



## Steps for Enrollment

### Step 1: Apply for Admission\*

Apply online at [www.NortheastState.edu/Apply](http://www.NortheastState.edu/Apply) or print the application from our website and mail/fax to us.

### Step 2: Complete Your Admission File\*

The following items must be submitted before the first day of classes:

1. Completed application for admission.
2. Official high school transcript with graduation date OR high school equivalency (GED®/HiSET®) scores.
3. Official college transcripts, if applicable, from each college attended.
4. Proof of immunization with two doses of Measles, Mumps and Rubella (MMR) vaccine if born after January 1, 1957.
5. Proof of immunization with two doses of Varicella (Chicken Pox) vaccine if born after January 1, 1980 and enrolling as a full-time student (at least 12 credit hours per semester).
6. Completed Northeast State Hepatitis B Immunization Health History Form.
7. ACT or SAT scores if test was taken in the past five years.
8. Proof of citizenship or lawful presence in the United States (Driver's License).

### Step 3: Apply for Financial Aid\*

To be considered for financial assistance from the federal government and/or the State of Tennessee, you must complete and submit the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). To get assistance with completing the Free Application for Federal Student Aid (FAFSA), contact our Financial Aid Help Center at [fahelpcenter@NortheastState.edu](mailto:fahelpcenter@NortheastState.edu). For more information about the various types of financial aid available, access Financial Aid at [www.NortheastState.edu/FinancialAid](http://www.NortheastState.edu/FinancialAid) on our website. (Northeast State's code is 005378.)

### Step 4: Apply for Financial Assistance Through Northeast State\*

To learn about scholarships and other types of assistance specific to Northeast State, check out this link [www.NortheastState.edu/ScholarshipPrograms](http://www.NortheastState.edu/ScholarshipPrograms). **You must submit the FAFSA before applying for additional aid through Northeast State.** Be sure to submit all application materials by the stated deadlines.

***\*Steps 1-4 may be completed at the same time.***

### Step 5: Placement Testing

You may be required to take a computerized placement test designed to assist the College in placing you into the most appropriate courses. The test covers basic skill areas in writing, reading, and mathematics. Test time is individualized. For more information, check out [www.NortheastState.edu/Assessment](http://www.NortheastState.edu/Assessment).

## **Step 6: Participate in Orientation**

Once your admission file and any placement testing have been completed, first-time college students will be required to participate in New Student Orientation. During New Student Orientation you will meet with an academic advisor and register for classes. Contact the Office of Enrollment Services at 423.323.0229 to register for a New Student Orientation session.

## **Step 7: Pay Your Fees**

All fees are payable by the payment due date listed in our Registration Guide which can be accessed via our website. If you register for classes after the due date, fees are due the day you register. Registration is incomplete until all tuition and fees are paid. To pay your bill, go to [www.NortheastState.edu/AccountSuite](http://www.NortheastState.edu/AccountSuite).

To meet education expenses, Northeast State offers NBS QuikPAY®, a convenient payment plan. Learn more at [www.NortheastState.edu/PaymentPlan](http://www.NortheastState.edu/PaymentPlan). If you have questions, please contact NBS at 888.470.6014 or the Northeast State Community College Business Office at 423.354.2511.

We no longer mail paper bills. Bills will be sent to your student email which can be viewed from your MyNortheast account. Bills can be paid in the Business Office, online, or by mail.

## **Step 8: Prepare for Classes**

### ***iNortheast Mobile Technology Initiative***

The College implemented the iNortheast Mobile Technology Initiative to facilitate teaching, learning, service, and student success through the use of mobile devices. Students enrolled in credit courses are recommended to have access to a personal device that meets minimum capabilities. Device requirements are listed at [www.NortheastState.edu/iNortheast](http://www.NortheastState.edu/iNortheast), along with additional information on the iNortheast initiative.

### ***iOPTiN & eTextbooks***

iOPTiN is an eTextbook program that delivers required course materials digitally. You will have five days of free access to any VitalSource eTextbooks associated with your classes. During that time period, you will need to “opt in” so that your eTextbook charges can be applied to your student account and any available financial aid. If you do not opt in, access to your eTextbooks will cease. Visit [www.NortheastState.edu/iOPTiN](http://www.NortheastState.edu/iOPTiN) for “opt in” instructions.

### ***Bookstore***

The Bookstore on Northeast State’s Blountville campus stocks textbooks and educational supplies, including mobile devices, needed by students enrolled in an academic program. The Bookstore also maintains a supply of other items such as caps and shirts imprinted with the College’s logo. The website is [www.northeaststateshop.com](http://www.northeaststateshop.com).

**Please direct all questions to the Office of Enrollment Services at 423.323.0243 or by e-mail at [CollegeAnswers@NortheastState.edu](mailto:CollegeAnswers@NortheastState.edu).**