


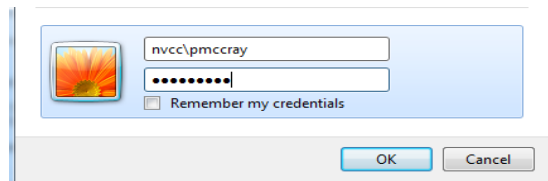
# How to Complete the (NVRK) Never Attended Electronic Form ONLINE

## Easy Step-by-Step to Complete the NVRK Form online:

NOVA has implemented a new NVRK **electronic form** for instructors to complete/submit to drop a student during the week immediately following the census date (last day to drop with tuition refund) for a class. "NVRK", means a student has never attended your class—or for ELI courses, submitted a required assignment—prior to the census date.

The form is completed online and submitted directly to Campus or ELI Student Service.

1. Go to **NOVA Forms Library** webpage: <http://www.nvcc.edu/forms/>
2. Under > **Forms for Faculty & Staff** click: [Form Sorted by Name](#) or [Form Sorted by Number](#)  
Search by name or form number [e.g. Withdrawal: Never Attended Withdrawal Form (NVRK) – 125-034]
3. Click on the form link.   
When the login screen prompt appears after you click on the online link, enter your User Name and Password.
  - Enter your NVCC\LAN account information credential.
  - Type nvcc\ (be sure you use a backslash \ and not a forward slash /) before your User name and then your User name (ex. nvcc\jdoe); next enter your password in the space provided. Your NOVA User name and Password are what you use to sign on to your office computer. (It is not your NOVAConnect/SIS/AIS User name and password.) Click> OK



4. Click on the Form Name [**Withdrawal: Never Attended Withdrawal (NVRK) 125-034 or Complete This Form**]
5. Complete the form.  
[Note—Instructor information (fields) will automatic populate; any blank fields with an asterisk—data must be entered.]
  - Select the Campus or ELI Student Service you wish to receive the form.
  - Enter the course information for the student you are dropping.
  - Enter the student information you are dropping for never attending your class.
  - Complete, Sign and Submit form
6. If you have additional students to drop from your course, Click> the “**Complete New Form**” link to report the students as “NVRK”.



Do you have another form to complete? [Complete New Form](#)

Thank you,  
NOVA Student Services



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**NOTE:** The online NVRK form **must** be completed and submitted **on time** to limit any financial burden on the student.

For Technical problems call the IT Help Desk at 703-426-4141.

**How to Complete the (NVRK) Never Attended Electronic Form ONLINE**  
**For Information & Educational questions call the College Call Center at 703-323-3000.**