

LET'S GET STARTED!



YOUR NORTHERN ACCESS GUIDE

EARLY ENTRANCE STUDENT



- 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.), Brightspace D2L, 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

- 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

As an Early Entrance student, you will not register yourself for coursework at WVNCC.

1. Complete the [Online Early Entrance Application](#)
2. Complete the [Early Entrance Registration Form](#) listing the courses in which you would like to enroll for the year.
3. The form must be approved by your parent/guardian as well as a high school principal or designee.
4. You will complete an Early Entrance application for each academic year.
5. If staff are unable to register you due to missing prerequisites, active holds, or other errors, you will be contacted to resolve the issue.
6. You must use your WVNCC student email when contacting the college and address your message to earlyentrance@wvnc.edu.

Adding a Course

You may submit another Early Entrance Registration Form if you would like to add courses beyond those listed on your original application for the year. Providing there is an open seat, students may add a class through the first week of each semester or the week prior to a late start course.

Dropping a Course

1. Email the Early Entrance Coordinator at earlyentrance@wvnc.edu from your WVNCC email account and indicate which course(s) you wish to drop.
2. Students must drop courses by the deadlines posted in the [ACADEMIC CALENDAR](#) on the college website under [CURRENT STUDENTS](#).
3. Be sure to check with your high school counselor first if the course is also being used to satisfy high school requirements.

Waitlist

1. If a class is full when staff attempts to register you, you may be added to a waitlist.
2. Students can be added to the waitlist up to two weeks before the course begins.
3. **CHECK YOUR WVNCC EMAIL DAILY.** to know if a space becomes available. When a space becomes available in a waitlisted class, the first person on the waitlist is notified by WVNCC email with instructions to complete registration.
4. Since Early Entrance students do not register themselves, you must forward this email notification to a earlyentrance@wvnc.edu in order to be placed in the class.
5. Students have 48 hours after the notification is sent to register or they will be removed from the waitlist. The week before the semester begins, the time to register is shortened to 24 hours from notification.
6. **Students are responsible for checking their WVNCC email and forwarding the email within the appropriate timeframe.**
7. Notifications end on the Thursday prior to the start of the course.

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.wvnc.edu/future-students/tuition-and-fees-information/539>. Early Entrance students pay \$25 per credit hour plus a \$25 Early Entrance fee which is assessed once per semester. Fees are assessed for tuition payment plans, returned checks, and processing for schedules of more than 18 credit hours.

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.

PAYMENT DUE DATE / “LAST DAY TO PAY”

If you did not include a check or money order with your Early Entrance application, payment 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 the week the class begins 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.

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 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 through all campus service centers.
- Students are responsible for payment obligations.

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

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

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

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

1. Payment Plan – Allows students to divide payments into 4 installments. This plan is set up directly through any campus Service Center and can also be submitted electronically. Agreement includes a small processing fee.
2. 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.

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 online at: <https://www.wvncc.edu/current-students/student-parking-permit-application/7574>. There is no fee for Parking tags. Parking maps are available online.

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.

LIBRARY SERVICES

Each campus has a Library/Learning Resource Center (LRC). Library services are also available online.

ACADEMIC SUPPORT CENTERS

Academic Support Centers (ASCs) are located on all three campuses and available online. Support services provided include free tutoring, accessibility services, and assistive technology.

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@wvncc.edu or 304-214-8917.

ONLINE COURSE INFORMATION

Beginning spring 2022, online courses will be available through Brightspace Desire-to-Learn (D2L).

TO ACCESS BRIGHTSPACE D2L

1. Log into your [Student Portal](#)
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 Brightspace D2L. 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 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@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.

Updated December 2021