

# Dual Enrollment Student Handbook 2022-2023



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# WELCOME TO NORTHEAST STATE DUAL ENROLLMENT

Thank you for enrolling in Northeast State Community College's (NeSCC) dual enrollment program! We are very excited that you will be a dual enrollment student and hope that this will be a rewarding experience for you. Dual enrollment coursework allows students to earn high school credit and college credit upon successful completion of the coursework.

Students may enroll in general education courses or career and technical education (CTE) courses as a dual enrollment student. General education classes include but are not limited to Composition I (ENGL 1010), Introductory Statistics (MATH 1530), and Introduction to Psychology (PSYC 1030). CTE coursework gives high school students the opportunity to earn college credit in the career field of their choice. Students can take classes in subjects such as health sciences, welding, computer sciences, machining, and cyber security. These courses not only allow students to earn college credit while in high school, but also enable them to explore potential career pathways for the future.

Dual enrollment courses may be offered at your high school during your normal school day. Students may also enroll in dual enrollment coursework at any of the College's instructional sites in Blountville, Elizabethton, Johnson City, or Kingsport. Students may also enroll in online coursework.

NeSCC is committed to providing a practical, affordable, and high-quality education to high school students while accelerating their post-secondary education. We hope that you will experience some of the many benefits that our programs have to offer!

## EXPECTATIONS OF A NeSCC DUAL ENROLLMENT STUDENT

- If you are dual enrolling at your high school, you will attend a mandatory orientation session and complete an online dual enrollment admissions application, an online dual enrollment grant application, and any other required paperwork.
- If you are dual enrolling at a Northeast State campus, you will attend a mandatory advisement session and complete an online dual enrollment admissions application, an online dual enrollment grant application, and any other additional required paperwork.
- You will demonstrate characteristics of a dedicated, committed, and motivated student!

## DISCIPLINARY POLICY

**General.** Northeast State Community College, in the implementation of Tennessee Board of Regents' (TBR) regulations pertaining to discipline and conduct of students, ensures the constitutional rights of students by affording a system of constitutionally and legally sound procedures, which provide the protection of due process of law. In furtherance of this mandate, Northeast State has enacted policies, which are in compliance with TBR Policy 3:02:01:00, as well as all state and federal law. All disciplinary procedures are affirmatively communicated to the faculty, staff, and students of the institution as well as published in appropriate websites, handbooks, or manuals.

**Classroom Misconduct.** The instructor has the primary responsibility for maintenance of academic integrity and controlling classroom behavior and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general policies of the institution for each class session during which the conduct occurs. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be affected only through appropriate procedures of the institution. An instructor shall notify his/her dean of any action regarding misconduct immediately following all incidents of classroom misconduct.

- When a student is temporarily removed in the high school setting, he/she will be immediately referred to designated high school disciplinary personnel and provided re-entry only with aforementioned personnel's written permission.

**Disruptive Behavior.** An instructor has the right to temporarily remove a disruptive student from a classroom. Disruptive behavior in the classroom may be defined as, but not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), text messaging, and the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from electronic or mobile devices.). Classroom misconduct includes other conduct prohibited in handbooks for specific programs of study.

- When a student is temporarily removed in the high school setting, he/she will be immediately referred to designated high school disciplinary personnel and provided re-entry only with aforementioned personnel's written permission.

**Academic Misconduct.** Plagiarism, cheating, fabrication, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. An instructor shall notify his/her dean prior to any action.

- Dually enrolled students in the high school setting are subject to Northeast State Policy 03:05:04.

**Non-Academic Misconduct.** The Vice President for Institutional Excellence and Student Success or his/her designee serves as the Conduct Officer. This person is responsible for the management of non-academic misconduct by students. This conduct may include, but is not limited to, hazing, bullying and/or non-criminal acts of violence.

When a student is temporarily removed in the high school setting for non-academic misconduct including, but not limited to, hazing, bullying, and/or non-criminal acts of violence, he/she will be immediately referred to designated high school disciplinary personnel and provided re-entry only with aforementioned personnel's written permission.

# STUDENT RIGHTS AND EXPECTATIONS

Northeast State Community College embraces core values that guide the management and direction of the institution. These values are related to respect, responsibility, and responsiveness:

- Respect - We value respect and provide an environment of inclusiveness, cooperation, and diversity.
- Responsibility - We value responsibility and promote integrity, accountability, and excellence in teaching, learning, and services.
- Responsiveness - We value responsiveness and facilitate personal, professional, and economic growth.

Within this framework, all Northeast State students have specific rights and, likewise, have specific responsibilities. Northeast State's statements of student rights are in accordance with the [Tennessee Board of Regents Policy 3:02:04:00 Student Rights and Freedoms](#). The statements are published in the 2021-2022 [Northeast State Catalog and Student Handbook](#). The *Catalog* contains Student Handbook sections with guidelines, policies, and procedures describing student rights, freedoms, responsibilities, and expectations. Policies and procedures relevant to student conduct and/or expectations of student behavior as voluntary members of the college community are included. Information and policies concerning disciplinary offenses, disciplinary sanctions, procedural due process, college disciplinary procedures, and the Student Right to Know are available in the *Catalog*, as well.



# FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

August 1, 2022

Dear Dual Enrollment Student:

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Northeast State, with certain exceptions, obtain a student's written consent prior to the disclosure of personally identifiable information from higher education records. However, Northeast State may disclose appropriately designated "directory information" without written consent, unless the student has advised Northeast State to the contrary in accordance with Northeast State procedures. The primary purpose of directory information is to allow Northeast State to include this type of information from a student's education records in certain college publications (such as an honor roll or other recognition lists, graduation programs, etc.). Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without the student's prior written consent.

If you do not want Northeast State to disclose directory information from your education records without prior written consent, you must notify Northeast State by completing a Non-Release of Directory Information form. This form is available in the Admissions and Records Office. A new form must be completed each academic year. Northeast State has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Classification
- The most recent educational agency or institution attended
- Enrollment status

If you have any questions regarding the release of your information or FERPA, please feel free to call the Admissions and Records Office at 423.323.0253 or [email\\_admissions@NortheastState.edu](mailto:email_admissions@NortheastState.edu).

Sincerely,



Deidra L. Close  
Registrar

# FREQUENTLY ASKED QUESTIONS

## 1. What is dual enrollment?

Dual enrollment courses offer students an opportunity to earn college-level coursework while completing requirements for high school graduation.

## 2. Can dual enrollment students receive financial assistance?

Yes, dual enrollment students may receive funding. All eligible dual enrollment students are encouraged to apply for the Tennessee Dual Enrollment Grant before the semester deadline. There is also additional financial assistance available for many CTE dual enrollment students. For more information about financial assistance, please see pages 13-14.

## 3. One of my parents works for the State of Tennessee or for the Tennessee Board of Regents system. Will I receive a fee discount?

Yes! Dependents of Tennessee State employees will receive a 25% discount on tuition, and TBR system employee dependents receive a 50% discount on tuition. You are responsible for completing and submitting the necessary fee discount forms. Please see page 12 for links to the discount forms.

## 4. If I need to withdraw from a course, what do I need to do?

Contact your high school counselor and the High School Programs Office (423.354.5186). A refund will be given in accordance with Northeast State Community College's policies. Students that fail to withdraw from their dual enrollment course following the proper college guidelines will receive a failing grade on their transcript. Please see page 17 for important withdraw/drop dates.

## 5. Will NeSCC dual enrollment courses transfer to other institutions?

All of Northeast State's Tennessee Transfer Pathway (TTP) courses transfer to most public Tennessee colleges and universities as well as some private institutions. It is the student's responsibility to contact the college or university he/she plans to attend to ensure that the courses will be accepted at those institutions. If a student has specific questions concerning courses that commonly transfer, he/she should contact the High School Programs office at 423.354.5186.

## 6. Who teaches dual enrollment courses?

All dual enrollment courses are taught by a NeSCC faculty member. High school teachers who meet the adjunct faculty criteria may teach dual enrollment courses.

## 7. Are dual enrollment courses different from other similar courses offered on NeSCC campuses?

No, dual enrollment courses meet the same academic standards and quality as all other courses offered by NeSCC.

## 8. How are dual enrollment courses graded?

Dual enrollment courses are graded in accordance with criteria and standards established in the course syllabus.

## 9. What do I need to do if I want to attend NeSCC when I graduate?

Dual enrollment students wishing to continue taking NeSCC courses after high school must complete a First-Time Freshman application by going to [Apply](#).

**10. Are dual enrollment courses ever canceled?**

Yes, classes with fewer than ten students may be canceled due to low enrollment.

**11. Are there prerequisite requirements for dual enrollment classes?**

Many dual enrollment classes have prerequisite ACT requirements in order to enroll. If you are interested in a course that has certain prerequisite requirements and you have not taken the ACT or do not have the appropriate ACT scores, you can take the Accuplacer test, which is an untimed placement test that is given at Northeast State. The cost is \$10. If you need to take the Accuplacer test, schedule it at your orientation session or your advisement appointment.

**12. How do I access my final grades for my dual enrollment coursework?**

Final grades are located in your MyNortheast account. Once you have logged into MyNortheast, you will select "Student," "Records," "Final Grades," and then choose the correct term.

**13. If I change schools mid-semester, can I continue taking my dual enrollment course(s)?**

If you are taking a dual enrollment course at your high school, you will not be able to continue in the course. If you are taking a course at a NESCC campus, you may be able to continue. Call the High School Programs Office (423.354.5186) for more information. If you are not able to continue and need to withdraw, a refund will be given in accordance with Northeast State Community College's policies.

## **ACCESSIBILITY SERVICES**

Accessibility Services provides ongoing assistance to faculty, staff, and students regarding the institution's obligations under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Students who are registered with the Accessibility Office are eligible to receive services and accommodations. The Office also serves as a liaison between the Tennessee Department of Vocational Rehabilitation and Northeast State.

If a student has a 504 Plan or an IEP in high school, he/she must contact the Accessibility Services Office at least three weeks prior to classes beginning **each semester** enrolled. Colleges are not governed by the IDEA so accommodations may be different and are not retroactive.

**Accessibility Services**

**423-279-7649**

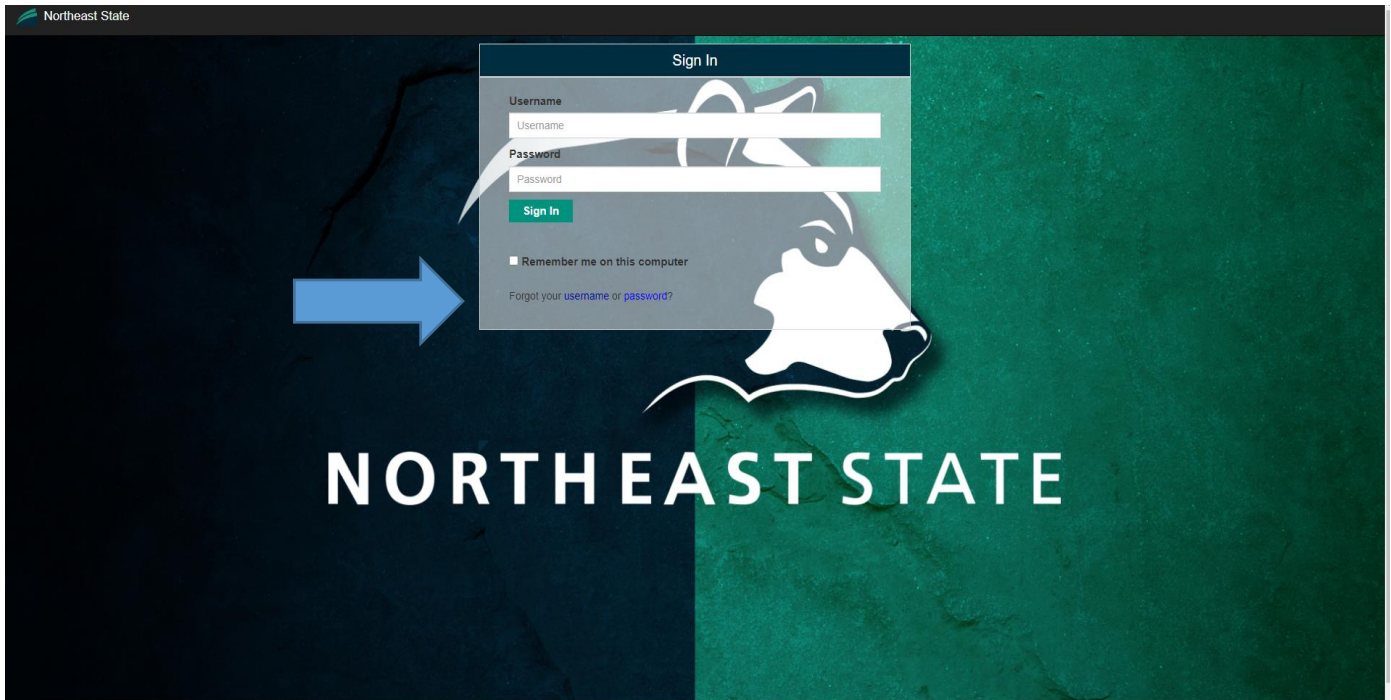
**[accessibility@NortheastState.edu](mailto:accessibility@NortheastState.edu)**



# MYNORTHEAST AND D2L

**MyNortheast** is the online student portal that allows access to D2L, your student e-mail account, final grades, unofficial transcripts, your class schedule, financial aid information, and much more. **D2L** is an online platform used to access online course work and submit assignments. D2L also allows students to communicate with their professors. Please follow the instructions below to look up your Northeast State student username and your Northeast State student ID number, as we cannot provide this information to you over the phone or in an email.

- Go to [MyNortheast](#).
- Underneath the login boxes, find **Forgot your username or password?** and select **username**.



- Enter the required information on the next page and **CLICK** submit. Your student username and Student ID will appear at the bottom of the page.

## Look Up Username/Student ID

Enter information in all fields to retrieve your My Northeast username

### Search Criteria

Enter the last 4 digits of your SSN:  \*

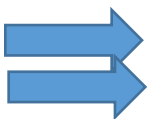
Enter your First Name:  \*

Enter your Last Name:  \*

**Username:**

**Student ID:**

[Go Back to My.Northeast](#)



# D2L ACCESS TO NeSCC FULLY ONLINE CLASSES

Log into your online class(es) as follows:

- Log into [MyNortheast](#)
- Click on the D2L link in the center of the screen.
  - The D2L website is [www.elearn.northeaststate.edu](http://www.elearn.northeaststate.edu)
- Enter the same username as your MyNortheast account and your six-digit date of birth in the MMDDYY format.
  - If your date of birth does not work as the password, you will need to click the FORGOT YOUR PASSWORD link.
  - On the next page enter your username. You'll then receive a notification that a password reset link has been sent to your Northeast State student email account. The reset link WILL NOT be sent to your personal email account.
- Select one of the picture icons with the corresponding class number underneath it or select the tile icon located on the top right side of the page.
- Courses will be available for viewing depending on the date the instructor has selected it to open.

## TUITION AND COURSE MATERIAL BALANCES

If dual enrollment students have a tuition or course materials balance, they will receive an invoice from their primary dual enrollment office contact. This invoice will include payment plan information and one-time online payment information. This information is also provided below. Students may pay in person at Northeast State @ Blountville, Northeast State @ Kingsport, Northeast State @ Johnson City, or Northeast State @ Elizabethton. Students may also mail a check to the address below:

Northeast State Community College  
ATTN: Business Office  
2425 Hwy. 75  
P.O. Box 246  
Blountville, TN 37617-0246

### Payment Plan Instructions

*To help meet educational expenses each semester, Northeast State Community College is pleased to offer QuikPAY, a convenient payment plan. It is not a loan; therefore, there is no debt, and no interest or finance charges are assessed. No credit check is required.*

- Call the High School Programs Office (423.354.5186) to let them know that you are planning to enroll in the payment plan to ensure that the dual enrollment grant has been applied to your account and that your registration is complete.
- Go to [MyNortheast](#) and login to your MyNortheast account (*If you are a returning dual enrollment student, you will already have this login information. If you are a new dual enrollment student, please follow the instructions on pg. 8 to look up your Student Username, as we are not allowed to give this information to you over the phone or in an email.*)
- Under **Banner Self-Service** on the right side of the screen, select **Student**, then **Student Accounts**, then **Account Summary**, and finally **Go to QuikPay Payment Plan** at the bottom of the page.
- Follow the prompts on the payment plan website to enroll in the payment plan.
- Payment Plan Due Dates and Options:

**Fall 2022 Payment plan available on July 1, 2022.**

<b>Last day to enroll online</b>	<b>Required down payment</b>	<b>Number of payments</b>	<b>Months of payments</b>
July 27	25%	3	Aug – Oct
Aug 22	50%	2	Aug & Sept

**Spring 2023 Payment plan available on November 8, 2022.**

<b>Last day to enroll online</b>	<b>Required down payment</b>	<b>Number of payments</b>	<b>Months of payments</b>
Nov 23	25%	3	Dec - Feb
Dec 27	50%	2	Jan & Feb
Jan 16	50%	1	Feb only

**50% of the student's account must be paid by the first day of class.**

**\*\*Please be advised that there is a \$25 enrollment fee to enroll in the payment plan.\*\***

**One-Time Online Payment**

**(\*NeSCC will begin accepting online payments for Fall 2022 on July 1, 2022. NESCC will begin accepting online payments for Spring 2023 on November 8, 2022.\*)**

- Please call the High School Programs Office (423.354.5186) to let them know that you would like to pay online so that they can verify that your registration is complete and that your dual enrollment grant funds have been applied to your account.
- Then go to [Account Suite](#) and select the **Pay in Full** link in the middle of the page.

You will then be taken to a login page for the Student Account Suite. In this portal, you will select “Student and Staff” to log in. The Student ID will be your 900# (please follow the instructions on pg. 9 to look this up as we are not allowed to provide your Student ID number over the phone or in an email) and the password will be your six-digit birthday.

**FEE WAIVERS**

Dependents of State, University of Tennessee (UT), or TBR employees are eligible for fee waivers:

- **25% fee waiver** for dependents of Tennessee public school teachers and state employees can be accessed [here](#).
- **50% fee waiver** for dependents of UT/TBR employees can be accessed [here](#).

If applicable, please submit the fee waiver with your payment.

**GRANTS AND SCHOLARSHIPS**

**DUAL ENROLLMENT GRANT**

The Dual Enrollment Grant program is defined as a grant for study at an eligible postsecondary institution that is funded from net proceeds of the state lottery and awarded to students who are attending an eligible high school and who are enrolled in college courses at eligible postsecondary institutions for which they will receive college credit.

The Dual Enrollment Grant program is funded by the Tennessee Lottery and administered by the Tennessee Student Assistance Corporation. This program provides opportunities for students to begin working toward a college degree, while still pursuing a high school diploma.

## **MIDDLE COLLEGE SCHOLARSHIP**

The Middle College Scholarship program is defined as a scholarship which provides financial assistance to offset educational expenses for high school juniors and seniors who are pursuing an associate degree at an eligible Middle College. The Middle College Scholarship program is funded by the Tennessee Lottery and administered by the Tennessee Student Assistance Corporation. This program provides opportunities for students to begin achieving the credential of an Associate Degree at the same time as their high school diploma.

## **CAREER READINESS SCHOLARSHIP**

The Career Readiness Scholarship is available to students who are residents of Sullivan or Washington counties, are taking CTE dual enrollment courses, and attend a public school within Sullivan or Washington counties (Sullivan Central, East, North, or South; Dobyngs-Bennett; DB Excel; Cora Cox Academy; Tennessee High; Daniel Boone; David Crockett; or Science Hill). The scholarship will pay the tuition balance for any CTE courses not paid for or fully paid for by the Dual Enrollment Grant.

Sullivan County residents are eligible by submitting proof of residency—a parent’s/guardian’s ID card, utility bill, car registration, or lease agreement that displays both name and current physical address. Please email a clear picture of proof of residency to [hsp@NortheastState.edu](mailto:hsp@NortheastState.edu) or mail a clear copy to

Northeast State Community College  
Attn: High School Programs  
2425 Hwy. 75  
P.O. Box 246  
Blountville, TN 37617

Students receiving the Sullivan County Career Readiness Scholarship must make a C or higher to be eligible for the scholarship in subsequent semesters. If a student receives a grade of D or F in a course, the student is responsible for paying the tuition cost the semester after the grade was received. If the student receives Cs or better in all classwork the following semester, the student is eligible to receive the scholarship again.

Washington County residents are eligible based on attendance at a public school in Washington County. No other proof of residency is required.

## **THIRD PARTY SCHOLARSHIPS**

At times, high school CTE programs receive a surplus of funds and choose to offer scholarships for students in certain CTE dual enrollment courses at the high schools. Students whose high school CTE programs offer this scholarship will be notified in their welcome letters in July or November. To determine if a scholarship is available for your CTE course, please contact the CTE Office at your high school.

# FREQUENTLY ASKED QUESTIONS – PAYMENTS & GRANT

## 1. What are the requirements to receive the dual enrollment grant?

Students must be a Tennessee resident to receive the dual enrollment grant. Students must maintain a 2.00 college GPA to continue to receive the dual enrollment grant. Please reference the chart on the next page to see current award amounts.

## 2. How do I apply for the dual enrollment grant?

You will apply for the dual enrollment grant on the [Tennessee Student Assistance Corporation’s website](#).

## 3. When is the deadline to apply for the dual enrollment grant?

Students dual enrolling the fall semester must apply by **September 15**. Students dual enrolling in the spring semester must apply by **February 1**. Students dual enrolling in the summer semester must apply by **May 15**. Students who do not apply by the appropriate deadline are not eligible to receive the dual enrollment grant for that particular semester.

## 4. Can I use the dual enrollment grant at another institution in the same semester that I dual enroll with Northeast State?

Students in this situation will initiate a consortium agreement with the institution that will receive the grant funds. Dual enrolling at multiple institutions during the same semester could result in additional account balances at one or all of the institutions.

## 5. Are there additional scholarships to pay for the student balances referenced in the chart on the next page?

Students enrolled in general education courses are not eligible for any other scholarships at this time. Students enrolled in CTE coursework may be eligible for additional scholarships. Please see pg. 12 for more information.

## 6. How will I be notified if I have a tuition balance and how will I pay?

You will receive an invoice each semester that you are a dual enrollment student. Please see pgs. 10-11 of the handbook to learn about Northeast State’s payment plan and online payment options.

## 7. Will the dual enrollment grant help pay for textbooks or other course materials?

No. The dual enrollment grant can only be used to cover the cost of tuition.

## 8. What if my college GPA falls below a 2.00?

You will no longer be eligible for the dual enrollment grant at any institution if your college GPA falls below a 2.00.

### Dual Enrollment Grant: Award Amounts

*\*The amounts below are based on 3 credit hour classes. The grant will pay for 6 credit hour courses in courses 1-5.*

Course Number	Tuition	DEG Award Amount	Student Balance
Course 1 (3 credit hours)	\$538.65	\$538.65	\$0
Course 2 (3 credit hours)	\$538.65	\$538.65	\$0
Course 3 (3 credit hours)	\$538.65	\$538.65	\$0
Course 4 (3 credit hours)	\$538.65	\$538.65	\$0
Course 5 (3 credit hours)	\$538.65	\$538.65	\$0
Course 6 (3 credit hours)	\$538.65	\$300	\$238.65
Course 7 (3 credit hours)	\$538.65	\$300	\$238.65

Course Number	Tuition	DEG Award Amount	Student Balance
Course 8 (3 credit hours)	\$538.65	\$300	\$238.65
Course 9 (3 credit hours)	\$538.65	\$300	\$238.65
Course 10 (3 credit hours)	\$538.65	\$300	\$238.65

## TEXTBOOKS

Dual enrollment students need to purchase their textbooks prior to the beginning of the semester. Students enrolled in fall courses at their high school will receive textbook information in their July invoice. Students enrolled in spring courses at their high school will receive textbook information in their November invoice. Students taking on-campus courses at one of our four locations will be given textbook information at their advisement appointment. Unfortunately, there is NO financial assistance available to assist with textbooks. Some classes are included in Follett Access, which means you are automatically charged for the course fees when you register for the course. This amount will be included in your dual enrollment invoice. Students are able to opt out of Follett Access; however, this is the most cost-efficient option. Courses included in Follett Access are Computer Applications (INFS 1010), Trigonometric Applications (MATH 1050), Intermediate Algebra (MATH 1100), Introductory Statistics (MATH 1530), Pre-Calculus Algebra (MATH 1710), Applied Calculus (MATH 1830), Calculus I, II, and III (MATH 1910/1920/2110), Introduction to Linear Algebra (MATH 2010), Medical Terminology (ADMN 1306), Introduction to Business (BUSN 1305), Introduction to Marketing (BUSN 1380), Public Speaking (COMM 2045), and Fundamentals of Communication (COMM 2025).

For CTE dual enrollment courses, some high schools choose to purchase students' textbooks. Students whose high schools purchase their textbooks will be notified in their welcome letters. You can contact your school's CTE Office if you need this information before receiving your welcome letter.

Visit the [Northeast State Community College bookstore](#) online for more details and contact information.

## STUDENT IDENTIFICATION CARDS

Dual enrollment students are eligible to receive an official Northeast State Student ID. IDs can be obtained in the Admissions Office located in the Pierce Administration Building on the Blountville campus, as well as in Blazier-Wilson Hall, located at 222 W. Main Street in Kingsport. Students must present a government issued photo ID and their 900# or student ID number (see pgs. 8).

## INCLEMENT WEATHER POLICY

All dual enrollment students taking courses at their high schools and certain designated courses at our Northeast State teaching sites will follow their own school system's schedule. Homeschool students and those taking traditional NeSCC courses at one of our five teaching sites will follow NeSCC's inclement weather policy.

For the most current information about weather-related class cancellations and/or campus closings, please check the Northeast State [homepage](#). Students also have the option to sign up for the [NeSCC Alert](#) system (Rave) and receive notifications via email and/or text message. Students may also monitor local TV and radio stations for announcements. When weather conditions are questionable, but classes are not cancelled, students should consider safety a primary factor in determining attendance.

**Note:** Decisions that affect the regular schedule will be announced at approximately 6 a.m. for day classes and 4 p.m. for evening classes.

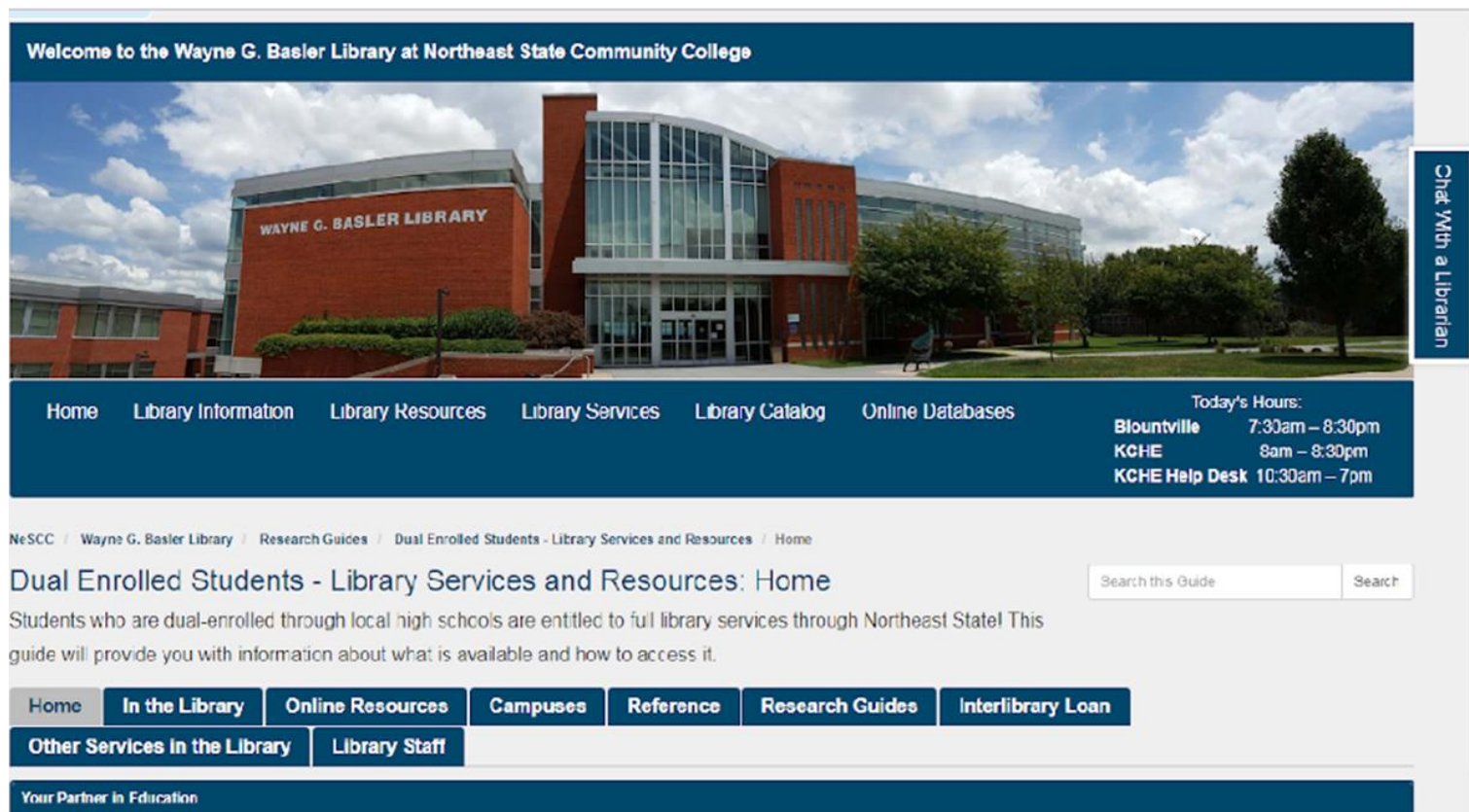
Students should sign up for Rave campus text alerts at [Get Rave](#) to ensure they are kept up to date of all schedule changes.

## REMOTE ACCESS TO NORTHEAST STATE LIBRARY DATABASE

As a dual enrollment student, you have the same Library access and privileges as all Northeast State students. You can use the physical and online materials, as well as the research and citation services provided by the librarians. Librarians are available to help you in person, by telephone, email, text message, and online chat from the [Library's website](#).

Go to [Dual Enrolled Students](#)

Select "Online Resources" from the menu tabs.



Welcome to the Wayne G. Basler Library at Northeast State Community College

WAYNE G. BASLER LIBRARY

Home Library Information Library Resources Library Services Library Catalog Online Databases

Today's Hours:  
Blountville 7:30am – 8:30pm  
KCHE 8am – 8:30pm  
KCHE Help Desk 10:30am – 7pm

NeSCC / Wayne G. Basler Library / Research Guides / Dual Enrolled Students - Library Services and Resources / Home

Dual Enrolled Students - Library Services and Resources: Home

Students who are dual-enrolled through local high schools are entitled to full library services through Northeast State! This guide will provide you with information about what is available and how to access it.

Home In the Library Online Resources Campuses Reference Research Guides Interlibrary Loan

Other Services in the Library Library Staff

Your Partner in Education

Chat With a Librarian

Once on the Online Resources page, select the "Online Databases Page" link.

After choosing a database, you may need to log in, if prompted. Your username is the same as your MyNortheast username. Your password is your six-digit birthdate (ex. February 18, 2001 = 021801).

## DROP, ADD, WITHDRAW STANDARDS

After the registration period is over, students may make adjustments in their schedules by adding and/or dropping courses. A student may drop or add courses for fall, spring, or summer semesters as published in the [Academic Calendar](#). Courses dropped within the first part of the term are not recorded on the student's transcript; see the academic calendar for exact dates. High school based students must contact their guidance counselor and their primary dual enrollment contact (High School Programs Office 423.354.5186) immediately upon decision to drop or withdraw. A refund will be given in accordance with Northeast State's policies. Students who fail to withdraw from their dual enrollment course following the proper college guidelines will receive a failing grade on their transcript.

Following the 14th day of the term, and not later than two-thirds of the term beginning with the first day of classes, a student may officially drop a course(s) or withdraw from Northeast State and receive a grade of W. After the drop/withdrawal deadline date, no student will be permitted to drop/withdraw from the college or classes and receive the designation of "W" without providing documented evidence of unusual and verifiable circumstances which compel the student to discontinue enrollment after the published last date to drop/withdraw. Examples of unusual circumstances that may warrant a late drop/withdrawal are

- Serious personal illness of the student verified by the healthcare provider or
- Serious illness or death in the student's immediate family verified by physician's documentation or a copy of an obituary or
- A necessary change in work schedule or new employment verified in writing by the student's employer.

In all circumstances, the student must file a Request for Late Drop/Withdrawal in the Advising Resource Center on the main campus in Blountville no later than the last day of the subsequent semester (includes fall, spring, and summer semesters); petitions received after that time will not be considered. Students must submit all of the following information in order for the request to be processed:

1. Request for Late Drop/Withdrawal form
2. Drop/Withdrawal form.
3. Official documentation of mitigating circumstances which proves that the circumstances occurred after the deadline to drop/withdraw.
4. A statement from the student explaining the mitigating circumstances.

## GRADE APPEALS

### Purpose

A Northeast State Community College student has the right to know the reason for grade assignments and the correct answer to examination questions. In matters of interpretation, the College accepts the judgment of the faculty member as the professional in the discipline. In instances where a student believes he/she has received an incorrect final grade, the appeals process is possible. The student must follow the Final Grade Appeal Procedure as outlined below.

### Grounds for Appeal

- Errors of omission. The student contends that a certain test, homework, or class project was submitted but not graded.



- Errors in averaging. The student contends that an error in the mathematical calculations of graded material occurred.
- Errors in course practices. The student contends that there was gross disparity between the course syllabus and the manner in which the course was conducted; in particular, the manner in which the individual student was treated.

### Procedure

When a student believes there are circumstances that warrant the appeal of the final grade received in a course for reasons other than academic misconduct, the student may appeal the grade. The appeal process must begin within 30 business days following the day in which grades are due in the student information system (for the term in which the grade was assigned).

1. Should the student wish to formally appeal a final grade, he or she may submit a formal written appeal to the instructor of the course in question. The appeal must be initiated within 30 business days following the day in which final grades are due in the student information system. The student will indicate the grounds for appeal in the formal written appeal. If the student is unable to reach the course instructor, the student should contact the appropriate division office for assistance. The instructor will notify the student of his or her findings in writing within five (5) business days of the receipt of the formal written appeal.
2. If no satisfactory agreement is reached with the instructor, the student may submit a formal written appeal to the appropriate Academic Dean. The student's written appeal must include documentation that he or she consulted with the instructor and the instructor's decision (as outlined in Step One, above). It must also include the basis of the appeal, as noted under the Grounds for Appeal section, outlined above. The formal written appeal must be submitted within five (5) business days of receipt of the instructor's findings. The appropriate Academic Dean will investigate the appeal, render a decision, and submit a written report of the findings to the student, the instructor, and the Vice President for Academic Affairs. The written report must be submitted within five (5) business days of receipt of the student's appeal.
3. If the appeal is denied by the Academic Dean, the student may request in writing that the documentation and written appeal be forwarded to the Vice President for Academic Affairs. The request that the documentation and written appeal be forwarded must be submitted to the academic dean within five (5) business days of receipt of the dean's decision. The Vice President for Academic Affairs will review the appeal, render a decision, and submit a written report of the findings to the student and the Academic Dean. The written report of the findings must be submitted within ten (10) business days of receipt of the written appeal and documentation. The Academic Dean will notify the instructor as appropriate.
4. If the student is not in agreement with the decision of the Vice President for Academic Affairs, he or she may request in writing a hearing before the Grade Appeal Subcommittee. To request a hearing, the student must request that the Vice President of Academic Affairs forward the written appeal to the chair of the Grade Appeal Subcommittee. The student must submit this request to the Vice President of Academic Affairs within five (5) business days of receipt of the findings from the Vice President.
  - A. The Subcommittee will determine through a majority vote of its members if the appeal has merit for further investigation based upon one of the allowable grounds for appeal.
  - B. If the Subcommittee determines the appeal has merit for further investigation, the Subcommittee chair will convene a hearing with the Grade Appeal Subcommittee within ten (10)

business days of the chair receiving the appeal. During the hearing, the Subcommittee retains the

right to ask questions of each party and to call on such expertise as it deems appropriate to arrive at a decision.

- C. The Grade Appeal Subcommittee will forward its recommendation in writing to the Vice President for Academic Affairs within 15 business days from the request for the hearing.
5. The Vice President for Academic Affairs will review the Subcommittee's recommendation, issue a written report relative to the Subcommittee's findings, and forward the report to the President. The report must be submitted within five (5) business days of receipt of the findings from the Grade Appeal Subcommittee.
6. The President will review the student's appeal, the Subcommittee's findings, and the Vice President for Academic Affairs' recommendation, render a decision, and submit a written report of the findings to the student, the Vice President for Academic Affairs, and the chair of the Grade Appeal Subcommittee. The report must be submitted within ten (10) business days of receipt of the report. The President's decision will be final. The Vice President for Academic Affairs will notify the academic dean and the instructor, as appropriate.

## COMPLAINTS, COMPLIMENTS, & SUGGESTIONS FOR IMPROVEMENT

Northeast State Community College encourages students to comment on their experiences at the College in a responsible manner. These comments may include complaints, compliments, or suggestions for improving College services. Comments help the College administration improve processes, pinpoint problems, eliminate waste, plan for strategic growth, or recognize outstanding personnel and programs. A final grade appeal is possible when a student believes he or she has received an incorrect final grade.

The following procedures have been established to help students submit their comments:

### Complaints

1. Students should first seek to resolve complaints informally with the College personnel directly responsible for the area of complaint.
2. If the above is not possible or does not provide a satisfactory outcome, students should submit written complaints about any area of the College's operations to the Vice President for Institutional Excellence and Student Success by using the [Student Complaint Online Submission Form](#).
3. Submissions should state the nature of the complaint as well as the resolution sought.
4. The Student Complaint Online Submission Form must include the contact information of the person submitting the complaint.
5. The Vice President for Institutional Excellence and Student Success will forward the complaint to a designated Vice President or other appropriate office (as determined by the nature of the comments) for review within three (3) business days.
6. The student will be notified of the outcome within ten (10) business days of the receipt of the Student Complaint Online Submission Form by the Vice President for Institutional Excellence and Student Success.
7. If the student is not satisfied with the outcome, he or she may appeal in writing to the President of the College. The President's decision will be final.
8. **Complaint Resolution Policies and Procedures for Non-Tennessee Resident Students in [State Authorization Reciprocity Agreement](#) States, commonly known as SARA.**

Student complaints relating to consumer protection laws that involve distance learning education offered under the terms and conditions of the State Authorization Reciprocity Agreement (SARA), must first be filed with the institution to seek resolution.

Complainants not satisfied with the outcome of the Institution's internal process may appeal, within two years of the incident about which the complaint is made, to the [Tennessee Higher Education Commission](#).

For purposes of this process, a complaint shall be defined as a formal assertion in writing that the terms of SARA or the laws, standards or regulations incorporated by the [SARA Policies and Standards](#) have been violated by the institution operating under the terms of SARA.

For a list of SARA member States, please visit the [NC-SARA website](#). Students residing in non-SARA states should consult their respective State of residence for further instruction for filing a complaint.

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### Compliments

1. Compliments may be submitted using the [Student Compliment Online Submission Form](#).
  2. Compliments will be received by the Vice President for Institutional Excellence and Student Success and forwarded to the appropriate Vice President's office for review and dissemination to the College personnel or program mentioned.
  3. The student may be contacted by the Vice President for Institutional Excellence and Student Success if additional information is necessary.
- 

### Suggestions for Improving College Services: Speak Out

1. Concerns and/or suggestions for improving College services should first be discussed with the individual or campus office providing the service, including action(s) that can be taken to improve the service.
  2. If the above is not possible or the improvement action(s) require approval by the service provider's supervisor or the College administration, the student should submit the concern or suggestion in writing to the Vice President for Institutional Excellence and Student Success by using the [Suggestions for Improving College Services: Speak Out Online Submission Form](#).
  3. The Vice President for Institutional Excellence and Student Success will present the concern or suggestion to the Northeast State President's Cabinet, which will review the service and make a recommendation to the President.
  4. The President may direct the development and implementation of actions designed to improve the services provided by the College.
  5. The student may be contacted by the Vice President for Institutional Excellence and Student Success if additional information is necessary.
- 

### NeSCC Policy Information

Please reference Chapter 3 of the [Northeast State Policies and Procedures Manual](#) for complete policies and procedures concerning student conduct and expectations. The following are specific policies on the reporting of student complaints, compliments and suggestions for improving College services:

- [03:05:01](#) - Student Rights and Freedoms
- [03:05:10](#) - Student Complaints and Compliments
- [03:05:11](#) - Complaints Related to Institutional Accreditation or Violation of State Laws
- [03:05:12](#) - Reporting Fraud or Abuse
- [03:05:13](#) - Suggestions for Improving College Services: Speak Out
- [03:07:00](#) - Family Educational Rights and Privacy Act
- [03:07:01](#) - Directory Information

Please Note: For concerns or complaints regarding Title IX, civil rights, discrimination, or harassment, please visit the [Equity, Inclusion, and Compliance](#) website or contact the Office of Equity, Inclusion, and Compliance at 423.354.5296. Questions may also be emailed to [Tracy Barry](#), Assistant Director of Equity & Compliance/Title IX Coordinator.

Although crimes are not part of the complaint process, for issues involving campus safety, personal security, or to [Report Behaviors of Concern](#), please visit the [Safe Northeast](#) web portal or contact the [Northeast State Police Department](#) at 423.323.0255 (non-emergency) or 423.677.7927 (emergency cell). Questions may also be emailed to [Brian Johnson](#), Chief of Police.

# OFFICIAL NORTHEAST STATE TRANSCRIPT REQUESTS

Students need to request an official Northeast State transcript if applying to a different college or university other than Northeast State Community College upon high school graduation. These requests are made online through the Office of Admissions and Records. Go to [Admission Forms](#) and select “Request for Northeast State Transcript.” You will then be routed to the form. You will need to have your 900# in order to fill out this form. (See pg. 9)

## ACADEMIC AND STUDENT SUPPORT SERVICES

As enrolled Northeast State students, dual enrollment students have access to Student Resources which can aide in their success. While students can come on campus for academic services, many of these learning resources are accessible online.

[Accessibility Services](#)

[Admissions & Records](#)

[Advising Resource Center](#)

[Bookstore](#)

[Business Office](#)

[Campus Information](#)

[Career Services](#)

[Counseling Services](#)

[Evening Services](#)

[Financial Aid](#)

[Financial Aid Help Center](#)

[Honors Institute](#)

[IT Help Desk](#)

[Library](#)

[Scholarship Programs](#)

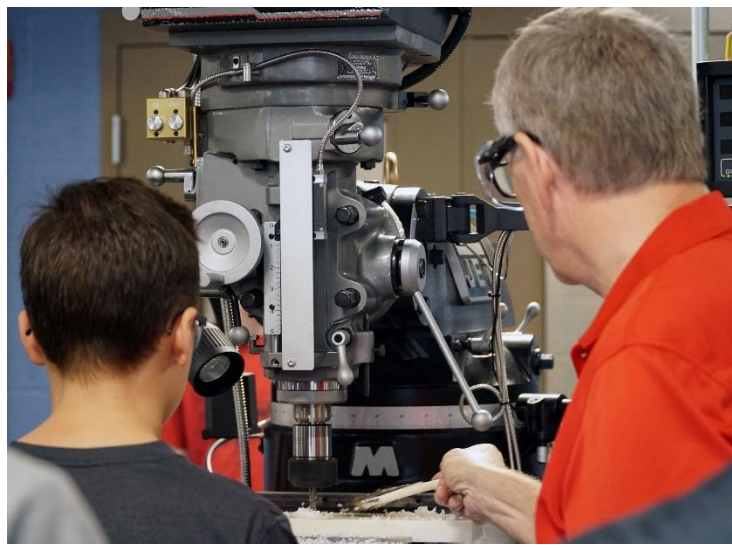
[Student Life](#)

[Student Needs Project](#)

[Testing Services](#)

[The Learning Center](#)

[Transfer Center](#)



## IMPORTANT DATES

### Fall 2022

<b>Fall 2022</b> <b>1<sup>st</sup> Nine Weeks</b> August 1, 2022 – October 7, 2022	
<b>Activity</b>	<b>Date</b>
Last Day for Completed Application	8/5/2022
Last Day for 100% Refund	7/31/2022
Classes Begin	8/1/2022
Last Day to Add a Class	8/8/2022
Last Day for 75% Refund	8/8/2022
Last Day for 25% Refund	8/17/2022
Last Day to Drop Without W	8/14/2022
Begin W Grade	8/15/2022
Last Day to Drop, Withdraw or Change to Audit	9/21/2022
Classes End	10/7/2022

<b>Fall 2022</b> <b>2<sup>nd</sup> Nine Weeks</b> October 6, 2022 – December 20, 2022	
<b>Activity</b>	<b>Date</b>
Last Day for Completed Application	N/A
Last Day for 100% Refund	10/5/2022
Classes Begin	10/6/2022
Last Day to Add a Class	10/13/2022
Last Day for 75% Refund	10/14/2022
Last Day for 25% Refund	10/24/2022
Last Day to Drop Without W	10/19/2022
Begin W Grade	10/22/2022
Last Day to Drop, Withdraw or Change to Audit	11/30/2022
Classes End	12/20/2022

<b>Fall 2022</b> <b>Semester Long Dual Enrollment</b> August 1, 2022 – December 20, 2022	
<b>Activity</b>	<b>Date</b>
Last Day for Completed Application	
Last Day for 100% Refund	7/31/2022

<b>Fall 2022</b> <b>Semester Long Dual Enrollment</b> August 1, 2022 – December 20, 2022	
Classes Begin	8/1/2022
Last Day to Add a Class	8/8/2022
Last Day for 75% Refund	8/18/2022
Last Day for 25% Refund	9/4/2022
Last Day to Drop Without W	8/14/2022
Begin W Grade	8/15/2022
Last Day to Drop, Withdraw or Change to Audit	11/7/2022
Classes End	12/20/2022

<b>Fall 2022</b> <b>Students on College Campuses</b> August 22, 2022 – December 12, 2022	
<b>Activity</b>	<b>Date</b>
Last Day for Completed Application	8/26/2022
Last Day for 100% Refund	8/8/2022
Classes Begin	8/22/2022
Last Day to Add a Class	8/29/2022
Last Day for 75% Refund	9/4/2022
Last Day for 25% Refund	9/18/2022
Last Day to Drop Without W	9/4/2022
Begin W Grade	9/5/2022
Last Day to Drop, Withdraw or Change to Audit	10/12/2022
Classes End	12/9/2022

### Spring 2023 (To Be Determined)

<b>Spring 2023</b> <b>1<sup>st</sup> Nine Weeks</b>	
<b>Activity</b>	<b>Date</b>
Last Day for Completed Application	
Last Day for 100% Refund	1/2/2023
Classes Begin	1/3/2023
Last Day to Add a Class	1/9/2023
Last Day for 75% Refund	1/11/2023
Last Day for 25% Refund	1/19/2023
Last Day to Drop Without W	1/16/2023
Begin W Grade	1/17/2023
Last Day to Drop, Withdraw or Change to Audit	2/22/2023
Classes End	3/10/2023

<b>Spring 2023</b> <b>2<sup>nd</sup> Nine Weeks</b>	
<b>Activity</b>	<b>Date</b>
Last Day for Completed Application	
Last Day for 100% Refund	3/8/2023
Classes Begin	3/9/2023
Last Day to Add a Class	3/15/2023
Last Day for 75% Refund	3/18/2023
Last Day for 25% Refund	3/27/2023
Last Day to Drop Without W	3/22/2023
Begin W Grade	3/23/2023

**Spring 2023  
2<sup>nd</sup> Nine Weeks**

Last Day to Drop, Withdraw or Change to Audit	4/26/2023
Classes End	5/26/2023

**Spring 2023  
Semester Long Dual Enrollment**

<b>Activity</b>	<b>Date</b>
Last Day for Completed Application	
Last Day for 100% Refund	1/2/2023
Classes Begin	1/3/2023
Last Day to Add a Class	1/9/2023
Last Day for 75% Refund	1/20/2023
Last Day for 25% Refund	2/7/2023
Last Day to Drop Without W	1/16/2023
Begin W Grade	1/17/2023
Last Day to Drop, Withdraw or Change to Audit	4/3/2023
Classes End	5/26/2023



**TRADITIONAL NORTHEAST STATE ACADEMIC CALENDAR**

\*\*Students taking courses at NeSCC campus locations will follow this academic calendar\*\*

## Fall Semester 2022

**Term 1 and Term 2** - Information for last day for Completed Application, Registration, Fee Payment, First Day of Class and Refund Dates for Fall 2022. [\\*Click Here for Important Dates](#)

**10 Week Term** - Information for last day for Completed Application, Registration, Fee Payment, First Day of Class and Refund Dates for Fall 2022. [\\*Click Here for Important Dates](#)

**TN eCampus** - [\\*Click Here for Important Dates](#) OR visit [www.TNECampus.org/academic-calendar](http://www.TNECampus.org/academic-calendar).

Registration opens via MyNortheast. All students are required to schedule a faculty advising appointment. New students shall attend a New Student Orientation session.	March 28
1st day “space available” fee waivers and discounts accepted	July 22
Academic Year Contract Beginning Date	August 8
Fall Convocation/Faculty Report	August 12 - 19
<b>Fees Due for Fall Semester 2022</b>	August 11
1st Purge Date - (Student schedules are deleted for non-payment)	TBA
Last Day for Completed Application and Registration for Fall 2022 - Full Term	August 19
TN eCampus End of Registration/Last Day to Add a TN eCampus Class	August 21
Last Day for 100% Refund	August 21
Late Registration/Late Payment Fee (\$10) Charged Beginning Today	August 22
<b>Regular Classes Begin</b>	August 22
Adding of Additional Fall 2022 Courses for Admitted/Enrolled Students Ends - Full Term	August 26
ETS Proficiency Profile Exit Exam for Graduates - By Appointment Only ( <a href="#">Click to schedule the ETS Proficiency Profile Exit Exam for Fall 2022 Graduates</a> )	August 29 - December 9
Deadline for Application for Graduation Fall 2022	September 2
Preferred Submission Date - Application for Graduation Spring 2022	September 2
Last Day to Drop a Class Without it Appearing on Official Transcript	September 4
Last Day for 75% Refund	September 4
Holiday - Labor Day, College Closed	September 5
Last Day for 25% Refund	September 18
Fall Break	October 10-11
Last Day to Drop a Class, Withdraw, or Change to Audit	October 27
<b>Priority Registration for Spring Semester 2023 Begins</b>	November 14
Classes Cancelled/Faculty Do Not Report - Administrative Offices Open	November 23
Thanksgiving Holiday/Administrative Closing - College Closed	November 24- 25
Deadline for Completing Spring Semester 2022 Grade of “I”	December 2
<b>Last Class Session Before Final Exams</b>	December 2



Final Exam Period - Click here for the [2022 Fall Final Exam Schedule](#)

December 3 - 9

All Grades Due by 11:59 pm in Student Information System

December 12

Fall 2022 Commencement Ceremony

December 16

Last Official Day for Faculty

December 16

Christmas Eve (Administrative Closing) - College Closed

December 26

Holiday Observed, Christmas Day - College Closed

December 27

Administrative Closing - College Closed

December 28

Administrative Closing - College Closed

December 29

Administrative Closing - College Closed

December 30

*The Fall Semester 2022 calendar is subject to change at any time prior to or during the academic term due to emergencies or causes beyond the reasonable control of the College, including severe weather, loss of utility service, or orders by federal or state agencies.*

### Spring Semester 2023

**Term 1 and Term 2 Courses** - Information for last day for Completed Application, Registration, Fee Payment, First Day of Class and Refund Dates for Spring 2023. [\\*Click Here for Important Dates](#)

**10-Week Term** - Information for last day for Completed Application, Registration, Fee Payment, First Day of Class and Refund Dates for Spring 2023. [\\*Click Here for Important Dates](#)

**\*TN eCampus** - [\\*Click Here for Important Dates](#) or visit [www.TNeCampus.org/academic-calendar](http://www.TNeCampus.org/academic-calendar).

Registration opens via MyNortheast. All students are required to schedule a faculty advising appointment. New students shall attend a New Student Orientation session.

November 7

1st day “space available” fee waivers and discounts accepted

December 17

Holiday - New Year’s Day, College Closed

January 2

College Re-opens

January 3

Faculty Report/Staff Preparation Day

January 9

In-Service Activities - Spring 2023 Convocation

January 9 - 13

Fees Due for Spring Semester 2023

January 9

Nightly purges begin - (Student schedules are deleted for non-payment)

TBA

Last Day for Completed Application and Registration for Spring 2023 - Full Term (all fees due the day of registration)

January 13

Holiday - Martin Luther King, Jr.’s Birthday Observed, College closed

January 16

TN eCampus End of Registration/Last Day to Add a TN eCampus class

January 16

Last Day for 100% Refund

January 16

Late Registration/Late Payment Fee (\$10) Charged Beginning Today

January 17

Regular Classes Begin

January 17

Adding of Additional Spring 2023 Courses for Admitted/Enrolled Students Ends - Full Term	January 21
ETS Proficiency Profile Exit Exam for Graduates ( <a href="#">Click to schedule the ETS Proficiency Profile Exit Exam for Spring 2023 Graduates</a> )	January 23 - May 5
Last Day to Drop a Class Without it Appearing on Official Transcript	January 30
Last Day for 75% Refund	January 30
Deadline for Application for Graduation Spring Semester 2023	February 6
Preferred Submission Date-Application for Graduation Summer 2023	February 6
Last Day for 25% Refund	February 12
Spring Break for Students	March 13-17
Last Day to Drop a Class, Withdraw, or Change to Audit	March 29
Priority Registration Begins for Summer/Fall Semesters 2023	April 3
Academic Field Test - TBA	TBA
Academic Field Test - TBA	TBA
Administrative Closing Day, College Closed	April 7
Honors Convocation	April 27
Deadline for Completing Fall Semester 2022 Grade of "I"	April 28
Last Class Session Before Final Exams	April 28
Final Exam Period - Click here for the <a href="#">2023 Spring Final Exam Schedule</a>	May 1 - 5
All Grades Due by 11:59 pm in Student Information System	May 8
Commencement - Last Day for Faculty	May 9
Academic Year Contract Ending Date	May 9

*The Spring Semester 2023 calendar is subject to change at any time prior to or during the academic term due to emergencies or causes beyond the reasonable control of the institution, including severe weather, loss of utility service, or orders by federal or state agencies.*

## CAREER ACADEMY GRADUATION

If you are in a CTE Career Academy and are on track to graduate from Northeast State by the end of your senior year, please follow this important timeline to ensure you are ready to graduate.

### Senior Year Timeline

December-January	Complete an online <a href="#">Graduation Application</a>
April	Go to your high school's Guidance Office and request a FINAL high school transcript be sent to Northeast State
April-May	Pick up your graduation cap and gown (some will be delivered to high schools)
May 9, 2023	GRADUATE!
May	High school sends final transcript
June	Pick up certificate at NeSCC

If you have questions about graduating, visit [How to Graduate](#).

If you have questions about the graduation ceremony, visit [Ceremony After Graduation](#)

**If you plan to continue at Northeast State:**

- 1. Apply online as a freshman.**
  - a. Go to [Apply](#).
  - b. Choose Application Type: **1-First Time Freshman**
  - c. Choose Admission Term: **Fall 2023**.
- 2. Schedule a New Student Orientation.**
  - Email [CollegeAnswers@NortheastState.edu](mailto:CollegeAnswers@NortheastState.edu) or call 423-323-0229.
- 3. Complete a 2023-2024 Free Application for Federal Student Aid (FAFSA).**
  - Go to [FAFSA](#).
  - Need assistance? Visit [Help Center](#)
- 4. Complete a Satisfactory Academic Progress (SAP) Appeal.**
  - You should receive a letter in the mail from Financial Aid.
  - Contact Cathy Phillips at [CBPhillips@NortheastState.edu](mailto:CBPhillips@NortheastState.edu) or 423-279-3684.

**If you plan to complete an associate's or bachelor's degree at another college or university:**

1. Apply online to the institution.
2. Complete a 2023-2024 Free Application for Federal Student Aid (FAFSA).
3. Contact the institution's Financial Aid Office to determine if you need to complete a SAP Appeal form.
4. Request a FINAL high school transcript be sent to the institution.
5. Request a Northeast State transcript be sent to the new institution.
  - Go to [Transcript Request](#).

# CAMPUS MAPS

## BLOUNTVILLE CAMPUS



**A Student Services Building**  
 Advanced Technologies Division - A216  
 Bookstore - A218  
 Courtyard/Subway Restaurant  
 Student Life - A212

**B Powers Math-Science Building**  
 Science Division - B108

**C General Studies Building**  
 Adult Services/Beyond Reconnect - C2108  
 Advising Resource Center - C2407  
 Accessibility Services - C1102  
 Campus Police - C2401  
 Career and Workforce Development Center - C2418  
 Childcare CCAMPS - C2112  
 Counseling Services - C2101  
 Workforce Solutions - C2301  
 Counseling and Testing - C2101  
 Financial Aid - C2406  
 Financial Aid Help Center - C2406  
 Keeping Our Promise Mentors - C2113  
 Student Needs and Student Leadership - C2107  
 Student Success - C2110  
 Testing Services - C2106  
 Transfer Advising Center - C2108A  
 TRIO Student Support Services - C1107

**D Performing Arts Center**

**F Faculty Office Building**  
 Academic Affairs - F106  
 Business Technologies Division - F211  
 Career & Technical Education - F107  
 Institutional Excellence & Student Success - F104  
 Mathematics Division - F234  
 Multi-Campus Programs - F100  
 University Parallel Dual Enrollment - F103

**H Humanities**  
 Behavioral/Social Sciences - H229  
 Humanities Division - H129

**L Library**  
 The Center for Teaching & Learning - L204  
 The Honors Institute - L304  
 The Learning Center - L103

**N Veteran & Military Student Success Center and Print Shop**

**P Pierce Administration Building**  
 Admissions and Records - P203  
 Business Office - P105  
 Computer Services - P216  
 Diversity Office - P317  
 Enrollment Services & Campus Information - P201

**S Welding/Automotive**

**T Technical Education Complex**



NeSCC-2 14-157

# KINGSPORT CAMPUS

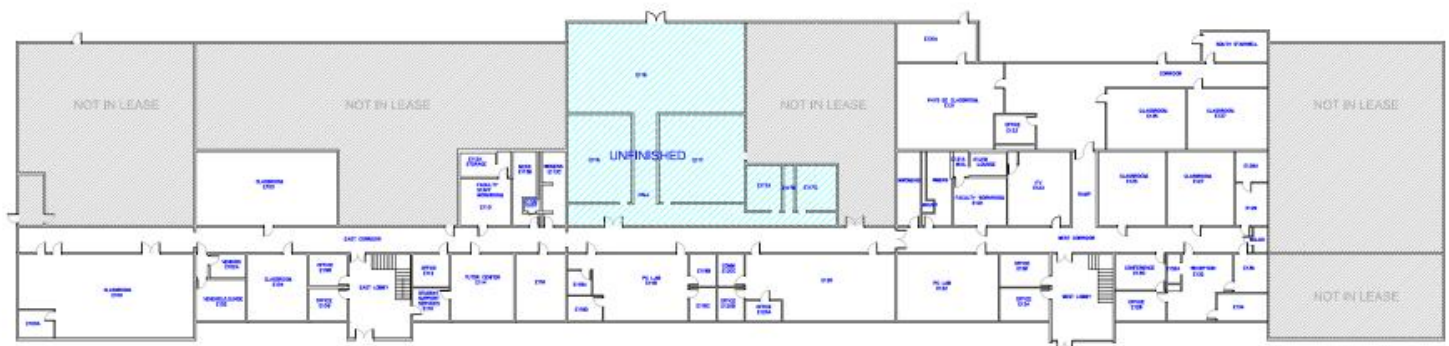


# Northeast State at Kingsport: MAP





# Elizabethton Campus



NORTHEAST STATE AT ELIZABETHTON - FIRST FLOOR