

SCHOOL of CONTINUING & PROFESSIONAL STUDIES

Thank you for registering at the University of Virginia, Northern Virginia Center. Please confirm that the enclosed registration receipt is correct and if you have any questions call the registration office at 703-536-1105. This reference letter will assist you in setting up your U.Va. email account, accessing Blackboard, and finding answers for many questions.

Verify your class meeting dates and times as they appear in the printed or online course catalog using www.scps.virginia.edu/northern/catalog.pdf. There may be nonconsecutive meeting dates and unique times that do not appear on your registration receipt.

For any schedule changes check the course addendum at www.scps.virginia.edu/northern/addendum.pdf

Students MUST obtain U.Va. email accounts for the term in which they are registered. Please follow the steps below to setup your U.Va. email account:

Step 1: Check that you appear in the University's directory. Go to www.virginia.edu/search. Place your cursor in the People Search box, enter your name and click the Search button.

Step 2: If your name is not listed, then your registration may not be complete; the registration process takes several days. If you are certain that you have been registered correctly, search again after 24 hours. If this fails, contact the registration office at the Northern Virginia Center at 703-536-1105 to confirm that you are registered.

Step 3: Go to <https://quiz.people.virginia.edu/rcq.fcgi> and take the responsible computing quiz. Write down your U.Va. email ID and generated password.

Step 4: Go to <http://www.itc.virginia.edu/email/accounts.html> and create a Google or Microsoft Live email account. This will be your official U.Va. student email account where all your U.Va. email will be sent. You can access it through the web at <https://www.mail.virginia.edu/switchboard> from any computer using your U.Va. email ID and password.

For email help contact scpshelpdesk@virginia.edu or call 434-924-3731.

Students registered for an online class or a class with an online component should go to www.uvaonline.org to access your online classroom through Blackboard. This site provides a Start-Up Guide for students, a virtual tour of online learning and instructions for logging onto Blackboard.

To obtain an official transcript or access a grade report, visit www.virginia.edu/registrar

For drop/withdrawal policy, including refund policy please see the [General Information/Student Services](#) section of our course catalog at www.scps.virginia.edu/northern/catalog.pdf.

Other information provided by the [General Information/Student Services](#) section of our course catalog at www.scps.virginia.edu/northern/catalog.pdf.

Library Resources
Wireless Access
Classroom Assignments
Accreditation
Senior Citizens
Sponsored Students
Special Needs
Inclement Weather/Emergency Closing Notices

Additional Important Information can be found on our site for Frequently Asked Question at <http://www.scps.virginia.edu/faq.php>

Our bookstore is located on the first floor of the Northern Virginia Center and can be reached at 703-538-8488 or by visiting www.nvvc.bncollege.com for store information and to purchase books online.

For directions and parking information, visit <http://www.scps.virginia.edu/maps/nvdirections.htm>. The parking fee is \$4.50.