



Enrollment Processes for High School Students

Presented at High School Breakfast (Fall 2024)



Dual Enrollment Steps to Successfully Enroll:

- ✓ NVC Online Application
- ✓ Permit to Attend
- ✓ MyNVC
- ✓ Registration
- ✓ Confirm registration in MyNVC



NVC Online Application Required



California
Community
Colleges

CCCApply

Cam



Online Application

Application for Admission to College

Before applying to college you must first have an OpenCCC account.

The OpenCCC single sign-in account allows you to access the online services of the California Community Colleges.

OpenCCC is a service of the California Community Colleges Chancellor's Office. The information in your account is kept private and secure.

[Create an Account](#) or

[Sign In](#)



NVC Online Application Reminders:

- The application is on the NVC website
- **Create the CCCApply account FIRST**
- **Then, Complete NVC online application for NVC**
- *Complete application BEFORE the permit to attend*
- Again, only if student does not attend for two or more primary terms (fall and spring)
- *Do not submit multiple applications for the same term*



Getting help with the NVC Online Application:

- Need help with the admissions application?
- Didn't get student login information?

Contact:

WelcomeCenter@napavalley.edu

Call: 707-256-7215



Permit to Attend Form Required

- **One form required for registration from 9th grade to 12th grade**
(complete one form one time for duration of high school years)

✕ High School Student Forms

- [NVC Application](#) 📄 (must be completed first. Forms without applications will not be processed)
- [DocuSign Instruction Manual for HS Students](#) 📄



Find your High School's Custom Permit to Attend.

[Admissions and Records Forms \(Select High School Student Forms\)](#)

- [American Canyon High School Custom Permit to Attend](#) 
- [Calistoga High School Custom Permit to Attend](#)
- [Justin Siena High School Custom Permit to Attend](#)
- [Napa High School Custom Permit to Attend](#)
- [Napa Valley Independent Studies Custom Permit to Attend](#)
- [New Tech High School Custom Permit to Attend](#)
- [Pathways Charter High School Custom Permit to Attend](#)
- [Sonoma Valley High School Custom Permit to Attend](#)
- [St. Helena High School Custom Permit to Attend](#)
- [Valley Oak High School Custom Permit to Attend](#)
- [Vintage High School Custom Permit to Attend](#)
- [Napa Valley Adult School Custom Permit to Attend](#) 

****If your high school is not listed above, please use forms below:**

- [High School Permit to Attend**](#)



Dual enrolled students enrolling in more than 11 units

Overload Petition

- Dual enrolled students enrolling in **more than 11 units** in one semester must complete the overload petition
- [High School Permit To Attend + Registration + Overload- DocuSign](#)  (Complete this form during registration or add period if you plan to enroll in over 11 units, must meet with a NVC Counselor to complete the form)



Permit to Attend Reminders:

- NVC online application must be submitted FIRST
- Permit to Attend form MUST be received and processed by A&R before student can be registered in CCAP or Non-CCAP.
- CCAP students are registered by A&R
- Non-CCAP students register on MyNVC Self-Service (Student Planning)
- Links to all permit to attend forms are located on the NVC Admissions and Records webpage
- **Complete one permit to attend for each student from 9th grade until 12th grade**, for the duration of high school attendance, unless revoked by parent.
- **Permit to Attend must be signed by student, parent, high school principal before it can be received or processed by Admissions and Records**



Parental Consent Reversal

Parental Consent Reversal

- Parental initial consent is received by NVC on the Permit to Attend form.
 - The Permit to Attend is valid until the student is no longer a dual enrolled student.
-
- Parental Consent Reversal (Revoke) for HS Student Permit- This form revokes the parental consent previously given & as of date of this form, the HS student is no longer permitted to attend NVC classes as a dual enrolled student.



Getting help with the Permit to Attend forms:

- Need to confirm the status of a Permit to Attend form? Be sure to first ask the student to check their email for the link to the live form.
- Need to update the signors for your custom Permit to Attend?
- Need a new custom Permit to Attend

Contact: Mayra Estrada
mestrada@napavalley.edu
707-256-7225



Tracking DocuSign forms:



[DocuSign
Instructions](#)



NVC Admissions & Records sent you a document to review and sign.

[**REVIEW DOCUMENTS**](#)

NVC Admissions & Records



MyNVC First Time User Login

Request Info | Calendar | **MyNVC** | Give

MyNVC
Portal

The screenshot shows the MyNVC Apps dashboard. At the top, there is a navigation bar with the Napa Valley College logo, a 'My Apps' dropdown menu, a search bar labeled 'Search apps', and utility icons for user profile and help. Below the navigation bar, the main heading is 'Apps dashboard', followed by three action buttons: 'Add apps', 'Create collection', and 'Customize view'. A section titled 'Apps' is expanded, showing a list of installed applications. Each application is represented by a card with its logo and name: Adobe Acrobat, Adobe Identity Management, Atlassian, Bookings, Calendly, and Canvas. A 'Settings' gear icon is located in the top right corner of the Apps section.

My Apps ?

Apps dashboard

Add apps Create collection Customize view

Apps

Apps Settings

- Adobe Acrobat
- Adobe Identity Management
- Atlassian
- Bookings
- Calendly
- Canvas



Multi-Factor Authentication

Multi-Factor
Authenticati
on





MyNVC Login Reminders:

- After the admissions application is submitted, the system will send an automated welcome letter that includes the student's login information
- A bulk duplicate letter is sent to all students as back up in case the student did not receive the automated message
- If the student did not receive this email, please check spam filters and be sure to safe list the @napavalley.edu email address



Getting help with MyNVC Access:

- Submit a support ticket to IT: **Student Help Request Form**
- In-person support available at the Welcome Center in the 1300 Building.

Contact the IT Help Desk:

Support@napavalley.edu

Call: 707-256-7550 or 707-256-7559



MyNVC Self-Service Registration:

- **Students can register for Non-CCAP classes in Self-Service.**
- Students can register and drop classes within add/drop deadlines on Self-Service.
- Assistance with MyNVC Self-Service registration is available at the Welcome Center.
- For A&R registration, after the application and permit to attend are completed, the student can submit the "Course Registration" Form to Admissions and Records to be registered.



MyNVC Self-Service Registration:

MyNVC Self-Service



Schedule Timeline Advising Petitions & Waivers

< > Fall Semester 2024 +

Filter Sections Save to iCal

ACCT-120-71799: Introduction to Accounting

✓ Planned

Credits: 3 Credits, Pass/Fail only
Grading: Pass/Fail
Instructor: Marslek, Michael
8/26/2024 to 12/14/2024
Seats Available: 3

Meeting Information

View other sections

1 of 1

ACCT-120-78605 Introduction to Accounting
Seats Available ⓘ: 5 / 30 / 35 / 0
Instructor: Shah, Shaun
Time:
Dates: 8/26/2024 - 12/14/2024
Location: Online - No Scheduled Meetings (Online Education)



Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.



Getting help with MyNVC Self-Service Registration:

- In-person student support available at the Welcome Center in the 1300 Building
- Email and phone support available

Contact Admissions and Records:

WelcomeCenter@napavalley.edu

Call: 707-256-7501 or 707-256-7215



CCAP and Non-CCAP Registration Required to earn College Credit:

[A&R Registration Forms](#)

- Both CCAP and Non-CCAP registration requires an application and permit to attend.
- CCAP students are registered when the class roster is sent to the Admissions and Records office, and if the student has completed the application and permit to attend form.
- **Non-CCAP students can register in MyNVC Self-Service or submit a Registration Form.**

Use the forms below after the application and permit to attend form have been submitted and processed:

- [Drop Card](#)  - (Use during the drop period if dropping on MyNVC Self-Service (Student Planning) is not possible. Fill out Late Add/Drop Petition below if requesting to drop after deadline)
- [Registration Form](#) 
- [Registration Form with Add Authorization](#)  (Submit when unable to register via Student Planning during the add period)



Registration Reminders for Dual Enrollment:

- Registration is not possible without a current application and processed permit to attend form.
- Registration is not possible without appropriate placement: required for all English, Math, Chemistry, ESL, and Spanish classes
- Registration is not possible when a student has a registration restriction that must be cleared
- Registration is not possible during the add period without add authorization from the instructor of the class.
- Add authorization from the instructor is required for all students adding classes after the first day of the semester or for late start classes, on the first day of the class.
- A&R staff receive class rosters from CCAP classes and register students who have completed the application and permit to attend.



Getting Help with Dual Enrollment Registration:

- Complete application and submit permit to attend
- Clear prerequisites by completing the placement tool or meeting with a counselor to challenge a prerequisite
- Clear registration holds posted in Self-Service
 - Pay unpaid balances owed to the college
 - Meet with a counselor if on probation
- Contact instructor for add authorization, if during add period.

Once above steps above have been taken, contact the Admissions and Records office if assistance is needed:

ANRMail@napavalley.edu

707-256-7201



[Steps for
Students
Under 15](#)

Required for students in 8th grade or lower:

- **Prior to 9th grade, students who want to dual enroll, are required to complete additional steps to enroll.**
- **Steps to enroll are available on the website.**
- **Students who wish to enroll in more than 11 units will need to complete the overload petition.**
- **A new Permit to Attend must be completed each semester.**
- **Instructor signature is required.**
- [\(Students Under Age 15\) High School Permit to Attend](#)
- [\(Students Under Age 15\) Home School Permit to Attend + Overload if needed - DocuSign](#)



Steps for students in 8th grade or lower:

- Students in 8th grade or lower must meet with the Dean of Enrollment Services for an interview/orientation.
- NVC online application must be submitted
- Students in 8th grade or lower, must complete the "Under 15 Permit to Attend" form.
- **Complete a new Permit to Attend form each semester with instructor signature prior to entering 9th grade.**
- **Permit to Attend must be signed by student, parent, high school principal, and NVC instructor before it can be received or processed by Admissions and Records**

- Students under 15 are required to have signed permission on the Permit to Attend from the instructor

Contact: Mayra Estrada to make an appointment:

mestrada@napavalley.edu

707-256-7225



Steps to Enroll for High School Students on the NVC Website

[Home](#) / [Admissions & Aid](#) / [What Type of Student Are You?](#) / High School Student (Dual Enrollment)

HIGH SCHOOL STUDENT (DUAL ENROLLMENT)

[High School Student Enrollment Steps](#)

WHAT TYPE OF STUDENT ARE YOU?
Admissions Forms
Academic & Registration Calendars
Class Schedules
English & Math Placement
Financial Aid +

HIGH SCHOOL STUDENT CHECKLIST

STEPS FOR DUAL ENROLLMENT

(Students enrolling in a college class while in high school)

STEP 1: COMPLETE AN APPLICATION

- Complete the CCCApply online application for admission. If you have questions about the application process, contact the Welcome Center at (707) 256-7215.
- Set up an account: [Logging into MyNVC Self-Service for the first time](#)
- [Log into Student Email](#)
- Dual enrolled high school students may register for credit classes at NVC for FREE. High school students currently enrolled in the tenth grade or higher or are at least 15 years old may take courses at Napa Valley College with permission from their high school principal and a parent or guardian.

May I help you?



Hi there! I'm a chatbot here to answer your questions. What would you like to know?



Graduating Senior Steps to Successfully Enroll:

- ✓ NVC Online Application
- ✓ MyNVC
- ✓ Online orientation
- ✓ Meet with a Counselor (ed plan)
- ✓ Register for classes
- ✓ Pay for classes



[Online Admissions Application](#)

Online Application Reminders for Graduating Seniors:

- If new to NVC, complete the NVC online application
- As a continuing student dual enrolled in the fall of senior year, a new application is NOT required.
- If returning to NVC after not enrolling for two or more semesters, a new application is required.
- Returning students must use their CCCApply login completed as a dual enrolled student when completing a new application for NVC.



MyNVC Reminders for Graduating Seniors:

- If new to NVC, login to MyNVC based on the login credentials sent to the student's personal email
- As a continuing dual enrolled student who is already accessing MyNVC, a new login is not required. Student can continue to use the same login.
- If returning to NVC after not enrolling for two or more (fall and spring) semesters, the new application will reactivate the student's account and use the new credentials sent via email to login again.



[Online
Orientation
on Canvas](#)

Orientation Reminders for Graduating Seniors:

- New students must complete the online orientation.
- Continuing and returning dual enrolled students must complete the online orientation.
- The online orientation is not required for dual enrolled students, only graduating seniors and all incoming students.
- Students must first login to MyNVC to access the Online Orientation in Canvas.
- Completing the application will generate a new orientation registration for the student.



Placement Tools

Placement Reminders for Graduating Seniors:

- New, continuing, and returning dual enrolled students must complete the placement process if not already completed for Fall 2024 or after.
- The placement process changed in Fall 2024, necessitating all students to complete the new placement tool to correctly place into English and Math courses.
- The placement tool is not required for all dual enrolled students, just those taking English or Math classes, but all incoming graduating seniors must complete the placement tool



[Meet with a
Counselor](#)

Ed Plan Reminders for Graduating Seniors:

- All new, continuing, and returning students must meet with a counselor to develop a current educational plan.
- Counseling appointments book quickly, so we recommend students book appointments early, so they are prepared for their priority registration group. Appointments are made on the Counseling webpage.
- An educational plan is not required for all dual enrolled students, just those pursuing an NVC degree or certificate while still enrolled in high school.



Registration Reminders for Graduating Seniors:

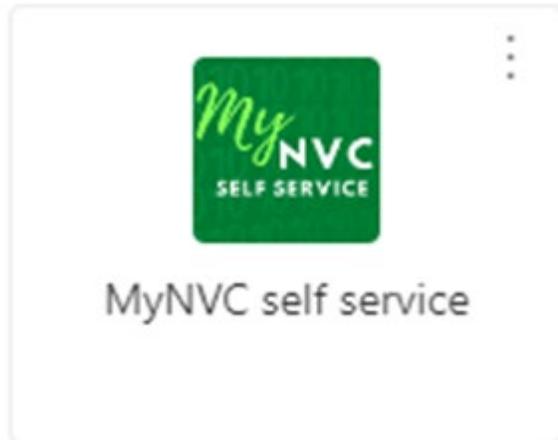
[Register for Classes in MyNVC Self-Service](#)

- Registration is not possible without a current application.
- Registration is not possible without appropriate placement as required for English, Math, Chemistry, ESL, and Spanish classes
- Registration is not possible when a student has a registration restriction that must be cleared
- Registration is not possible during the add period without add authorization from the instructor of the class.
- Add authorization is required for all students adding classes after the first day of the semester or for late start classes, on the first day of the class.
- To register in Self-Service, access to MyNVC is required.



Grading and Student Records:

- CCAP courses are recorded both on the high school system, as well as NVC student information system.
- If the student does not see the course on MyNVC Self-Service, this means they are not registered at Napa Valley College and the student must complete the steps to enroll.
- Unofficial transcripts are visible on MyNVC Self-Service
- Official transcripts can be ordered at any time on the Admissions and Records website.
- Classes are not visible on transcripts if the student has not completed the steps to enroll and are not registered in the class. Grades are not visible on the transcript until grades have been entered by the instructor and verified by Admissions and Records.



Getting Help

Welcome Center – WelcomeCenter@napavalley.edu

Application/Login Information (Welcome Letter)

IT Help Desk – Support@napavalley.edu

Accessing MyNVC

Admissions and Records – ANRMail@napavalley.edu

Permit to Attend

Registration

Counseling - nvccounseling@napavalley.edu

Ed Plan

Testing Center – ttc@napavalley.edu

Placement



Admissions and Records

Fall 2024 A&R Office Hours

Mon-Thurs 9:00am-5:00pm, Fri 9:00am-12:00pm

ANRMail@napavalley.edu

(707) 256-7201 and (707) 256-7215

Student Services Building 1300