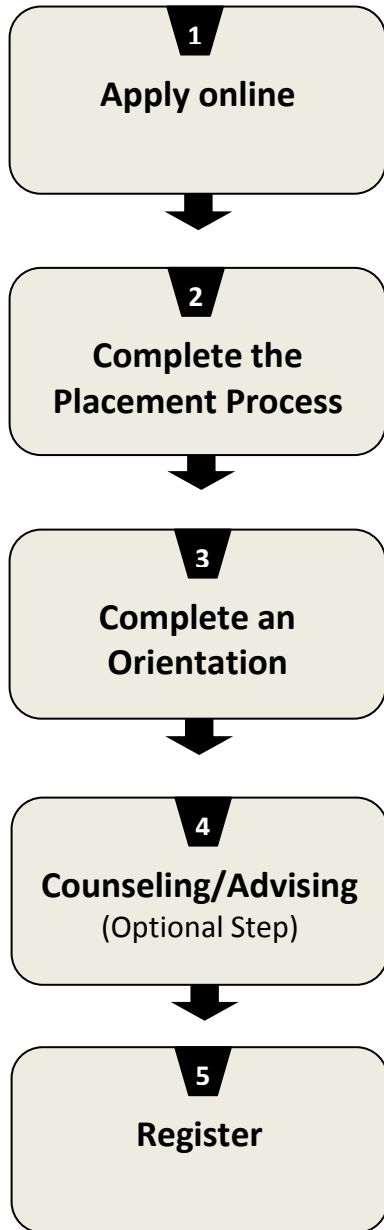




## Five Steps to Successfully Enroll as a New Student

Welcome New Students! Applications for admissions to Napa Valley College are accepted at any time for any future semester. A **Matriculated student** is a student who has completed the Placement Process and Orientation. The following procedures are required for all prospective students:



### **Step 1 APPLY FOR ADMISSION**

**Admissions and Records, (707) 256-7200**

Complete the Application for Admission by selecting the “[Apply to NVC Online](#)” link at [www.napavalley.edu](http://www.napavalley.edu).

It pays to Declare Your\$elf, so please make sure to provide us your biographical/demographic information under section 2 of the application.

### **Step 2 COMPLETE THE PLACEMENT PROCESS**

**Testing and Tutoring Center, (707) 256-7434 or (707) 256-7437**  
[www.napavalley.edu/TestingandTutoringCenter](http://www.napavalley.edu/TestingandTutoringCenter)

Take a placement test in the Testing and Tutoring Center, Room 1764 in Building 1700, to determine the course placement for English and Math classes. No appointment is necessary. Call office or check website for drop-in hours. You must have applied for admission to NVC at least 24 hours prior to testing and must bring a picture ID.

### **Step 3 COMPLETE AN ORIENTATION**

[www.napavalley.edu/orientation](http://www.napavalley.edu/orientation)

Take the online orientation at [www.napavalley.edu/orientation](http://www.napavalley.edu/orientation) and then print the Online Orientation Quiz from the Counseling website at [www.napavalley.edu/counseling](http://www.napavalley.edu/counseling).

### **Step 4 COUNSELING/ADVISING (Optional Step)**

**Counseling Center, (707) 256-7220**

[www.napavalley.edu/counseling](http://www.napavalley.edu/counseling)

If you are taking over 6 units, it is recommended that you meet with a Counselor or Student Services Specialist, after you have completed your application, placement process and orientation.

### **Step 5 REGISTER FOR CLASSES**

[www.napavalley.edu/webadvisor](http://www.napavalley.edu/webadvisor)

Registration for classes can be done through the WebAdvisor system up to midnight before the first day of classes. All students register according to their priority registration status. After the first day of classes, students will need an add card from their instructor to register.

**1****Apply Online**

**Admissions and Records**  
**(707) 256-7200**  
**Bldg. 1300 North Lobby**

1. Complete the Application for Admissions by selecting the “**Apply to NVC Online**” link at [www.napavalley.edu](http://www.napavalley.edu). After submitting your application, you will receive a confirmation “Welcome to CCCApply” email and a separate “Welcome to NVC” letter at which time you will be in the system and proceed to step 2, the placement process.
2. It is very important to include a **current email address**.
3. If you are **returning after 3 or more years**, you must complete the *Statement of Legal Residency Form* (available online) and submit it to the Admissions and Records Office.
4. Have you applied for Financial Aid? If interested, contact the Financial Aid Office (707) 256-7300.

**2****Complete the Placement Process**

**Testing and Tutoring Center**  
**(707) 256-7434 or 256-7437**  
**Bldg. 1700, Rm 1764**

1. Take a placement test in the Testing and Tutoring Center to determine course placement for Math and English classes. No appointment is necessary. Call office or check website for drop-in hours.
2. For Math classes, students can use their high school transcript to demonstrate they have met a prerequisite for a course. For certain classes this requires a *Prerequisite Equivalency Petition* with the high school transcript attached, available through Admissions and Records or General Counseling Center.
3. Students who have completed assessment at another college within the last 3 years must bring a copy of the test results to the Testing and Tutoring Center for evaluation.
4. Students with an AA/AS or higher degree from a US institution are exempt from the placement test. (Complete the *Matriculation Waiver* at the General Counseling Center.)

**3****Complete an Orientation**

**General Counseling Center**  
**(707) 256-7220**  
**Bldg. 1300, Rm 1339A**

1. Complete the online orientation session at [www.napavalley.edu/orientation](http://www.napavalley.edu/orientation), and then print the Online Orientation Quiz from the Counseling website ([www.napavalley.edu/counseling](http://www.napavalley.edu/counseling)).
2. In orientation, students learn about academic programs, services, regulations and student services.
3. Students need to bring Math and English placement test results to the in-person session to guide in course selection.

**4****Counseling/  
Advising**

**General Counseling Center**  
**(707) 256-7220**  
**(Optional Step)**

1. Counselors and Specialists are available to all students on a drop-in only basis during registration periods.
2. A counseling session is not required in order to complete registration, but is advised for students taking 6 or more units.
3. Counselors will assist students with selection of their first semester courses, based on their academic goal and placement results.
4. Appointments are available during the non-registration periods for students who would like to develop an Educational Plan that reflects their career/academic goals.
5. Counselors and Specialist are available in the General Counseling Center, Transfer Center, Career Center, Student Support Services, EOPS, CARE, Athletics, WorkAbility III, and DSPS.
6. Students with transcripts from another college can bring official sealed copies to their counseling appointment.

**5****Register**

**Admissions and Records**  
**(707) 256-7200**  
**Bldg. 1300 North Lobby**

1. Students are ready to register online through WebAdvisor or in person, based on A-G priorities.
2. “How-to” instructions for WebAdvisor are also listed on the WebAdvisor Start Page.
3. If a class is full, students may sign up to waitlist for classes through WebAdvisor up until midnight before the first day of the semester.
4. You must attend the first class meeting, including students on the waitlist, or you may be dropped from the class.
5. Payment is due immediately following registration. Grace periods may apply. Students will be dropped for nonpayment. Contact the Cashiers Office at (707) 256-7188.

**Prerequisite Equivalencies:**

Prerequisites completed through another college can be submitted to the Admissions and Records Office on a *Prerequisite Equivalency Petition* in advance of their priority registration date for approval. Prerequisites completed in high school can be submitted to the Admissions and Records Office on a *Prerequisite Equivalency Petition* on their priority registration date, but not in advance. All petitions must be accompanied by a transcript.

**Prerequisite Challenges:**

If a student needs to challenge a prerequisite for a course, they will need to meet with a counselor to complete the process. Students will be required to submit supporting documentation with their challenge.