

LET'S GET STARTED!



YOUR NORTHERN ACCESS GUIDE

TRANSIENT & PERSONAL
INTEREST STUDENTS



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



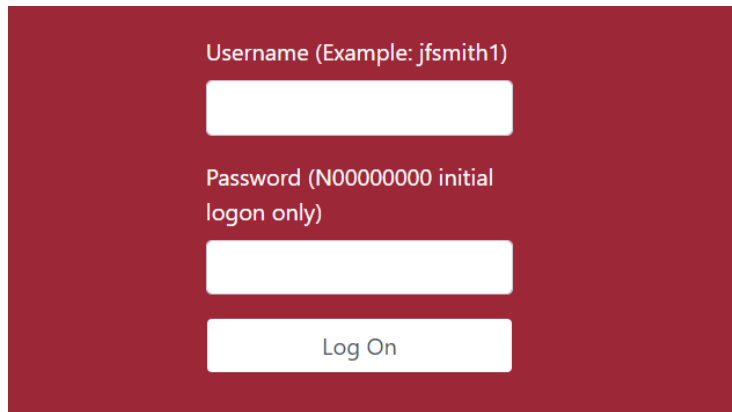
WWW.WVNCC.EDU

Wheeling • New Martinsville • Weirton

MY WVNCC STUDENT PORTAL

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! **You will need your acceptance letter from the college in order to log in.**

LOGGING INTO THE PORTAL

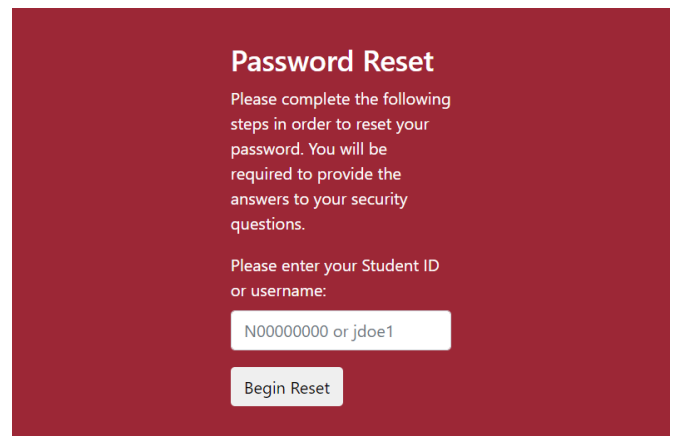


From the College homepage - www.wvncc.edu - select the [Student Portal](#) link under the [Current Students](#) section and enter your username and password. Your username will always be your email address without the '@mail.wvncc.edu'. For example, if your full WVNCC email address is 'jmsmith@mail.wvncc.edu', 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 forget your password or lock your account.

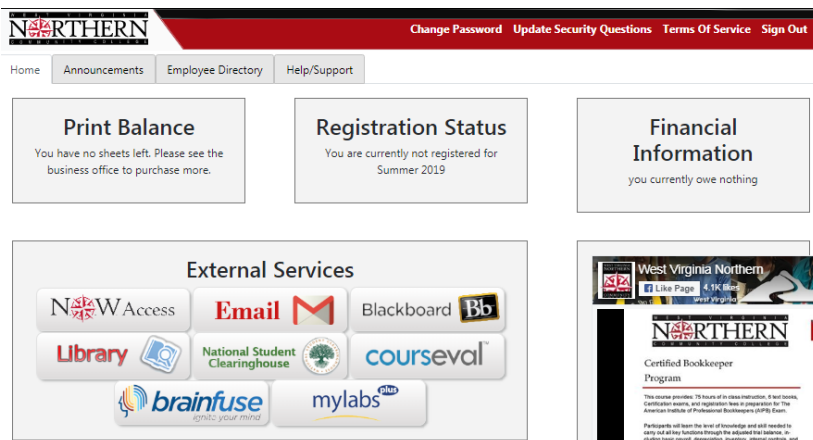
LOCKED ACCOUNT/PASSWORD RESET

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 carefully.

If this is not your first time logging in, and you have previously selected your own password, select [Forgot Password](#) and enter your student ID number or username. Answer the security questions you set up during your first login and your account will be unlocked and your password reset back to your student ID. When you next log in, you will be required to change your password.



ACCESSING SERVICES



The student portal home page will tell you important information such as your advisor, registration status, and financial information. You can update your address and phone number on this page as necessary.

Clicking one of the service buttons in the middle of the page will open a new browser window/tab and automatically log you into various accounts, like your N.O.W. (Northern On the Web), Student Email, and Blackboard. Closing the new window/tab will log you out of that service and return you to the portal.

WVNCC STUDENT EMAIL

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

From the [Student Portal](#), click the [Email](#) button and your email will open in a new tab. Upon initial setup, accept the terms in order to be taken to your inbox

REGISTRATION

GET READY TO REGISTER

1. 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 or FAX: 304-232-0153**

2. 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).

ONLINE REGISTRATION INSTRUCTIONS

REGISTER FOR CLASSES ONLINE:

- From the [STUDENT PORTAL](#), choose the [N.O.W. ACCESS](#) button.
- Select [STUDENT SERVICES](#); select [REGISTRATION](#); scroll down, select [REGISTER OR ADD/DROP CLASSES](#);
- Choose [TERM](#), click [SUBMIT](#);
- Enter 5-digit Course Registration Number (CRN) for each desired course into the boxes under [ADD CLASSES WORKSHEET](#) and click [SUBMIT CHANGES](#). You can find CRNs in the [SCHEDULE PLANNER](#), on the [CURRENT STUDENTS](#) section of the website.
- You can also [SEARCH FOR SECTIONS](#) at the bottom of the page instead of typing the CRNs into the boxes. When you find the section you want, click the checkbox to the left and choose [REGISTER](#);
- Registration is successful for classes indicating "Web Registered";
- Registration errors may occur if you do not meet the prerequisites for the course or have the appropriate transient approval on file, or for time conflicts, major restrictions, or other reasons. Call your service center if you do not understand why you are receiving a registration error.

ONLINE WAITLIST

If a course is full when you attempt to register, you may add yourself to a waitlist to receive notifications if a space becomes available. Students can add themselves to the waitlist up to two weeks prior to the week the course begins, and notification of course openings ends the Thursday prior to the start of a course. Students notified of a course opening must have the proper prerequisites and/or transient approvals in order to register and have no active holds on their account preventing registration.

1. STEPS TO PLACING YOURSELF ON A WAITLIST:

- Attempt to register for the course. A Registration Add Error stating that the status is CLOSED will appear;
- Click on the drop-down arrow under [ACTION](#) and select [WAITLIST](#); then click [SUBMIT CHANGES](#);
- The status for this course will now state "Waitlist."

2. CHECK YOUR WVNCC EMAIL DAILY. When a space becomes available in a waitlisted class, the first person on the waitlist is notified by [WVNCC email](#) with instructions to register. Students have 48 hours after the notification is sent to register or they will be removed from the waitlist. Starting the week before the semester begins, the time to register is shortened to 24 hours from notification. **Students are responsible for checking their WVNCC email and following the instructions to register themselves when they receive the waitlist notification; college employees do not complete registration for students.**

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

- Click [STUDENT SERVICES](#);
- Return to [REGISTRATION](#) menu and choose [STUDENT DETAIL SCHEDULE](#);
- Select term if prompted.

ADDING/DROPPING COURSES:

- Providing there is a space open, students can add a class through the first week of that course.
- Students must drop courses online by the deadlines posted in the [ACADEMIC CALENDAR](#) on the website under [CURRENT STUDENTS](#).

To drop a course, go back to [REGISTER OR ADD/DROP CLASSES](#) and select a withdrawal option from the drop-down box besides the course you wish to drop. The options will change depending on when you are dropping the course and may include [DROP PRIOR TO CLASS START](#), [DROP FIRST WEEK](#), or [WITHDRAW WITH A W GRADE](#). Be sure to [SUBMIT CHANGES](#) and check that your registration status has changed.

TUITION, FEES, & PAYMENT

Students registering for classes at West Virginia Northern Community College will be subject to the tuition and fees found on the College's web page at <https://www.wvncc.edu/future-students/tuition-and-fees-information/539>.

The College policy requires tuition to 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.

Fees assessed to all students include but are not limited to an administrative fee, capital fee, facility fee, information technology fee, student activity fee, and an additional course fee assessed by program. Fees are assessed for tuition payment plans, replacement ID cards or parking tags, returned checks, and processing for schedules of more than 18 credit hours.

PAYMENT DUE DATE / "LAST DAY TO PAY"

Payment or financial arrangements for registered students must be completed by the "last day to pay" as listed in the [ACADEMIC CALENDAR](#) under the [CURRENT STUDENTS](#) section of the website. After this date, payment arrangements must be made at the time of registration.

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 Business Office for additional details on the tuition refund policy or see the college catalog.

MAKING PAYMENT

WVNCC accepts cash, debit, checks, money orders, cashier's checks, or credit cards (American Express, VISA, Master Card, and Discover). Payment can be made in person at the Business Office on the Wheeling campus or the Weirton or New Martinsville Campus Service Centers 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 option through the Business Office. For additional information, contact the College's Business Office.

VIEW A COPY OF YOUR BILL

Log into the student portal and select the [N.O.W ACCESS](#) button. Select [STUDENT SERVICES](#), then [REGISTRATION](#). Select [STUDENT DETAIL SCHEDULE](#). At the bottom of the schedule, click [VIEW FEE ASSESSMENT](#).

ONLINE PAYMENT INSTRUCTIONS

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

- Follow the instructions above to view a copy of your bill and determine the amount you need to pay;
- Select [STUDENT SERVICES](#); select [REGISTRATION](#); select [PAY TUITION AND FEES ONLINE BY CREDIT CARD](#);
- Enter your Student ID, telephone number, term, and payment amount, and select [FINISH](#).

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

- Payment Plan – This agreement allows students to divide payments into 4 installments. This plan is set up directly through the Business Office or Service Center. Agreement includes a small fee.
- 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.
- 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.

STUDENT SERVICES

BOOKSTORE

A link to the College's bookstore is available on the website under [CURRENT STUDENTS](#). Students should enter course information from their schedules to look up the required textbooks. Students are welcome to order from the school bookstore or use the ISBN information to order from the bookseller of their choice. **Students who intend to sell books back at any WVNCC campus bookstore must obtain a WVNCC student ID card, even if their courses are entirely online. See details below.**

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. ID cards cannot be issued after the semester ends or the student withdraws. There is no cost for the first card issued to a student; there is a fee for a replacement ID.

PARKING PASSES

Registered students wishing to park on campus during the fall or spring semesters may apply for a parking tag at the Weirton or New Martinsville Service Centers or in the Business Office on the Wheeling campus. There is no cost for the first parking tag issued to a student; there is a fee for a replacement tag. Parking tags are not required for the summer semester.

TRANSCRIPTS

Students are responsible for submitting requests for official transcripts via the Request a Transcript link, located on the college website under [CURRENT STUDENTS](#). Transcripts can be delivered electronically or printed and mailed, and there is a small fee for each transcript requested.

TEXT ALERT

The College uses a text alert system to send routine and emergency notifications to faculty, staff, and students. Weather alerts, campus emergencies, campus closings, and other urgent information will be shared via the text alert and other methods. Students who provide the college with a valid cell phone are automatically signed up for the text alert system and can opt out at any time by replying to text messages they receive.

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 and non-print, are available for use by students, faculty, and staff. To access the library webpage, catalog, and many electronic resources and databases, look for the [LIBRARY](#) link under [CURRENT STUDENTS](#) or in the Student Portal. 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.

ACADEMIC SUPPORT CENTERS

Academic Support Centers (ASCs) are located on all three campuses and provide support services like free tutoring, accessibility services, assistive technology, advising, and retention initiatives. For more information, view the ASC webpage under [CURRENT STUDENTS](#) or contact 304-214-8923 or asc@wvncc.edu.

STUDENT ACTIVITIES

Transient and Personal Interest students registered for courses at WVNCC are welcome to participate in Student Activity events offered throughout the year. Activities are advertised through the website's calendar of events as well as through WVNCC email. For more information, see the college website under [STUDENT LIFE](#) or contact the Director of Student Activities at 304-214-8917.

BLACKBOARD INFORMATION

Online courses at WVNCC are conducted through Blackboard. Many on-campus instructors also utilize Blackboard to supplement their in-class instruction.

TO ACCESS BLACKBOARD

1. Log into your [Student Portal](#) on the college website;
2. Click on the [Blackboard Learning Systems](#) 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 Blackboard account, contact Kim Patterson at kpatterson@wvncc.edu or 304-214-8907. After hours, you can access the WVNET Blackboard Helpdesk at 1-800-253-1558 (press 1 for the Helpdesk).

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.

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 Stephanie Kappel, who is designated coordinator for Title IX and Section 504. Her telephone number is 304-214-8801. Her email address is skappel@wvncc.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.