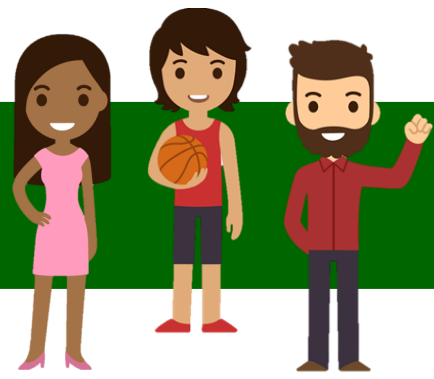




# PATHWAY TO THE BACCALAUREATE



## Pathway to the Baccalaureate - Student Application Process

### VCCS Application

#### Step 1: Complete the NOVA online application

- Upon completion, the student will receive an EMPLID (NOVA student ID), username, and temporary password through which they can access their NOVA student account (MyNOVA).
- Within 24 hours of completion of the NOVA application, the student must reset their temporary password to a permanent password by following these steps:
  - [www.nvcc.edu](http://www.nvcc.edu)
  - Click "MyNOVA" at top
  - Enter provided username and temporary password
  - Click "Account Security" at top right
  - Provide temporary password again
  - Create new password
- Students should save this information, as they will use it on a daily basis as NOVA students.
- If students require technical assistance, please have them call the NOVA Helpdesk at 703-426-4141. The student will be asked to provide their EMPLID and/or username.

### DE Students

**Note:** Students who have taken or are currently taking NOVA Dual Enrollment (DE) classes will already have a NOVA student account.

- If the student applied for DE classes and **did not** enroll in courses, they may already have a NOVA student account. They should reapply to NOVA using the same EMPL ID that they were issued upon completion of the NOVA application to reactivate their account.
- If the student is currently enrolled in DE classes and needs assistance accessing their MyNOVA account, they should contact the IT Helpdesk at 703-426-4141.

### WAIT 24 Hours

#### Step 2: WAIT

- Students must wait 24 hours between completing the VCCS application and being able to access the Pathway to the Baccalaureate electronic application.

### Personal Statement

#### Step 3: Personal Statement

- While students are waiting to access the Pathway application, they should write their personal statement.
- This statement should be completed and saved prior to starting the Pathway application.
- Prompt: Help us understand why you want to participate in the Pathway to the Baccalaureate program. What barriers have impacted you in high school and/or could impact your success in college? Is there something else about you that we should know?



# PATHWAY TO THE BACCALAUREATE

## Pathway Application

### Step 4: Apply to the Pathway to the Baccalaureate

**Student Application is due NOVEMBER 15, 2020**

- The Pathway application is located at <https://dashboard.nvcc.edu/forms/PTBA/Default.aspx>
- Students sign in using their NOVA credentials outlined above (in Step 1).
- The application must be completed in one sitting. It cannot be “saved” and returned to later.
- If the student is under 18 years of age, their parent/guardian must complete and sign a parent/guardian acknowledgement. This will be sent to the parent/guardian’s email address provided by the student. This acknowledgment must be returned in order for the student’s application to be complete.
- Depending on school district, additional consent to release forms may be required.
- Student will attach their personal statement to their application.

## Counselor Recommendation

### Step 5: Counselor Recommendation

**Counselor Recommendations are due NOVEMBER 30, 2020**

- Counselors will receive an email notification (from EAS) that their student has completed the Pathway Application and that they can submit their recommendation.
- Counselors will be provided a link to the student’s application where they will answer questions about the student in the application (in a fillable form).
- Counselors will be able to view the student’s personal statement.
- Counselors will also attach a current, unofficial high school transcript.

