ADMISSIONS CHECKLIST

Apply to the college and register for classes in six easy steps! Upon completion of Step 1 you will receive an acceptance letter and details on your next steps.

1. Complete the Application Process (submit an application with the $20 fee and supporting documents). K500
   You may apply online at [nv.edu/Apply](http://nv.edu/Apply), in person or by mail. You will receive an acknowledgement letter when your application has been processed.

   Supporting documents for new and transfer degree-seeking students include:
   - **Proof of high school completion:** High school diploma, GED, or official high school transcript with date of graduation (required for acceptance and to receive financial aid).
   - **Immunization requirements:** All degree seeking students born after 12/31/56 are required by state law to submit immunization documentation for 2 doses of Measles, Mumps, and Rubella (MMR). Those born as of 1/1/1980 also need to submit documentation for 2 doses of Varicella (Chicken Pox).
   - **Previous college transcripts:** Submit Official transcripts to qualify for transfer credits. Unofficial transcripts may be used to waive the placement test or meet prerequisite requirements.
   - **SAT or ACT test scores (optional):** Submit scores to waive testing. Minimum scores required:
     - SAT - Prior to March 2016: 500 in Math and/or 450 in Critical Reading or Writing
     - SAT - March 2016 and later: 530 in Math and/or 26 in Writing Language, 25 in Reading or 510 in Evidence Based Reading/Writing
     - ACT: 18 in Math and/or 21 in English, or 47 in English and Reading combined.

2. Apply NOW For Financial Aid!! (Required only if you are seeking financial assistance). K513
   Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to obtain information and apply for financial aid. NVCC school code is 006982.

3. Schedule the Accuplacer® Assessment Test (placement test). K519
   The Accuplacer® is required unless it has been waived (see above). To schedule your placement test at the Waterbury campus, go to [www.timecenter.com/nvcc](http://www.timecenter.com/nvcc). For testing at our Danbury campus, call (203) 437-9699. Students are strongly encouraged to visit [www.nv.edu/accuplacer](http://www.nv.edu/accuplacer) for placement testing study guides.

4. Schedule a START Session (Student Testing, Advising, Registration and Tuition). K519
   You must have completed or been waived from testing, and be accepted to the college prior to attending a START session. This session is required for all new students. Non-degree and transfer students are encouraged, but not required to attend. Visit [www.timecenter.com/nvcc](http://www.timecenter.com/nvcc). There are three types of START sessions:
   - **START (by appointment)** includes advising, registration and paying for classes. Anticipate spending approximately 2 hours on campus.
   - **Express START Walk-Ins** testing available (if needed). Anticipate spending more time on campus, but completing the whole process in one day.
   - **START “Drop-In” Monday (not available every Monday)** includes advising, registration and paying for classes. Students are seen on a first come, first served basis. Waiting times may vary.

5. Register for Classes. K500
   Students must be accepted in order to register for classes. New students are not eligible to register for classes online. Transfer students in good standing may register online via [http://my.commnet.edu](http://my.commnet.edu) once they receive their student ID number and acceptance e-mail with login instructions.

6. Pay your Tuition. Cashiers windows are located on Level 5, Kinney Hall
   Payment is due at time of registration. We accept cash, checks, and credits cards including VISA, MasterCard, Discover and American Express. A payment plan is also available. Students who have been awarded financial aid may not need to make a payment. Students should discuss payment responsibilities with the financial aid staff.

*All steps may also be completed at our Danbury Campus. Call (203) 437-9699 for information.*