

LET'S GET STARTED!

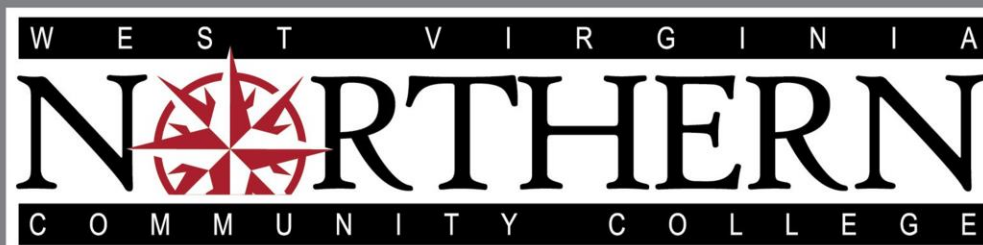


YOUR NORTHERN ACCESS GUIDE

TRANSIENT & PERSONAL
INTEREST STUDENTS



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

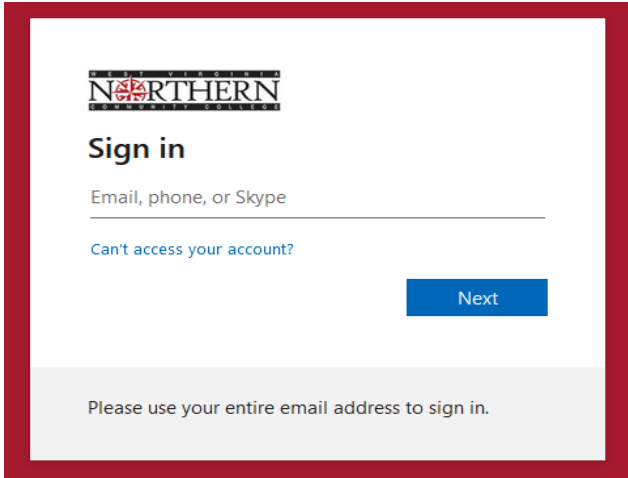


WWW.WVNCC.EDU

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.), Brightspace D2L System, Student Email, and more! **You will need your acceptance letter from the college in order to log in.**



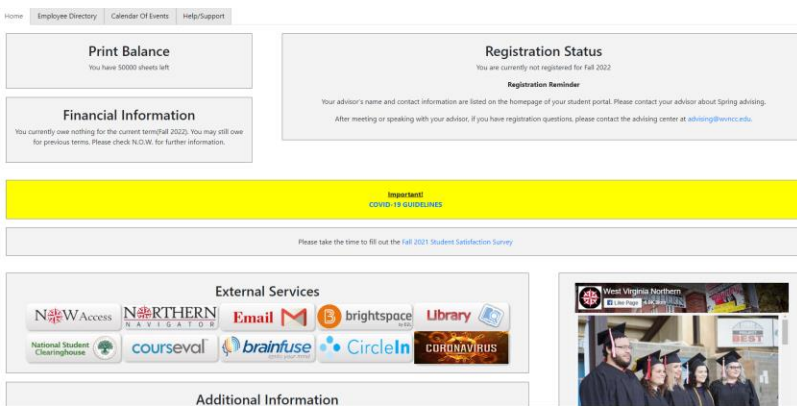
LOGGING INTO THE PORTAL

- 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

- 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 are approved to take at WVNCC. Prerequisites for approved courses will be waived. EMAIL: registrar@wvncc.edu

Personal Interest Students: Non-Degree

Submit placement test scores and/or official transcripts necessary to meet course prerequisites (as listed in the college's Course Catalog). EMAIL: registrar@wvncc.edu

Online Registration Instructions

1. Select **NOW Access** from your WVNCC Student Portal
2. Go to **Student Services** and then click **Registration**
3. Next, click **Look Up Classes** and then select your Term and Submit
4. Use **Advanced Search** to enter the Subject, Course Number, and Campus; then press **Section Search**. Distance Education is where you will find the online courses.
5. Check the box next to the course you want and press **Register**.
6. You will see a **Web Registered** message when your course has been confirmed.
7. Repeat this process for each course you are taking.

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

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 studentaccounts@wvnc.edu for additional details on the tuition refund policy or see the college catalog.

MAKING PAYMENT

- WVNC 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.
- Students are responsible for payment obligations. For additional payment plan information contact studentaccounts@wvnc.edu.

Financial Aid Consortium Agreement 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 WVNC.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 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 WVNC's Financial Aid Office a consortium agreement approved by their home school's Financial Aid Office. This agreement allows WVNC 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 WVNC. Transcripts will not be released for transient coursework without payment in full.

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

Summer only students do not need a parking pass. Parking tags are required for fall and spring semesters on the Wheeling campus. Complete the Student Parking Permit Application: <https://www.wvncc.edu/current-students/student-parking-permit-application/7574>. There is no fee for Parking tags. Parking maps are available at the Wheeling Service Center or online at https://www.wvncc.edu/docs/u3_WheelingCampusMap3.pdf.

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.

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/wvncc/>. For more details 304-214-8817 or careerplaninfo@wvncc.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.