining funds will be released to the student in the form of an aid refund. Students must select how they wish to receive their aid refund. All new students (excluding early entrance and continuing education) will receive email notification from BankMobile on how to select their refund preference.

STEPS TO SELECTING REFUND PREFERENCE

1. Students will receive an Instant Personal Code and information from BankMobile on how to access their website and setup refund preference. Please note that 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. Access the BankMobile Disbursements website at www.refundselection.com.
3. New Students will need to enter their Instant Personal Code included in the email notification or requested online.
4. Create a login and password.
5. Choose how you want to receive your refund. Choices are:
 - a. Electronic Deposit to Another Account. Enter bank account info and follow the instructions.
 - b. Electronic Deposit to a BankMobile Vibe Account. Refunds are loaded onto the BankMobile Vibe card.
 - c. WVNCC recommends students provide a cell phone number or email address so they will be notified of problems or when monies are deposited to their selected accounts.

Please note that it is the responsibility of each student to select a refund preference. WVNCC employees are prohibited from selecting for a student.

FOR BANKMOBILE ASSISTANCE, CONTACT: 1. BankMobile Student Customer Service – 1-800-327-9515 or www.refundselection.com

7 days a week, 8 am - 11 pm EST

2. WVNCC Student Accounts - 304-233-5900 / studentaccounts@wvnc.edu

Monday through Friday, 8:30am - 5pm

STUDENT SERVICES

Learn more about these services by clicking the Current Students link at WVNCC.edu

BOOKSTORE

Students can order their textbooks and college apparel at the online bookstore.

STUDENT ID CARDS

Doors to all college buildings, with the exception of the front doors to the Weirton and New Martinsville campus buildings and the front door to the B&O Building on the Wheeling campus, are locked at all times and accessible only via a student ID card. ID cards are issued to registered students who show a valid photo ID at any campus service center.

PARKING PASSES

Parking tags are required fall and spring semesters on the Wheeling campus. Complete the Student Parking Permit Application: <https://www.wvnc.edu/current-students/student-parking-permit-application/7574> There is no fee for Parking tags. Parking maps are available at the Wheeling Service Center.

TEXT ALERT

The College uses a text alert system to send routine and emergency notifications to faculty, staff, and students.

STUDENT ACTIVITIES

The Office of Student Engagement offers leadership positions through Student Government Association and Campus Activities Board, community service, service-learning opportunities, and student clubs. Activities include educational,

cultural, and social events. For more information, view the college website under [STUDENT LIFE](#) or contact the Director of Student Engagement at studentactivities@wvnc.edu or 304-214-8917.

ACADEMIC RESOURCE CENTER

Each campus has an Academic Resource Center. Available services include: Accessibility, Library, Mental Health Programming & Referrals, Testing, and Tutoring. These services are available onsite and online. For more information, email us at arc@wvnc.edu.

CAREER PLANNING AND PLACEMENT SERVICES

The ACTION Center 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 ACTION Center 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, and more!

Students seeking job referral services must register with the ACTION Center online at <https://www.collegecentral.com/wvnc/>. For more details, contact Lisa Soly at 304-214-8817 or careerplaninfo@wvnc.edu.

To the best knowledge of the West Virginia Northern Community College staff, information contained in this publication was correct at the time it was distributed. However, this publication should not be considered in any way to constitute a contract between West Virginia Northern and any student. West Virginia Northern reserves the right to make changes in tuition, fees, admissions, regulations, schedules, or curricula without prior notice or obligation.

West Virginia Northern Community College, pursuant to the requirements of Titles IV, VI, VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, does not discriminate against applicants, employees, or students on the basis of race, color, religion, sex, disability, age, gender, ancestry, marital or parental status or national origin in its employment policies and/or educational programs or activities, including admissions to such.

Inquiries concerning this rule should be directed to Robert Brak, who is designated as coordinator for Title IX and Section 504. His telephone number is 304-214-8901. His email address is titleix@wvnc.edu.

While academic advisors, faculty and staff provide significant academic planning and related assistance to students, completion of all degree requirements, and the process of monitoring progress to that end, is ultimately the responsibility of the student.